



PROFESSIONAL  
BUSINESS COLLEGE

# Employee Handbook

## PART ONE: GENERAL INFORMATION

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### 1 INTRODUCTION

#### 1.1 Welcome to Professional Business College!

It's our pleasure to welcome you to Professional Business College, hereinafter referred to as, "PBC". We are a diverse team, dedicated to high standards of excellence and quality in education. We value each one of our employees and we hope that you find your work here rewarding and satisfying.

#### 1.2 The Mission of PBC

The mission of PBC is to:

Provide college-level occupational studies to prepare students for entry-level employment in their fields of study or to continue their education at a 4 year college.

Help each student achieve his or her highest potential.

Provide the educational and cultural foundation for lifelong learning and career advancement in a constantly changing economy.

In support of the mission at PBC, there are two absolute tenets:

All of PBC's employees must strive to ensure the best education for our students.

All employees are expected to adhere to the highest standards of ethical behavior when dealing with our students and with each other.

Teamwork, honesty, integrity, diversity and excellence are the core values of PBC.

#### 1.3 History of PBC

In the fall of 1990, Professional Business Institute (PBI) moved from Rockland County to the Chinatown neighborhood in New York City. Serving mostly Chinese and other minority and immigrant populations, PBI offered students the

opportunity to learn English and to gain skills in accounting, business, and office technology. After receiving approval from the New York State Education Department to begin awarding the Associate in Occupational Studies in 2004, the school was re-named, Professional Business College. PBC has a student body of approximately 750 full-time students and 75 part- and full-time instructors.

#### 1.4 The Purpose of this Handbook

We believe that employees are happier and more valuable if they know what they can expect from PBC and what PBC expects from them. This Handbook is intended to provide staff and faculty guidelines in the principle areas of their employment and to establish a standard of professional conduct which all employees must observe.

The remainder of this Handbook will familiarize you with the benefits and responsibilities of being an employee at PBC. It is, of course, impossible to address in detail all of the issues that may arise in the course of an employee's duties. PBC reserves the right to revise, expand, or delete the provisions of this Handbook. All questions with respect to this Handbook should be referred to your supervisor, manager, department chair, the Academic Vice President, or the President of the College.

Nothing in this Handbook constitutes a contract or promise of continued employment.

## 2 EMPLOYMENT

### 2.1 Our Commitment to Equal Opportunity Employment

It is the policy of PBC to ensure equal employment opportunities to all employees and candidates for employment without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected under state, federal, and/or local law.

PBC will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy. This policy applies to all PBC employees, work-study students, guests, vendors, and persons doing business with PBC.

Any employee or applicant who believes that they have been discriminated against in violation of this policy should immediately file a complaint with the President of PBC. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination – we cannot address the problem until you let us know about it. PBC will not retaliate, or allow

retaliation, against any employee or applicant who complains of discrimination, or who assists in an investigation of possible discrimination.

Managers, supervisors and department chairs are required to report any discriminatory conduct or incidents of which they have been informed.

## 2.2 Employee Classification

Every employee is assigned an employment status classification: regular full-time, regular part-time, regular hourly, or contingent hourly, etc.

### 2.2.1. Faculty of Instruction – Full-time and part-time (adjunct) instructors.

An instructor is expected to work four hours per week, per course. For a course that requires 2 hours and 30 minutes of teaching, the instructor is required to be available for 1 hour of tutoring and 30 minutes to meet with students. For courses that meet 3 hours and 45 minutes per week, an instructor is required to be available 15 minutes to meet with students. If an instructor is unable to fulfill the 4 hour commitment or chooses not to do a tutoring hour, their pay will be adjusted to reflect the hours they actually work.

Full-time instructors are assigned to teach six (6) courses per term and are eligible for all benefits listed in the Benefits section of this Handbook. Full-time instructors are required to be available for 1 additional hour of tutoring per week for a total of 25 hours.

$6 \text{ course} \times 4 \text{ hours} = 24 \text{ hours} + 1 \text{ hour of tutoring} = 25 \text{ hours per week.}$

Part-time instructors are hired on an as needed basis and may teach in a single term or in overlapping terms.

### 2.2.2. Administrative Employees – Professional and administrative staff, either part-time or full-time, who perform non-teaching duties of a professional, administrative, or research nature.

### 2.2.3 Technical Staff – All PBC employees who support computer, database, audio and internet systems.

### 2.2.4 Federal Work Study Students – Federal Work Study (FWS) is a campus-based federal aid program.

## 2.3 Employment Reference Checks

To ensure that an individual who joins PBC has represented their qualifications accurately, it is PBC's policy to check the employment references for all applicants. If warranted, PBC will conduct a background check to verify a prospective employee's social security, passport, driver's license and/or education. In instances where negative or incomplete information is obtained, the hiring manager and the President of the College will assess the potential risks

and liabilities related to the job's requirements and determine whether the individual should be hired.

**Prior Employment Verification:** Confirms applicant's employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating and reason for departure and eligibility for rehire. The verification will be on the past two employers or five years, whichever comes first.

**Personal and Professional References:** Calls will be placed to individuals listed as references by an applicant.

#### 2.4 Offer of Employment

A written offer of employment will be given to the selectee. The letter will include the title, salary, and starting date of employment. The candidate must sign and date the letter to indicate acceptance of the offer.

#### 2.5 Required Documents

PBC employs only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying their right to work in the United States and to sign a verification form which is required by federal law. The federal government requires that within three (3) business days of an employee's first day of work, an employee must complete Federal Form I-9 and show documentation proving their identity and eligibility to work in the United States. If an individual cannot verify their right to work within three (3) days of hire, PBC must terminate the employee.

The following materials must be provided to the school by an employee prior to employment

Resume providing educational and professional experience

Valid passport

Copies of current certificates or licenses if applicable

Current W-4 form

Emergency telephone number

Employment eligibility verification (I-9)

Substance abuse sign-off form

Faculty of instruction must have official transcripts from colleges and other post-secondary schools sent to PBC. Transcripts should be received within 30 days of employment.

PBC relies upon the accuracy of information provided in the hiring process. Any applicant who falsifies or omits information during the interview process will be excluded from the selection process. Should falsification of a record be discovered after the person is hired, that person's employment at PBC will be terminated.

## 2.6 New Employee Probationary Period

The first 120 days of your employment constitute your probationary period. The probationary period allows new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance in their new position.

During this time, your supervisor will work with you to help you learn how to do your job successfully and what PBC expects of you.

Employees hired as full-time are not eligible for medical benefits until they have successfully completed the 120-day probation period. An employee will begin to accrue vacation and sick time from the first day of hire but cannot use the accrued time until after successfully completing the probationary period. During the probation period, employees will not be paid for any holidays, sick days or other time off.

The probation period may be extended if your immediate supervisor decides that such an extension is appropriate. You will be made aware verbally, and in writing, of the extension before your original probation period is over.

All new instructors are evaluated informally at least once in their first semester of teaching.

## 2.7 Employment is At-Will

PBC and its employees share a working relationship defined as, "employment at-will." Simply stated, employment at-will means that you may resign at any time, for any reason with or without notice, with or without cause.

If you wish to resign, you are requested to notify your manager in writing of your anticipated resignation date at least two weeks in advance. An exit interview between you and a PBC representative will take place prior to your last day of work. Office keys, company equipment and school ID must be returned. Faculty must submit their up-to-date roll books, lesson plans and/or material covered through the last session. Failure to surrender any of the above items may result in a delay in the receipt of your final paycheck.

Although we hope that you will be successful here, PBC may terminate your employment at any time, either during the probationary period or afterwards, with or without notice, with or without cause. Successful completion of your

probation period does not guarantee you a job for any period of time or in any way change the at-will employment relationship.

### 3 EMPLOYMENT POLICIES

#### 3.1 Personnel Records

PBC maintains a personnel file on each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating tax deductions and withholdings, i.e., W-4 and any other employment documents. All staff and faculty folders are kept in a locked filing cabinet in the main office suite. Any person who wishes to inspect their personnel file must request it in writing to their immediate supervisor who will forward the request to the Academic Vice President.

#### 3.2 Confidentiality of Personnel Files

Because the information in your personnel file is by its nature personal, we keep the file as confidential as possible. We allow third party access to your file only on a need to know basis.

For current or former employees who require verification of employment to a third party, PBC will confirm only dates of employment, salary, and position(s) held. Please note that no employment data will be released without written authorization and a release form signed by the individual who is the subject of the inquiry.

#### 3.3 Change of Personal Data

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate. Please notify your immediate supervisor whenever any of the following changes occur:

Your name

Your mailing address

Your phone numbers (including cell number)

Your dependents

The number of dependents you are designating for income tax withholding

Your marital status

The name and phone number of the individual whom we should notify in the case of an emergency

#### 3.4 Verification of Compliance

We reserve the right to search PBC's property at any time, without warning, to ensure compliance with our policies, including those that cover employee safety,

workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. PBC's property includes, but is not limited to: desks, file cabinets, storage areas, and workspaces. If you place a lock on any item of PBC property (a locker or file cabinet, for example), you must give a copy of the key or combination to the Academic Vice President.

### 3.5 Responsibilities of Supervisors, Managers and Department Chairs

Professional Business College operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and understanding, and employees must show due regard for their supervisor's authority.

The immediate supervisor or department chair must approach corrective measures in an objective manner. If the employee's performance of an assigned task is the issue, the supervisor, manager or department chair should ensure that proper instructions, appropriate orientation, and training have been given and that the employee is aware of the job expectations. If misconduct is the issue, the supervisor, manager, or department chair should take steps to make sure that the employee has been made aware of the company's policies and regulations regarding the infraction.

### 3.6 Americans with Disabilities Act

PBC is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is PBC's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, PBC will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made PBC aware of their disability, provided that such accommodation does not constitute an undue hardship for PBC.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Academic Vice President of the College. PBC encourages individuals with disabilities to come forward and request reasonable accommodation.

#### 3.6.1 Procedure for Requesting an Accommodation

Upon receipt of an accommodation request, the Academic Vice President of the College and your supervisor will meet with you to discuss and identify the

precise limitations resulting from the disability and the potential accommodation that PBC might make to help overcome those limitations.

### 3.7 Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and social security number to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

### 3.8 Discipline

Any employee conduct that violates company rules or that, in the opinion of PBC, interferes with or adversely affects our business is sufficient grounds for disciplinary action. Disciplinary action can range from a warning, to mediation, to immediate discharge.

In choosing the appropriate disciplinary measure, we may consider any number of factors, including but not limited to:

The seriousness of the behavior

The history of misconduct or performance problems

Strength of evidence against you

Ability to correct the behavior

Attitude about the behavior

Action we have taken to respond to similar behavior by other employees

While it is impossible to compile an exhaustive list of the types of conduct that will result in immediate termination, examples of conduct that may result in immediate termination or your employment include:

Theft of PBC's property

Excessive tardiness or absenteeism

Arguing or fighting with coworkers, managers, or students

Bringing a weapon to work

Threatening the safety of our students, coworkers, managers, or supervisors

Physically or verbally assaulting someone at work

Any illegal conduct at work

Use or possession of alcohol or illegal drugs at work

Working under the influence of illegal drugs or alcohol

Failing to carry out reasonable work assignments

Insubordination

Making false statements on a job application  
Violating company rules and regulations, and  
Discrimination or harassment

You should remember that your employment is at the mutual consent of you and PBC. This means that you or PBC can terminate your employment relationship at-will, at any time, with or without a cause and with or without advance notice.

#### 4 WORKPLACE CONDUCT

##### 4.1 General Guidelines

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. Every employee is expected to act in a professional manner whether at PBC or representing PBC at a business or social function.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include the following:

To treat all students and colleagues with courtesy and respect

To always behave professionally toward both students and colleagues

To avoid fraternizing with our students on and off campus

To encourage our students to grow professionally and personally by leading by example

Refraining from rude, offensive, or inappropriate behavior

Refraining from ridicule and hostile jokes

##### 4.2 Confidentiality

Information is part of what makes PBC competitive. During your employment here, you will periodically be exposed to sensitive information, either because you help to develop that information or because you need that information to do your job. It is important for the health of this business – and for the well being of employees who depend on this business for their livelihood – that you keep information you learn through your employment confidential. Employees who improperly disclose sensitive information, confidential information, or proprietary information to anyone outside of PBC will face disciplinary action, up to and including termination of employment.

After you leave PBC, you are still legally prohibited from disclosing sensitive, proprietary or confidential information. If you disclose such information, we will seek legal remedies.

### 4.3 Conflicts of Interest

Employees are prohibited from engaging in any activities or relationships that create either an actual or potential conflict of interest.

Although we cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include the following:

Owning an interest in a competitor, vendor or anyone else who seeks to do business with PBC

Using the resources of PBC for personal gain

Using your position at PBC for personal gain

If you are unsure about whether an activity might violate this policy, or if you have any questions at all about this policy, please talk to the President.

### 4.4 Use of School Property

We ask all employees to take care of PBC's property and to report any problems to your supervisor or to the receptionist in the Main Office. If a piece of equipment or property is unsafe for use, please report it immediately.

4.5 Computer and Network Usage/Security Policy – Any violation of the policies will be reported to PBC administration for further investigation.

In order to gain access to PBC's network, a person must apply to the Information Technology Department (IT) for a user account.

No person shall use an account assigned to another person, nor should a user allow another person to use their account.

A user shall not perform any act that jeopardizes the integrity of computing equipment, networks, programs or stored information.

PBC reserves the right to examine files that are placed on PBC owned computers when it is necessary to do so in order to ensure that the network functions properly.

### 4.6 Email and Internet Policy

Prohibited Activities: Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) or in violation of PBC's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in PBC's computers. Employees encountering or receiving this kind of material should immediately report the incident to their

supervisors and/or the Director of IT. PBC's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet.

Games and entertainment software: Employees may not use PBC's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games, watch videos, or listen to music over the Internet.

Illegal Copying: Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the College President.

Virus detection: Files obtained from sources outside PBC, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, and files attached to email, may contain dangerous computer viruses that may damage PBC's computer network. Employees should never download files from the Internet or accept email attachments from sources they do not know. If you suspect that a virus has been introduced into the College's network, notify the Information Technology Department immediately.

Sending community-wide emails: Employees may not send community emails without prior permission from their supervisor. Only the executive staff and the IT Department should communicate with the PBC community via mass emails unless specifically granted permission by the President of the College.

## 5 COMPORTMENT

### 5.1 Punctuality and Attendance

We expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday. You are important to the effective operation of this College and when you are not here at the expected times or on the expected days, it has an impact on our students and your colleagues.

If you are delayed, please call the main office and also call or email your supervisor or department chair so that the appropriate individuals can be notified.

### 5.2 Harassment Policy

It is our policy and our responsibility to provide our employees with a workplace free from harassment. Therefore, PBC will not tolerate harassment on the basis of race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law that may undermine our workplace morale and our commitment to treat each other with dignity and respect.

Harassment can take many forms, including but not limited to: touching or other unwanted physical contact, posting offensive cartoons or pictures, using slurs or other derogatory terms, telling offensive or lewd jokes and stories, and sending email messages with offensive content. Unwanted sexual advances, requests for sexual favors and sexually suggestive gestures, jokes, propositions, email messages, or other communications all constitute harassment.

If you experience or witness or believe that you are being subjected to any form of harassment in the workplace, please immediately notify the Academic Vice President. PBC will not retaliate, or allow retaliation against anyone who complains of harassment, or assists in a harassment investigation. All managers are required to immediately report any incidents of harassment.

#### 5.2.1 Reporting Harassment

Employees who have experienced conduct they believe is contrary to PBC's anti-harassment policy have an obligation to report the incident(s). A written statement that provides as much information as possible about the incident, including when, where and who was involved must be submitted to the Academic Vice President.

An employee's failure to report the incident could affect his/her rights in pursuing legal action. Also, please note, federal, state and local discrimination

laws establish specific time frames for initiating legal processing pursuant to those laws.

PBC strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. PBC will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

### 5.3 Ethical Standards

PBC complies with all applicable laws and regulations and expects staff and faculty to conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct.

Employees are expected to act in a manner that will inspire student trust in their integrity, impartiality, and devotion to the best interests of PBC, its students and fellow coworkers.

From time to time employees may receive gifts of appreciation from students. It is the preference of PBC that employees discourage the practice. In unavoidable circumstances, however, employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices. Some examples of “reasonable” include:

Flowers

Gifts of nominal value, such as calendars, pens or mugs

Other modest tokens that commemorate a special occasion

### 5.4 Collegiality

We want our employees to enjoy their jobs and have fun working together.

However, there are ways you may interact with friends outside of work that are not appropriate for the work environment. Outlined below are examples of the kinds of behavior that are not appropriate in the work place.

Practical Jokes – We cannot allow employees to play practical jokes or pranks on each other. At best, these actions disrupt the workplace and dampen the morale of some; at worst, they lead to complaints of discrimination or harassment.

Threatening, Abusive or Vulgar Language – We expect our employees to treat everyone they meet through their job with courtesy and respect. Threatening, abusive or vulgar language has no place in our College.

Loud Behavior – Unruly behavior is disruptive to your colleagues and inappropriate for our students and guests.

Fighting and/or Violence – Verbal or physical fighting among employees is absolutely prohibited. Employees shall not engage in, provoke, or encourage a fight. Any comments about violence will be taken seriously – and may result in termination.

Weapons and Dangerous Items – No weapons are allowed in the workplace. Weapons include firearms, knives, martial arts equipment, clubs or bats, explosives, and other items that may be used as a weapon.

Personal Business Enterprise – Faculty or staff who have an outside business are prohibited from conducting business on PBC property, using PBC computers to conduct business, or to solicit colleagues or students.

### 5.5 Insubordination

Insubordination is when an employee unreasonably refuses to follow the instruction of their supervisor, manager or department chair, shows disrespect toward their supervisor, manager or department chair through their actions or words, or refuses to accept assignments as specified by their job description.

### 5.6 Workplace Relationships

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship.

5.6.1 With Students – PBC strictly prohibits faculty and staff from being romantically involved with any current or prospective students. In addition, speaking in a suggestive or flirtatious manner is inappropriate and will not be tolerated.

You are expected to exhibit a professional manner when interacting with students and potential students. Modeling professional behavior sets an example for our students and can set us apart from our peer institutions. Anyone who does not act in an appropriate manner will be disciplined and may be dismissed.

With Coworkers – Consenting “romantic” or sexual relationships between colleagues may at some point lead to unhappy complications and significant difficulties for all concerned. Any such relationships may, therefore, be contrary to the best interests of all parties involved.

Accordingly, PBC strongly discourages such relationships and any conduct between its employees and especially between a manager and one of its employees that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, PBC does not intend to inhibit the social interaction (such as lunches or dinners or attendance at

entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for an employee's refusal to engage in such social interaction with colleagues.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Academic Vice President. The employee shall make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The Academic Vice President shall inform others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the Academic Vice President may take all steps that are deemed appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to: hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

### 5.7 Drugs and Alcohol

PBC is committed to providing a safe, comfortable and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work – or who appear at work under the influence of illegal drugs or alcohol – harm both themselves and the work environment.

As a result, we prohibit employees from doing the following:

Appearing at work under the influence of alcohol or illegal drugs

Conducting PBC business while under the influence of alcohol or illegal drugs (whether or not the employee is actually on work premises at the time)

Consuming alcohol or using illegal drugs on campus

Consuming alcohol or illegal drugs while conducting PBC business (whether or not the employee is actually on work premises at the time)

Possessing, buying, selling or distributing alcohol or illegal drugs on campus

Possessing, buying, selling or distributing alcohol or illegal drugs while

conducting PBC business (whether or not the employee is actually on work premises at the time)

Illegal drug use includes more than just outlawed drugs such as marijuana, cocaine or heroin. It also includes the misuse of otherwise legal prescription and over-the-counter drugs.

This policy also covers the times when employees are on call but not working. Employees who violate this policy may face disciplinary action up to and including termination of employment.

We do not prohibit employees from consuming alcohol at social events or business functions that we sponsor where alcohol is served. Even at these functions, however, employees may not consume alcohol to the point of intoxication or to the point where they endanger their own safety or the safety of others.

Employees must always conduct themselves professionally and appropriately while on PBC business or while representing PBC at a third-party function.

#### 5.7.1 Inspections to Enforce Drug and Alcohol Policy

PBC reserves the right to inspect employees, their possessions, and their workspaces to enforce our policy against illegal drug and alcohol use.

#### 5.7.2 Leave to Participate in a Rehabilitation Program

We believe that employees who have a substance abuse problem can help themselves by enrolling in a rehabilitation program. Not only will overcoming their problem help these employees in their personal lives, it will help them to be more effective and productive workers.

Although we cannot guarantee that we will grant this leave to all employees who request it, employees who would like to participate in a rehabilitation program may, subject to approval, be able to use up to two weeks of paid leave from work to attend the program.

Employees will be entitled to health benefits while on rehabilitation leave for up to one month.

Employees will not be allowed to accrue vacation and other benefits while on rehabilitation leave.

At the end of the rehabilitation leave, we will require proof that the employee successfully completed the program.

Please note that even as you might be seeking assistance for your substance abuse problem, we still expect you to meet the same standards of performance, productivity, and conduct that we expect of all employees. We reserve the right

to discipline you – up to and including termination of employment – for failing to meet those standards.

We recognize that employees suffering from alcohol or drug dependence can be treated. PBC encourages any employee to seek professional care and counseling prior to any violation of this policy. We will keep all conversations regarding employee substance abuse problems as confidential as possible.

#### 5.8 Employee Appearance and Dress

Because PBC is a career college that prepares students to successfully enter the workplace, all employees are responsible for setting the right example for our students. We ask all employees to use common sense when they dress for work and to wear attire that is professional and appropriate.

The following list is a guideline of what attire is appropriate and inappropriate.

##### APPROPRIATE:

Dresses (length cannot be more than three inches above the knee)

Skirts (length cannot be more than three inches above the knee)

Suits/pantsuits/ties. Ties should be properly tied.

Blouses/office appropriate shirts

Blazers

Pants in business suitable fabrics

Any type of business shoe (heels or flats)

Male employees should pair trousers with a dress shirt and tie

Accessories that do not detract from the professional image.

##### INAPPROPRIATE:

Blue jeans (including denim skirts)

Casual/sport T-shirts (including logo merchandise/cartoon characters)

Very tight fitting clothing of any kind

Shorts

Rubber flip flops

Bras, sport bras, tank tops, short/crop tops (skin must not show/ midriff must be fully covered by clothing)

Workout clothes

See-through or sheer clothing of any kind

##### Additional Guidelines

Good personal hygiene is a must.

Cologne, perfume, and after-shave should be subtle since some individuals may be allergic to fragrances and scents.

From Memorial Day until Labor Day male employees are not required to wear a tie.

Casual Fridays – PBC employees are allowed to dress ‘business casual’ on Fridays throughout the year. The guidelines of appropriate and inappropriate dress listed above should inform decisions regarding business casual.

#### 5.9 Work Area

Work areas should be kept as neat as possible during the regular workday and should be straightened prior to leaving at the end of the workday. No student files, papers or information should be left on desks when the employee leaves his/her desk.

### 6 HEALTH & SAFETY

It is the policy of PBC to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision, as they need for this purpose.

To further this goal, it is our intention to meet or exceed any standards set forth in health and safety laws and regulations of governmental agencies. All contractors, subcontractors, vendors and their employees must also meet or exceed the standards set out in such laws and regulations.

Every employee when at work has a duty to take reasonable care for their health and safety and the health and safety of others who may be affected by their acts or omissions. Every employee has a duty to cooperate to enable us to meet our statutory responsibility for health and safety.

PBC will ensure that all managers and supervisors are advised of their responsibilities in maintaining a safe working environment in areas under their control.

#### 6.1 Workplace Security

It is every employee’s responsibility to help keep our workplace secure from unauthorized intruders. After-hours access to the workplace is limited to those employees who need to work late. If you are going to be working past your department’s usual operating hours, please let your supervisor know.

#### 6.2 What to Do in Case of Violence

If you observe an incident or threat of violence that is immediate and serious, immediately call the receptionist in 504 or the guard. If you are unable to reach someone in the Main Office, IMMEDIATELY DIAL 911 and report the incident to the police.

If the incident or threat does not appear to require immediate police intervention, please contact your supervisor or the receptionist in the Main Office and report it as soon as possible. All complaints will be investigated and appropriate action will be taken. You will not face retaliation for making a complaint.

## 7 COMPENSATION POLICIES

### 7.1 Payroll Deductions

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that we are legally required to take. Such deductions include federal income tax, Social Security tax (FICA), and any applicable state taxes. Voluntary deductions are deductions that you have authorized (such as your 403(b) contribution).

If you have any questions about your deductions or wish to change your federal withholding form (Form W-4), contact Annie Wong.

### 7.2 Time Clock

Faculty and administrative staff are required to clock in/out at the beginning and end of each day for payroll and attendance purposes.

If the employee misses an entry into the timekeeping system, the employee needs to notify his/her supervisor as soon as possible. The supervisor will manually enter the employee's work hours and initial the time card. Employees who consistently miss time clock entries will be subject to disciplinary action.

Employees may not clock in or clock out for another employee. Altering, falsifying or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

PBC employees are not permitted to perform work off-campus or at home, unless approved in advance by the President. If approved, work performed off the premises, will be counted as time worked.

Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated offenses to the time keeping policy and/or procedure. This could include situations where employees may have clocked in, but are repeatedly absent from their workstation during work hours or have missed time clock entries in addition to working unscheduled overtime.

### 7.3 Wage Garnishments

A wage garnishment is an order from a government agency directing PBC to withhold a certain amount of money from an employee's paycheck and send it to

a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of judgment in a civil lawsuit.

If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

## 8 TIME-OFF BENEFITS

### 8.1 Pay Policies

Employees are paid bi-weekly. You will receive your paycheck on every other Wednesday. If a payday falls on a holiday, you will receive your paycheck on the next workday after the holiday. PBC reserves the right to adjust future payroll if it is proved that prior payroll has been overpaid.

In order to be paid correctly, the information on the employee time sheet or time card must be accurate and complete. Should the hours worked during a payroll period be worked off campus and are not reflected on the time card, the time card must be signed by the department manager/supervisor in advance.

### 8.2 Vacation

All full-time employees who will have completed 12 months of service by July 1 will receive two (2) weeks' paid vacation. Administrative staff is prohibited from taking vacation three (3) days before and three (3) days after the start of a semester.

If multiple employees within the same department request vacation for the same period, the department manager should use his/her discretion based on factors including, but not limited to: seniority, departmental functions, employees' past time-off patterns, etc, to make staffing decisions.

Newly hired full-time employees are not entitled to any benefits within the probationary period but will begin accruing vacation days.

Employees will be paid for any accrued and unused vacation when their employment terminates.

### 8.3 Holidays

The following days are designated as College holidays and the College will be closed.

Thanksgiving Holiday, Winter Holiday, Human Rights Day, Asian Lunar New Year, Memorial Day, Independence Day, Labor Day

#### 8.4 Religious Holidays

It is the policy of the College, and a requirement of New York State law, to respect the religious beliefs of its faculty and staff. Employees who wish to take a day off in observance of a religious holiday must notify their supervisor or department chair in advance. Instructors should make alternate arrangements for their class, however, those arrangements should not substantially inconvenience their students or colleagues.

Full-time employees can use either a personal day or a vacation day when taking a day off in observance of a religious holiday.

#### 8.5 Sick Leave

PBC provides sick/emergency days to full-time employees who successfully complete the terms of their probation. Eligible employees accrue three (3) sick/emergency days per year at the rate of one (1) every four months.

Employees can only take sick/emergency days from what they already have accrued.

PBC will not pay employees for sick/emergency days that have accrued but have not been used when employment terminates.

Employees must call the main number (212-226-7300) to notify the College when they are out. You must call each day that you will not report to work. An employee who does not show up for work and who fails to notify PBC may face disciplinary procedures.

#### 8.6 Paid Time-Off

In addition to vacation and sick days, full-time employees who successfully complete the terms of probation, are entitled to two (2) personal days per year. The first personal day is available as of January 1st and the second personal day is available as of July 1st. Employees may use their personal days for sickness (should they exhaust their sick time allotment), for observance of a religious holiday, for vacation, to attend a child's school activities, to care for elderly or ill family members, to take care of personal errands or business, or simply to take a day off work.

Employees should schedule personal days in advance with their supervisors. We will try to grant every employees' request for the days off they choose. However, we must have enough workers to meet our day-to-day need – which means we might not be able to grant every personal day request, especially during holiday periods.

If circumstances, such as medical or family emergency, prevent advance scheduling, you must inform your supervisor as soon as possible that you are taking paid time off.

An employee who needs time off due to extenuating circumstances but has exhausted accrued sick/emergency days and vacation day may be eligible to take unpaid leave. PBC will decide these requests on a case-by-case basis.

#### 8.7 Family and Medical Leave Act of 1993

The Family and Medical Leave Act (S. 5 and H.R. 1) was signed into law by President Clinton on February 5, 1993. The law went into effect on August 5, 1993. The following summarizes this law's major provisions.

The Family and Medical Leave Act of 1993 (FMLA or Act) covers all employees who work for employers with 50 or more employees within 75 miles of a given workplace. The Act covers all private, state and federal employees.

An employee must have worked at least 12 months for the employer and 1,250 hours in the past year to be entitled to the leave benefit. All eligible employees are entitled to a total of 12 weeks of leave during any 12-month period for one or more of the following:

- 1) Birth of a child
- 2) placement of a child for adoption, or foster care
- 3) caring for a spouse, child or parent with a serious health condition
- 4) the serious health condition of an employee.

A serious health condition is defined as: inpatient care at a hospital, hospice or residential medical care facility or continuing care by a doctor of medicine or osteopathy. The employer can require an employee to provide a doctor's certification of the serious health condition.

Under the Act, an employee can take the 12 weeks of leave intermittently (take a day periodically when needed) or use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. The employer and employee must agree on these variations if the employee is taking leave for the birth, adoption, or foster care of a child.

If employees have accrued paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. If the employee is taking leave under the Act for the birth, adoption or foster care of a child, the employee can choose or the employer can require the employee to use up all paid vacation, personal or family leave before taking unpaid leave. Similarly, the employee can choose or the employer can require the employee to use up all paid vacation,

personal, sick leave before using unpaid leave, if the employee is taking leave for the serious illness of a family member or of the employee.

When an employee plans to take leave under the FMLA, the employee is required to give an employer 30 days notice or, if this is not possible, as much notice as is practical. An individual undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the employer's operations.

For more information about the FMLA visit:

<http://www.dol.gov/whd/fmla/index.htm>.

Definitions of 'spouse,' 'parent,' and 'child' for purposes of an employee qualifying to take FMLA leave:

Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized.

Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter as defined in section (3) below. This term does not include parents "in law".

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability.

"Incapable of self care" means that the individual requires active assistance or supervision to provide daily self-care in three or more of the "activities of daily living" (ADL's) or "instrumental activities of daily living" (IADL's). Activities of daily living include adaptive activities, such as, caring appropriately for one's grooming and hygiene, bathing, dressing and shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

"Physical or mental disability" means a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Regulations at 29 CFR Sec. 1630.2(h), (i), and (j), issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq. define these terms.

Persons whose care is "in loco parentis" include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility or the employee when the employee was

a child. A biological or legal relationship is not necessary.

For purposes of confirmation of family relationship, the employer may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship. This documentation may take the form of a simple statement from the employee, or a child's birth certificate, a court document, etc. but the employee is entitled to the return of the official document submitted for this purpose.

PBC requires that an employee who takes leave under the FMLA submit a signed letter stating the reasons for the leave and the expected return-to-work date. Employment benefits (such as medical coverage) of an employee who does not return to work on the return date will have his/her company-paid benefits discontinued. Under these circumstances, upon return to work, the employee (full-timers) must repeat the four (4) month probation period to re-qualify for benefits.

#### 8.8 Notice Requirements

Employees are required to give notice at least 30 days in advance of their need for family and medical leave if possible. In emergencies and unexpected situations, employees must give as much notice as is practical under the circumstances.

#### 8.9 Certification of Need for Leave

PBC may ask employees who take leave for their own serious health condition or to care for a spouse, parent or child with a serious health condition to provide a doctor's form certifying the need for leave. PBC also has the right to seek a second opinion and periodic recertification. In some cases, PBC may ask employees who take leave for their own serious health condition to provide a fitness-for-duty report from their doctor before they return to work.

PBC may also ask employees who take leave to care for a family member with a serious health condition or care for a new child to provide documentation or certification of their relationship (for example, a birth certificate).

#### 8.10 Returning to Work After an Illness or a Serious Health Issue

PBC requires that an employee provide a doctor's letter to return to work (on a specific date) anytime the employee has taken time off from work for:

Receiving medical treatment for a serious or chronic illness

Undergoing surgery of any kind

Hospitalization of any kind

Recovery from an accident of any kind

If an employee knows in advance that he/she will be taking time off to recover from any of the above, he/she must provide PBC with a signed letter, requesting the time off and stating when he/she intend to return to work, at least two (2) weeks prior to the absence so that work responsibilities are covered. Instructors who will be out during an active semester for over two weeks may have his/her courses reassigned and will be assigned a new teaching schedule, based on availability, in the following semester.

#### 8.11 Reinstatement

When you return from leave, you have the right to return to your former position or an equivalent position, except:

You have no greater right to reinstatement than you would have had if you had not been on leave. If your position is eliminated for reasons unrelated to your leave, for example, you have no right to reinstatement.

PBC may not be obligated to reinstate you if you are a key employee – that is, you are among the highest-paid 10% of our workforce and holding your job open during your leave would cause PBC substantial economic harm. If PBC classifies you as a key employee under this definition, you will be notified soon after you request a leave.

#### 8.12 Maternity Leave

The FMLA entitles eligible employees to take up to 12 weeks unpaid leave within a one-year period for the birth or adoption of a child. Eligible employees may first apply accrued vacation and sick days for which they will be paid during this period. PBC is not obligated to grant additional time off beyond the 12 weeks per year and provides no guarantee that an employee's job will be held open or that reinstatement will occur if the employee extends his/her leave beyond 12 weeks.

#### 8.13 Substitution of Paid Leave

An employee who has accrued paid time off may use these benefits to receive pay for all or a portion of family and medical leave.

If an employee takes paid sick or vacation leave, workers' compensation leave, disability leave, or other leave for a reason that qualifies for family and medical leave, PBC may designate that time off as family or medical leave and count it against the employee's 12-week entitlement.

#### 8.14 Intermittent Leave

Employees may take leave all at one time or intermittently – that is, a day or two at a time – for their own serious health condition or to care for a family member with a serious health condition, if it is medically necessary to do so. If you need

intermittent leave for medical treatment, you must try to schedule your treatment so it doesn't unduly disrupt PBC's operations. We may temporarily reassign you to a different position with equivalent pay and benefits to accommodate the intermittent schedule.

PBC will consider requests for intermittent leave to care for a new child on a case-by-case basis.

#### 8.15 Health Insurance during Leave

Your health insurance benefits will continue during leave. You will be responsible for paying any portion of the premium that you ordinarily pay while you are working, and you must make arrangements to make these payments while you are out. Employees who do not return from family and medical leave may be required to reimburse PBC for any premiums paid on the employee's behalf during the leave.

#### 8.16 Bereavement Leave

Employees who wish to take time off due to the death of a family member should notify their supervisor immediately. All full-time employees are eligible to take up to three (3) days off work if they suffer the death of an immediate family member.

An employee may use vacation time or personal days to attend services for non-family members.

#### 8.17 Military Leave

PBC supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid.

When an employee's military leave ends, that employee will be reinstated to the position he/she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must tell their supervisors as soon as possible that they will need to take military leave. An employee whose military service has ended must return to work or inform PBC that he/she wants to be reinstated in accordance with these guidelines:

For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.

For a leave of 31 to 180 days, the employee must request reinstatement within 14

days after military service ends.

For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

During this unpaid leave, employees are entitled to use applicable paid time off (vacation or personal days).

PBC will continue your health insurance benefits during your leave, under these circumstances:

If you are absent for 30 or fewer days, you will be treated as any employee not on leave. PBC will continue to pay its share of the insurance premium, and you must continue to pay your usual share.

If your leave lasts longer than 30 days, you will have to pay the entire premium to continue your benefits.

#### 8.18 Jury Duty

If you are called for jury duty, you are entitled to take time off, as necessary to fulfill your jury obligations. Eligible full-time employees will be paid in accordance with the state and federal law. You will be paid for up to three (3) days of jury service; if your service extends beyond this period, the remainder of your leave will be unpaid. However, employees can choose to apply accrued vacation days to prevent payroll disruption. No employee will face discipline or retaliation for jury service.

Employees must show the jury summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report back to work whenever the court schedule permits. If you are chosen to sit on a jury, you must inform your supervisor how long the trial is expected to last. You must also check in with your supervisor on a daily basis during your jury service so PBC knows when to expect your return.

On any day when your jury service ends before the end of your usual workday, you must check in with your supervisor to find out whether you need to return to work for that day.

#### 8.19 Time off to be a Witness

If an employee is called to be a witness in a court proceeding, you must:

Tell your supervisor as soon as you are summoned, and provide your supervisor with the appropriate documentation.

Work with your supervisor to ensure that everything you are working on will be completed or reassigned.

Complete your most important work before you leave.

Since serving as a witness in court proceeding is unpaid time off, you can request to use personal days or vacation time.

## 9 ENDING EMPLOYMENT

### 9.1 Voluntary Termination of Employment

When an employee initiates a termination (i.e. the employee resigns), the termination is considered voluntary.

### 9.2 Involuntary Termination of Employment Policy

When PBC initiates a termination (i.e. the employee is terminated), the termination is considered involuntary. Involuntary terminations may occur for a variety of reasons, including with cause (i.e., employee misfeasance or malfeasance). When practical, employees will be warned and counseled. However, failure to correct behavior or further violation of company policy may result in additional disciplinary action, up to and including termination. Depending on the nature of the offense, PBC reserves the right to terminate any employee without warning.

### 9.3 Exit Interviews

We will make every effort to hold an exit interview with every employee who leaves PBC, for any reason. During the interview, you will have the opportunity to tell us about your employment experience here – what you liked, what you didn't like, and where you think we can improve. We greatly value these comments.

The exit interview gives us a chance to handle some practical matters relating to the end of your employment. You will be expected to return all college property at the time of the interview. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, references, or any other matter relating to your employment.

### 9.4 Job Abandonment

An employee who fails to report to work and fails to notify his/her supervisor of the reason for absence from work for three (3) consecutive workdays will be considered to have abandoned his/her job. The employee is deemed to have quit and will be terminated immediately.

### 9.5 Return of School Property

When your employment with PBC ends, we expect you to return PBC's property – and to return it clean and in good repair. This includes all manuals and guides,

documents, phones, computers, equipment and keys. We reserve the right to take any lawful action to recover or protect our property.

#### 9.6 Severance Pay

Generally, PBC does not pay severance to terminated employees, whether they resign, are laid off, or are terminated for any reason. However, we reserve the right to pay severance to a terminated employee. Decisions about severance pay will be made on a case-by-case basis and are entirely within the discretion of the President. No employee has the right to severance and should not expect to receive it.

## 9.7 Continuing Your Health Insurance Coverage

PBC offers employees group health insurance coverage as a benefit option to fulltime employees. If you are no longer eligible for insurance coverage because of a reduction in hours, because you resigned, or because you are terminated you have the right to continue your health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). You will have to pay the cost of this coverage.

## 9.8 References

When we are contacted by prospective employers, seeking information about former employees, we will release the following data only: position(s) the employee held, the dates the employee worked for PBC, and the employee's salary or rate of pay.

If you would like us to give a more detailed reference, you will have to provide us with a written release – a consent form giving us your permission to respond to a reference request. We will respond only to written reference requests, and we will respond only in writing.

## 10 COMPLAINT POLICY

### 10.1 General

PBC is committed to providing a safe and productive work environment, free of threats to the health, safety and well being of our workers. These threats include, but are not limited to: harassment, discrimination, violations of health and safety rules, and violence.

Any employee who witnesses or is subject to inappropriate conduct in the workplace may submit a complaint to their immediate supervisor or to a member of the PBC administrative team. Any supervisor or manager, who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify the President or Academic Vice President of the College.

Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, and drug and alcohol use. In addition, we encourage employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by our written policies.

We encourage you to come forward with complains immediately, so we can address the matter in an appropriate and timely manner. Once a complaint has been made, the President will determine how to handle it. For serious

complaints, we will immediately conduct a complete and impartial investigation. All complaints will be handled as confidentially as possible. When the investigation is complete, PBC will take corrective action, if appropriate.

We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the President or the Academic Vice President.

The availability of this complaint procedure does not preclude an individual who believes they are being subjected to harassing conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

### 10.2 The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### 10.3 Our Doors Are Open to You

We want to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, PBC's management team has an open-door policy, by which employees are encouraged to report work-related concerns.

If something about your job is bothering you, or if you have a question, concern, idea or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you don't feel comfortable bringing the matter to your supervisor, please feel free to raise the issue with a senior member of the management team (Academic Vice President or the President).

We encourage you to come forward and make your concerns known to PBC's management team. We can't solve the problem if we don't know about it.

## 11 EMERGENCY PROCEDURES

### 11.1 What to Do in an Emergency

In case of an emergency, such as a fire or accident, your first priority should be

your own safety. In the event of an emergency causing serious injury, you should IMMEDIATELY DIAL 911 to alert police and rescue workers of the situation. If you hear a fire alarm or are instructed to evacuate the building due to an emergency situation, please proceed quickly and calmly to the emergency exits closest to your work area. Remember that every second may count – don't return to the workplace to retrieve personal belongings or work-related items. Exit the building and go to an area that is a safe distance from the point of conflict or emergency.

### 11.2 Who to Notify in Case of an Emergency

The following personnel should be notified immediately in the event of an emergency during school operating hours:

Leon Lee President

Richard Slusarczyk Academic Vice President

Ellen Richmond Asst. Vice Pres. of Student Services

Note: 911 should be called if no administrator can be immediately contacted and/or if the emergency is urgent.

During regular school hours if a false alarm is activated, administrators will be instructed to immediately inform students, faculty and staff.

### 11.3 Emergency Closing Policy

Although, PBC will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to: severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases, employee safety will be the primary consideration. The following procedures will establish guidelines regarding reporting for work, use of leave and pay issues when circumstances impact PBC's ability to be open.

PBC will follow the guidance, as reported on the local news stations, relating to severe weather conditions.

If the NYC Public Schools are open, employees are expected to report to work on time as scheduled. Employees who fail to report to work will be considered to be out for personal reasons and will be granted unpaid leave on a full day basis for the first occurrence. Subsequent occurrences will subject the employee to consequences under PBC's attendance policy.

If the NYC Public Schools are closed, PBC will have a recorded message on the school phone to inform you if the school is open, will have a delayed opening or it will be closed.

If there is a declared state of emergency that prevents employees from being able to travel to work on a particular day, then PBC will make the determination whether to close the campus based on the information provided by the local government.

Hourly employees will not be paid their regular pay in case of emergency closure.

Salaried employees will be paid their normal salary for any workweek in which they perform any work at all. Should a closure result in no work being performed at all for a full pay week, salaried employees will be paid only for the first three days and will be allowed to use accrued vacation or personal time for the remaining time.

In the event of a partial day closure all employees will be paid their normal pay for the day. This is true whether the closure is due to early closing or late opening in accordance with procedures specified above.

Employees who are late or who choose not to report to work when the office is otherwise open will be subject to the provisions of the attendance/tardiness policy.

PBC reserves the right to make decisions regarding emergency closings that are believed to be in the best interests of the safety of all employees.

#### 11.4 Active Shooter/Hostage Situation Policy

For the purposes of this policy an “active shooter” is defined as an individual or individuals who are actively discharging a firearm on campus, regardless of the intended target(s). The following guidelines can help reduce your personal risk in the unlikely event that an “active shooter” incident should occur. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter.

If you find yourself involved in an “active shooter” situation, try to remain calm and CALL 911 as soon as possible.

When you call 911 provide the following information:

“This is \_\_\_\_\_ (state your name), I am located at \_\_\_\_\_ (give your location) we have an active shooter, gunshots have been fired.”

If you were able to see the offender(s), give a description of the persons(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known. Report the number of people at your location. If there are any injuries include the number of people injured and type of injuries. Also report if you heard explosions separate from gunshots.

Please keep in mind that active shooter situations are dynamic and evolve rapidly. These situations always demand immediate response by law enforcement units to stop the shooting and to prevent further harm to the community. Since PBC has no armed police or security on staff, we are dependent on the local police units to respond and neutralize the threat. However, PBC staff and students can take steps to help protect themselves during such a crisis.

Secure the immediate area/room:

Turn off all the lights

If possible, close and lock all windows and doors

If possible, close the blinds or cover the windows

Do not stand by doors or windows

Barricade the doors

Turn off computer monitors and any other equipment that emits noise

Silence all cell phones

If you can do so safely, get down on the floor up against an interior solid wall and remain quiet

Keep yourself out of sight and take adequate cover/protection if possible, i.e. thick desks or filing cabinets can provide coverage.

Stay calm.

Do not leave until given instructions to do so by police via personal or phone contact. Remember – unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or a college official.

### 11.5 Safely Dealing with a Disruptive Individual

A disruptive individual is someone who:

Makes threats of physical harm to you, others or themselves

Has a weapon

Exhibits unstable behavior patterns

Appears to be intoxicated or under the influence of a controlled substance

#### If You Come into Contact with a Disruptive Individual

Do not stand too close to the individual

Do not touch the person

Try to:

Speak clearly and distinctly

Maintain a constant voice volume that is not too loud

Make eye contact

Get the person's attention: use their name and ask them to sit down

Acknowledge their feelings: paraphrase what they say so they will know you are listening

Get them moving: offer a chair, move them to a private area if possible

Offer assistance: use the word "we" to include them in the solution process

Tell them exactly what you can do for them and when

Offer an alternative if appropriate

Advise appropriate staff members of the potential problem, if possible

Call for assistance immediately if you sense the situation is getting out of hand

PART TWO: FACULTY INFORMATION

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## 1 RESPONSIBILITIES AND DUTIES OF THE FACULTY

### 1.1 General Guidelines

The faculty is the expert professional body charged with devising, developing, and evaluating the academic programs under the leadership of the Academic Vice President and within the framework of the College's educational mission and goals.

New York State Education Department Regulations state that the faculty is charged with, "setting curricular objectives, for determining the means by which achievement of objectives is measured, for evaluating the achievement of curricular objectives, and for providing academic advice to students." (52.2 (b)(3))

All members of the Faculty are expected to cooperate with their department chair, the Academic Vice President and the President of the College in setting the educational policies of the College, the courses of study, the conditions for graduation, and the rules for ascertaining proficiency of students.

In brief, the responsibilities of the faculty include

To meet and teach classes as assigned and scheduled

To encourage active learning

To be available to meet with students outside of class

To be available to assist in the Academic Success Center for one (1) hour per week per course for courses that meet two and a half hours per week

To hold examinations as scheduled

To evaluate student work in a timely manner and to provide students with objective feedback on their performance in class

To ensure that grades directly reflect course performance and subject mastery  
To create a classroom environment where students feel free to ask questions and give their opinions without fear of retribution  
To communicate in a timely manner with the advising staff and the registrar regarding any student issues or concerns  
To submit grades in a timely manner  
To keep current and abreast of new trends in the field of instruction

## 1.2 Grades

Faculty must evaluate their students' progress on a regular basis, provide feedback to students about their progress, and keep a record of their students' performance in their grade book.

Tests, quizzes, projects, and homework assignments not only allow a student to demonstrate what they have learned, they also provide feedback to the instructor about where students are having trouble and indicate areas in which the instructor may have had difficulty in communicating course material.

Some general recommendations regarding grading,

Give students a quiz or in-class assignment within the first three weeks of the term in order to get an early read.

Return all assignments in a timely manner and allow students to ask questions about items they got wrong.

Record results numerically rather than as letter grades, whenever possible.

If many students do poorly on an exam, schedule another one on the same material a week or so later.

The grading system which is utilized by faculty and computed in a student's grade point average (GPA) is as follows:

Grade Points Numerical

Equivalent

A Outstanding 4.00 95-100

A- Excellent 3.70 90-94

B+ Superior 3.30 87-89

B Very Good 3.00 84-86

B- Good 2.70 80-83

C+ Better than Satisfactory 2.30 77-79

C Satisfactory 2.00 74-76

C- Passing Satisfactorily 1.70 70-73

D+ Passing Poorly 1.30 68-69

D Lowest Passing Grade 1.00 65-67  
F Failing Academically 0.00 0-64  
WU Unofficial Withdrawal 0.00  
W Withdrawal N/A  
INC Incomplete N/A  
PR Passing grade for remedial course N/A  
FR Failing grade for remedial course N/A  
AU Audit, no credits attempted/earned N/A  
AW Administrative Withdrawal N/A  
AD Academic Dismissal N/A  
AS Advanced Standing N/A  
WA Waived N/A  
P Passed Proficiency Exam N/A

#### Grading System – English as a Second Language Program & Remedial Courses

PR Passing grade for remedial course N/A  
FR Failing grade for remedial course N/A  
WU Unofficial Withdrawal N/A  
W Withdrawal N/A  
INC Incomplete N/A  
AW Administrative Withdrawal N/A  
AD Academic Dismissal (As of January 13, 2009) N/A

#### Incomplete Grade – INC

A grade of “Incomplete” may be given to a student who has missed the final exam, paper, or project at the end of the semester, but is otherwise passing the class and is considered to be in good standing. An Incomplete (INC) is granted at the instructor’s discretion. Completion of the final work must be handed in before the start of the next term or the missing work will be graded as an “F” and the final grade will be calculated accordingly.

An INC should not be given to a student who has done very little or no work and wants to make up all of the missing work at the end. An INC should be reserved for situations that arise at the end of the term that prevent a student from being able to submit the final work or take the final exam as scheduled.

#### Grade Change

Grades are considered final upon submission to the Registrar. Once given, they may not be improved through the submission of additional work (excluding the

mark of INC). Changes to final grades normally may be made only to correct an error.

In order for a student's course grade to be changed, an instructor must complete a change of grade form and submit it to his/her chairperson for approval. Upon the chairperson's approval, the grade change form is submitted to the registrar and the grade becomes part of the student's permanent record.

### Repeated Courses

All required courses in an academic program are credit-bearing and must be passed to meet graduation requirements; therefore, except for elective courses, a course that is failed must be repeated. A credit-bearing or non-credit bearing course can be retaken only once. However, in the case of extenuating circumstances, a student can petition to repeat a course one additional time.

### F, WU Repeated Course Grade Policy

Any student who earns an academic grade of F or WU, and subsequently retakes the courses and receives a passing grade, will no longer have the F or WU factored into the cumulative grade point average. However, the F or WU will remain on the transcript as a course attempted.

### Remedial and ESL Coursework: Pass/Fail Grades

No quality points are assigned to remedial and ESL courses as they are not credit-bearing. They do, however, count as semester hours in determining a student's course load for the term. The grades awarded for these courses are either PR – Passing Remedial or FR – Failing Remedial.

### 2 Independent Study

A student may be allowed to pursue a course in an independent study format with permission of the Academic Vice President. The independent study course covers the same course content and follows the same methods of evaluation and grading as it appears in the course syllabus. It carries the same tuition liability, credits, and has the same effect on GPA and attempted credits. A contract/agreement will be established between the instructor and student specifying work to be completed, regular meeting times, and progress review. Students must meet with their independent study instructor for a minimum of 75 minutes per week. The independent study will appear on the transcript in the same manner as any regular credit course attempted.

An Independent Study will only be considered if a student is in his/her last semester and the course needed is either not offered, or the student is absolutely unable to attend a different class session.

## 2.1 Steps for arranging an Independent Study

Advisor verifies need for Independent Study. Usually this is only for graduating students in their last term.

Advisor provides the Department Chair with the following:

A brief email letting the chair know that the independent study is needed

The top part of the Independent Study Agreement, completely filled out

A copy of the rest of the student's schedule and/or recommended times when the student is available for the independent study. If the Independent Study is in the evening, advisor should specify which night(s) the student is available.

Chair finds an instructor for the Independent Study.

Chair gives Independent Study Agreement form to instructor.

Chair emails Instructor, Student, and Advisor to give instructions on student meeting instructor.

Advisor follows up to make sure student and instructor meet.

Student meets with instructor to work out details of Independent Study. Both the student and the instructor must sign off on form.

Advisor signs the form and makes a copy for his/her own records, and gives the form to the Registrar for entry in Campus.

Note: Independent Studies must be arranged and approved within the first three weeks (15 days) of the term.

## 3 Teaching Assignments

During any academic term, a faculty member shall not be assigned to teach in more than three fields of instruction. Not more than five preparations in different subjects shall be assigned to an instructor during one academic term. Instructors shall be assigned based on their major and minor academic preparation and/or related experience.

### 3.1 Credentials

A bachelor's degree and appropriate coursework in the assigned subject are required for faculty members teaching general education and other academic courses. Instructors at a minimum shall have earned 15 semester or equivalent hours of coursework through a combination of hours from associate's, bachelor's, and/or master's level coursework in the area of their teaching assignment.

Instructors teaching courses other than general education shall hold bachelor's degrees at a minimum and shall be assigned based on their major and minor academic preparation and/or related experience. However, exceptions to the bachelor's degree requirement may be justified for instructors who have

demonstrable current exceptional professional level experience in the assigned field, such as documented coursework in the field, professional certification(s), letters of recommendation or attestations from previous employer(s), letters attesting to this expertise from professional peers not connected to the college, real examples of previous success in the field such as published work, juried exhibits and shows, evidence of a professional portfolio accepted by the college and available for review, and other significant documented experience relevant to the courses to be taught. Minors or related degrees could be considered but will not be the sole determining factor. Duration of time associated with this alternative justification is dependent on the quality and significance of the work experience. The institution must be able to justify the assignment of any instructor who does not hold a bachelor's degree in the assigned teaching field.

A bachelor's degree is required for faculty members teaching business and business administration courses. If the bachelor's degree is not in the assigned teaching field, at least two years of related work experience or evidence of specialized training or competency in the assigned teaching field is required. The burden is on the institution to demonstrate and justify the qualifications of the faculty to teach their assigned courses.

Faculty members teaching courses not referenced above must demonstrate competency in the assigned teaching field, such as academic or vocational training and credentials, related work experience, licensure, or certification. The burden is on the institution to demonstrate and justify the qualifications of the faculty to teach their assigned courses.

#### 4 Faculty Supplies & Instructional Equipment

Instructors may obtain necessary books, equipment, supplies, and other materials from the chair of their department.

Requests for special instructional equipment, such as audio-visual materials, should be entered into the request log in room 504.

The following audio-visual equipment is available:

Projectors

CD Players

DVD Players

Overhead Projector

#### 5 Field Trips

All class trips, field visits, or other off-campus excursions must be approved in advance by the school administration. The faculty member is responsible for

ensuring student safety and making all necessary arrangements. A student release form must be signed by the student before going on the trip. Instructors can get the student release form from their chair.

## 6 Academic Freedom and Professional Integrity

“College or university teachers are citizens, member of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others and should make every effort to indicate that they are not speaking for the institution.” 1940 Statement of Principles on Academic Freedom and Tenure, American Association of University Professors

The faculty and instructional staff are entitled to full freedom to discuss the subject matter and exercise professional judgment in presenting the material relevant to their teaching subjects and methods. Freedom in teaching is fundamental for the protection of the rights of the faculty and as such faculty members are protected against personal malice.

The faculty play a key role in selecting instructional material, designing and approving the curriculum, and determining the methods of evaluating student performance in the classroom. They must ensure coherence of the curriculum and consistency in its application, which are subject to the academic standards set forth within the academic community.

As members of the faculty, the following statements should apply without reprisal.

Faculty should:

Utilize instructional time to help students learn the course materials

Serve as intellectual guides and advisors

Show respect and fairness to students

Make sure that professional contact with students is free from harassment and discrimination

Refuse to tolerate harassment and discrimination by students in an instructional setting

Ensure against disclosing confidential information regarding students

Encourage freedom to the pursuit of learning

Seek objectivity in their professional evaluation of students

Show consideration for diverse opinions

## 7 Standing Committees

Full-time members of the faculty, including members of the faculty in shared positions (i.e. Library staff) and regular part-time members of the faculty shall be eligible to serve on standing and ad hoc committees of the faculty.

### 7.1 Curriculum Standards Committee (CSC)

Instructors are encouraged to contribute to the efforts of the Curriculum Standards Committee. This committee has immediate oversight of the content of the educational programs of the College. The CSC considers departmental curricula and the organization of the general education at the College.

### 7.2 Textbook Committee

The committee shall address issues related to course texts whether to review, reassess, adopt, or consider any other issues that may arise pertaining to textbooks..

### 7.3 The Committee on Academic Standing (CAS)

The Committee shall be concerned with the application of the academic rules of the College to individual students with respect to probation, dismissal, allegations of dishonesty in academic work, class attendance, and other related matters. The Assistant Vice President of Student Services serves as chair.

The Committee formulates:

The definition of and criteria for academic probation, academic eligibility, and separation for academic deficiency.

The rules governing final examinations and make-up examinations. The Committee shall approve the schedule of final examinations.

Review questions and concerns relating to the calendar and recommend changes in the current calendar formula to the full faculty.

Students may appeal the decision of the Committee directly to the Academic Vice President of the College.

## 8 Faculty Development

The Academic Vice President and the department chairs play an active role in aiding faculty members with their teaching and classroom method development.

The department chairs regularly visit the classes of new faculty members and faculty members who are teaching a new course. The department chairs, or a qualified designee, will be responsible for conducting formal evaluations on all faculty members. Following each visit, the observer will discuss the strengths

and weaknesses of the faculty member's teaching performance with that faculty member.

All PBC instructors must participate in the college's professional development efforts. Faculty who attend outside training or conferences must provide their chair with appropriate documentation as proof of their participation.

## 9 Copyright Policy for Faculty

The purpose of the PBC Copyright Compliance Policy: Library and Classroom is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom and library at PBC, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. Copyright law contains many gray areas, and the goal of this policy is to provide instructors and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, software, and course packs. It also covers library uses for print and electronic reserves, ILL (Interlibrary Loan) and document delivery. Other PBC copyright and intellectual property policies may complement this policy by providing guidance on copyright issues beyond text-based materials used in the classroom and library.

The PBC librarians are PBC's copyright officers will be able to assist you with any questions that you may have.

### 9.1 What is Copyright?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

### 9.2 What is Protected by Copyright?

The rights granted by the Copyright Act are intended to benefit "authors of original works of authorship", including literary, dramatic, musical,

architectural, audiovisual creations. This means that virtually any creative work that you may come across including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials and other printed materials; unpublished materials such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" the rights to reproduce, dispute, publicly perform, and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit momentarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work", such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data of facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or other types of organization generally have a copyright term of 95 years. For more information on copyright duration, visit <http://www.copyright.gov/circs/circ15a.html>.

#### 10 Fair Use

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes:

criticism, comment, news, reporting, teaching, scholarship, and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

The purpose and character of use (principally, whether for commercial or nonprofit educational use);

The nature of the copyright-protected work;

The amount and substantiality of the portion used; and

The effect of the use being evaluated upon the potential market for, or value of, the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore

be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often are unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, PBC interprets the following situations as fair use:

Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.

Reproduction of material for classroom use where the reproduction is unexpected and spontaneous. For example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one semester.

Use in parody of short portions of the work itself.

A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permissions to use the work from the copyright holder or its agent.

## 11 How to Obtain Copyright Permission

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including email) and to ensure that PBC Copyright Officer has a copy of each permission form or letter.

The time to obtain permission may vary and where possible, it is recommended to start the permissions procedure at least six (6) months prior to the time that you wish to use the materials. If you need quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly. Often, Copyright Clearance Center is your quickest one-stop resource for obtaining copyright permission (<http://www.copyright.com/>).

### 11.1 Fact Finding Questions

Once you have identified the materials you want to use and determined that copyright permission is required, you must locate the copyright holder. If the copyright holder is not listed on the work, locating the appropriate person or entity to grant permissions may take some investigative and creative work.

The Copyright Office of the Library of Congress ([www.loc.gov](http://www.loc.gov)) may be of assistance in locating a copyright owner if the work is registered. Note, however, that copyright is automatically granted to all works upon their being written down and that registration with the Copyright Office is not requested.

### 11.2 Information in Your Permission Request

The copyright holder or his/her agent will require the following information in order to provide you with permission:

Title of the material

Creator/ author of the material

Publisher of the material

Description of the material

ISBN or ISSN, if applicable

Date of publication, if applicable

Purpose for which you wish to reproduce the item (research, commercial, educational, etc)

How the material is to be reproduced (e.g. photocopied, digitized)

Where the reproduced material will be used or will appear, and how long

PBC Copyright Compliance Policy: Library and Classroom was updated on October 13, 2005.

## PART THREE: STUDENT POLICIES

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### 1. GENERAL

This section outlines some of the basic policies and procedures for students. It is intended to give you a better understanding of what PBC expects from our students and to provide you with information on what steps to take and whom to contact if you have a problem with a student.

#### 1.1 Advising

Every student at PBC is assigned an academic advisor who will work with that student throughout their time at PBC. Academic advisors are located in the Student Advising Center in room 302A. The goals of the Center are to support students as they work towards their college degree, and to help them take ownership of their educational experience within the context of the larger PBC community. Advisors work closely with students on issues surrounding work/ life balance, attendance, school policies, and satisfactory academic progress.

If you have any questions and/or concerns about a student, please contact the student's advisor. Department Chairs are given an updated list of advisee assignments each term, or you can contact Ms. Ellen Richmond, Asst. VP of Student Services, directly. .

Reasons that faculty might contact a student's advisor include, but are not limited to: academic performance; academic dishonesty; classroom behavior.

### 1.2 Attendance

PBC takes attendance seriously, and has the following absence policy:

Classes that meet 3x/week maximum absences per term: 9

Classes that meet 2x/week maximum absences per term: 6

Classes that meet 1x/week maximum absences per term: 3

Students who surpass the absence limit may not be allowed to continue in the course. If a student has been absent frequently, and/or is approaching the absence limit (especially if it is early in the term), please contact the student's advisor.

Students often will have documented proof of the reason for the absence (i.e. medical note, court appointment, etc.). While these reasons can be taken into account when tallying the number of absences, there is still a point when the absences may become excessive. If a student is unable to come to school regularly, the advisor will work with the student to withdraw from the class or from the term. It may be the case that a student earns a WU or F in a course because of excessive absences.

### 1.3 Lateness

PBC's lateness policy is as follows:

1-15 minutes late Not sanctioned, but no penalty.

15-30 minutes late Student is marked P/L (Present/Late).

Three P/L's equal one absence.

30+ minutes late Student is marked absent.

If a student is perennially late to your class, please let the advisor know.

### Concerns about a Student's Work

If a student is not handing in homework, doing poorly on tests, and is in need of tutoring, please let the advisor know. There are 3 times during the term when you will be asked to give a report on the student's progress:

1. Early monitoring (first 3 weeks of the semester)
2. Midterm monitoring
3. End of term possible failures report

However, the Student Advising Center welcomes feedback at any time.

### 1.5 Classroom Behavior

Students are expected to act in a manner befitting an educational community and should be respectful of the instructor and fellow students. Use of cell phones and texting is not allowed in class, nor is surfing the web or any behavior which may be disruptive to the classroom environment. If a student is disruptive in class in any way, we ask that the faculty member address the matter privately with the student. If the behavior continues, please inform the advisor.

### 1.6 Incompletes

A grade of "Incomplete" may be given to a student who has missed the final exam, paper, or project at the end of the term, but is otherwise passing the course, is considered to be in good standing, and has met all other requirements for the course. INCs are given at the instructor's discretion. Completion of the final work must be handed in before the start of the next term. If it isn't, the missing work will be graded as an 'F' and the final grade will be calculated accordingly.

### 1.7 Financial Aid

If a student asks you questions about Financial Aid, please refer the student to the Financial Aid Office. Financial Aid regulations change regularly and what may have been true last semester may not be true this semester. While you may have had good intentions and want to help a student, you don't want to jeopardize a student's financial aid package by giving outdated or incorrect information.

## 2 STUDENT CONTRACT

Below is a copy of the contract all students sign in their first term at PBC. The contract outlines the basic rules of civility and academic integrity to which PBC holds its students. The contract is in effect for the entire time that a student is enrolled at PBC. You are strongly encouraged to review the contract with your students at the start of each semester as a way of reminding students of the rules and their responsibilities.

In the first semester, a designated instructor will review the contract with their students. Students are asked to sign the contract as acknowledgment that the contract was reviewed and that they received a copy of it. Refusal to sign the contract does not exempt a student from the rules and standards outlined.

Student Contract of Civility and Academic Integrity

Enrollment in Professional Business College (PBC) is a privilege and with that privilege comes responsibilities. Below is a list of some of the basic rules of civility, meaning the way you behave at PBC and the way you interact with others, and of academic integrity. While no list can cover every rule, the ten (10) rules listed below provide a basic foundation for the academic community at PBC.

I shall come to class every day on time and come prepared with all work assigned for the day. I understand if I do not attend all my classes that I may suffer academic penalties, including the lowering of my overall grade for the course, and the possibility of failing the course.

I understand that if I miss six (6) or more classes in a course that meets twice a week or more, or three (3) classes in a course that meets once a week, either in a row or during a semester, that I will not be allowed to complete the course and will not receive a passing grade.

I understand that if I am late to class, or leave early, and have missed a substantial part of the lecture, my instructor may count that day as a partial absence. If I am late to class, or leave early, on a regular basis, I understand that my grade for the class will be lowered or I may not be allowed to complete the course.

I shall not disrupt a class or interrupt my teacher or classmates when they are speaking or working on an assignment.

I shall not copy from or give assistance to others on an examination; copy information without source reference (plagiarism); use forbidden material on an examination; submit a term paper that has been purchased; present the work of another as my own, including work found on the internet or any other resource; alter a graded examination for the purpose of re-grading.

I shall follow the directions of the instructors and staff members at PBC.

I shall not use obscene, abusive, or threatening language toward another student, teacher, staff member, or guest of PBC.

I shall observe the rules and regulations of PBC. This includes the common rules of courtesy, such as not speaking on a cell phone or texting during class or in the library.

I shall respect the property of others by not damaging or taking what does not belong to me. I shall not deface, damage, or steal any PBC property.

I shall not engage in any illegal activity on PBC property.

I understand that these rules apply to every class I am enrolled in at PBC. I understand that should I fail to meet PBC's civility and/or academic standards that action will be taken by PBC that can range from a warning to expulsion from the school.

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Print Name Signature Date

### 3 STUDENT DISCIPLINE

A faculty member who believes that a student has engaged in an academically dishonest practice, such as cheating on an examination or plagiarism, or that their personal behavior seriously disrupts the academic environment, should contact Ms. Ellen Richmond, Asst. VP of Student Services.

#### 4 GED + AOS DEGREE

A student enrolled at PBC who has not earned a high school diploma may be issued a New York State High School Equivalency Diploma upon completion of 24 college credits as specified by the State Education Department. The student must be a recognized candidate for a college-level degree and the 24 credits must be earned in the following areas: English Language Arts, Mathematics, Natural Science, Social Science, Humanities, and Career & Technical Education.

When a student has successfully completed the specified 24 credits, the student should meet with Mr. Ronald Murray, Academic Advisor, to receive the GED Information Sheet & Application. Mr. Murray will assist students with the application.

#### 5. ACADEMIC GRIEVANCE PROCEDURES

A student should (1) arrange a meeting with the respective faculty member to discuss any possible resolution to the grievance; (2) if no solution has been reached, discuss the situation with the Department Chairperson; (3) submit a written grievance to the Academic Vice President (if step 2 has not been fruitful in resolving the difficulty). The Academic Vice President will schedule a Grievance Committee Hearing within five days. The time of the meeting will be communicated in writing to all parties. The committee will consist of the Academic Vice President and two faculty members not involved with the incident in question. All persons or their representatives involved in the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. A written response will be prepared and a decision will be reached within two business days. If the student wishes to appeal the decision, any such appeal must be submitted to the President within 24 hours. The President's decision is final and will be made within two business days of receipt of the appeal.

#### 6. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

What can and cannot be discussed with a third party about a student is determined by the Federal law, The Family Educational Rights and Privacy Act (FERPA). Below is information to give you a basic understanding of FERPA.

##### 6.1 What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education

records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

In general, the College will not release a student's transcript or other information from or about the student's educational records without his or her written consent. The policy also provides that students generally may have access to their educational records at the College.

## 6.2 Who May Review Student Information and Records?

Any matriculated student at PBC is an “eligible student”, and information may not be shared with anyone other than the student without the express written consent of the student. Verbal consent is permitted when the student is present (i.e. in a meeting with a student and his/her parents).

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest

Other schools to which a student is transferring

Specified officials for audit or evaluation purposes

Appropriate parties in connection with financial aid to a student

Organizations conducting certain studies for or on behalf of the school

Accrediting organizations

To comply with a judicial order or lawfully issued subpoena

Appropriate officials in cases of health and safety emergencies

State and local authorities, within a juvenile justice system, pursuant to specific state law

This means that information may be shared among employees at PBC, as long as there is a legitimate need to do so. Information may not be shared with students' parents or family members, unless the student has given express written or verbal consent to do so. It is always preferable that the student be present when information is shared in order to ensure that consent is given voluntarily.

This information was obtained from the U.S. Department of Education website:  
[www.ed.gov](http://www.ed.gov)