

Employee Handbook
Rudolf Steiner College

Revised July 2011

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Introductory Statement

We are pleased to welcome you as an employee of Rudolf Steiner College. We hope that you will find your position to be rewarding, challenging, and productive. We strive for participatory governance and values-based administrative forms, and we invite you to partake fully in the rich cultural and social life of our community.

This employee handbook is intended to explain the terms and conditions of employment of all full and part-time employees and supervisors. Written employment contracts between Rudolf Steiner College and some individuals may supersede some of the provisions of this handbook. This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

Mission Statement

Rudolf Steiner College strives to provide a creative educational environment for men and women of diverse ages and backgrounds who seek a deeper understanding of the challenges of modern life and wish to develop new capacities as a basis for their life's work, for social service and cultural renewal.

Founded on the spiritual scientific work of Rudolf Steiner, the College has as its mission to provide programs that:

- awaken independent thinking and healthy judgment about the deepest issues of human life;
- school powers of perception;
- cultivate and enrich artistic faculties;
- develop social sensitivity;
- strengthen capacities for practical life.

A major focus of the Rudolf Steiner College is the preparation and certification of teachers for vocations in Waldorf Education. The College also offers advanced degree programs, certificate programs and professional development courses, which develop insights and skills that can lead to practical application in a variety of professions in the arts, sciences and education.

The College aims to serve as a resource center for Rudolf Steiner's work, providing continuing education, fostering research, presenting workshops and conferences, and publishing and making accessible books and other related materials. A further goal is to serve the broader educational community and bring Rudolf Steiner's contributions into the dialogue on education and other issues of global concern.

The view of the human being as an individuality encompassing body, soul, and spirit is central to the programs of the College, along with emphasis on the cultivation of the inner life as a source of strength, creativity, and initiative. Programs strive to address the students' quest for the knowledge, insight, and moral imagination needed to bring balance and healing to human beings, communities, and the earth itself.

Required Policies

Authority to Administer College Policies

Authority to administer College policies is delegated by the Board of Trustees to the President. Nothing contained herein should be construed to limit or abridge the final authority of the Board of Trustees in carrying out these policies.

The President and the Executive Committee will develop and maintain this handbook. The President and the Executive Committee will also implement and require compliance with this handbook.

Rudolf Steiner College may revise, add/or delete any policy or procedure in this handbook at any time, with or without notice to affected personnel. This handbook supersedes all previous policies or procedures issued by Rudolf Steiner College which are no longer in effect. If there is any inconsistency between a statement in this handbook and actual practice, the handbook governs.

At-Will Employment Status

Rudolf Steiner College personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without advance notice at any time by the employee or the College. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the College has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President has the authority to make any such agreement, which is binding only if it is in writing.

Equal Employment Opportunity

Rudolf Steiner College is an equal opportunity employer and makes employment decisions on the basis of merit. Rudolf Steiner College recognizes the necessity to provide equal employment opportunity (Government Code, Section 12900 and Labor Code, Sections 1101 and 1102). We want to have the best available person in every job. College policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Non-discriminatory practices apply to all employees and applicants for employment. Likewise, the administration of personnel matters such as compensation; benefits, transfers, reduction-in-force, training, education and social/recreation activities are free from discriminatory practices. Personnel decisions shall comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, the Immigration and Nationality Act, and the California Government Code 12926(c). The HR Manager will be responsible for carrying out the letter and spirit of this statement.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the College will make reasonable accommodations for the known physical or mental

limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the HR Manager. The College will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the College determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The College will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

Grievance Policy and Procedure

Rudolf Steiner College recognizes that in the normal course of human interactions, conflicts and disputes may arise. Though most conflicts and problems that arise in the College environment can be resolved informally, when such attempts do not result in a resolution, a formal grievance process may be initiated. The College believes that all employees have the right and the obligation to seek resolution through a grievance process.

. The **procedure** for expressing a grievance is as follows:

- Submit a written grievance within 72 hours, which includes details of the basis of the grievance, the parties involved (i.e. who the grievance is against), the date(s) and location, to your immediate supervisor.
- The attempts that have been made to resolve the grievance informally (if appropriate),
- A proposed resolution.

If the grievance is against your supervisor:

- Submit a written grievance, which details the basis of the grievance, the date(s), and location, to an officer of the Executive Committee.

If no resolution is reached, mediation may be requested with a member of the Executive Committee. The Executive Committee may at their discretion:

- Interview all persons involved.
- Bring the parties together to facilitate a resolution.
- Recommend a resolution.

In a case where no resolution has been found, The Executive Committee will make the final and non-negotiable solution to the grievance.

Whistle-Blower Policy - Reporting Ethics Violations

Rudolf Steiner College expects and requires that all employees observe the highest of standards of personal and professional ethics in conducting their various duties and responsibilities. Honesty and integrity are essential College values and are integral in accomplishing the College Mission. Arising from its commitment to comply with all laws and regulations to which it is subject, the College's

operating procedures and internal controls are designed to detect and prevent improprieties. Various mechanisms are provided to encourage employees to report their concerns and suspicions regarding compliance violations or irregularities on a timely basis.

There may be circumstances where employees feel it necessary to report suspected financial wrongdoings outside of the traditional chain of reporting. The Whistle-Blower Policy has been created for such instances, allowing allegations to be made outside of the usual environs of the suspected employee, and providing for a degree of confidentiality and anonymity for the reporting person, if requested.

The Whistle-Blower Policy applies only to reports of suspected violations of College policy, law, or external regulations of a financial nature. These may include, but are not limited to, misuse of cash or other College property, inappropriate spending through the accounts payable process, theft, and false reporting of hours worked for payroll purposes. The policy does not apply to complaints regarding policies, employment, compensation or benefits, or to employment or personal grievances.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Although an employee's report may possess merit, comments made to others regarding another employee could constitute defamation, invasion of privacy or other grounds for civil liability. Employees should not discuss allegations outside of the reporting and investigation process. This is especially the case should the investigation prove that the suspected employee's actions were lawful or within College policy.

Note: If an employee self-discloses his or her identity directly or indirectly through his or her own actions outside of the official investigation process, the College is not obligated to maintain confidentiality.

Protection from Retaliation

An employee who in good faith reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the College. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he/she has been retaliated against after making a good faith report may report this alleged retaliation to the President or a member of the Executive Committee.

Handling of Reported Violations

The President, as Compliance Officer, will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The investigator or investigation committee has access to all resources of the College and external counsel to ensure a fair and accurate resolution to the alleged violation. The investigator or investigation committee is responsible for documenting its investigation and its rationale for the resolution. The investigation is closed when the President has deemed the investigation complete and the investigator or investigation committee has reached a resolution. Documents and evidence relating to a closed investigation will remain in the College's files in the President's Office.

If the investigation establishes that a violation of law, external regulation or College policy occurred, the President, or in a case involving the President, the Chair of the Board of Trustees will determine appropriate action based upon law and College policy.

To make a report under this policy an employee is required to complete and sign a Whistle-Blower Disclosure Statement. Employees should be aware that the filing of the statement acknowledges their understanding that an investigation may commence. Since successful investigations are many times based upon timely evidence, reports under this policy should be made as soon as possible, preferably within six months of the occurrence, but in any event within one year.

General Reporting Outside of the Whistle-Blower Policy

It is the responsibility of all directors, officers and employees to report suspected ethics violations. Rudolf Steiner College has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. In the case of ethics violations, if an employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with a member of the Executive Committee. Supervisors and managers are required to report suspected ethics violations to the President, who has the responsibility to investigate all reported violations.

Financial Misconduct or Misuse of College Property - Reports can be made to the Chief Financial Officer, or the College President.

Employment Policies - Claims concerning discrimination, harassment (including sexual harassment) or other violations of employment policies can be made to a member of the Executive Committee.

Education - Claims of noncompliance with academic policies, falsification of research, faculty misconduct or other education concerns can be made to the Academic Dean or any member of the Executive Committee.

Environment, Health and Safety - Concerns regarding environmental protection, hazardous conditions, and violations of health, and safety regulations can be reported to the Campus Services Manager or the Executive Committee.

Data Security - Suspicions concerning improper use of computer technology or College electronic data should be reported to the Executive Committee.

Unlawful Harassment

Rudolf Steiner College is committed to providing a work environment free of unlawful harassment. College policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. This policy applies to all persons involved in the operation of the College and prohibits unlawful harassment by any employee of the College including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Sexual Harassment. Sexual harassment shall not be condoned. It is also the policy of the College that false accusations of sexual harassment shall not be condoned. Sexual harassment is illegal under Section 703 of Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1973, and Title IX of the 1972 Education Amendments. In conformance with California Education

code 94385, Rudolf Steiner College maintains procedures and information for assisting a person who has been the victim of sexual harassment or assault.

Sexual harassment is unwelcome verbal, physical, or visual sexual behavior which is personally offensive, debilitates morale, or interferes with academic or work effectiveness. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic success.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, bring your complaint to your own or any other College supervisor, the HR Manager or the President as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all harassment complaints to an Executive Committee member or the President of the College. The College will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the College determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the College to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A College representative will advise all parties concerned of the results of the investigation. The College will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The College encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that s/he has been harassed or has been retaliated against for complaining, s/he may file a complaint with the appropriate agency. The employee may check with the HR Manager for information regarding the nearest appropriate agency.

Right to Revise

This employee handbook contains the employment policies and practices of Rudolf Steiner College in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Rudolf Steiner College reserves the right to revise, modifies, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the President of Rudolf Steiner College.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Rudolf Steiner College as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plans descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Hiring

Hiring

Employment Classification

The HR Manager will maintain a list of job classifications, including exempt and non-exempt status.

GENERAL CLASSIFICATION CONCEPTS

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time. The general categorization is defined below for administrative personnel in terms of hours worked in a workweek. While the categories generally apply to faculty, the qualifying measures are defined differently (e.g. based on class hours taught rather than a work week).

Regular full-time employees are those who are scheduled for and do work more than 32 hours per week over the course of the year (including holiday, vacation and paid sick time). Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

Part-time permanent employees are those who are scheduled for and do work fewer than 32 hours per week, but not fewer than 20 hours. Part-time employees are eligible for the following Rudolf Steiner College benefits: pro rata vacation and holidays.

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of six months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Exempt and Non-Exempt Classification

Exempt. Positions exempt from overtime pay and recordkeeping requirements, according to the law (executives, administrators and professionals).

Non-Exempt. Non-exempt positions are subject to the daily recordkeeping and overtime requirements of applicable federal and state laws.

All overtime work by non-exempt employees must be authorized in advance by the supervisor who will be responsible for the period of overtime. Only hours actually worked will count toward determining eligibility for overtime pay.

Specific Employee Classification

All employees, regardless of classification, status or length of service, are expected to meet and maintain College standards for job performance and behavior. All employees will be classified in one of the following categories:

Full-time Faculty: faculty members carrying a full workload of teaching and administrative responsibilities. (Exempt positions - professional)

Proportional Part-time Faculty: faculty members working 3/4 or more of a full work schedule. (Salaried positions - professional)

Part-time/Hourly Faculty: faculty members scheduled to work less than 3/4 time. (Hourly - professional)

Adjunct Faculty: faculty engaged on an occasional basis. (Hourly - professional)

Executive and Staff Officers: President, CFO, CAO, COO and Staff Senior Directors (Admissions Director, Development Director). (Exempt positions - professional)

Senior Administrative Personnel Regular Full-time: administrative personnel carrying policy-making responsibility as delineated in their job descriptions, e.g. Department Managers. (Exempt positions - managerial/administrative)

Administrative Personnel Regular Full-time: administrative personnel carrying operational responsibilities.,(Non-exempt positions)

Clerical, Maintenance and Other Personnel Regular Full-time: personnel carrying support responsibilities. (Non-exempt positions)

Staff Regular Part-time/Hourly: personnel working in any non-teaching area of the College. (Non-exempt positions)

Temporary and Seasonal Workers: (Non-exempt positions)

Project: Those employees, consultants or contractors whose services are required for a project and whose services are subject to support by project grants. Project personnel may or may not be eligible for College benefits depending on individual hiring agreements. (May be exempt or non-exempt positions)

Consultants/Contractors: Persons whose services are required for the performance of professional tasks which cannot be completed by the regular professional staff due either to lack of specialized qualifications or the urgencies of time and/or task. Consultants and contractors are not employees and are not eligible for College benefits.

The previous definitions of employment status, and anything else contained in this handbook do not constitute a contract of employment or any covenant thereof.

Nothing in the handbook may be construed as a guarantee of continued employment with Rudolf Steiner College, and employment with Rudolf Steiner College is terminable at will by either party.

New Hires

General Considerations

Only designated Rudolf Steiner College officers may enter into oral or written contracts on behalf of the College.

Faculty and staff members will be recruited, selected and hired with the intent that each position be filled by the best qualified applicant.

Decisions made with respect to recruiting, hiring and promotion for all job classifications are made solely on the basis of individual qualifications related to the requirements of the position.

Employment of minors. As a general rule, Rudolf Steiner College employees must be 18 years of age or older. Occasionally, we may hire students or others who are under 18 years of age, but this is done only under special conditions and must be approved in advance by the Executive Committee and in accordance with applicable laws.

Recruitment

Administrative Staff. Full-time administrative staff are appointed by the President upon the advice of the Executive Committee. Job descriptions, search, interview, and decision process are set by the Executive Committee in accordance with the nature of the position to be filled. The hiring of Executive Officers will be shared with the Council for advice and comment.

Clerical Staff. Clerical staff is hired by the Executive Committee in consultation with relevant department personnel.

Full-time Faculty. Full-time faculty members are appointed by the President upon the recommendation of the Academic Dean and the Academic Senate. Leading to this appointment are consultations with appropriate members of the faculty and the Executive Committee to identify and clarify the need for a new faculty member, the financial feasibility of hiring a new person, and the nature of the search process to be conducted. The hiring of Executive Officers will be shared with the Council for comment and advise.

In some instances, hiring for a full-time position is a result of growth in a particular subject area in which a former part-time employee is moved to full-time status. In other instances, the College may have added a new program of study based partially on the availability of a key teacher known to the members of the College community. In these cases, discussions leading to appointment constitute a review process rather than a search. The views of the faculty members most closely connected with the work of the prospective employee are given particular attention.

If a formal search is mounted, a call for applicants is made through the professional organizations and training institutions which prepare teachers in the specialization in question. The best qualified applicant or applicants are asked to come to the College for interviews with faculty members and administrative staff. If the work of that person is not already known to most members of the Academic Senate, demonstration teaching may be requested. The CFO will write letters of engagement on behalf of the Executive Committee.

Part-time and Adjunct Faculty. New Part-time and Adjunct Faculty members (who are not on the current College list of active part-time and adjunct faculty) are identified and initially "qualified" by Program Directors, leading faculty responsible for academic oversight of relevant programs or subject areas. They will then be proposed to the Academic Dean, who will, after review, bring the proposed engagement to the Executive Committee for approval. The CFO will write letters of Engagement on behalf of the Executive Committee.

Returning part-time and adjunct faculty (those already on the active part-time and adjunct faculty list) are selected by Program Directors responsible for relevant programs or subject areas for assignment on their Program's teaching schedule. This will be communicated to the Academic Dean for academic and scheduling review. The CFO will verify that the Program Budget includes funding, and will communicate all personnel matters to the employee. The CFO will write letters of Engagement on behalf of the Program Director, Academic Dean and Executive Committee.

All faculties are required to have valid documents to demonstrate they are allowed to work in the U.S. An I-9 form from the U.S. Department of Homeland Security must be completed by U.S. citizens and non-citizens, and on file in the payroll/personnel office before beginning employment.

"All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9."
--www.uscis.gov

Introductory Period

The first 90 days of continuous employment at Rudolf Steiner College are considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees, and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance. With the approval of the governing authority listed below for each level of employee, the introductory period may be set at shorter or longer periods depending on circumstances. Your employment is still at-will during this introductory period and either you or the College may terminate your employment with or without cause at any time.

Upon completion of the introductory period, Rudolf Steiner College will review your performance. If the College finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you. At that time, you may express suggestions to improve the College's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by Rudolf Steiner College for any definite period of time, but rather allows both you and the College to evaluate whether or not you are right for the position. The College may elect to end the introductory period early based on satisfactory performance and may extend the regular employee benefits at that time.

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Rudolf Steiner College. Your cooperation and assistance in performing such additional work is expected.

Rudolf Steiner College reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

Unless health benefits extension is covered by state or federal law, benefits will normally terminate. Contact the HR Manager for more information.

Leaves of Absence

Leaves of Absence

Rudolf Steiner College may grant leaves of absence to employees in certain circumstances. Request any leave in writing as far in advance as possible, keep in touch with your supervisor or the HR manager during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting your supervisor or the personnel office, the College will assume that you do not plan to return and that you have terminated your employment. Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave.

- Rudolf Steiner College does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, you may self-pay the premiums under the provisions of COBRA of 1985. The HR manager can give you additional information.

Sick Leave

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. Rudolf Steiner College will not tolerate abuse or misuse of your sick leave privilege.

Rudolf Steiner College offers paid sick leave to regular full-time employees who have completed their introductory period. After completion of your introductory period, you accrue paid sick leave at the rate of 10 days per year (accrued on a daily basis as you work, for example for a full time employee, you accrue sick leave 0.7692 days per week). Accrued sick leave does not carry over from year to year. The College does not pay employees in lieu of unused sick leave.

If you are absent longer than 10 days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the College will be required before the College honors any sick pay requests. Rudolf Steiner College may withhold sick pay if it suspects that sick leave has been misused.

Paid Sick Leave and Workers’ Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers’ compensation insurance. However, workers’ compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further work absences related to your illness or injury.

Family/Medical Leave

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

Paid Family Leave

If you take a leave under this provision that qualifies you for payments for PFL, you will be required to use any accrued and unused vacation or paid time off, up to a maximum of two weeks, so long as you are not receiving wage replacement through an employer-provided benefit. For additional information, please contact your supervisor.

Kin Care

Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse, domestic partner, or domestic partner's child who is ill. Leave for this purpose may not be taken until it has actually accrued.

For purposes of sick leave use, a "child" is defined as a biological, foster, or adopted child, stepchild, or a legal ward. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.

A "parent" is your biological, foster, or adoptive parent, stepparent, or legal guardian.

A "spouse" is your legal spouse according to the laws of California, which do not recognize "common law" spouses (a union that has not been certified by a civil or religious ceremony). All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a child, parent, or spouse.

A "domestic partner" is another adult with whom you have chosen to share your life in an intimate and committed relationship of mutual caring, and with whom you have filed a Declaration of Domestic Partnership with the Secretary of State.

A "domestic partner's child" is the biological, foster or adopted child, stepchild, or legal ward of your domestic partner. A "domestic partner's child" also may be someone for whom your domestic partner has accepted the duties and responsibilities of raising, even if he or she is not your domestic partner's legal child.

Vacation

Regular full-time employees accrue paid vacations in accordance with the following policy:

0-6 months	no accrual
6 months-1 year	5 days
2-4 years	10 days per year
5-14 years	15 days per year
15 years and thereafter	20 days per year

Temporary employees do not accrue paid vacation benefits. Permanent part-time employees are eligible for pro rata vacation time. Regular full-time and part-time employees do not accrue vacation time during the first six months of employment.

Rudolf Steiner College encourages employees to take vacation annually. Vacation time must be taken

within the year following accrual. Earned vacation time accrues to a maximum of 20 working days in the second through fourth years of employment; 30 working days in the fifth through 14th years of employment; and 40 working days in the 15th and following years of employment. No additional vacation will be earned until accrued vacation time is used. Employees are responsible for tracking their accrued vacation time.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Your supervisor will make final determinations and must approve your vacation schedule in advance.

Unplanned vacation time may be taken as necessary due to illness or other unforeseen situation requiring immediate absence from work. In order for Rudolf Steiner College to operate effectively, staff members are asked to keep their supervisor informed of their health status while off work because of illness or accident.

Required Use of Vacation Before Unpaid Sick Leave

You are required to take accrued and unused vacation before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) are included in this requirement, unless the absence is pregnancy-related and you are receiving wage replacement through an employer-provided benefit.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period, unless you are receiving wage replacement through an employer-provided benefit. If you do not have accrued vacation, you will be required to use accrued sick leave for the first 7 days before PFL payments begin.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through an employer-provided benefit. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your PFL benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued sick leave, sick leave will be used for the first 7 days before SDI payments begin, unless you are receiving wage replacement through an employer-provided benefit. If you do not have accrued sick leave, but do have accrued vacation, vacation will be substituted for the unpaid absence.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through an employer-provided benefit. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of Rudolf Steiner College. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer

than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. Vacation time does not accrue during a leave of absence.

Personal Days

Regular employees are allowed 3 days each year with pay to be used for personal leave to accommodate for non-medical appointments, time off for school activities of their children etc. Employees planning to take time off must provide as much advance notification as possible to their supervisor.

Pregnancy Leave

Pregnancy, childbirth, or related medical conditions will be treated like a disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy leave should advise the personnel department as early as possible. The individual should make an appointment with the HR manager to discuss the following conditions:

- Employees who need to take pregnancy leave must inform Rudolf Steiner College when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the HR manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the College. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Rudolf Steiner College with a certification from a health care provider. The certification indicating pregnancy should contain:
 - The date on which the employee became pregnant;
 - The probable duration of the period or periods of leave; and
 - A statement that, due to pregnancy, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed to use accrued sick time (if otherwise eligible to take the time)

during a pregnancy leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy leave; and

- Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy leave has no greater right to reinstatement than if the employee had been continuously employed.

Jury Duty and Witness Leave

Rudolf Steiner College encourages employees to serve on jury duty when called. Non-exempt employees who have completed their introductory periods will receive full pay while serving up to 5 days of jury duty. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

You may retain any mileage allowance or other fee paid by the court for jury services.

Bereavement Leave

Rudolf Steiner College grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the College. The employee's supervisor may approve additional unpaid time off.

Benefits

Benefits

General Benefits

While every effort will be made to maintain a substantial program of employee benefits, Rudolf Steiner College expressly reserves its right to modify or eliminate all or any portion of its benefit program. A listing of benefits will be published for each fiscal year. Benefit plans are explicitly defined in legal documents, including insurance contracts, official plan booklets and trust agreements. If there is any discrepancy between the following summary and the actual plan documents, the documents shall control. If an employee would like to review any of these documents, they are available by contacting the HR Manager.

Normally benefits become effective on the first of the month following **thirty days** of continuous employment.

All faculty and staff members will receive the following:

- c. Discounts on purchases at the Rudolf Steiner College Bookstore.
Contact the Bookstore for the current discount policy for your employment classification.
- d. Complimentary or reduced rate admission to most public Rudolf Steiner College Evening and weekend lectures, concerts and workshops

Regular full-time faculty and staff and proportional (3/4) time faculty members receive the following in eligible positions:

- a. Paid group medical insurance for the employee. Any medical benefits paid to the employee's dependents will be negotiated at the time of employment. For employees who are covered by a spouse's medical insurance policy, the College has the option to reimburse the employee, the spouse or the spouse's employer for insurance premiums paid on behalf of the Rudolf Steiner College employee. This policy is subject to change as a result of changes in economic conditions or in Internal Revenue Service regulations.
- b. Tuition for the individual, his/her spouse or children in Rudolf Steiner College programs. Application, registration and materials fees will be charged along with mentoring fees in degree or diploma programs requiring substantial individual supervision outside of class time. Specific terms and conditions apply that include, but are not limited to, terms for full or partial tuition waiver, work supervisor approval, meeting program pre-requisites, space availability and other matters . Please see the Rudolf Steiner College Employee Program Benefit policy for specific details that apply to you.

Regular full-time faculty and executive officers receive:

- a. Tuition for dependent children accepted for enrollment at the Sacramento Waldorf School. This benefit is limited to one full tuition, and **may be restricted or expanded annually by the Executive Committee** based on budget availability and overall personnel needs.

Faculty Free Time. Unless otherwise specified by contract, the faculty member is expected to be available for teaching classes and attending scheduled College meetings from the last week of August

(during which overnight retreat meetings may be planned) through the first week of June. Vacation time will be the 5 weeks of student vacation time at Christmas and Easter plus the 10 weeks from the second week of June through the third week of August; however, it is expected that full-time faculty members will carry fall scheduling responsibilities through the summer and will generally be available to teach for 3 or 4 weeks of summer courses for 2 summers out of 3 (negotiated individually). Further, faculty members may be required to teach during summer session if that is necessary to achieve their teaching hour requirements.

Holidays

Rudolf Steiner College observes the following paid holidays:

- January 1 (New Year's Day) (2 days)
- Martin Luther King's Birthday (1 day)
- Easter (2 days)
- Memorial Day (1 day)
- July 4th (Independence Day) (1 day)
- Labor Day (1 day)
- Thanksgiving (2 days)
- Christmas (3 days): Three days in period between Christmas Eve and New Year's Day.

In general, from the period Christmas Eve to New Year's Day, 5 days will be declared in the annual holiday schedule to be holidays.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Rudolf Steiner College may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Exempt Faculty and Staff are eligible for participation in holidays (no additional pay is given as this is included in the exempt pay).

Each non-exempt employee's eligibility for holiday pay begins after completion of his or her introductory period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor. If you are required to work on a paid scheduled holiday you will receive straight time pay.

Eligible non-exempt employees will receive the following holiday pay:

- * 8 hours of pay if their normal scheduled workweek is between 32 and 40 hours (as averaged over the previous 7 month period).
- * 4 hours of pay if their normal scheduled workweek is between 20 and 32 hours (as averaged over the previous 7 month period).

Seasonal and Temporary employees do not receive paid holiday time off (though they are paid for hours worked on holidays).

Due to its academic and event schedule, the College may be open on holidays and employees may be scheduled for work on holidays. If the employee is eligible for holiday pay, then this can be taken on another date approved by the employee's supervisor.

Insurance Benefits

Medical Insurance

Rudolf Steiner College provides a comprehensive medical insurance plan for eligible employees and their dependents. Full-time faculty and staff employees (employees who are scheduled for and work 32 or more hours per week as averaged over the previous 7 months) are eligible for medical benefits. The College pays 90% of the base plan premium up to \$485 per month; the employee pays 10% of the premium or any amount over the College maximum of \$485. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the personnel office. This section will be updated from time to time to reflect current policy limits and your copy may at any time be out of date. Temporary and Seasonal employees are not eligible for medical insurance.

Disability Insurance

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the College. An additional tax funds the state's Paid Family Leave program, and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the HR Manager.

Workers' Compensation

You are protected by the College's workers' compensation insurance policy while employed by Rudolf Steiner College, at no cost to you. The policy covers you in case of occupational injury or illness.

The College prides itself on being a safe place to work, and asks that each employee contribute to their own safety and the safety of co-workers by working responsibly and by following workplace policies and work instructions provided by your supervisor or management.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor who has a pre-approved medical provider list;
- Seek medical treatment and follow-up care if required;
- The Supervisor will complete a written *Employee's Claim for Workers Compensation Benefits* (DWC Form 1) and return it to the HR Manager; and
- Provide the College with a certification from the medical provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the

employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the College's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the College's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)) will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period.

Paid Sick Leave and Workers' Compensation Benefits

See Under Leaves of Absence

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the College or the individual employees. Attendance at such activities during regular business hours, whether required by the College or requested by individual employees, requires the written approval of your supervisor. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the College, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the supervisor and CFO in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Rudolf Steiner College generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Management

Management

Open-Door Policy

Suggestions for improvements at Rudolf Steiner College are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the College. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
- If the problem persists, you may describe it in writing and present it to the personnel manager, who will investigate and provide a solution or explanation. If you need assistance with your complaint, or you prefer to make a complaint in person, contact a member of the Executive Committee. We encourage you to bring the matter to a member of the Executive Committee as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- If the problem is not resolved, you may present the problem in writing to the President or Executive Committee of Rudolf Steiner College, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the College, cannot guarantee that every problem will be resolved to your satisfaction. However, the College values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Employment of Relatives

Rudolf Steiner College may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. The College defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

Relatives of employees may be eligible for employment with Rudolf Steiner College only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

The application of the term "direct supervisory relationship" shall be evaluated by the President or Executive Committee. It shall primarily mean acting as the personnel supervisor of an employee conducting performance, salary and other evaluations and making related employment decisions. It may be extended by the President or Executive Committee to include other workplace relationship matters such as oversight of a functional area or department or academic program which involves relatives -- this shall be determined solely by the judgment of the executive officers indicated above.

Names and Addresses

Rudolf Steiner College is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the College in the event of a name or address change.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first performance evaluation will take place at the end of your introductory period. Subsequent performance evaluations will in most cases be conducted annually, or shortly thereafter. The frequencies of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of College and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

The College utilizes a number of different performance evaluation approaches, including 360 degree evaluations, and traditional supervisor-employee evaluations depending on the level of the employee and work situation. You will be told in advance which evaluation methodology will be used in your review.

Evaluation

Faculty. Procedures for evaluation of faculty performance are developed by the Academic Dean in consultation with Academic Senate. Faculty evaluation will be done on the basis of a combination of self-evaluation, peer evaluation and student evaluation.

Executive Officers. Evaluation of the President is the responsibility of the Board of Trustees. Procedures for performance evaluation of executive officers are the responsibility of the President and Executive Committee. Responsibility for conducting the evaluations of executive officers is the responsibility of the President. Results are reported to the Board.

Program Directors. Procedures for performance evaluation of Program Directors with respect to their administrative duties are the responsibility of the Academic Dean and will be reviewed in the Executive Committee.

Administrative, Clerical and Other Staff. Procedures for performance evaluation are the responsibility of the department supervisor with input from the Executive Committee and HR Manager.

Personnel Records

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

Rudolf Steiner College will restrict disclosure of your personnel file to authorized individuals within the College. Any request for information contained in personnel files must be directed to the HR Manager. Only the HR Manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, College

will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

The HR Manager will maintain a personnel file for each employee containing pertinent information such as employment offer letter, other signed documents, documents relating to qualification for employment, and any notice of probation. A copy of any unfavorable evaluation or letter of reprimand will be given to the person concerned for signature, with the opportunity to respond in writing, a copy of which will be placed in the personnel file.

Each employee is required to notify the HR Manager if there is any change in status of information regarding emergency notification, payroll deductions, address change, etc.

Telecommuting

Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Company. Telecommuting must be pre-approved by an employee's supervisor and cannot be initiated without a Telecommuting Agreement.

Rudolf Steiner College retains the right in its sole discretion to designate positions that are appropriate for telecommuting and approve employees for telecommuting. Telecommuting must be approved by an employee's supervisor. Telecommuting does not change the conditions of employment or required compliance with all College policies and procedures. The College reserves the right to change or terminate the Telecommuting Agreement at any time, without cause or advance notice. An employee's ability to work under a Telecommuting Agreement rests in the sole discretion of the College.

Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of his or her alternative work environment. However, because the College is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the College reserves the right to periodically inspect the Telecommuter's home work space. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Telecommuters are protected by the College's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working. The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

Hours of Work

Unless otherwise agreed in the Telecommuting Agreement, hours and days of work will not change. Employees agree to apply themselves during work hours. Telecommuting is not intended as a substitute for child care or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Attendance at Meetings

Telecommuters are expected to attend all required meetings.

Costs Associated with Telecommuting

The College shall not incur additional costs due to a Telecommuting Agreement. The Telecommuting Agreement will specify any costs the College will cover. All other expenses are the responsibility of the Telecommuter.

College Property

College Property

Campus Facilities

Our buildings and grounds require a great deal of work to maintain them in beautiful, safe and serviceable condition. The consciousness of each of us is important to the smooth flowing of all of our work.

- If you got it out, put it away.
- If you broke it, see that it gets fixed.
- If it's not yours, get permission to use it.
- If you don't know how to use it, get instructions from someone who does.
- If you see a mess, clean it up or call it to the attention of the person responsible for it.
- If you see something that is unsafe, correct it or report it to Campus Services Manager.
- If you are the last one to leave, turn off the lights.
- If you are leaving a heated or air conditioned space, CLOSE THE DOOR or turn off the heat or air conditioning as appropriate.
- Don't leave College property out where it could be rained or sunned on.

General Campus rules

The following rules are issued to employees. Please be familiar with them and give reminders when they are needed.

- No smoking in the buildings, please.
- You are requested to wear shoes in the buildings at all times.
- Please do not bring animals to the campus.
- The use of alcohol, marijuana and other consciousness-altering substances is contrary to the aims pursued at the College and is not permitted on the campus.
- For the safety of your children and consideration for students and faculty, children will not be allowed on campus while classes are in session, nor may they be left unsupervised at any other time.
- If you wish to arrange extra-curricular activities on campus, these must be cleared first with the Executive Committee,

Use of Equipment

Sign out College equipment when you use it and sign it back in when you return it. This applies to audio-visual equipment, table cloths, coffee pots, and office equipment. Learn sign-out procedures at the campus manager's office. There is nothing so frustrating as needing something for your work and not knowing who has it or when it might be returned. Forms???

If College property you have used needs cleaning, repair or replacement, either do this or see that it is done by someone responsible for it.

If you know in advance that you will need particular items at a certain time, please reserve them in advance so that they will not be lent out to other people at that time.

Maintenance of Facilities

All faculty and staff members are asked to help with maintenance of College facilities through their awareness. If you notice something that needs repairing or improving, please put a note about it in the Maintenance box.

Gardens and Grounds

The gardens and grounds are an integral part of the College's mission "to bring balance and healing to human beings, communities, and the earth itself." The Gardens and Grounds' crew collaborates with the farmer and apprentices of Raphael Garden and employ biodynamic practices in their care of the ornamental landscape. Should you have questions about the gardens, or concerning volunteer opportunities, please ask any of the gardeners or apprentices.

College Equipment

Desks, computers, projectors, supplies and other College purchased or donated items are Rudolf Steiner College property and must be maintained according to College rules and regulations. They must be kept clean and are to be used only for work-related purposes. Rudolf Steiner College reserves the right to inspect all College property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

College voicemail and/or electronic mail (e-mail) are to be used for business purposes only. Rudolf Steiner College reserves the right to monitor voicemail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

Rudolf Steiner College may periodically need to assign and/or change "passwords" and personal codes for voicemail, telephones, computers and other access devices. These communication technologies and related storage media and databases are to be used only for College business and they remain the property of Rudolf Steiner College. Rudolf Steiner College reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any College property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave Rudolf Steiner College. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Off-Duty Use of Facilities

Employees may not use College facilities or equipment for personal use without permission. Requests may be made to Campus Services or other appropriate department.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the College's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on College property. Rudolf Steiner College has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on College property.

Use of Electronic Media

Rudolf Steiner College uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, Internet, cell phones, and PDA's. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Rudolf Steiner College and are to be used only for College business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against College policy, or not in the best interest of the College.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on College computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Rudolf Steiner College and remains the property of Rudolf Steiner College. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the College's ownership of the electronic information.

Rudolf Steiner College will over-ride all personal passwords if necessary for any reason.

Rudolf Steiner College reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of College policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by College management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the IT Department.

Employees who use devices on which information may be received and/or stored, including but not

limited to cell phones, cordless phones, portable computers, fax machines, and voicemail communications are required to use these methods in strict compliance with any confidential communication policy established by the College. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of College-paid computer access are to be used for College-related business only. Any information about Rudolf Steiner College, its products or services, or other types of information that will appear in the electronic media about the College must be approved by the President before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the IT Manager.

Guests and Visitors

Visits from friends and family are to be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with Rudolf Steiner College visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended length of time are to be kept to an absolute minimum – the College may not be used as a substitute for regular child care of employees' children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

Your child is your responsibility and must be under your direct supervision at all times. If a child is ill, you must present a doctor's note indicating the child is not contagious to your immediate supervisor. Under no circumstances may children provide work for the College, unless the child is hired as an employee pursuant to College policies.

The College reserves its right in its sole discretion to deny any requests to visit for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Employee Conduct

Employee Conduct

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Rudolf Steiner College. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and College operations also may be prohibited.

- Falsifying employment records, employment information, or other College records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any College property, or the property of any employee or customer;
- Removing or borrowing College property without prior authorization;
- Unauthorized use of College equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on College property;
- Participating in horseplay or practical jokes on College time or on College premises;
- Carrying firearms or any other dangerous weapons on College premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on College property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on College premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive workdays;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Violating any safety, health, security or College policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing or involvement in any act of unlawful harassment of another individual.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Rudolf Steiner College remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Disciplinary Action. Disciplinary action may be taken for all employees, regardless of classification status, for any violation of the personnel policies or standards of the College, including, but not limited to, the following:

1. Insubordination;
2. Excessive tardiness or absence;
3. Substandard job performance;
4. Misconduct.

Disciplinary procedures may consist of any, some or all of the following as deemed appropriate by Rudolf Steiner College at its sole discretion:

1. Consultation or review;
2. Oral warnings;
3. Written warnings;
4. Suspensions (with or without pay); and
5. Termination.

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Rudolf Steiner College because doing so may give the appearance of influencing business decisions, transactions or service.

Conducting Personal Business

Employees are to conduct only Rudolf Steiner College business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Personal Selling of Goods and Services on Campus

The College has a policy against the personal selling of goods or services on campus, by using College resources or customer contacts. This policy applies to Faculty and Staff. Exceptions to this policy require Executive Committee approval. Offering services or educational activities requires the approval of the Executive Committee.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding Rudolf Steiner College its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

Conflicts of Interest

All decisions made in the course of their professional responsibilities by faculty, and staff of Rudolf Steiner College is to be made solely on the basis of a desire to promote the best interests of the College. A potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

College wide reporting requirements: In the event that a faculty or staff member of the College shall have a significant financial, personal or professional interest that could potentially create a conflict of interest or the perception of one in any transaction involving the College, such person shall, as soon as he or she has knowledge of the transaction, take the following actions:

1. Disclosure. Disclose fully in writing the precise nature of his or her interest in such transaction to those at the College involved with the transaction, or to the Dean, Department Supervisor, or other independent responsible authority; and
2. Non-Participation. Refrain from participation (including acting individually or as a member of a committee or other group) in the College's consideration of the proposed transaction unless expressly permitted to do so by a responsible authority of the College.

Dress Code and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Because each employee is a representative of Rudolf Steiner College in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to leave and return in acceptable attire.

Drug and Alcohol Abuse

Rudolf Steiner College is a drug- and alcohol-free campus. Bringing illegal drugs or alcohol onto campus may result in disciplinary action or your dismissal.

Rudolf Steiner College is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the College. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the College to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on College property or during the workday (including meals and rest periods). Behavior that violates College policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a College vehicle while under the influence of alcohol; and

- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Rudolf Steiner College also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Rudolf Steiner College reserves the right to conduct searches of College property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off College property will not be tolerated because such conduct, even though off duty, reflects adversely on Rudolf Steiner College. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

Rudolf Steiner College will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the President may comment to news reporters on Rudolf Steiner College policy or events relevant to Rudolf Steiner College.

Off-Duty Conduct

While Rudolf Steiner College does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the College's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the College's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the College's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by Rudolf Steiner College, employees are expected to devote their energies to their jobs with the College. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the College;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the College;

- Additional employment that impairs or has a detrimental effect on the employee's work performance with the College;
- Additional employment that requires the employee to conduct work or related activities on College property during the employer's working hours or using College facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the Company.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to Rudolf Steiner College explaining the details of the additional employment. If the additional employment is authorized, Rudolf Steiner College assumes no responsibility for it. Rudolf Steiner College shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Punctuality and Attendance

As an employee of Rudolf Steiner College, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized College business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extreme circumstances call your supervisor at least two hours before the time you are scheduled to begin working for that day. If you call less than two hours before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated. Rudolf Steiner College defines excessive absenteeism as more than 2 days absence in a one-month period or 3 days in a 3-month period.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days, Rudolf Steiner College will consider that you have voluntarily abandoned or quit your employment.

Wages

Wages

Wages and Salary

Employees will be paid no less than the hourly minimum wage required by the Department of Industrial Relations. The same pay schedules will apply for each job classification equally to male and female employees.

A salary range will be established by the Executive Committee for each job classification in accordance with the prevailing practices for comparable positions in comparable organizations so far as is possible within the confines of funding. The Executive Committee will report to the Council for review and advice on the salary range for job positions.

The Board of Trustees will review the wage schedule from time to time and may recommend to the Executive Committee any suggested changes, including across-the-board cost-of-living or other relevant increases.

Payroll Deductions

Only those deductions required by law or authorized by the employee will be made from payroll checks, including, but not limited to:

- a. Federal and State Deductions. Each employee will be issued a statement of earnings and deductions annually for income tax reporting. Deductions from each paycheck will be based on current State and Federal regulations.
- b. Miscellaneous Deductions. An employee may request payroll deductions to be contributed to a 403(b) deferred income retirement plan by discussing this with the Financial Officer.
- c. Garnishments and Attachments. If an employee's wages are attached, he/she will be notified.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to Rudolf Steiner College benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness, disability, or an acceptable reason covered in this manual;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;

- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

It is College policy to comply with these salary basis requirements. Therefore, Rudolf Steiner College prohibits all College managers from making any improper deductions from the salaries of exempt employees. The College wants employees to be aware of this policy and know that the College does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or HR Manager. Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Make-up Time

Rudolf Steiner College allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Make-up time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Make-up time requests must be submitted in writing to your supervisor, with your signature, on the College-provided form. Requests will be considered for approval based on the legitimate business needs of the College at the time the request is submitted. A separate written request is required for each occasion the employee requests make-up time.

If you request time off that you will make up later in the week, you must submit your request at least 48 hours in advance of the desired time off. If you request to work make-up time first in order to take time off later in the week, you must submit your request at least 48 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time must be worked in the same workweek as the time taken off. The College's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of make-up time is completely voluntary. Rudolf Steiner College does not encourage, discourage, or solicit the use of make-up time.

Meal and Rest Periods

It is the policy of Rudolf Steiner College to ensure all non-exempt employees are provided with meal and rest periods.

No employee shall work for a period of more than five (5) hours without an unpaid meal period of at least 30 minutes. A 10-minute, paid rest period must be taken approximately halfway through any work period of 3 and ½ hours or more.

When a work period of not more than six (6) hours will complete the day's work, the meal period may be waived by mutual consent of the employer and the employee.

Under no circumstances shall a meal period be missed without a valid and approved written waiver. Questions regarding meal period waivers may be directed to the CFO.

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Rudolf Steiner College will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Rudolf Steiner College provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay; and
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

Rudolf Steiner College will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- The employee will be paid at the applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

Paychecks are normally distributed through the employee mailbox. If you observe an error on your check, please report it immediately to your supervisor and the HR manager.

Paydays are scheduled on the 15th of the month and the last day of the month. If a regular payday falls on a weekend or holiday, employees will be paid on the first workday following the normally

scheduled day.

Exempt employees pay periods correspond to the payday schedule. For example, an exempt employee receives on the 15th pay for working on the period 1st - 15th of the month.

Non-exempt employees have timesheet periods of:

8th - 22nd with payday on the last day of the month.

23rd - 7th with payday on the 15th of the month.

Non-exempt timesheets are due in the payroll timesheet mailbox by the day after the pay period ends.

Timesheets must be fully and properly filled out, and authorized by supervisor. This is a requirement of continued employment at the College.

Automatic Deposit

Rudolf Steiner College offers automatic payroll deposit for employees at qualified financial institutions. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 15 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 15 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 15 days before the end of the pay period.

Expense Reimbursement

College-related expenses. Reimbursable expenses must be approved in advance by the department supervisor or CFO, and reimbursement requests signed by, either the CFO, or supervisor.

Telephone Expenses. Personal long distance telephone charges will be reimbursed if made in conducting Rudolf Steiner College business. A copy of the telephone bill must be submitted.

Classroom Supplies. Whenever possible, classroom supplies are to be ordered through the Campus Services. Supply purchases not authorized in departmental budgets must be pre-approved by the CFO or Executive Committee. Notify the CFO in advance of any large purchases.

Travel Expenses. Employees will be reimbursed on a cost basis for authorized travel by public transportation from office (or home, if appropriate) to points required by work assignment, round trip.

- a. Automobile Insurance. Demonstration that an employee meets minimum California Financial Liability laws is required before he/she may use a personal vehicle for College business.
- b. Mileage. Authorized reimbursement will be at a rate consistent with IRS guidelines when an employee is authorized to use his/her personal vehicle. The specific College reimbursement rate will be set by the CFO and Executive Committee.
- c. Costs include parking fees, meter fees, bridge, road, and tunnel fees.
- d. An itemized claim form for reimbursement will be completed by the employee, and signed by the CFO.

Per Diem. Employees requiring per diem to cover meals and lodging while representing Rudolf Steiner College will receive reimbursement at a rate established by the College.

Special Provisions. Exceptions for unusual situations may be granted by the CFO when presented by the employee with proof of travel/business expenditure. There are no provisions for payment of interview or moving expenses, but such costs may be reimbursed on an individual basis with approval of the CFO.

Authorization for Travel. Prior approval is required for overnight lodging, per diem, or travel advance checks or for auto rental.

Expense Records. Within 5 working days of completion of travel requiring an advance check, all expense reports, receipts and other related documents shall be submitted to the accounting department, along with the return of any unexpended funds. New travel advance requests will be denied if the employee has delinquent report forms outstanding. All travel reimbursement requests must be accompanied by appropriate documentation establishing the amount of the reimbursable expense.

Expense reimbursement requests submitted more than 30 days after the occurrence will be denied.

Safety and Health

Safety and Health

Ergonomics

Rudolf Steiner College is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The College will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The College encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Rudolf Steiner College believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact your supervisor first, and if necessary the HR Manager.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the HR Manager. In compliance with California law, and to promote the concept of a safe workplace, Rudolf Steiner College maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the payroll/personnel office. In compliance with Proposition 65, Rudolf Steiner College will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Heat Illness

The College is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the prevention of heat illness. Please talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

Security

Rudolf Steiner College has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to Campus Services personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence

Rudolf Steiner College has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The College has a zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on College premises and at College-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage College property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent. This list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Termination

Termination

Employee References

All requests for references must be directed to the HR Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Rudolf Steiner College discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Rudolf Steiner College also will inform prospective employers of the amount of salary or wage you last earned.

Return Of Property

All College-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Involuntary Termination

Violation of Rudolf Steiner College policies and rules may result in termination. Rudolf Steiner College may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment.

At-will termination initiated by the College

Lay-offs, when necessary due to lack of funds or reorganization/reduction in program, will be made taking into consideration the specific needs of the organization.

A faculty or staff member may be separated for any reason including, but not limited to:

- a. Inability to perform the duties and responsibilities of the job; or inability to perform the job in a socially constructive manner;
- b. Misconduct;
- c. Conduct contrary to the policies as set forth in the section on Employee Conduct;
- d. Willful misrepresentation of information on business records or in the process of application for employment;
- e. Other acts or situations which have a detrimental impact on Rudolf Steiner College, its students, its personnel, its business or its reputation.

Payment of Final Wages

The California Labor Code requires immediate payment of final wages due to employees who are discharged or laid off.

Employees who voluntarily separate having given 72 hours notice must be paid at the time of separation.

If an employee quits without giving 72 hours notice, his/her wages become due and payable not later than 72 hours from the date he/she quit.

Accrued Vacation Time

Any regular employee who is separated for any reason will be paid for unused accrued vacation time.

Exit Interview

Faculty or staff members separated for whatever reason may have a final interview with a member of the Executive Committee.

Exit interviews will be conducted to determine if there is a possible pattern for resignations and terminations that may reflect a need to review policies and procedures on supervision, compensation, promotion or other conditions of employment. Comments on these conditions of employment may be written by the employee and/or interviewer on the Exit Interview form which is signed by both at that time.

The Exit Interview form will describe any benefits remaining for disbursement to the employee and their disposition and will document collection of any Rudolf Steiner College property (e.g., building keys, library materials, etc.).

Voluntary Resignation

Voluntary termination results when an employee voluntarily resigns his or her employment, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. Employees are requested to give a minimum of two weeks written notice to the Chief Executive Officer if they are voluntarily terminating their employment. Management or professional employees are requested to give 30 days written notice.

Rudolf Steiner College Governance

Rudolf Steiner College Governance

The governance forms of Rudolf Steiner College are designed to promote inclusion and participation for employees at various levels. They provide opportunities for colleagues to engage in conversations that define and develop the organization. The organization is structured to insure that decisions on important College matters are carefully considered, promptly made, and widely understood. The various campus constituencies – College Faculty, Executive Officers, Administrative Staff, and Students – function under the general supervision of the President as delegated by the Board of Trustees.

Both Faculty and Staff are organized to conduct their affairs through various committees and task forces. These bodies consider policy and other issues and formulate recommendations; they are authorized in many cases to make operational decisions. The Managers and Senior Staff Meeting provides a venue for both information sharing and staff member voice. Relevant perspectives are communicated to administrators and faculty decision-making bodies.

Administrative officers, along with the Board of Trustees and College Faculty, share responsibility for policy formulation. Implementation of policy decisions rests largely with the administration, under the direction of the President and Executive Officers. The administration also provides information, guidance, and context to councils and committees as necessary, and seeks to insure consistency and continuity. Indirectly, the annual budget also reflects the implementation of policies adopted by various decision-making bodies. The Board of Trustees is vested with full legal and fiscal responsibility for the College, and the campus governance system does not and cannot diminish the Board's authority.

By-laws of Rudolf Steiner College

A California Public Benefit Corporation

ARTICLE I OFFICES

SECTION 1. PRINCIPAL OFFICE The principal office for the transaction of the business of the corporation is hereby fixed and located at 9200 Fair Oaks Boulevard, Fair Oaks, California 95628 in Sacramento County.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Trustees may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these By-Laws:

_____ Date:
_____ Date:

SECTION 3. OTHER OFFICES

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the board of trustees may, from time to time, designate.

ARTICLE II SEAL

The corporation shall have a common seal consisting of the words "Rudolf Steiner College" together with the date of the incorporation of the corporation with two concentric circles.

ARTICLE III PURPOSES

SECTION 1. OBJECTIVES AND PURPOSES (a) The Mission Statement of Rudolf Steiner College is as follows:

Rudolf Steiner College strives to provide a creative educational environment for men and women of diverse ages and backgrounds who seek a deeper understanding of the challenges of modern life and wish to develop new capacities as a basis for their life's work, for social service and cultural renewal. Founded on the spiritual scientific work of Rudolf Steiner, the College has as its mission to provide programs that:

- awaken independent thinking and healthy judgment about the deepest issues of human life,
- school powers of perception
- cultivate and enrich artistic faculties
- develop social sensitivity
- strengthen capacities for practical life

Rudolf Steiner College has as a major focus the preparation and certification of teachers for vocations in Waldorf Education. The College also offers advanced degree programs, certificate programs and professional development courses, which develop insights and skills that can lead to practical application in a variety of professions in the arts, sciences and education. The College aims to serve as a resource center for Rudolf Steiner's work, providing continuing education, fostering research, presenting workshops and conferences, and publishing and making accessible books and other related materials. A further goal is to serve the broader educational community and bring Rudolf Steiner's contributions into the dialogue on education and other issues of global concern.

The view of the human being as an individuality encompassing body, soul, and spirit is central to the

programs of the College, along with emphasis on the cultivation of the inner life as a source of strength, creativity, and initiative. Programs strive to address the students' quest for the knowledge, insight, and moral imagination needed to bring balance and healing to human beings, communities, and the earth itself.

(b) The Board of Trustees in collaboration with other organs of Rudolf Steiner College shall from time to time review and reconfirm or recast its mission statement.

ARTICLE IV MEMBERSHIP

SECTION 1. MEMBERS

There shall be one class of members, who shall be the trustees of the corporation.

SECTION 2. QUALIFICATIONS

All Board members shall be individuals external to the institution, except for the following: the president of the College; a member elected by the Council; and a member elected by the Executive Committee.

Death, resignation or removal of any trustee as provided in these By-Laws shall automatically terminate membership of such person in this corporation. Election of a successor trustee as provided in these By-Laws shall likewise operate to elect such trustee to the membership of this corporation.

SECTION 3. LIABILITIES AND PROPERTY RIGHTS OF MEMBERS

No member of the corporation now or hereafter elected shall be personally liable to its creditors for any indebtedness of liability, and any and all creditors shall look only to the assets of the corporation for payment. No member shall have any ownership interest in the assets of the corporation.

ARTICLE V BOARD OF TRUSTEES

SECTION 1. NUMBER

The Board of Trustees shall consist of twelve to eighteen members until changed by amendment of these by-laws. A majority of the Board shall constitute a quorum.

SECTION 2. POWERS OF TRUSTEES

Subject to the powers of the members as provided by law or as herein set forth, all corporate powers of the corporation shall be exercised by or under the authority of, and the business and affairs of the corporation shall be controlled by, the Board of Trustees. Without limiting the generality of the foregoing, the Board of Trustees shall have the following powers:

- (a) To appoint or remove the President of the College in accordance with these bylaws.
- (b) Upon the recommendation of the president, to select and remove all employees of the corporation, prescribe such powers and duties for them as may not be inconsistent with law, with the Articles of Incorporation or the By-Laws, fix their compensation and require from them security for faithful service.
- (c) To conduct, manage and control or to cause to be conducted, managed and controlled the affairs and business of the corporation, and to make such rules and regulations therefore not inconsistent with law, with the Articles of Incorporation or the By-Laws, as they may deem best.
- (d) To adopt, make and use a corporate seal and to alter the form thereof from time to time as in their judgment they may deem best, provided such seal shall at all time comply with the provisions of law.
- (e) Through its duly delegated officers or agents, to borrow money and incur indebtedness for the purposes of the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefore.

SECTION 3. ELECTION AND TERM OF OFFICE

Members of the Board of Trustees shall be elected at a regular meeting of the members, and shall serve a three-year term. A trustee may serve a second three-year term if re-elected, and may be reelected for

further terms after a one-year hiatus.

All Board members shall be chosen from constituencies external to the institution, except for the following: the president of the College; a member elected by the Council; and a member elected by the Executive Committee. The President of the College shall serve on the Board as long he/she is the President without term limits. The two additional members shall each have the same term limits as other trustees.

Both Council and Executive Committee shall nominate their candidates for consideration by the Board at the last regular meeting of the fiscal year. If approved by the Board, these members are elected as full voting Board members and not as representatives of their respective constituent groups. The president is also a full voting member of the Board.

A member who has been absent from three consecutive Board meetings without advance notification and approval will be considered as having resigned from the Board and will be replaced unless the Board votes to retain this member. Honorary members may be appointed to advise the Board. Honorary members are not voting members and are not required to attend meetings and are not counted in the number required for a quorum.

SECTION 4. VACANCIES

Any vacancy or vacancies in the Board of Trustees resulting from death, incapacity, resignation, expiration of term of office, removal, or otherwise, shall be filled by the remaining trustees or trustee then in office even though less than a quorum.

SECTION 5. PLACE OF MEETING

Regular meetings of the Board of Trustees shall be held at any place within or without the State, which has been designated from time to time by resolution of the board or by written consent of all members of the board. In the absence of such designation regular meetings shall be held at the principal office of the corporation. Special meetings of the board may be held either at a place so designated or at the principal office.

SECTION 6. ANNUAL, REGULAR AND SPECIAL MEETINGS

Annual meetings of the Board of Trustees shall take place at intervals of no more than fifteen months. Meetings of the Board of Trustees may be called at any time, by the President or the Secretary, or by a majority of the Board members. Trustees shall be notified in writing of the time, place and purpose of all meetings of the Board, at least 14 days in advance.

Special meetings of the Board of Trustees for any purpose or purposes shall be called at any time by the president or by any two trustees. Written notice of the time and place of special meetings shall be delivered personally to each trustee or sent to each trustee by mail or by other form of written communication, charges prepaid, addressed to him at his address as it is shown upon the records of the corporation, or if it is not so shown on such records of the corporation or is not readily ascertainable, at the place in which the meetings of the trustees are regularly held. Such notice shall be mailed at least seventy-two (72) hours prior to the meeting.

SECTION 7. ACTION WITHOUT A MEETING

Any action which may be taken at a meeting of members may be taken without a meeting if authorized by a writing signed by all members who would be entitled to vote on such action at a meeting and filed with the Secretary of the corporation, except as otherwise expressly provided in these By-Laws.

SECTION 8. CONDUCT OF MEETINGS

Meetings of the Board of Trustees shall be presided over by the chair of the Board or, in his/her absence by the vice chair of the Board, or, in the absence of both, by a person chosen by a majority of the trustees present at the meeting.

SECTION 9. ADJOURNMENT

In the absence of a quorum at any meeting of the Board of Trustees, the majority of the trustees present may adjourn the meeting from time to time until the time fixed for the next regular meeting of the board.

SECTION 10. REMOVAL

A trustee may be removed from office, for cause, by a vote of a majority of the trustees.

SECTION 11. COMPENSATION

Trustees shall serve without compensation except that they shall be allowed their actual and necessary expenses incurred in attending Trustees meetings. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in these By- Laws.

SECTION 12. PROXIES

At any meeting of the trustees, a trustee is entitled to vote by proxy executed in writing by the member or by his duly authorized attorney-in-fact.

ARTICLE VI COUNCIL

The Council is a body of senior administrators, faculty and staff members who have been employed by RSC for at least two years, have shown a high level of initiative and responsibility, and have expressed an interest in working out of the ideals of the International School for Spiritual Science in Dornach, Switzerland.

It selects its own members according to criteria identified by the Council.

The Council advises the President and the Board of Trustees concerning:

- The spiritual mission and vision of the College
- Strategic planning and goals
- Budget priorities, senior staffing and facilities
- Presidential hiring
- Potential Program Directors

The Council also may suggest names for potential members of the Board of Trustees.

ARTICLE VII OFFICERS

SECTION 1. OFFICERS

The officers of the corporation shall be: a Chair, Board of Trustees; a Vice Chair, Board of Trustees; the President of the College; a Secretary; a Treasurer; and other such officers as the Board of Trustees may elect. Neither the Chair nor the Vice Chair of the Board of Trustees nor the president of the corporation may simultaneously hold either the office of Secretary or the office of Treasurer. Officers other than the Chair and Vice Chair, Board of Trustees, and the President of the College need not be members of the Board of Trustees.

SECTION 2. ELECTION OF OFFICERS

The Board of Trustees shall elect the Chair, Board of Trustees, the Vice Chair, Board of Trustees, and any other officers whose duties are confined to Board activities, from among its members. The chair and vice chair shall be trustees external to the institution. The Board of Trustees shall elect all other officers, including the President, the Treasurer, and the Secretary. The Chair and Vice Chair shall serve for terms of two years and may be elected to successive terms by the Board. The other officers of the College shall serve such terms as may be determined by the Board.

SECTION 3. Selection of President

In the event of a vacancy in the office of the President, the Board shall appoint a special Presidential Search Committee to submit nominations for candidates for that office. The Board of Trustees will appoint a new President from among these nominees. A majority of the Presidential Search Committee shall consist of members suggested by the Council. At least two external Board members shall serve

on this committee.

SECTION 4. CHAIR AND VICE CHAIR, BOARD OF TRUSTEES

The Chair of the Board of Trustees shall be a trustee and shall convene and preside at meetings of the trustees, and shall have such other powers and duties as may be prescribed from time to time by the Board of Trustees. In the absence of the Chair, the Vice Chair shall perform the duties of the office of the Chair. The Chair shall and appoint all Board committee Chairs, in consultation with the President and approval of the board. The Chair will be responsible to insure the annual review of the President.

SECTION 5. PRESIDENT

The President shall be the chief executive officer of the corporation. The President shall see that the orders and resolutions of the Board of Trustees are carried into effect. In general, he or she shall perform all duties incident to the office of President and such other duties as may be assigned to the president by the Board of Trustees.

SECTION 6. SECRETARY

Unless otherwise provided by the Board of Trustees, the Secretary shall:

(a) Conduct the correspondence of the corporation; (b) Issue notices of meetings of the Board of Trustees and of members' meetings; (c) Keep minutes of all meetings of the trustees and of all members' meetings; (d) Have custody of all records and documents; (e) Have custody of the common seal of the corporation; (f) Maintain a register of members, employed individuals, and volunteers working for the corporation; (g) Discharge such other duties of the office as may be prescribed by the Board of Trustees.

SECTION 7. TREASURER

The treasurer of the corporation shall be the chief financial officer of the College. Unless otherwise provided by the Board of Trustees, he/she shall:

(a) Oversee the receipt, safe keeping and disbursement of all funds of the corporation; (b) Have the duty to keep or cause to be kept full and accurate accounts of all receipts and disbursements; (c) Be responsible for the preparation of any corporate financial reports as may be required by government agencies and departments; (d) Give or cause to be given, when required, receipts for money or property received by the corporation, and shall deposit or cause to be deposited all funds received by the corporation in accounts established in accordance with resolutions of the Board of Trustees, and shall safeguard the funds of the corporation; (e) see that funds of the corporation are paid out only by checks of the corporation, signed by such persons authorized as signatories by resolutions of the Board of Trustees; (f) cooperate with independent auditors or certified public accountants retained by the Board of Trustees for the purpose of conducting audits of the accounts of the corporation; (g) provide reports regarding the financial condition of the corporation for the Board of Trustees and for other officers of the corporation and other individuals who have been authorized to hear or see such reports by the Board of Trustees or the chief executive officer of the corporation.

The treasurer shall have such other powers and perform such other duties as may be prescribed by the Board of Trustees.

SECTION 8. OTHER OFFICERS

The Board of Trustees may from time to time elect such other officers, as the Board may deem necessary or advisable, each of who shall hold office for such period, have such authority and perform such duties as the Board may determine.

ARTICLE VIII COMMITTEES

SECTION 1. COMMITTEES OF THE TRUSTEES

The Board of Trustees, by a majority resolution, may designate and appoint one or more ad hoc committees, each of which shall consist of one or more trustees and may include non-trustee members. Additionally, there shall be standing committees specified in this Section. The Chair shall appoint all Board committee Chairs, in consultation with the President and with the approval of the board. The Chair in consultation with the President shall approve members of standing committees. The Chair of the Board and the President of the College shall be *ex officio* members of all standing committees with

full voting rights. Each standing committee shall include at least two trustees, one of who is the chair of the committee. Additional members, not on the Board of Trustees, may also be appointed.

The following shall be the Standing Committees of the Board:

Nominating Committee

Academic Affairs Committee

Finance Committee

Audit Committee

Institutional Advancement (Development and Fundraising) Committee

Executive Committee of the Board

ARTICLE IX AMENDMENT OF BY-LAWS

These By-Laws may be amended or repealed and new By-Laws adopted by the vote of a majority of the members of the entire Board of Trustees at any trustees' meeting.

ARTICLE X FISCAL YEAR

SECTION 1. FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on the first day of September and end on the last day of August of each year.

ARTICLE XI CONFLICT OF INTEREST

All decisions made by the Board of Trustees, administrators, faculty, and other employees of Rudolf Steiner College in the course of their professional responsibilities are to be made solely on the basis of a desire to promote the best interests of the College. A potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

College wide reporting requirements: In the event that a Trustee, faculty member, administrator or other employee of the College shall have or identify a significant financial, personal or professional interest that could potentially create a conflict of interest or the perception of one in any transaction involving the College or being considered by the Board of Trustees (including any committee of the Board) or College administrators and faculty (including any committee or other group of administrators or faculty), such person shall, as soon as he or she has knowledge of the transaction, take the following actions:

1. Disclosure. Disclose fully in writing the precise nature of his or her interest in such transaction to those at the College involved with the transaction, or to his or her Dean, Department Chairperson, Supervisor, or other independent responsible authority; and

2. Non-Participation. Refrain from participation (including acting individually or as a member of a committee or other group) in the College's consideration of the proposed transaction unless expressly permitted to do so by a responsible authority of the College

Board of Trustees

Members as of July 2011

Dale Hamad, Chair; Gayle Davis, President; Arline Monks, Secretary; Sandy Helland; Debi Lenny; Coleman Lyles; Charlene Orszag; Shawn Sullivan; Parick Wakeford-Evans; John Wood

Council

Members as of July 2011

Gayle Davis, Patricia Dickson, Lyn Dixon, Brian Gray, Cynthia Chandler-Hovan, Harold Hovan, Claude Julien, Ronald Koetzsch, Ted Mahle, Arline Monks, Astrid Schmitt-Stegmann, Patrick Wakeford-Evans.

The Council is a body of senior administrators, faculty and staff members who have been employed by Rudolf Steiner College for at least two years, have shown a high level of initiative and responsibility, and have expressed an interest in working out of the ideals of the School for Spiritual Science. The Council, advises the President and the Executive Committee on matters of the spritual mission and vision of the College, strategic planning, Presidential hiring, budget priorities, senior staffing and facilities.

Executive Committee

Gayle Davis, Patrick Wakeford-Evans, Laura Randles and Patricia Dickson

The Executive Committee, comprised of the President, the Chief Financial Officer, Chief Academic Officer (Academic Dean), and Chief Operations Officer, is responsible for executing the operational and fiscal affairs of the College. It serves as the interface between academic and administrative functions. Questions regarding the appropriate venue for addressing a question or concern, or general inquiries about navigating the organization may be directed to any member of the executive committee.

Executive Officers

President — Gayle Davis

The President is the Chief Executive Officer of the corporation:

- Represents RSC to the general public as well as the Anthropsophical and Waldorf movements.
- Acts as chief executive officer and chief executive agent of Board of Trustees.
- Exercises a general superintendence over the affairs of the College and brings such matters to the attention of the Board and Council as to keep these bodies fully informed to meet policy-making responsibilities.
- Oversees the adequacy and soundness of the organization's financial structure, and supervises the Chief Financial Officer. The President also supervises all other College Officers.
- Insures compliance with the academic and administrative regulations of accreditation agencies, the federal, state and local governments and supervises the Chief Academic Officer.
- Establishes and maintains an effective system of communications throughout the organization: handbooks, manuals, policy dissemination, meetings, and follow-up after meetings.

Chief Financial Officer — Laura Randles

The CFO exercises management leadership in the following areas:

- Responsibility for management of the finance and accounting team.
- Responsibility for management of HR/Personnel/Payroll activities in order to meet College and departmental objectives.
- Management of operational activities as identified in the "Functional Oversight" list; preparation, reporting and analysis of financial statements for President and Board of

Directors.

- Preparation and management of organizational budgets.
- Preparation and management of tax submissions to IRS.
- Management of restricted Fund Accounting (under policies approved by the Board of Trustees).
- Responsibility for development, implementation and maintenance of appropriate financial controls and processes.
- Manage finance team and processes in providing accounting, financial management and income/expense processing support to different programs and revenue-generating activities.

Vice President of Operations & Planning — Patricia Dickson

The VP of Operations is the Chief Operating Officer of the College:

- Exercises leadership for and executive management of assigned departments and for the professional development of assigned personnel.
- Plans, designs, and develops programs and services that implement the goals of the College and that support the instructional programs of the College, and provides leadership for evaluating and ensuring quality in all aspects of the College's services.
- Recommend organizational structures, personnel and resources to ensure a student-centered, learner-centered environment at all levels.
- Represents the College to various external entities and with outside agencies in matters relating to the College's services.
- Oversees the implementation of College administrative strategic goals and action plans for campus and facilities operations.
- Leads the management of the College administrative operations and services: physical facilities, grounds.
- Assists in formulation of College overall operating budget.
- Monitors budget expenditures and creates budget planning/development programs.
- Participates in College overall planning process.
- Recommends new or revised systems, methods, programs and procedures to improve efficiency and effectiveness of College services.

Academic Dean — Patrick Wakeford-Evans

The Academic Dean is the Chief Academic Officer of the College:

- Supervises, maintains, guides, and coordinates academic programs and curriculum development, and implements policies set by the Board, the Academic Affairs Committee, the Council, and other relevant faculty and institutional governance bodies.
- With the Associate Dean, oversees the quality of M.A. theses, B.A. completions, academic standing policies, student evaluations, class sizes, standards of practice, and the quality of supervision.
- Drafts the academic part of the budget for the CFO and the Finance Committee, and monitors the expenditures of the academic programs. The Dean also suggests and updates faculty pay scales as needed.

- Works with program directors, the core faculty and the adjunct faculty in a way that reflects the values and the mission of the College.
- Oversees the hiring, recruitment, evaluation, promotion and retention of all faculty members in collaboration with program directors and faculty committees. Based on reports from the program directors, the Dean monitors faculty workload.
- In consultation with the President, revises and updates the faculty manual and submits the document for approval by the appropriate groups as needed.
- Creates class schedules in coordination with the program directors and the registrar,
- Supervises summer programs, institutes, and the library.
- Through the Associate Dean and Dean of Students, supervises student counseling referral services.
- Deals with grievances and legal issues in the areas under his/her purview.
- Insures compliance with WASC academic standards.

Academic Administration

Academic Senate

Comprised of College Program Directors and other faculty members, the Academic Senate meets twice monthly to provide oversight for a wide variety of academic areas. Chaired by the Associate Dean, its responsibilities include:

- 1) Academic policies and standards
- 2) Program and faculty evaluations and reviews
- 3) Curriculum and instruction, academic progress and graduation requirements
- 4) Academic integrity and discipline
- 5) Teaching loads and schedules
- 6) Faculty grievance procedures
- 7) Ethics Review Board oversight
- 8) Other faculty responsibilities

The Academic Senate also assists in the identification and development of strategic priorities for the College.

Admissions and Financial Aid

The Committee, made up of key clerks of the Admissions and Records Office, and the Scholarship and Loans Office assists the Admissions and Financial Aid Officer in overseeing general and specific guidelines for financial aspects of admissions. The Committee may make recommendations to the appropriate policy-making bodies. One of its most important responsibilities is the awarding of financial aid loan and scholarship funds according to College policy and to make allowance for particular cases of need.

Core Faculty Group

Core faculty members meet twice monthly to address matters of faculty concern. The topics discussed include collegial relations, pedagogical study, research and development, festivals and cultural life. Members will advise the Academic Senate regarding on-going student feedback, student learning

assessments, and issues of schedule integration.

Program Directors

Program Directors are responsible for the quality of the various academic programs of the College. They plan, administer and coordinate courses, initiating the recruitment and hiring of program faculty. They supervise the students from admissions, through coursework, and to graduation, providing recommendations when requested. They advise students and establish regular office hours for consultations. They promote collegiality by convening and chairing regular meetings of the program faculty as well as coordinating with other program directors. They are responsible for attendance, record keeping, and the evaluation of student work. They supervise curriculum and faculty evaluation, and participate in program evaluations. They prepare departmental budgets and monitor faculty work assignments.

They coordinate with the admissions office, library, bookstore, and campus services departments. They also assist with public relations, grant proposals, College promotion marketing and enrollment events. Program Directors report directly to the Academic Dean and are required to demonstrate familiarity with the various academic policies of the College.

Confirmation of Receipt

I have received my copy of Rudolf Steiner College's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained therein. I do hereby certify that I have read, understand, and agree to abide by the policies and procedures set forth in the Handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the College. Rudolf Steiner College reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President of Rudolf Steiner College, no manager, supervisor, or representative of the College has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President has the authority to make any such agreement and then only in writing, signed by the President.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Rudolf Steiner College is employment at-will; employment may be terminated at the will of either the College or me at any time.

My signature certifies that I understand that the foregoing agreement regarding at-will status is the sole and entire agreement between Rudolf Steiner College and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Rudolf Steiner College.

Employee's Signature _____

Date _____

Note to employee: The original of this form will go into your personnel file.

