

Messiah College Policy and Procedure Manual: Procedures

4.01 FINANCIAL TRANSACTIONS

4.01.01 Cash Advances.

(Owner: Business Office; Updated: 29-JAN-2010)

Please refer to the Business Office [Expenditure Policy](#).

4.01.02 Cashing Checks.

(Owner: Business Office; Updated: 29-JAN-2010)

The Business Office counter personnel will cash checks up to a maximum of \$300 during the regular counter hours.

4.01.03 Notary Public.

(Owner: Human Resources; Updated: 19-JAN-2010)

The services of a Notary Public, excluding automobile services, are available to employees of the College without charge. Currently, the Benefits Manager and the Assistant to the Vice President for Operations are commissioned Notary Publics.

4.01.04 Payroll.

(Owner: Payroll Office; Updated: 29-JAN-2010)

Payroll for administrative and faculty employees is processed and direct deposited on a semi-monthly basis (the 15th and 30th of each month). Payroll for staff and temporary employees' is processed and direct deposited on a bi-weekly basis (every other Thursday). Students are paid on a modified bi-weekly schedule by check or by direct deposit.

In the event of a the pay date occurring on a weekend or holiday, pay will be deposited/available as of the last business day PRIOR TO the weekend or holiday.

4.01.05 Reimbursement of Expenses.

(Owner: Business Office; Updated: 29-JAN-2010)

Please refer to the Business Office [Expenditure Policy](#).

4.02 SUPPORT SERVICES

4.02.01 The Campus Store and Textbook Express.

(Owner: Campus Store; Updated: 19-AUG-2011)

All trade books, office supplies, computer supplies, art supplies, clothing, health and beauty items, greeting cards, imprinted gifts and many other items are available in the stores. Services such as postal, UPS shipping locations and special orders, etc. are

also available. FedEx shipping is available for a fee. Textbooks can be purchased at the Textbook Express or online at <http://www.messiah.edu/bookstore/>. MasterCard, VISA, Discover and Falcon Dollars are accepted forms of payment.

4.02.02 **Career Guidance and Counseling.**

(Owner: Career Center; Updated 29-JAN-2010)

The Career Center primarily exists to provide employment services to the students and alumni of Messiah College. However, some services are also available to employees. For example, FOCUS, an online computerized career exploration and assessment program, assists with identifying interests and skills. Additionally, all resources in the Career Center Library and on the Career Center website – from occupational information to graduate school materials – are available to employees. Initial contact is handled by the Administrative Assistant in the Career Center.

4.02.03 **Classes for College Credit.**

(Owner: Human Resources; Updated: 19-JAN-2010)

Full-time employees of the College may, with supervisory approval, enroll in classes totaling up to four undergraduate credit hours per semester without charge. Any time spent in class will be in addition to the person's regular work schedule. That is, if class is attended during the working day, work time must be made up before or after the working day or on weekends. Supervisors are responsible for making certain that the appropriate hours are worked.

4.02.04 **College Press.**

(Owner: College Press; Updated: 19-JAN-2010)

The Messiah College Press is Messiah's centralized source for printing, duplicating, bindery, finishing, publishing, bulk mail services, and print warehousing. College Press maintains a fleet of satellite copiers where convenient, low volume and urgent copying is required. Office consumables such as copier paper, laser paper, general office forms, and College stationery are available through College Press.

4.02.05 **Copy Facilities.**

(Owner: College Press; Updated: 19-JAN-2010)

The College Press maintains a satellite copier fleet on campus as a convenience to students, faculty and staff. These copiers provide quick turnaround copies for copying needs under 50 copies. All types of work, College and personal, may be done on a self-service basis during office hours. Employee ID Cards (request copier privilege at the Falcon Services office) may be needed to operate some copiers. Personal copies are charged at a per page rate. There are also machines available in Murray Library for College and community use. For larger jobs, the College Press also has office pickup and delivery. By notifying the College Press, someone will pickup your large copying job, take it to the College Press facility, copy it at a lower copy rate than the satellite copiers, and return the job to the destination of your choice. This not only saves the department budget money, but also reduces the service costs on the satellite copiers.

4.02.06 **Faculty Services.**

(Owner: Faculty Services; Updated: 02-FEB-2010)

Faculty Services is maintained by the College as a central office where faculty members can receive assistance with copyright clearance requests for coursepacks, class handouts, materials placed on library reserve, republication, and documents/media used in electronic/digital form in on-line courses and/or learning management systems, coursepack design, document scanning/editing, educational technology training and support, emergency copying, learning management system troubleshooting, personal web page design, PowerPoint design, professional typing services for syllabi, exams, handouts, and transcription, proofreading documents, secure test storage, semester calendars, shredding, slide scanning, software troubleshooting, and test scoring. Faculty Services serves as the pick-up/drop-off location for College Press duplicating jobs.

4.02.07 **Health Services.**

(Owner: Engle Center; Updated: 14-JAN-2010)

Health Services, located in the Engle Center for Counseling and Health Services, provides certain services to employees. Consultations with the College nurses are available free of charge. Medical providers (nurse practitioner and physician) are not available to employees. A variety of services are available at no charge, while certain services are available for a small fee. Inquire with the Engle Center administrative assistant for details. Health Services is open from 8 a.m. – 5 p.m. It is closed June through mid-August.

4.02.08 **Library.**

(Owner: Murray Library; Updated: 15-AUG-2011)

The Murray Library houses the College library, Technology Support Services, the Brethren in Christ Historical Library and Archives, and the Boyer Center Archives. All College employees enjoy library borrowing privileges, including interlibrary loan services. Orientation and instruction in the use of the library are provided by the professional staff by appointment.

4.02.09 **Lost and Found.**

(Owner: Dept of Safety; Updated: 29-JUL-2011)

All lost and found items are to be turned in to the Dispatch Office in Eisenhower Campus Center. All valuable items will be logged in and will be held for a period of 30 days and every attempt will be made to contact the rightful owner(s). After 30 days, all unclaimed items will be donated to charity or discarded. All money turned in will be donated to summer missions projects if unclaimed. This procedure is available at: <http://www.messiah.edu/offices/safety/dispatch-office/departments-services.html>

4.02.10 **Mail Service.**

(Owner: Postal Services; Updated: 19-JAN-2010)

The Campus Post office is responsible for mail distribution to the campus community. Students have mailboxes in the Eisenhower Campus Center, and faculty and staff get their mail delivered to either a mailbox in the Campus Center, or get it delivered once

per day by courier to their department secretary. Postal Services is responsible for distribution of US Mail, UPS, FedEx, DHL, and Airborne Express packages, as well as campus mail.

4.02.11 **Bulk Mailings.**

(Owner: College Press; Updated: 19-JAN-2010)

A bulk mailing must include at least 200 pieces of identical mail in zip code order. Two weeks advance notice is required. Non-USA, Grantham and campus mail should be separated. To use the institution bulk permit, mailing must be associated with the College in some manner and it must be imprinted with the College's insignia. Delivery time for bulk mailings is from one to two weeks (it is possible that bulk mailings to nearby areas may be delivered in less time). For assistance in preparing a bulk mailing, contact the Postal Services Manager.

4.02.12 **Personal Counseling.**

(Owners: Engle Center / Human Resources; Updated: 19-JAN-2010)

The Engle Center counselors, while primarily responsible to provide services for students, are available on a limited basis for personal counseling to employees. This service is provided to employees at no charge for the first four sessions, and strictest confidentiality is maintained. Appointments are coordinated by the Engle Center administrative assistant.

Counseling services are also available through the Employee Assistance Program administered by Guardian at 800.386.7055.

4.02.13 **Employee Discount Program -- Personal Purchases.**

(Owner: Human Resources; Updated: 29-JAN-2010)

A number of local businesses offer various discounts for personal use. An employee discount purchasing program has been developed and the details may be viewed on the Messiah College website at <http://www.messiah.edu/discount>. To receive each discount you must show your Messiah College employee photo identification card at the point-of-purchase. Please note that each business has different discounts and restrictions.

4.02.14 **Campus Media Coverage.**

(Owner: Office of Marketing and Public Relations; Last Reviewed: 09-SEP-2011; Last Updated: 09-SEP-2011)

Any Messiah College employee who would like to invite members of the media to visit campus to cover a story or event are required to first contact the Office of Marketing and Public Relations, who will consult regarding the appropriateness/ likelihood of media coverage and then coordinate contact with reporters as well as any coverage logistics. It is the responsibility of the Director of Marketing and Public Relations and Assistant Director of Public Relations, to issue news releases and initiate contacts with the news media. [Note: an exception to this is the Assistant Athletic Director of Public/Media Relations who is authorized to directly initiate and coordinate media coverage for athletic events.]

Designated spokespersons in the Office of Marketing and Public Relations are equipped and prepared to speak with members of the media on behalf of the institution. Employees may use personal discretion in speaking to members of the media as private individuals; **however, employees do not have the authority to speak on behalf of the institution or to represent the College's official perspective or position on any issue.** Employees have the additional responsibility to direct all media inquiries to designated institutional spokespersons when specifically instructed to do so by the College.

Employees who are contacted directly by members of the media to request/schedule an interview are requested to notify the Office of Marketing and Public Relations in advance so that they may provide any necessary coordination with the College's media protocol.

4.02.15 **Publication and Web Project Initiation.**

(Owner: Office of Marketing and Public Relations; Updated: 19-AUG-2011)

The Director of Print and Web Communications is responsible for overseeing the design, proofreading, and mail coordination of College publications mailed to off-campus audiences of more than 200. The Director of Print and Web Communications is also responsible for overseeing the building and design of the College website. The College requires that all print publications for external audiences of more than 200 be initiated through the Office of Marketing and Public Relations' Print and Web Team. Specific areas of the messiah.edu website also must be built by the College's web team and/or use College templates. To initiate a publication or website project or for questions about whether your project is required to be done by the print and web team, contact the Print and Web Production Coordinator in the Office of Marketing and Public Relations.

4.02.16 **Purchasing.**

(Owner: Business Office; Updated: 29-JUL-2011)

The Purchasing Department is the principal agency authorized to make commitments for materials, supplies, equipment, and service necessary for the operation of the College. Catalogs and vendor information are available. A completed requisition form, approved by the budget director is required to initiate a purchase. Because of their unique purchasing requirements, limited delegation of purchasing authority has been given to several areas of the college. These areas are: College Press, Dining Services, Library, Campus Store, and the Philadelphia Campus.

4.02.16.01 VISA Purchasing Card.

(Owner: Business Office; Updated: 29-JAN-2010)

A VISA Purchasing Card program is available to allow for the direct procurement of low-value purchases by the end-user and to provide a convenient mechanism for managing expenses for those that travel. A VISA Purchasing Card is provided to employees based on their need to purchase business-related goods and services and/or travel for the institution. The appropriate budget director will determine the individuals that require a card(s). Although the card is used in an individual's name, it should be considered College property. An "Employee Purchasing Card Usage Agreement" must be signed by the cardholder verifying his/her understanding of the VISA Purchasing Card program and agreement to comply with the guidelines. Complete details and more information

may be obtained through the Purchasing Department.

4.02.17 **Telephone/Fax Services.**

(Owner: Information Technology Services; Updated: 29-JAN-2010)

College telephones are provided for the conduct of College business. Therefore, local personal calls should be limited in length and number. Long distance personal calls and faxes are prohibited.

Each department or activity receives a monthly statement via e-mail listing long distance telephone calls charged to it. Departments are responsible for questioning erroneous long distance charges; errors should be reported to Information Technology Services. Changes to budget codes to which long distance calls are charged should be submitted in writing to Information Technology Services).

The College has the capability of printing logs of all telephone numbers, local and long distance, called to or from campus. In the event of perceived abuse, these records may be used to conduct appropriate investigations.

4.02.18 **Ticket Office.**

(Owner: Ticket Office; Updated: 29-JUL-2011)

The Ticket Office is located next to the Receptionist Office in the lobby of the Eisenhower Campus Center. Hours are 8:00 a.m. to 8:00 p.m., Monday through Friday. The office is open when the College is in session. Some of the events sold by the ticket office are:

- a. Seasonal and single performances for the Cultural Series
- b. Theatre productions
- c. Annual Christmas Concert by the School of the Arts
- d. Choral Arts Society concert
- e. Student Activity Board concerts and events
- f. Susquehanna Chorale Events
- g. Other student-planned events

4.03 **INFORMATION TECHNOLOGY SERVICES POLICIES.**

(Owner: Information Technology Services; Updated: 05-APR-2012)

Information Technology Services policies are maintained on MC Square. To access these policies, log in to MC Square (<http://mcsquare.messiah.edu>), select "Information Technology Services" from the "Employee Quicklinks" channel and select a policy from the "IT Policy" drop-down menu.

4.04 **EMERGENCY CLOSING PROCEDURE, GRANTHAM CAMPUS**

4.04.01 **Announcements.**

(Owner: Human Resources; Updated 03-NOV-2011)

In the event that weather conditions or other emergencies should cause the College to close or delay the workday, an announcement will be communicated on the College's:

- Home page (www.messiah.edu)
- **Emergency Information Hotline** (717-691-6084). *(A recording will provide you with a date and time of the most recent message.)*
- Text Alert System

Employees involved in snow removal, facilities, campus events and dining should follow the instructions given by their respective supervisory staff.

4.04.02 **Delays and Closings Prior to the Beginning of the Work Day.**

(Owner: Human Resources; Updated: 25-JAN-2012)

Should weather conditions or other emergencies create a condition under which there might be a question as to whether the College will operate on a normal basis, an announcement will be communicated on the College's:

- Home page (www.messiah.edu)
- **Emergency Information Hotline** (717-691-6084). *(A recording will provide you with a date and time of the most recent message.)*
- Text Alert System

When the President of the College or his/her designee closes the College due to inclement weather or other emergency, employees will be excused from their work. Those employees who are responsible for the provision of essential services shall report to work as scheduled and will be paid according to the pay provisions for employees providing essential services.

4.04.03 **Employees Providing Essential Services.**

(Owner: Human Resources; Updated: 11-NOV-2011)

Members of various departments are responsible for providing essential services during weather-related and other emergencies. These departments may include, but are not necessarily limited to: Dining Services, Facility Services, Safety, Campus Events (designated work crew), the Campus Information Center (CIC), the Library, Information Technology Services, and the Engle Center. Employees identified as providing essential services are notified by the department and/or supervisor as to the nature and conditions for which the employees will be considered essential employees. The Human Resources Office also communicates annually with employees designated as providing essential services.

Employees with questions regarding their status as an employee providing essential services should contact their supervisors for additional information.

Departments/Supervisors may provide overnight accommodations for employees

providing essential services who wish to remain on campus rather than travel back and forth. If a supervisor believes it would be necessary to require essential employees to remain on campus overnight for an extraordinary emergency, the situation must be reviewed and approved (by phone if necessary) in advance by the appropriate Vice President and the Director of Human Resources.

Departments/Supervisors scheduling employees to provide essential services will make every attempt to schedule necessary coverage in advance or early in an employee's scheduled shift, but weather-related and other emergencies may not always allow the scheduling/contact to occur prior to or by the beginning of an employee's shift. Employees have been invited--and are welcome--to provide alternate contact information (such as a cell phone number) so that employees are not tied to being near a land line during an emergency.

Employees providing essential services who are called by their supervisor (or supervisor's designee) to work either during or outside of the employee's regularly-scheduled shift and who do not report to work (or do not work the full shift) as called will be required to use personal time equivalent to the unworked period and will be paid straight time for those hours. These employees will not receive closed pay for the missed period. In the event that insufficient personal time remains, the supervisor will define an adjusted work schedule for the employee within the next two weeks whereby the employee will be required to not report to work and will report vacation time equivalent to the unworked hours not covered by personal time. Employees who are called in for a shift and unable to come to work due to sickness should record the hours as sick time. Also note that failure to report to work will impact the employee's performance evaluation.

On some occasions, at the supervisor's request and with Vice President/Provost and supervisor approval, staff employees may be called in to work during a delay or closed period. These employees should report hours and be paid as employees providing essential services. Supervisors should communicate these arrangements with Dispatch.

Additional information is available from the [FAQs](#) and [Situation Illustrations](#) documents.

4.04.04 **Early Dismissal (Voluntary & Mandatory).**

(Owner: Human Resources: Last Reviewed: 14-SEP-2011; Last Updated: 14-SEP-2011)

In the event it begins to snow or there is an emergency during the workday and an administrative decision is made to allow employees to leave work early, a statement will be released through the normal distribution channels on campus. Vice Presidents/Provost or their designees will be responsible for getting word to their reporting departments.

For mandatory early dismissals, leave-eligible employees released during the workday due to inclement weather conditions or other emergencies will be paid for a full day's work. Those employees who cannot go home early due to job responsibilities and providing essential services will report time and be paid according to the pay provisions for employees providing essential services.

For voluntary early dismissals, employees leaving work early will be required to use available personal time equivalent to the unworked period and will be paid straight time for those hours.

4.04.05 Employees Who Miss Work Due to Weather Conditions.

(Owner: Human Resources; Updated: 04-OCT-2010)

When there is inclement weather, such as a bad snow or an ice storm, and employees (excluding employees providing essential services, which is defined separately) attempt to come to work but cannot get to work due to road and weather conditions, they may use available personal time equivalent to their scheduled work shift. In the event that storms or other emergencies result in the exhaustion of an employee's available personal time, vacation time may then be used.

4.04.06 Employees Who Arrive Late Due to Weather Conditions.

(Owner: Human Resources; Updated: 29-JAN-2010)

Employees who arrive late to work beyond a reasonable time frame, as defined by the supervisor, may use part of their available personal time, use vacation time, or may be required to make up the time lost from work.

4.04.07 Employees on Evening Shifts.

(Owner: Human Resources; Updated: 25-JAN-2012)

For employees working second or third shift, an announcement will be communicated on the College's:

- Home page (www.messiah.edu)
- **Emergency Information Hotline** (717-691-6084). *(A recording will provide you with a date and time of the most recent message.)*
- Text Alert System

During an emergency delay or closing, staff employees on shift, who are required to come to work or cannot leave work due to job responsibilities for the provision of essential services, will be paid according to the pay provisions for employees providing essential services.

4.04.08 Payroll Time Reporting.

(Owner: Human Resources; Updated: 29-JAN-2010)

Illustrated examples are available on the Payroll website at:

http://www.messiah.edu/offices/business/payroll/faqs/record_hours.html

4.04.08.01 Employees Providing Essential Services.

(Owner: Human Resources; Updated: 27-OCT-2010)

Staff (hourly) employees who are required to work during an emergency period because of the provision of essential services should report regular hours for hours worked and closed hours for the rest of the employee's regularly-scheduled shift. These employees will be paid straight time for those hours. Actual hours worked for providing essential services during an emergency period are to be recorded as "Emergency" and

will be paid at time-and-one-half. "Emergency" hours are determined by the official College announcement of delay or closure.

At times, employees may need to provide essential services outside of an official closing or delay (e.g., snow removal prior to regularly-scheduled workshift for a day with no delay). In this situation, and with supervisor approval, hours worked outside of the employee's standard work shift should be considered "Emergency" hours to be paid at time-and-one-half. Employees should indicate the reason for these emergency hours on their timesheet. Hours worked outside of an employee's regular work shift should be treated as additional hours and should not be used to reduce reported hours during the regular shift.

Staff (hourly) employees providing essential services may be given equivalent alternate time off on another regularly-scheduled day in the same pay period in return for working the emergency essential hours. Employees receiving alternate time off during the pay period should NOT report the alternate time-off hours. Instead, no time should be recorded on the timesheet for this alternate time off.

Below are some sample calculations to illustrate reporting and pay provisions:

Employee	Normal Hours (Closed)	Emergency Hours Worked	Closed Pay	Worked Pay (Emergency)
Employee A	8	8	8 hrs. @ 1x pay	8 hrs. @ 1.5x pay
Employee B	8	4	8 hrs. @ 1x pay	4 hrs. @ 1.5x pay
Employee C	12	12	12 hrs. @ 1x pay	12 hrs. @ 1.5x pay
Employee D	8	12	8 hrs. @ 1x pay	12 hrs. @ 1.5x pay
Employee E	0	8	0 hrs. @ 1x pay	8 hrs. @ 1.5x pay

4.04.08.02 Non-Essential Employees.

(Owner: Human Resources; Updated: 29-JAN-2010)

All staff (hourly) employees who are non-essential (e.g., not classified as providing essential services) and are regularly scheduled for at least 1040 hours per year are entitled to closed pay if the closed hours occur during their regularly-scheduled assignment. Employees should report "Closed" time for the time the College was officially closed and should report other scheduled work hours as usual.

Non-essential, hourly employees do not report to work during a closed period.

Non-essential employees who are deemed essential in order to address the College emergency during an emergency closed period will be considered as providing essential services, as outlined in the previous section, and should be paid accordingly.

4.04.08.03 Administrative Employees.

(Owner: Human Resources; Updated: 29-JAN-2010)

Administrative employees, by the nature of their salaried assignment, will be paid for delay or closed time.

4.04.08.04 Employees on Scheduled Vacation/Sick Leave, Other Paid Time Off, or a Leave of Absence.

(Owner: Human Resources; Updated: 04-OCT-2010)

An employee's request for time off supersedes any closure, delay or early dismissal. These employees should continue to report time as if there were no closure, delay, or early dismissal. Employees providing essential services who have received prior approval for vacation, sick, or personal time will not be required to report to work to provide essential services during the approved time.

4.04.09 **Additional Help to Remove Snow.**

(Owner: Human Resources; Updated: 29-JAN-2010)

Additional help must receive prior approval from the Director of Facility Services or the Grounds Supervisor within the Grounds Department. Non-essential staff employees, who shovel, will be paid time-and-one-half for hours worked during the close down or delay period. Student employees will receive their normal wage rate for hours worked. Temporary/occasional employees who are hired for snow removal will be paid at their hired rate.

4.04.10 **Impact on Instructional Schedule.**

When a decision has been made to delay school due to inclement weather, the following protocol shall be followed for the schedule of classes. These schedules will be communicated to students and faculty via email, text message alert, the home page of the web site, phone message, and Learning Management System Announcement.

If a delay is announced for morning classes, it shall be a **two hour delay** and the following alternate schedules will be used.

4.04.10.01 Fall Term Two Hour Delay Schedule.

M, W, F			T, R		
Regular	Delayed		Regular	Delayed	
8:00-8:50	10:00-10:35		8:00-9:15	10:00-11:05	
9:00-9:50	10:45-11:20	Chapel:	9:30-10:15	No Chapel	
10:00-10:50	11:30-12:05		10:30-11:45	11:15-12:20	
11:00-11:50	12:15-12:50		11:55-1:10	12:30-1:35	
12:00-12:50	1:00-1:35		1:20-2:35	1:45-2:50	
1:00-1:50	1:45-2:20		2:45-4:00	3:00-4:05	
2:00-2:50	2:30-3:05		4:10-5:25	4:15-5:25	
3:00-3:50	3:15-3:50		Evening	Evening	
4:00-4:50	4:00-4:50				
Evening	Evening				

M, W, F: 35 minute classes/10 minutes between classes (except the final class which begins and ends on time)

T, R: 65 minute classes/10 minutes between classes, chapel cancelled (except last class is shortened by 5 minutes)

4.04.10.02 Spring Term Two Hour Delay Schedule.

M, W, F				T, R	
Regular	Delayed			Regular	Delayed
8:00-9:00	10:00-10:45			8:00-9:30	10:00-11:20
9:10-10:10	10:55-11:40		Chapel:	9:45-10:30	No Chapel
10:20-11:20	11:50-12:35			10:45-12:15	11:30-12:50
11:30-12:30	12:45-1:30			12:25-1:55	1:00-2:20
12:40-1:40	1:40-2:25			2:05-3:35	2:30-3:50
1:50-2:50	2:35-3:20			3:45-5:15	4:00-5:20
3:00-4:00	3:30-4:15			Evening	Evening
4:10-5:10	4:25-5:10				
Evening	Evening				

M,W,F: 45 minute classes/10 minutes between classes

T, R: 80 minute classes/10 minutes between classes and no chapel

4.04.10.03 Other Items.

Lab times on a two hour delayed schedule, start and end according to the following procedure. Find the normal starting time range on the regular schedule, and the lab will begin at the associated start time on the delayed schedule. Find the normal ending time range on the regular schedule, and the lab will end at the associated ending time on the delayed schedule. For example, using the Fall-Term schedule:

1. If a lab is 1:00 – 3:50 p.m. on F, then the usual starting time range would be 1:00-1:50; the associated revised start time would be 1:45. Since the end time for the lab is normally 3:50 p.m., the usual ending time range would be 3:00 – 3:50 and the associated revised ending time is 3:50 p.m. because the associated ending range is 3:15 to 3:50.
2. If a lab is 1:20 – 5:20 p.m. on T, the usual starting time range is 1:20-2:35, and the associated revised start time would be 1:45 p.m. The end time for the lab is normally 5:20 p.m., the usual ending time range would be 4:10 – 5:25 and the associated ending time is 5:25 p.m.
3. A lab is 1:00 – 5:00 p.m. on W, the usual starting time range is 1:00-1:50, the associated start time would be 1:45. The end time for the lab is normally 5:00 p.m., the usual ending time range would be 4:00 – 4:50 (since nothing is listed past that time) and the associated ending time is 5:00 p.m. because the end time is past the last time range.

If the delay exceeds two hours during Fall or Spring semester, then classes shall follow the normal schedule and classes that normally would have occurred during the time of the delay are cancelled. When a class does not meet as a result, teaching faculty shall be responsible for adjusting courses in order to maintain the integrity of the learning objectives of the course.

If the delay occurs during J-Term, then morning classes shall begin at 10:00 and run until 12:45. Afternoon classes will begin at 1:00 and end at 3:45. A 15 minute break is planned as part of the time for both the morning and afternoon schedule. If the delay occurs on a day when a special chapel is scheduled, the chapel will be cancelled. If the delay exceeds two hours during J-Term, then morning classes are cancelled and afternoon classes will begin at the normal time.

If a cancellation occurs during J-Term, then the Provost's Office will announce appropriate adjustments to the remainder of the J-Term schedule. Such adjustments could include extending the length of each remaining class meeting by 10-15 minutes or by meeting an extra hour for 2 days.

For an early dismissal or cancellation (whether for evening classes or an entire day) which results in a class not meeting, the teaching faculty shall be responsible for adjusting the course in order to maintain the integrity of the learning objectives of the course.

4.05 **EMERGENCY CLOSING PROCEDURE, PHILADELPHIA CAMPUS**

4.05.01 **General Procedure.**

(Owners: Human Resources, Philadelphia Campus; Updated: 25-JAN-2012)

In the event that weather conditions or other emergencies should cause Temple University to cancel classes, an announcement will be made on the Temple website. Temple closing code for Main Campus, Center City Campus, and Health Sciences Campus Day classes is 101 and for evening classes (after 4:00 p.m.) it is 2101. Temple maintains a bad weather information line (215-204-1975). When Temple cancels classes, the University remains open and Temple employees are expected to report to work.

When Temple cancels classes, the Philadelphia Program Director (or, if absent, his/her successor) will consult with the Provost or his/her designate to decide if the Philadelphia Campus should be declared "closed." When the Philadelphia campus is declared closed, employees will be excused from their work. An urgent announcement will be broadcast via phone mail to all Philadelphia staff.

Grantham Campus policies related to the provision of essential services, early dismissals, payroll reporting and other emergency-closure items apply to Philadelphia Campus employees as well.

4.05.02 **Impact on Instructional Schedule.** When Temple classes are canceled, Messiah Philadelphia classes will also be canceled. Any class make-up scheme published by Temple will also be followed by Messiah faculty teaching Messiah courses. Any exceptions shall be cleared with the Program Director of the Philadelphia Campus.

4.06 **MISCELLANEOUS**

4.06.01 **Accident Reporting.**

(Owner: Human Resources; Updated: 19-JAN-2010)

Any job-related accident or illness must be reported immediately by the employee to his/her supervisor. The supervisor is required to do the following within 24 hours of the incident:

1. Provide the employee with a copy of the workers compensation panel of physicians acknowledgment form.
2. Contact the Dept of Safety (extension 6005 for non emergency on-campus calls and extension 6565 for emergency on-campus calls) to report the illness

or injury.

3. File an incident report (Employer's Report of Occupational Injury or Disease). This form is located on the [Human Resources website](#).

4.06.02 **Breaks.**

(Owner: Human Resources; Updated: 19-JAN-2010)

Time may be allowed during both morning and afternoon for a refreshment break. The maximum time is 15 minutes away from one's work station. In some departments, these breaks are scheduled by the supervisor; in other areas they may be taken at the employee's discretion. Breaks are forfeited if not used at the stated times. Break times should be staggered so that no work station is entirely vacated.

4.06.03 **Car Registration.**

(Owner: Dept of Safety; Updated: 29-JUL-2011)

All vehicles that are regularly parked on the campus must be registered with the Department of Safety; this is completed by submitting the Employee Parking Permit Registration Form. Parking permits are issued by this office to employees, who will be issued one mirror-hanging permit per person. If an employee has more than one vehicle, they must register all owned vehicles however will only receive one permit. The employee is required to move that parking permit onto the vehicle being driven and parked on campus. Temporary permits for visitors and guests are available at the Dispatch Office as well. The Parking Policy Rules and Regulations, the Traffic Code, and the Employee Parking Permit Registration Form is available at: <http://www.messiah.edu/offices/safety/safety-office/vehicle-parking-info.html>. Persons leaving employment with Messiah College must surrender their parking permit to the Department of Safety or to their supervisor who is then required to return it to this department.

- 4.06.04 **Chapel.** As their work schedules permit and with supervisory approval, employees may attend Chapel services. Time off for Chapel need not be made up. However, persons choosing not to attend Chapel are expected to work during that period.

4.06.05 **Employee Identification Cards.**

(Owner: Falcon Card Services; Updated: 27-FEB-2009)

Identification cards are issued to all permanent full- and part-time employees. Temporary, on-call, and seasonal workers are not issued an employee identification card. Department requiring temporary workers to carry identification may request a department card. This department card is for identification purposes only and does not provide privileges to the campus's facilities.

When an employee terminates employment with the College, the identification card must be surrendered to either the immediate supervisor or the Department of Human Resources.

- a. Employees must have an identification card to attend classes.
- b. An identification card may be required for admission to, or participation in, various College programs or to use College facilities or services. Unauthorized

use of an identification card is a serious offense that could lead to the dismissal of the employee involved.

- c. Employee dependents having reached the age of 14 may secure an identification card to use the College recreation facilities for which certain restrictions may apply. Employee dependents age 13 and under must be accompanied by a parent or legal guardian when using the recreation facilities.
- d. The cost to replace a lost identification card is \$15.00. The cost to replace a damaged card is \$5.00.

4.06.06 Facility Use.

(Owner: Falcon Card Services; Updated: 27-FEB-2009)

ONE OF THE FOLLOWING CARDS MUST BE PRESENTED TO USE THE MESSIAH COLLEGE FACILITIES (Pool, Weight Room, Indoor Track, Gymnasium, Racquetball Courts). ID Cards are non-transferable. Please note that friend, department and conference cards are not accepted for facility use.

STUDENT CARD : All Messiah Students must show a valid student ID card upon entering the facilities. Students may bring up to 2 guests. ***All guests must be accompanied by the student while using Messiah College facilities.** If your card is lost, you may obtain a temporary card or purchase a new card at the Falcon Card Services Office.

ALUMNI CARD : Messiah College Alums must present a current Alumni card upon entering the facilities. Alumni may bring their spouse and dependent children. **Spouses of Alumni may obtain an Alumni spouse card at the Falcon Card Services Office.** If your card is lost, you may obtain a temporary card or purchase a new card at the Falcon Card Services Office.

ALUMNI SPOUSE CARD : Alumni spouse cards must be presented upon entering the facilities when not accompanied by Alumnus. Alumni spouses may bring their dependent children. If your card is lost, you may obtain a temporary card or purchase a new card at the Falcon Card Services Office

EMPLOYEE CARD : Must be an active permanent full or part time Messiah College employee to obtain an ID card. All employees must present their employee card upon entering the facilities. Employees may bring their spouse, dependent children and up to 2 guests. ***All guests must be accompanied by employee while using Messiah College facilities.** If your card is lost, you may obtain a temporary card or purchase a new card at the Falcon Card Services Office.

TEMPORARY EMPLOYEE : **Temporary employees are not eligible for a regular employee ID card however, if the Temporary employee needs security access or copying privileges, per their supervisor's approval, they will be issued a Department Card.** The Department card will not provide access to Messiah College's facilities. Temporary employees may obtain a "Friend Card" or other classification if they qualify.

RETIREE CARD : Retired Employees must surrender their employee card upon separation of employment. Retired employees may then request a "Retiree Card." This card will provide the same benefits for facility use as the employee card.

FAMILY CARD : Family cards must be presented upon entering the facilities when the Employee's family members are not accompanied by the Employee. Spouses of employee may bring their dependent children. Dependent children may obtain a family card if they are between the ages of 14-21. If your card is lost, you may obtain a

temporary card or purchase a new card at the Falcon Card Services Office.

DEPARTMENT CARD : Department cards are used for identification or to provide access into buildings during working hours. This card should be worn on your uniform. These cards are provided to full and part time employees. If your department requires that all employees be identified, the supervisor may also request a Department card for Temporary or On Call and seasonal workers.

Temporary and seasonal employee department cards are for identification purposes only. They do not provide privileges to campus facilities.

FRIEND CARD : Anyone in the community can receive a friend card. A friend card is used as a Library Card to check out books at the campus library.

A friend card does not grant access to the campus facilities. (i.e.: Pool, Weight Room, Indoor Track or gym.

4.06.07 **Key Distribution and Control.**

(Owner: Key Services; Last Reviewed: 29-SEP-2011; Updated: 29-SEP-2011)

Policies and procedures related to key distribution and control, including issuance, responsibilities, lost key procedures/fees, and enforcement are available from Key Services at: https://apps1.messiah.edu/keysvcs/Key_Procedure.pdf.

4.06.08 **Maintenance Work Order.**

(Owner: Facility Services; Updated: 19-AUG-2011)

The preferred way to submit a maintenance work order repair request is to use the online Maintenance Work Order Request form on MC Square. You can also call extension 6011 to reach our Facility Office Monday through Friday 7:30am until 4:00pm. Contact the Messiah College Dispatch office at 6005 for emergencies.

4.06.09 **Official Communication.**

(Owner: Office of Marketing & Public Relations; Updated: 01-MAR-2010)

A weekly *Intercom* is circulated to all College employees via e-mail throughout the College year. The *Intercom* is currently the only regularly scheduled College-wide means of communication and therefore it is essential that all employees read its contents each week. The *Intercom* carries official College announcements, policy and/or procedural updates or changes, job postings, reports of professional and service activities, and other information of interest to all employees. The *Intercom* can be viewed at <http://www.messiah.edu/intercom>.

4.06.10 **Project Work Requests.**

(Owner: Facility Services; Updated: 19-JAN-2010)

Project work (renovation, remodeling, major changes) generally require separate budget authorization.

4.06.11 **Recognition of Employees Who Retire.**

(Owners: Human Resources, Business Office; Update: 02-FEB-2010)

The College acknowledges the services of individuals who retire through special recognition at the annual Service Awards and Recognition Event. Expense for this event, and for the means of recognition, are covered by the College.

On some occasions employees may wish to recognize the retirement of a colleague by hosting a separate event in the person's honor. The cost of events for individual retirees, which involve substantial expense (e.g., when a meal is served rather than modest refreshments), should be covered by those in attendance. The College does not cover the cost of retirement and farewell events for employees with less than 5 years of service. Events for employees with more than 5 years of service require approval by the VP of that area before College funds may be used. For more information, please refer to the [Expenditure Policy](#).

4.06.12 **Recognition of Employees Who Terminate Employment.**

(Owners: Human Resources, Business Office; Updated: 02-FEB-2010)

Individuals who have worked at the College for at least five years, and who terminate their employment, may be recognized at the annual Service Awards and Recognition Event.

On some occasions, department colleagues may wish to recognize the termination of employment by hosting a separate event in the person's honor. The cost of any such events, which involve substantial expense (e.g., when a meal is served rather than modest refreshments), should be covered through receipts from those in attendance. The College does not cover the cost of retirement and farewell events for employees with less than 5 years of service. Events for employees with more than 5 years of service require approval by the VP of that area before College funds may be used. For more information, please refer to the [Expenditure Policy](#).

4.06.13 **Room Reservations.**

(Owner: Conference & Event Services; Updated: 29-JUL-2011)

All Room Reservations (except those noted in the following subsections) are to be made through the Department of Conference and Event Services. Requests for room only reservations must be made two business days in advance of the event by email to RoomRes@messiah.edu. The following information must be included in the request: facility requested (first second, and third choices) date, start and end times, number of attendees, contact name, contact phone number, sponsoring group, and name of event or meeting.

Events involving a special set up, food, film/DVD, dance, and/or tickets must be made by using an Event Calendar Form. This form can be obtained by contacting the Room Reservationist at ext. 6009 or RoomRes@messiah.edu. The form must be completed 21 days prior to the event so that all the necessary approvals may be obtained.

4.06.13.01 Computer Lab. Most Computer Lab reservations are made by the Assistant to the Director of Information Technology Services.

4.06.13.02 Private Dining Room. The Private Dining Room (PDR) is located in the Eisenhower Campus Center. Scheduling of the PDR is coordinated by the catering area of Dining Services. Department Seating is limited to 32 guests.

4.06.13.03 Larsen Student Union.

(Owner: Student Involvement & Leadership Programs; Updated: 02-AUG-2011)

All Larsen room reservations are to be made through the Student Involvement & Leadership Programs Office. Larsen Room reservations must be made seven days in advance (ten days if set up is required) and should be done through the online registration form (<http://www.messiah.edu/students/lsu/reservation.html>) or through email (LarsenRoomRes@messiah.edu). The following information must be included: room requested, date, times (including set-up and tear-down), number of attendees, contact name and name of sponsoring club/org/office, phone number, name of event or meeting, set-up requirements. Your requests will be responded to in three business days.

4.06.13.04 Athenaeum Room -- Murray Library. All room reservation requests for this room must be made through the Assistant to the Library Director.

4.06.13.05 Climenhaga Homestead & McBeth Alumni Center

4.06.13.05.01 Climenhaga Homestead.

The Homestead has four guest suites, each with it's own private bath and sunroom. Each guest suite offers telephone, internet connection and cable TV. A hospitality basket is provided for each room.

- Minnemingo Room - 2 twin beds and full bath
- Yellow Breeches - queen bed and shower only (no tub)
- Falcon Nest - queen bed and full bath
- President's Suite - queen bed and full bath

Scheduling Policies.

The Office of the Vice President for Advancement will serve as the centralized request manager for overnight accommodations and meetings in the Climenhaga Homestead. Use of the Homestead and outdoor patio areas must be initiated with and approved by the Advancement Office.

In order to maintain the integrity of the furnishings in the Climenhaga Homestead, overnight guests should be at least 12 years of age or older. Children ages 12-18 must be accompanied by an adult.

In order to insure privacy and create an environment conducive to hosting overnight guests, The Office of the Vice President for Advancement will also handle any scheduling requests for any meetings, meals, or receptions to be located on the first floor of the Climenhaga Homestead and on the outdoor patio areas.

There will be a one year advance booking limit on overnight accommodations.

The following activities will have priority scheduling privileges for all guest rooms, meeting spaces, and outdoor reception areas during the time period of said activity: Board of Trustees Meetings, Commencement, Alumni Council Meetings, Homecoming, Alumni Weekend.

In order to provide optimum flexibility for guest scheduling, on-campus standing committees will not be allowed to book multiple dates for facilities in advance.

Due to the annual closing of the College over the Thanksgiving and Christmas/New Year's holidays, no accommodations or events will be scheduled in the Climenhaga Homestead as follows: Thanksgiving: Wednesday (Thanksgiving eve) through Thanksgiving weekend. Christmas/New Years: December 24 through January 2.

The maximum length of stay for guests not on college-related business is three nights. Guests on college-related business may stay as long as is required to fulfill their on-campus obligations.

Event Guidelines

Evening social events held in the Climenhaga Homestead shall try to conclude by 9:00 p.m.

The Office of the Vice President for Advancement will be responsible for initiating all event descriptions and issuing their distribution to appropriate campus departments for use of meeting spaces in the Climenhaga Homestead for evening hours as specified above.

Dinners in the Climenhaga Homestead dining room will be limited to eight (8) persons.

Receptions in the Climenhaga Homestead will be limited to thirty (30) persons.

while some minimal reconfiguration of furnishings in the Climenhaga Homestead may occur to accommodate certain social events, in order to minimize damage, furnishings shall not be removed from the facility in order to accommodate social events.

Overnight guests will be allowed access to and usage of the first floor of the Homestead unless meetings have been scheduled for that area.

Food Service Policies

A hospitality basket is provided for each room.

Catering requests for meetings and other activities shall be initiated by the office or department via the normal event description process. To better coordinate multiple requests for the facility, approval for use of the facility will be given to Dining Services by the Office of the Vice President for Advancement.

Catering costs will be the responsibility of the office or department sponsoring the event.

No cooking will be allowed in the Climenhaga Homestead kitchen by anyone other than the College's Dining Services Department.

Information regarding standard food service options on campus and even a limited delivery service will be made available to guests for individual ordering.

Rates & Pricing Policy

Due to variances in room size and creekside view considerations, differentiated pricing should be assigned to the Climenhaga Guest Rooms as follows:

- The Presidential Guest Suite & The Minneming Room - \$85 per night plus tax
- The Yellow Breeches & The Falcon's Nest Rooms - \$75 per night plus tax

Guests hosted by departments for college related business will be charged a department rate. Please call the Advancement Office. Please see the website for up-to-date pricing. www.messiah.edu/alumni

***Note: Rates are subject to state tax regulations. Internal and/or "college related business" is non-taxable. All other guest use is considered "hospitality usage" and is subject to a 6% state tax rate on any revenue, including catering expenses. The scheduling office (Vice President for Advancement) will be responsible for billing for use of the facility. Credit Card charges and Journal Vouchers are the only accepted means of payment for the use of the overnight accommodations. There is no charge for the use of the other facilities.*

Check-in and Check-out Procedures

- Check-in may begin at 4:00 p.m. and check-out time will be no later than 10:00 a.m.
- Keys will be available for pick-up by the guest or guest host at the 24 hour Dispatch Office.
- During non-business hours (5 p.m. - 8 a.m.), check-in and check-out procedures will be handled through the Dispatch Office.
- Upon check-out keys should be placed in the key box located in the upstairs hallway.

4.06.13.05.02 *McBeth Alumni Center.*

Scheduling Policies

The Alumni Relations Office will handle all scheduling requests for the alumni conference room on the first level of the McBeth Alumni Center. Use of the alumni center conference room must be initiated with and approved by the Alumni Relations Office.

Alumni programming will receive priority consideration for use of the alumni conference room. All other requests will be honored on a first-come, first-serve, as available basis.

Due to the annual closing of the College over the Thanksgiving and Christmas/New Years's holidays, no accommodations or events will be scheduled in the alumni conference room as follows: Thanksgiving: Wednesday (Thanksgiving eve) through Thanksgiving weekend.

Christmas/New Years: December 24 through January 2.

Event Guidelines

Evening meetings in the alumni conference room will conclude by 10:00 p.m.

Room capacity for the alumni conference room will be as follows: twenty-four (24) for a conference-style format, thirty (30) for a reception format.

The Alumni Relations Office will be responsible for initiating all event descriptions and their distribution to appropriate campus departments for use of the alumni conference room.

Food Service

Catering requests for meetings and other activities shall be initiated by the office or department to dining services via the normal event description process. To better coordinate multiple requests for the facility, approval for use of the facility shall be given by the Alumni Office.

Catering costs will be the responsibility of the office, department or persons sponsoring the event.

AV Needs

AV equipment available is: TV/VCR combo; overhead projector/screen; white board. All other AV needs are the responsibility of the requesting department

4.06.13.05.03 *Climenhaga Homestead and McBeth Alumni Center.* Since homestead and alumni center facilities are primarily dedicated to providing hospitality and programming opportunities for our college guests and alumni, the following policies shall govern the scheduling of special events and meetings in these facilities:

- College-wide and/or signature events of the institution (i.e., Trustee meetings, Commencement, Board of Associates, Homecoming, Spring Reunion Day, Alumni Council, etc.) shall receive priority consideration in the scheduling and booking of the homestead, alumni center, and outdoor patio areas.
- Priority use of the homestead, alumni center conference room and outdoor patios areas will be given to meetings and special events that involve off-campus guests and/or alumni. However, the facilities may be available to on-campus departments for special events and celebrations (i.e. staff retreats, breakfast/luncheon/dinner meetings, recognitions, etc.) on an as-available basis - - to be determined in light of other campus events and conferences already scheduled.
- Due to the intensive schedule and demand upon College support services during the final three weeks of either fall and spring semesters, special events scheduled for the homestead, alumni center conference room, and outdoor patios areas shall be limited only to those that serve a broad institutional audience and have been approved by the Advancement Office (in consultation with the Alumni Relations Office).

4.06.13.06 Philadelphia Campus.

(Owner: Philadelphia Campus; Updated: 02-AUG-2011)

The Philadelphia Campus also provides limited guest housing for Messiah College faculty and staff for the cost of \$50 per night.

4.06.14 **Travel Policy.**

(Owner: Business Office; Updated: 29-JAN-2010)

For information related to College travel, including such items as transportation, meals, lodging, rentals, College-related expenses, expense reimbursements, and other similar

items, please refer the [Business Office Expenditure Policy](#).

4.06.14.01 General Comments.

(Owner: Business Office; Updated: 29-JAN-2010)

Travel is an essential and integral part of Messiah College's activities. The basic policy governing travel expense reimbursement at Messiah College is that an individual traveling for College-related purposes, assuming a reasonable level of comfort and convenience, should neither gain nor lose personal funds. The traveler should try to keep College expenses to a minimum and use departmental budgets as cost effectively as possible. Where itineraries are altered to accommodate personal affairs, the traveler is expected to pay any additional costs incurred. The College will reimburse individuals for actual and reasonable expenses incurred for transportation, domestic travel, international travel, meals, lodging and other necessary travel expenses. Original receipts must support these expenses.

4.06.14.02 Authorization.

(Owner: Business Office; Updated: 29-JAN-2010)

Budget directors responsible for departments where employees will charge expenses must approve cash advances, travel reimbursements, and Visa Purchasing Card statements.

4.06.14.03 College Vehicles.

NOTE: All College activities should be accomplished in College-owned vehicles. However, the use of a personal vehicle is permitted if the traveling distance is within a 30-mile radius of the College. **Because of insurance restrictions, only Messiah College employees are permitted to drive College vehicles.**

The College maintains a fleet of cars and vans for official College use. Cost for use of these vehicles is back charged to appropriate departments. Vehicles will not be released without an account number for charge of the expenses. These vehicles are not available for personal use. Due to insurance requirements, use of the vehicles is restricted to approved activities and College travel.

The person scheduling the vehicle is responsible for pickup and return of the vehicle in good condition and free from trash, debris, and personal belongings. Maintenance problems are to be reported immediately to the College Receptionist. Vehicles should be returned with a no less than half a tank of gasoline.

A mileage report must be obtained from the Campus Information Center at the start of a trip. Complete the "Driver Requirements" section, note the beginning mileage, and a signature by the driver is necessary in the designated area. It is the responsibility of the driver to pay directly for any driving and/or parking violations received from a law enforcement agency. At the conclusion of the trip, the form shall be completed and returned, along with the keys to the vehicle and any credit cards/slips, to the Receptionist Office. If a vehicle is returned at a time when the Receptionist is not on duty, the keys, mileage slip, and credit cards should be deposited in the drop-slot provided.

If reckless driving by the employee, as determined by the Department of Safety, results

in an accident, the employee will be required to pay the deductible toward the repair costs of the vehicle. All vehicle accidents both on and off campus must be reported immediately to the Department of Safety, along with a completed accident report form located in the glove compartment of the respective vehicle.

The use of the College's fleet vehicles can be scheduled through the Receptionist (ext. 3770 or 717-766-2511).

4.06.15 **Use of Institutional Name or Wordmark.**

(Owner: Office of Marketing & Public Relations; Updated: 01-MAR-2010)

The institution does not permit the use of its name by non-Messiah entities in any announcement, advertisement, publication, or report if such use in any way implies institutional endorsement of any product, service, or point of view. Any external firm or its advertising agency requesting the use of pictures of the College for sale, advertising, or public relations purposes should be referred to the Director of Print and Web Communications, who is responsible for determining whether the institution's name may be used in conjunction with the particular product, service, or point of view. In certain cases, he/she may refer requests for such use to the College Counsel and/or the President.

4.06.16 **Vehicle Parking and Towing**

4.06.16.01 Parking.

(Owner: Dept of Safety; Updated 29-JUL-2011)

Vehicle parking rules and regulations have been developed for the safety and welfare of students, faculty, staff and visitors, for the protection and maintenance of college property, and to govern traffic on campus. Motor vehicle regulations are in effect at all times throughout the year. In addition to the campus rules, all driving and parking regulations of the PA Vehicle Code apply on campus roadways. It is the employee's responsibility to know and abide by all the rules and regulations; these can be found at: <http://www.messiah.edu/offices/safety/safety-office/vehicle-parking-info.html>. Vehicles may be parked only in the paved parking lots as assigned to students, staff, faculty, and visitors to the College. Parking is not permitted in areas assigned to specially designated departmental service areas, handicapped parking zones, regular roadways, or other service roadways or access ways. Citations may be issued by the Department of Safety for any parking violation. Faculty and staff should direct appeals of traffic or parking violations to the Parking Officer at x6753.

4.06.16.02 Towing.

(Owner: Dept of Safety; Updated: 29-JUL-2011)

The College reserves the right to remove or tow any vehicle at anytime at the owner's expense. Any vehicle that is parked or left unattended in a location that blocks or impedes traffic is subject to be towed. This includes any vehicle that blocks or impedes access to a service drive, fire lane, roadway, handicapped parking area, or other traffic service access. It also includes vehicles left in lots or areas that were required to be moved for construction projects, dumpsters being dumped, snow removal, threat of rising water due to flood, etc. Every attempt will be made to contact the owner of the vehicle first, however if notification cannot be made, the vehicle may be towed. Costs for towing are charged to the owner or operator of the towed vehicle. Parking rules and

regulations can be found at: <http://www.messiah.edu/offices/safety/safety-office/vehicle-parking-info.html>. All questions on towing should be directed to the Department of Safety Director at ext 7272.