



**THE CENTER FOR CARTOON STUDIES  
REGULAR FULL- and PART-TIME  
STAFF HANDBOOK**

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STAFF HANDBOOK

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# INTRODUCTION

## **Mission**

The Center for Cartoon Studies (CCS) is dedicated to providing the highest quality of education to students interested in creating visual stories. CCS curriculum of art, graphic design, and literature reflect the wide array of skills needed to create comics and graphic novels. CCS emphasizes self-publishing and prepares its students to publish, market, and disseminate their work.

CCS, recognizing the central role that socially responsible businesses can play in a community, will initiate and be responsive to innovative ways to improve the local cultural and economic quality of life.

## **Governance**

Legal and actual responsibility for governance of The Center for Cartoon Studies is vested in the Board of Directors. Board members are identified by a Nominating Committee and elected; they are selected from the broad community and represent the many constituencies of CCS. The Board is responsible for all aspects of CCS's program including, but not limited to, admissions policies, buildings and grounds, the academic program, performance criteria for faculty and staff and appointment of senior staff. The Board serves as the final internal review in any institutional grievance procedure. The Board, first empowered as of April 2004, operates through a committee system. For a current list and bio of each member, visit: [cartoonstudies.org/about/directors.html](http://cartoonstudies.org/about/directors.html).

## **Handbook Purpose**

The Center for Cartoon Studies issues this Staff Handbook to all new employees at the time of their initial employment. A Handbook with current revisions will be available on the CCS Intranet at [cartoonstudies.org/intranet](http://cartoonstudies.org/intranet), and in the Operations Manager's office. Administrative memos pertaining to policy and operations should be kept by employees with their Handbooks.

This Handbook contains a summary of the policies, practices and procedures in effect at CCS. This Handbook does not apply to faculty or student employees. This Handbook is to be used as a guide by employees and is not intended to, and does not create a contract of employment or an offer for a contract between CCS and its employees. This Handbook does not contain promises of any kind or statements regarding the terms and/or conditions of your employment.

## **Interpretations, Revisions & Amendments**

CCS has established the policies set forth in this Handbook. CCS is free to change, revoke, modify, deviate from, or amend this Handbook at any time at

CCS's sole discretion, with or without prior notice to employees. On occasion, CCS may disseminate e-mails or pages containing additions or changes to this Handbook. CCS will distribute the Handbook, and any revisions or amendments, to employees in such manner as it deems appropriate.

CCS has the right to interpret or deviate from any of the policies set forth in this Handbook or to choose not to apply any policy, based on its determination of what is in the best interests of CCS, at any time and in any manner it deems appropriate. CCS's interpretation may vary from time to time if, in its opinion, the circumstances require such variation.

### **At-Will Employment**

Your employment relationship with CCS is at-will. This means that you are not required to work for CCS for any set period of time. You remain free to terminate your employment at any time and for any reason. CCS also remains free to terminate your employment at any time and for any lawful reason, with or without notice. Only the President of CCS has authority to enter into an agreement of employment, for any specified period of time, or provide any particular terms of employment or agreements contrary to the foregoing. To be enforceable, any such agreement must be in writing and signed by both the President and the employee. The provisions set forth in this Handbook should not be interpreted as creating anything other than an at-will employment relationship.

### **Provisions Superseded**

This Handbook is intended to supersede any other agreement, statement, Human Resources policies, handbook, manual, memo, guidelines, practice, or writing previously adopted or entered into by CCS regarding employment of staff.

### **Applicability**

All CCS employees are subject to the guidelines set forth in this Handbook.

## **EMPLOYMENT POLICIES**

### **Non-Discriminatory Policy**

The Center for Cartoon Studies admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race color, national and ethnic origin in administration of its

educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

### **Harassment Policy**

The Center for Cartoon Studies believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of CCS that all individuals in the course of performing their jobs or academic endeavors will conduct themselves appropriately. Sexual violence committed on property owned or rented by CCS by a student, faculty member or staff member, against any other member of the college or community at large, is prohibited and will not be tolerated. The Center for Cartoon Studies urges victims of sexual assault/violence to pursue criminal charges against the person or persons they believe to have committed the sexual assault/violence, and also to make a complaint to CCS Administration.

### **Employees with Disabilities**

CCS does not unlawfully discriminate against qualified persons with physical and mental impairments that substantially limit one or more major life activities, as defined by the Americans with Disabilities Act. A qualified disabled employee may be entitled to reasonable accommodation if necessary to enable the employee to perform the essential functions of his or her job, and such reasonable accommodation can be provided without undue hardship to CCS. Employees requiring reasonable accommodation should contact the Operations Manager.

### **Standards of Conduct**

The following are standards of conduct expected from CCS Staff. Violations of the following standards will have repercussions that may range, depending on the severity of the offense, from warning to probation to dismissal.

#### ***Alcohol and Drugs***

The possession and/or consumption of alcohol (except at authorized functions), or illicit drugs are expressly forbidden on CCS property.

#### ***Fireworks/weapons***

The use or possession of firearms, other weapons, explosives or fireworks is prohibited.

#### ***Tobacco***

Smoking is not permitted inside CCS property. No one under the age of 18 is allowed to smoke since it is illegal in the state of Vermont.

### ***Harassment***

The intimidation or harassment of any student, faculty, or staff member will not be tolerated under any circumstances.

### ***Safety***

Behavior that threatens or endangers the safety of one's own well being or the well-being or property of other persons is prohibited.

### ***Fire Safety***

All occupants must evacuate the CCS facilities when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited. Fire doors cannot be used to enter or exit buildings and should not be opened except in emergencies.

### ***Loss***

CCS accepts no responsibility for personal items that are lost, stolen or damaged.

### **Confidentiality**

In connection with their employment at CCS, staff members will obtain information regarding CCS students or other employees, which is considered to be confidential information. It is important that employees hold the confidential information provided by CCS in trust and confidence, and not use or disclose it, directly or indirectly, except as may be necessary in the performance of the employee's duties to CCS. Disclosure could be highly damaging to CCS, its donors or others. Disclosure could also be a violation of state or federal law. In particular, federal law protects the confidentiality of student education records.

Any information regarding students and employees with the exception of "directory information" (name, position title, phone and fax number) is regarded as confidential. Access to confidential or sensitive information is limited to those employees who have a need to know. Employees handling confidential information are responsible for its security. Disclosure of confidential information may subject a faculty member to disciplinary action. Any materials or documents drafted by an employee or provided to any employee in connection with CCS employment belong to, and are the property of CCS. Upon termination, such materials and documents, and all copies, must be returned to CCS. Violations of this policy will subject an employee to disciplinary action up to and including termination, legal action, or both.

### **Computer and Telecommunications Use**

Staff will be provided with all necessary computer and telecommunications equipment to perform their duties, and are expected to operate and use these for legitimate CCS business. Employees are prohibited from installing programs or applications on CCS computers. Installing any program or application requires a

confidential administrative password and must be performed by the Lab Tech or Operations Manager. The copying of programs or applications on CCS computers is strictly prohibited. CCS computers and telecommunications equipment are not to be used for the transmission of commercial advertisements, solicitations, or political material. Proper personal use of computer and telecommunications equipment and software is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule or law.

## **Whistle-Blower Protection Policy**

Summary: The Sarbanes-Oxley (SOX) Act of 2002 provides protections for whistle-blowers and imposes criminal penalties for actions taken in retaliation against those who report violations of laws, rules, regulations, or internal policies of an organization. CCS encourages staff members to report violations of laws, rules, or regulations to the appropriate personnel in accordance with SOX.

Reporting: If any staff member reasonably believes that some policy, practice, or activity of CCS is in violation of law, a written complaint must be filed by that staff member with the President or the Board Chair

It is the intent of CCS to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all staff members is necessary to achieve compliance with various laws and regulations. A staff member is protected from retaliation only if the staff member brings the alleged unlawful activity, policy, or practice to the attention of CCS and provides CCS with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to staff members that comply with this requirement.

Protection: CCS will not retaliate against a staff member who in good faith, has made a protest or raised a complaint against some policy, practice, or activity of CCS on the basis of a reasonable belief that the policy, practice, or activity is in violation of a laws, rules, or regulations.

CCS will not retaliate against staff members who disclose or threat to disclose to a supervisor or a public body, some policy, practice, or activity of CCS that the staff member reasonably believes is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

## **Employment Categories**

### ***Regular Full-Time***

Employees who are regularly scheduled to work 40 hours per week.



### ***Regular Part-Time***

Employees who are regularly scheduled to work 20-40 hours per week.

### ***Temporary Part-Time***

Student staff and other employees who work fewer than 20 hours a week, and whose schedule is determined term by term based on academic schedules and operational needs. Such positions include library and custodial staff and administrative interns.

### ***Exempt and Non-Exempt***

Exempt employees are salaried employees who are exempt from certain wage and hour laws, i.e. overtime pay. Non-exempt employees receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay.

## **Other Employment Categories**

### ***Faculty***

The Faculty Handbook outlines the contracts, policies and benefits that pertain to those with faculty status. Staff members who also serve as faculty will have a separate contract and compensation for their faculty work. It is expected that any class preparation will be done outside of regular staff hours.

### ***Independent Contractors***

Independent contractors are hired by CCS to perform a specific service at a pre-arranged rate and are compensated via invoice rather than via CCS payroll. They are not considered CCS employees and are not eligible for CCS benefits.

## **Personnel Records**

Personnel records are maintained in the Operations Manager's office. Personnel records include:

- New hire paperwork
  - Staff contact and emergency contact info
  - W4
  - I9 and supporting documentation
  - Proof of insurance
- Official job description
- Resume
- Performance reviews
- Employee tax forms such as W2s and 1099s.

It is important that CCS's personnel records be accurate at all times; please promptly notify the Operations Manager of any change in name, address,

telephone number, change in emergency contact, or any other pertinent information that may change.

## **Job Descriptions**

Job descriptions are provided to employees upon hiring, and reviewed with the employee's supervisor at each performance evaluation. Current job descriptions for each position are on file in the Operations Manager's office. The job description is a summary of each employee's responsibilities. At times, an employee may be requested to perform duties and responsibilities not specifically described in the job description. Employees should be familiar with their job description, the expected standards of performance required for their position, and their position's place in the organization. Questions regarding the official job description should be discussed with the employee's supervisor.

## **Performance Evaluations**

CCS generally conducts performance evaluations for all regular full- and part-time employees 90 days after hiring and then annually. On occasion, as deemed appropriate by immediate supervisor, they may be conducted more or less frequently. The supervisor completes an evaluation form that is used in tandem with the official job description to evaluate the employee's performance, and identify key accomplishments, areas for growth, professional development needs, and overall performance. Employees are given the opportunity to respond and provide their own feedback. This form is then signed by employee and supervisor and kept with the employee's personnel records.

## **Termination of Employment**

### ***Voluntary***

Employees who plan to resign are asked to make every attempt to provide advanced notice, preferably a minimum of two weeks written notice. An official resignation letter is required.

### ***Involuntary***

Any employee may be terminated by CCS at any time and for any reason, with or without prior notice. At the time of termination, all CCS property, including keys and key card, credit card, ID card, copy card, tools and equipment, library books, or any other CCS property issued to you, must be promptly returned. For payroll purposes, the last day of active employment will be the termination date. In addition, access to all CCS accounts and confidential passwords will be terminated.

### ***Exit Interview***

Upon separation from CCS all employees may be scheduled for an exit interview

with the President and/or Operations Manager to discuss their reasons for leaving. The purpose of the interview is to evaluate CCS's effectiveness as an employer and to get suggestions and comments for improvement in any area of CCS.

### ***Final Paycheck***

The last day of active employment will be the resignation or termination date. Accrued wages will be paid with the next scheduled payroll and mailed to the employee's address on file.

### ***References***

CCS does not release information on past employees without the employee's written authorization.

### ***Unemployment***

Regular, full- and part-time employees are covered under the Vermont State Unemployment Compensation Law. Upon involuntary termination or loss of job due to a position being eliminated, an employee may be eligible to receive state unemployment compensation. Specific requirements exist under the Vermont State Law. Unemployment compensation claims must be filed directly with the Vermont State Unemployment Office.

### ***Closing Policy***

A decision to close a CCS educational program, or the entire institution requires thoughtful planning and careful consultation with all affected constituencies. Every effort should be devoted to informing each constituency as fully as possible about the conditions compelling consideration of a decision of such importance, and all available information should be shared. As much as possible, the determination to close a program, or the institution, will be made through a consultative process and only after alternatives have been considered, but responsibility for the final decision to close rests with the CCS Board of Directors. Since the immediate interests of current students and faculty are most directly affected, their present and future prospects require especially sensitive and timely attention and involvement.

If CCS decides to close an educational program, or the entire institution, it will consider the following options:

1. The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a branch campus, or the operations of an institution after students have graduated.
2. The institution enters into a contract for another institution or organization to teach-out the educational programs or program. Such a teach-out agreement requires State and Board of Directors approval.

CCS will apply every effort possible to maintain operations, but if due to uncontrollable circumstances, the school should need to close we will aggressively work with partnership schools to transfer and maintain students records and oversee requests. If we are unable secure a transfer of files and partnership with another institution, we will transfer all student files to:

**Vermont Department of Education  
120 State Street, Montpelier, VT 05620-2501**

Students, faculty, staff, vendors, and members of the community will be notified as soon as possible of the decision to close the institution. A message will also be posted on the schools main web site: [cartoonstudies.org](http://cartoonstudies.org) and a voice mail message announcement on CCS's main phone line (802) 295-3319 will include the schedule and plans for the closure.

## **PAYROLL & COMPENSATION**

### **Work Schedule**

An official staff schedule is generated and distributed by the Operations Manager each term. Any changes to the official schedule—whether switching shifts with another employee; making up a shift at another time; taking time off; or working additional hours to complete a task—must be approved by the employee's supervisor.

### ***Attendance***

Employees are expected to arrive at work at their scheduled start time. All time off must be requested in advance, with the exception of sick leave. All unapproved absences and excessive lateness will be documented and addressed during the performance evaluation.

### ***Overtime***

Under Vermont law, an employer must pay an employee at least 1.5 times the employee's regular wage rate for all hours worked over 40 on a workweek (this does not apply to exempt employees). All overtime must be pre-approved by your supervisor. Holiday or vacation time, or other time off, cannot contribute to overtime hours. (For example, if an employee works 40 hours in a week, and receives 8 hours of paid time off for a holiday, the employee would be paid for 48 regular hours, not 40 hours plus 8 hours of overtime.)

### ***Break policy***

Under Vermont law, an employer must provide its employees with "reasonable opportunity" to eat and use toilet facilities in order to protect the health and hygiene of the employee. Federal law mandates that if an employer provides a lunch period, it is counted as "hours worked" and must be paid unless the lunch

period lasts at least thirty minutes and the employee is completely uninterrupted and free from work.

### ***Covering Breaks***

It is important someone is always responsible for answering the phones, answering the door, greeting visitors and vendors, accepting deliveries, etc. These responsibilities are generally covered by the Operations Manager. Other employees will be required to cover these responsibilities during the Operations Manager's break times, meeting times, or other times out of the office.

### ***Inclement Weather Closing Policy***

CCS may close due to extreme weather or serious conditions. Employees are not expected to work during an official closure due to inclement weather. In the case of a closure:

- 1) A message will be posted on the front page of the school's Intranet: [cartoonstudies.org/intranet](http://cartoonstudies.org/intranet)
- 2) There will be a voice mail message announcement on CCS's main line (802-295-3319) by 8am the day of the closing. The message will indicate whether CCS has a delayed opening or a full closure for the day.
- 3) There will be a post on the online message board under Faculty Announcements.

## **Payroll**

### ***Pay Periods***

CCS operates on a bi-weekly pay period. The payroll schedule for the fiscal year (July 1-June 30) is distributed by the Operations Manager in late June. Pay period weeks run Monday through Sunday.

### ***Time Sheets***

The Operations Manager generates bi-weekly time sheets and places them in employee mailboxes. It is the employee's responsibility to report hours accurately and return time sheets to the Operations Manager's drop box by Noon on the Monday after the pay period ends. Late time sheets may result in delaying payment for hours worked until the following pay period.

### ***Paychecks***

The Operations Manager distributes paychecks to employee mailboxes every other week on the Friday after time sheets are submitted.

### ***Direct Deposit***

Direct deposit of bi-weekly paychecks is available. Please see the Operations Manager to enroll.

## **Paid time off**

### ***Holidays***

CCS observes 9 paid holidays each year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. Additional holidays may be designated by the CCS administration. All employees will be paid for the number of hours they would normally be scheduled to work on these holidays. Employees should record these hours in the Holiday column on the bi-weekly time sheet.

### ***Vacation Policy***

Regular part-time employees are eligible for one week of paid vacation time per fiscal year (July 1 – June 30), based on the average number of hours they worked the preceding fiscal year. Regular full-time employees are eligible for two weeks of paid vacation time in the first five years of employment, and three weeks of paid vacation after five years of employment. Temporary part-time employees are not eligible for paid vacation time. Vacation time must be taken within the fiscal year, and cannot roll over from year to year. Vacation time must be approved by the employee's supervisor, and hours should be recorded in the Vacation column on the bi-weekly time sheet.

### ***Personal Time***

Regular full- and part-time employees may be eligible for paid time off for critical personal business. Temporary part-time employees are not eligible for personal days.

Some general uses of time off for critical personal business may include, but are not limited to, illness, family emergencies, bereavement leave, and medical/dental appointments that cannot be made after work hours. When a critical personal need arises that requires a limited absence from work, the employee may attend to that business during the workday based on the reasonable and limited use of such personal time.

Advanced notification to the employee's immediate supervisor is requested whenever possible. When advance notice is not possible, employees should notify their supervisor at the earliest possible time, of pending absence.

CCS expects employees and supervisors to use sound judgment in limiting such absences to those occasions that are appropriate, keeping in mind both the employee's needs and the needs of CCS. These hours should be reported in the Other column on the bi-weekly time sheet.

### ***Jury Duty***

Employees who are called to serve as jurors will be paid for such service. The employee must notify their supervisor with the official notification as soon as it is received. Employees will be paid for their regularly scheduled hours for each day

served, up to a maximum of four weeks. These hours should be reported in the Other column on the bi-weekly time sheet.

## **Leaves of Absence**

### ***Family and Medical Leave***

CCS has a Family and Medical Leave Policy that is in compliance with The Family and Medical Leave Act of 1993 (FMLA). Eligible employees must be employed by CCS at least 12 months (but this period need not be consecutive) and have worked at least 1,250 hours of service during the 12-month period prior to the request. Under the Leave Policy a total of up to 12 weeks unpaid leave of absence is available to eligible employees under the following circumstances:

- The birth of a child, but only within the first 12 months of the birth.
- The placement of a child for adoption or other legal placement, within the first 12 months of the adoption or placement.
- The need to care for a partner, child, or other family member who has a serious medical condition.
- The serious health condition of the requesting employee, which renders the employee unable to perform the functions of his/her position.

Upon return to CCS at the end of the unpaid leave, the employee will be restored to his/her former position with the same rights, benefits, pay and other terms and conditions that existed prior to the leave, or to an equivalent position with equivalent rights, benefits, pay and other terms and conditions of employment.

Employees will be required to use all accrued vacation time prior to being granted unpaid leave as outlined above, and as part of the 12-week total absence. Employees requesting leave for their own or an eligible family member's serious health condition, will be required to provide medical certification. Medical certification must be provided 30 days in advance of the request for leave when possible.

An employee on leave for his/her own serious health condition, will be required to provide certification from his/her health care provider that the employee is able to return to work and perform all of the functions of the job to which the employee is returning.

## **Workers' Compensation**

Treatment of job-related illnesses or injuries is covered by Workers' Compensation Insurance, provided the proper procedure for reporting is followed, and subject to adjudication by CCS's Workers' Compensation insurer. All occupational illnesses or injuries, however minor, must be reported immediately to the Operations Manager.

# **EMPLOYEE BENEFITS & SERVICES**

## **Simplified Employee Pension (SEP) Plan**

On November 12, 2008, the CCS Board of Directors passed a resolution approving the start of a SEP Plan benefit for **regular full- and part-time employees** who meet the following terms for participation:

- at least 21 years old,
- worked for CCS in at least three (3) of the past five (5) years,
- additional requirements per IRS Form 5305-SEP.

The continuation and amount of the SEP Plan benefit will be determined year to year by the CCS Board of Directors.

## **Medical Insurance**

Regular full-time employees are eligible to participate in CCS's group medical insurance benefit.

Regular part-time employees are reimbursed up to \$1200 annually for their cost of private or public medical insurance on a prorated basis, based on hours worked (e.g.: 20 hours a week is reimbursed 50%, 30 hours a week is reimbursed 75%, etc.).

## **Professional Development**

As financially possible, and in accordance with the professional development goals set forth by the employee and supervisor in the annual performance evaluation, CCS may make funds available for professional development opportunities for regular full- and part-time employees. Employees should notify their supervisor and request approval of any such opportunities. This includes workshops, courses, books, and/or other learning tools.

## **Auditing Courses at CCS**

As the work schedule permits, and with supervisor and faculty approval, employees may audit lecture courses or attend visiting artist or guest lectures or events at CCS. Seating and space priority at these events always goes to currently enrolled students. Employees should not enter hours on the time sheet for attending a lecture or event, unless it is part of their job responsibilities.



## **Bike Share**

Employees are eligible to join the free CCS bike share program, and sign out CCS bikes for use.

## **Computer and Software Discounts**

### ***Apple Education***

CCS students, faculty, and staff are eligible for educational discount pricing on Apple products. For helpful online resources and to make purchases, visit the Apple Education/Apple Store: [www.apple.com/education](http://www.apple.com/education)

Select The Center for Cartoon Studies to see institutional pricing and to make purchases. Payments must be made by credit card.

### ***GovConnection***

Software educational discounts are made available to all CCS students, faculty, and staff by GovConnection: [govconnection.com/cartoon](http://govconnection.com/cartoon)

To inquire about discounts and to place an order, contact:  
Stacy Gumley,  
E-mail: [stacy.gumley@connection.com](mailto:stacy.gumley@connection.com) (800) 800-2222

## **Discounts at Local Businesses**

A CCS ID card entitles employees to membership benefits and discounts at select local businesses. CCS students, faculty, and staff are eligible for discounts with CCS ID at the following local businesses:

<b>Bean's Art Store</b> Hanover, NH	10% discount on art supplies
<b>Duke's Art &amp; Frame Shop</b> Lebanon, NH	10% discount on art supplies
<b>POST</b> White River Junction, VT	10% discount on art supplies
<b>Tip Top Pottery &amp; Beads</b> White River Junction, VT	Waived \$8 Pottery Studio Fee
<b>Twin State Typewriters</b> White River Junction, VT	10% discount on supplies
<b>Two Rivers</b> <b>Printmaking Studio</b> White River Junction, VT	Discounted membership of \$200/ semester. Members receive unlimited access to the studio facilities.
<b>Scratch</b> Lebanon, NH	%15 discount on art supplies

**Upper Valley Food Co-op** 5% discount on purchases on Wednesdays  
**White River Junction, VT** (requires a special discount card)

## **E-mail Services**

E-mail accounts are established for all staff, and faculty and students upon request.

E-mail format: lastname@cartoonstudies.org  
The log on site for CCS e-mail: gmail.com

*Settings for using e-mail with Entourage, Eudora, Outlook, Apple Mail etc.:*

Incoming Server (IMAP Server): imap.gmail.com

Requires SSL: Yes

Port: 993

Outgoing Server (SMTP Server): smtp.gmail.com

Requires SSL: Yes

Requires TLS: Yes

Port for SSL: 465

Port for TLS/STARTTLS: 587

## **Library Access**

### ***Schulz Library***

Employees are entitled to check out an unlimited number of items from the Schulz Library, which are due at the end of the term. Employees will be billed for unreturned items.

### ***Dartmouth Library***

CCS also has an institutional library card for the Dartmouth College libraries in Hanover, NH. Students, faculty, and staff can obtain the Dartmouth library card from the Operations Manager. Bring the print-out of the books and materials checked out back to the Operations Manager when returning the library card. Individuals are responsible for returning materials on time and for any fines accrued.

## **Mail**

Regular full- and part-time staff mailboxes, and the outgoing mail box, are located in the faculty office. Temporary part-time staff mailboxes are located in the Production Lab.

## **Message Board**

All employees will have access to CCS's online message board, [community.cartoonstudies.org](http://community.cartoonstudies.org)

## **Parking**

Free parking is available in the village at either the town lot located on Main Street or behind the American Legion Hall on South Main Street. Parking on the street is limited to two hours. There is no overnight parking between December 1-May 1.

## **Printing and Copying**

Each employee is provided with a copy account that works for all print and copy services. These cards should be used for CCS business only. Copies for personal use can be purchased; black and white copies are \$0.07 each; color copies are \$0.30 each. (Copy prices subject to change.)

## **Wireless Networks**

CCS has high-speed wireless at all campus locations. The following White River Junction locations have free access high-speed wireless internet:

Hotel Coolidge  
Main Street Museum  
Revolution Vintage  
Tip Top Media Arts building  
Tip Top Café  
Tuckerbox Café

Nearby Hanover and Lebanon, NH, cafés and restaurants that offer free wireless internet:

Panera Bread, West Lebanon  
Boloco, Hanover

# **SAFETY & SECURITY**

## **Building Access**

All employees are issued a key card with 24/7 access to the Colodny and Telegraph buildings. Nothing should be written on these cards. Report lost or stolen cards to the Operations Manager immediately. Employees may receive keys to additional buildings or campus spaces as their jobs require. These keys are the property of CCS. Report lost or stolen keys to the Operations Manager immediately.

## **Emergency Phones On Campus**

The Colodny Building has six direct line phones and they are located in each

office, two in the lab, the faculty office, and at the main entrance. Dial “9” for an outside line and 911 in case of an emergency. The Colodny Building’s address is 94 South Main Street, White River Junction, Vermont.

The Telegraph Building has a phone for local and emergency calls. Dial “9” for an outside line and 911 in case of an emergency. The Telegraph Building’s address is 7 Currier Street, White River Junction, Vermont.

A pay phone is located in the Hotel Coolidge lobby near the Front Desk.

### **Emergency, Accident or Fire**

Call 9-1-1 immediately (dial “9” for an outside line if using a CCS phone). Any emergency, accident or fire should be reported immediately to the CCS President and Operations Manager. If an emergency evacuation is required, the following procedure is to be followed:

- When the alarm sounds, leave the building immediately, closing the doors behind you.
- Do not re-enter the building until the Fire Chief gives the “all clear”.

### **Personal Injuries**

For emergencies, call 9-1-1 (dial “9” for an outside line if using a CCS phone).. Paramedics will treat serious injuries. You may treat minor injuries yourself (first-aid boxes are located throughout all campus buildings). All work-related injuries are to be reported to the President and/or Operations Manager within 24 hours. Treatment of job-related illnesses or injuries is covered by Workers’ Compensation Insurance, provided the proper procedure for reporting is followed, and subject to adjudication by CCS’s Workers’ Compensation insurer. It is important that all occupational illnesses or injuries, however minor, be reported immediately to the President and/or Operations Manager.

## **FACILITIES & CONTACT INFORMATION**

### **Key Staff**

James Sturm  
Director  
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(802) 295-3319  
(802) 291-0383 cell

*Office:*  
173 South Main Street  
White River Junction, VT

Michelle Ollie  
President  
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*Office:*  
94 South Main Street  
White River Junction, VT

Dave Lloyd  
Operations Manager  
[lloyd@cartoonstudies.org](mailto:lloyd@cartoonstudies.org)  
(802) 295-3319  
*Office:*  
94 South Main Street  
White River Junction, VT

### **Mailing Addresses**

The Center for Cartoon Studies  
PO BOX 125  
White River Junction, Vermont 05001

### **FED EX/UPS SHIP TO ADDRESS:**

The Center for Cartoon Studies  
94 South Main Street  
White River Junction, Vermont 05001

### **Facilities**

#### **Post Office Building**

46 South Main Street, White River Junction, Vermont

CCS purchased the Post Office Building in December 2011. The building houses the main CCS classroom, a kitchenette, The Schulz Library, faculty offices, and faculty and fellow studio, as well as commercial tenants.

The Schulz Library houses nearly 20,000 items, including comics, graphic novels, and reference books, as well as an extensive digital collection of comics. Hours are posted at the beginning of each semester with access and book check out privileges granted only to CCS students, alumni who have paid the lab fee, faculty, staff, interns, and the CCS Trustees.

#### **Colodny Building**

94 South Main Street, White River Junction, Vermont  
TEL: (802) 295-3319  
FAX: (802) 295-3399  
WEB: [cartoonstudies.org](http://cartoonstudies.org)

The Colodny Building, which includes two levels, has a total of 5,000 square feet. The building houses a gallery, classroom, production lab, the CCS bike share, and administrative offices.

## **Telegraph Building**

111 Gates Street, White River Junction, Vermont

The Telegraph Building includes Second Year studios, The Schulz Library offsite, Archive, and the Media Room. The Media Room houses the Schulz Library's collection of VHS tapes, DVDs, Laser Discs, CDs and other media. It has a flat screen TV and various media players as well as comfortable seating for student

### **Room Scheduling and Use of Space**

Students, faculty, and staff can use the Colodny or Gates-Briggs classrooms, lab, and library during official operation hours with the exception of scheduled use for instruction or events. Special use proposals can be submitted to the Operations Manager.

## EMPLOYEE REVIEW & ACKNOWLEDGEMENT

This Staff Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of The Center for Cartoon Studies. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Operations Manager.

I, \_\_\_\_\_, have received and read a copy of the CCS Staff Handbook, which outlines the mission, policies, benefits and expectations of CCS, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Staff Handbook provided to me by CCS. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the mission, policies, benefits and expectations of CCS.

I understand that the CCS Staff Handbook is not a contract of employment and should not be deemed as such.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date