



THE AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

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ASCSA PERSONNEL POLICIES AND REGULATIONS

INTRODUCTION

This document has been prepared to acquaint you with the ASCSA's personnel policies and benefits. A thorough familiarity with its contents can be helpful in many matters that relate to your employment. You should take time to read it carefully and then save it for future reference.

The information in this document has been presented in an informal manner and, as such, is only a summary of, and a general guide to, the ASCSA's policies and practices. Because no two employment situations are ever exactly alike, the ASCSA's policies must have some flexibility. We all know that there are times when rigid policies can be as unfair as no policies at all. Because our goal is to treat employees fairly, the ASCSA may modify the policies summarized here on those occasions when it determines that particular circumstances warrant individualized consideration.

Separate booklets describe benefits summarized only briefly here. The actual provisions of each benefit plan or contract will govern if there is any inconsistency between this summary and the ASCSA's formal plans or contracts.

The policies summarized in this document have been adopted voluntarily by the ASCSA and are not intended to give rise to contractual rights or obligations. Also, although we value our employees and look forward to a continuing and mutually satisfactory employment relationship with each of you, it is understood that neither you nor the ASCSA is obligated to continue our relationship if either of us does not wish to do so.

This document reflects the ASCSA's personnel policies and practices and employee benefits in effect at the time it was prepared and, as in any organization, changes may be made from time to time without notice.

PART I. GENERAL STATEMENT OF POLICY

This document collects and sets forth the policies and regulations adopted by the American School of Classical Studies at Athens ("the School") concerning personnel matters. Part I applies to all employees of the School wherever they are based. Part II applies to all staff in the United States and staff not hired under Greek law in Greece.

Procedures

1.1. The Managing Committee shall appoint officers of the School and shall fix their salaries and terms of office. The Board of Trustees must authorize any salaried position lasting longer than a single year.

1.2. All employees of the School whose appointment must be approved by the Managing Committee and/or the Board of Trustees ("officers of the School") have fixed-term contracts; notwithstanding repeated reappointments, no employee may be considered to hold a position of indefinite term. Fixed-term contracts may be readvertised and renewed at regular intervals, normally every three or five years.

1.3. The Personnel Committee and special search committees (Publications, Gennadeion, Wiener Laboratory) maintain, at the U.S. and Athens offices, current job descriptions of officers of the School and advertise all positions in a timely manner, as the need arises; they recommend appointments to the Executive Committee, normally at the Annual Meeting in May. When it is anticipated that a new (non-incumbent) appointment to an officer position will be made, the position should be advertised and the appointment announced 14 months before it comes into effect.

1.4. The U.S. and Athens offices will maintain current job descriptions for officers of the School, for employees in the U.S., and for other professional staff employees in Greece. The U.S. office will maintain official personnel records for all employees.

Equal opportunity and ethics statement

2.1. The School provides equal opportunity for employment to all applicants without regard to age, sex, sexual orientation, race, color, religion, or ethnic origin or handicap.

2.2. Professional behavior and civility are expected of all members of the School community. Exploitation, discrimination, sexual harassment, abuse and insensitivity are damaging to morale and collegiality. Officers of the School, all staff, and members of the Managing Committee should avoid inappropriate behavior and promote a collegial atmosphere. All employees should expect to work in an atmosphere free of any behavior which debilitates morale or otherwise interferes with working effectiveness.

2.3. Any individual who feels he or she has suffered discrimination or sexual harassment should follow the grievance procedures below.

Drug-free Workplace

3.1. The School, as a matter of institutional policy and as required by law, is committed to the prevention of unlawful possession, use, or distribution of illicit drugs and alcohol by members and employees. The School's "Standards of Conduct on Illicit Drugs & Alcohol for Members and Staff" as well as "Information on Legal Sanctions" are posted in the U.S. and Greek offices, and are also available in both places upon request.

3.2. It is the School's policy to discourage violations of Federal, State, and Local laws in connection with the possession, use or distribution of illicit drugs and alcohol by its members and staff, both in the U.S. and Greece. Where appropriate, the School will refer members and

staff who violate such laws for prosecution by the relevant government authorities and will cooperate fully with such authorities. Violation of the School's policy may result in expulsion or dismissal for members and staff.

Conflict of Interest

4.1. An employee's or member's outside business activities and interests must not interfere with regular duties or represent a conflict of interest. School employees shall refrain from engaging in outside activities or financial interests incompatible with the goals of the School or which affect adversely the effective performance of their duties. They must also refrain from dealing with antiquities in any way that contravenes the laws of the U.S. or Greece or the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

4.2. It is important to avoid even the appearance of a conflict of interest between supervisors and employees or other members of staff. Persons immediately related by blood or marriage to employees or staff of the School may also be employed by the School and its entities except where one immediate relative would be the administrative superior of another. Immediate relatives are spouses, parents, siblings, and children, as well as people in those categories with a "step" or "in-law" relationship or any other member of the person's immediate household, such as a "significant other." An administrative superior is one who recommends the appointment or promotion, supervises the work or certifies the salary of another.

Grievance Procedures

5.1. The School realizes that misunderstandings and conflicts may arise about working relationships, working conditions or interpretations of policy, and recognizes the individual's right to express his/her grievances and to seek resolution.

5.2. Initially the person should discuss the matter with his or her immediate supervisor and, then if necessary, with the Director of the School (if in Athens), who will discuss, if necessary, with the Chair of the Managing Committee; the Administrative Director (if in the United States), who will discuss, if necessary, with the President of the Board of Trustees; or the Chair of the Managing Committee (for employees of the Publications office). The Chair of the Managing Committee may appoint an *ad hoc* review committee. The decision of this committee shall be final.

5.3. No retaliation is permitted against those lodging complaints.

Safety

6.1. The School emphasizes safe activity in the School facilities, offices, and excavations. Employees are expected to follow safety guidelines as established by the supervisor or project manager, to use personal protective equipment as required, and to follow safe handling practices when using tools, equipment and hazardous materials.

6.2. Employees are expected to know the location of emergency equipment, first aid supplies, and how to locate emergency care services.

6.3. Employees must inform the supervisor or project manager of known hazards, material defects or equipment malfunction in the work place.

Whistle Blower Policy

Addition to ASCSA Personnel Policy regarding Code of Conduct, as adopted by the ASCSA Managing Committee January 4, 2008

7.1. Any ASCSA employee who reasonably believes that another School employee has committed an illegal act or is involved in financial improprieties should report this immediately to the Administrative Director or the Director of the School. If an employee reasonably believes

that the Administrative Director or Director of the School is involved in any illegal activity or financial improprieties, the report should be made to the President of the Board of Trustees.

7.2. The School will not retaliate in any way against any individual who makes such a report. Retaliation is a serious violation of the School's Whistle Blower Policy and employees who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Administrative Director, Director of the School or the President of the Board of Trustees. Any person who retaliates against another individual for reporting any perceived illegal acts will be subject to disciplinary action up to and including discharge.

PART II. PERSONNEL REGULATIONS

These regulations apply to all staff in the United States and staff not hired under Greek law in Greece. Staff hired subject to labor regulations of the Greek government are also covered in these regulations to the extent permitted by Greek law.

DEFINITION OF TERMS¹

There are several terms used throughout this document that have very specific meanings in U.S. law. These terms are used frequently, and their meanings may not be immediately obvious or they may be subject to misinterpretation. Unless specifically stated otherwise, the definitions provided below apply whenever the defined term is used in this document. In cases where situations differ for U.S.-based staff and staff not hired under the Greek law in Greece, each area will be treated separately.

1. Permanent vs. Temporary

Every employee is classified as either "permanent" or "temporary" as defined below.

Permanent:	An employee who is hired (1) to fill a position that is expected to exist for more than one year, AND (2) not for a specific project. This will include officers of the School appointed by the Managing Committee to fixed-term positions.
Temporary:	An employee who is hired (1) to fill a position that is not expected to exist for more than one year, OR (2) to complete a specific project.

2. Full-time vs. Part-time

All employees are classified as either "full-time" or "part-time" as defined below.

Full-time:	An employee who is normally scheduled to work at least thirty-five hours each week, excluding lunch and other breaks.
Part-time:	An employee who is normally scheduled to work fewer than thirty-five hours each week, excluding lunch and other breaks.

3. Exempt vs. Non-exempt

Every employee is classified as either "exempt" or "non-exempt" as defined below.

Exempt:	An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) as amended. These individuals do not receive overtime pay for working more than the forty hours per week as stated in the FLSA. Included among exempt employees are executive, professional, and some administrative staff (see list).
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¹ In this document, "Athens" or "Greece-based" includes employees of the School located in Athens or elsewhere in Greece. "U.S." and "U.S. Offices" includes the U.S. administrative offices and the Publications Office.

Non-Exempt: All other employees who are not exempt from minimum wage and overtime positions of the Fair Labor Standards Act (Wage-Hour Law) as amended. The provisions of this law require overtime pay (at time and one-half) for all hours worked in excess of forty hours (excluding lunch and other breaks) per week (or as negotiated).

4. Supervisor

Throughout this document, the term "supervisor" refers to the individual to whom an employee reports for administrative purposes. This individual is responsible for performance reviews, compensation reviews, and any other administrative matters related to an individual employee. It is understood that an employee's supervisor may (and generally will) seek the advice and opinions of others with whom an employee works as part of the normal performance and compensation review process.

5. Length of Employment

The availability and level of certain employee benefits (i.e. vacation and sick days) are based on an employee's length of employment with the School. For these purposes, length of employment is measured from an employee's first day of employment through the last day actually worked, provided that employment has been continuous.

PERSONNEL POLICIES/THE WORK ENVIRONMENT

1. PERSONNEL RECORDS

Each U.S. employee and each employee not hired under Greek law in Greece has a personnel file maintained in the U.S. office. Other personnel files are maintained in Athens. Information in these files may include employee data sheets, resumés, and required forms regarding payroll deductions and insurance. Compensation history, performance evaluations, and occasionally other information related to an individual employee may also be found in the file. Individual staff members must notify both the U.S. and Athens offices as soon as possible of any change in home address, telephone number, marital status, emergency contact, or number of dependents.

All personnel records are confidential, except as may be required by law or by the needs of the School. Within the School, the complete personnel file is available only to the appropriate staff and the employee, and selected parts of an employee's file are available on an as-needed basis to the employee's supervisor.

Employees who wish to review their personnel files may make arrangements directly with the office where those files are located.

2. VERIFICATION OF EMPLOYMENT

All requests for verification of employment should be directed to the U.S. office. Information will not normally be verified to an outside party without prior authorization from the employee.

3. PERFORMANCE REVIEWS

In order to recognize employees for good performance, and to inform them of areas where improvement is needed, the employees' performance will be evaluated by their supervisors on a continuing basis. At least once per year, normally, there will be a written performance evaluation from their supervisor, presented to the Director of the School for Greece-based employees; to the Administrative Director for U.S. office employees (excluding Publications); and to the Chair of the Managing Committee for the Publications Office. The Director and the Administrative Director will present their respective evaluations to the Chair of the Managing Committee (for the Director) and to the President of the Board of Trustees (for the Administrative Director). The Director of the School's performance will be reviewed by the Chair of the Managing Committee; the Administrative Director's by the President of the Board of Trustees.

All written performance reviews will be based on performance in relation to responsibilities. They will also take into consideration demeanor, record of attendance, and demonstrated willingness to cooperate with colleagues. Should employees disagree with any items in the evaluations or feel that any information is incorrect, they are encouraged to discuss their concerns with the evaluator. If the discussion does not meet the employees' expectations, they are entitled to have their written comments added to their personnel files. Evaluations will be made available to employees.

4. OFFICE HOURS

Each employee's regular work schedule will be determined by his/her individual position and the School's needs. Employees should discuss this matter directly with their supervisors.

U.S.: U.S. offices are open and staffed Monday through Friday 9 a.m. - 5 p.m.

Greece: The School's offices in Greece are open and staffed Monday through Saturday from 8:30 a.m. to 2:30 p.m.

5. PAYROLL AND RECORDS

Amendment to ASCSA Personnel Policy, as adopted by the ASCSA Managing Committee January 7, 2010

Attendance Records

The attendance and working hours of all employees are monitored, and a record of vacation and sick days is maintained.

Payroll and Compensation

Employees are paid monthly on the last working day of each month.

Exempt employees will not receive overtime pay or compensatory time for overtime hours. However, such an employee may take paid time off with the agreement of the employee's supervisor.

Non-exempt employees are expected to work overtime when it is necessary in order to meet deadlines. Overtime is defined as any time worked in excess of thirty-five hours, or in the case of part-time employees, in excess of their agreed-upon hours, in a given work week. When assigning overtime work, reasonable attempts will be made to accommodate personal schedules and preferences. This, however, may not always be possible.

Non-exempt employees will be paid for all overtime hours over forty hours per week at one and one-half times their regular hourly pay rates, as per the Fair Labor Standards Act. For overtime hours over thirty-five hours per week but less than forty hours per week, non-exempt employees will be paid at straight-time rates. The necessity to work overtime must be approved in advance by the employee's supervisor or project manager. On the following Monday, the employee must submit to the employee's supervisor or project manager a detailed written report stating the amount of overtime worked for the prior week.

6. MOONLIGHTING

The School does not restrict an employee's right to do work outside the School as long as the work performed does not interfere with an employee's work performance and attendance or otherwise conflict with the interests of the School. An employee may not make inappropriate use of the School's facilities for his/her outside business activities.

7. GRIEVANCES

Employees with grievances, complaints, or suggestions are encouraged to express their opinions to their supervisors or to the Director of the School (Greece-based employees), to the Administrative Director (U.S. employees), or to the Chair of the Managing Committee (Publications office employees). This may be done orally or in writing. Written communications should be signed and, if possible, delivered directly to the person addressed. All grievances and complaints will be acknowledged. (Please refer to Part I. Sections 5.1, 5.2 and 5.3)

8. TERMINATION

Employment may be terminated by either the employee or the School at any time, with or without cause, as described below.

Voluntary Termination

Employees who voluntarily terminate their employment should submit a written letter of resignation (or a written letter not to renew a fixed-term contract) to the Director of the School if in Athens, to the Administrative Director if in the U.S. (except Publications), or to the Chair of the Managing Committee for Publications employees. In order to effect a smooth transition of

work, employees are asked to provide one month's notice of termination. When an employee gives notice, he/she is expected to be in the office working during the period of notice. Any accrued vacation time will be paid to the employee upon termination.

Involuntary Termination

Employees whose employment is terminated by the School (or at a time not fixed by contract) will be paid for all accrued vacation time and will be given either one month's notice of termination or one month's severance pay. The exceptions to the above are employees whose employment is terminated for "misconduct," employees who have less than one year of service, and temporary employees. Employees terminating under these conditions will not be paid for any accrued vacation time, will not necessarily receive notice of termination, and will not be paid severance pay. Misconduct includes, but is not limited to: any infraction of School policy as defined in Part I; theft; insubordination; willful destruction of the School's physical or intellectual property; unauthorized access to files (whether electronic or physical); failure to perform job requirements; failure to meet attendance requirements; and misrepresentation of the School's or the employee's activities.

Employees who have been terminated, whether voluntarily or involuntarily, will receive their final paychecks on the next regularly scheduled pay day that follows their last day of employment. Any outstanding personal charges will be deducted from an employee's final pay.

9. PERSONAL INJURY AT WORK

Employees who are injured while at work or traveling on School business are required to notify either the U.S. office or the office in Greece within 48 hours unless physically unable to do so. If the injury requires medical treatment, the physician or hospital providing treatment should be informed that it is a work-related injury.

Employees who are injured at work are covered under the School's worker's compensation insurance policy.

10. EXPENSE REIMBURSEMENTS

Approved travel or other expenses incurred by an employee on behalf of the School must be submitted to the Accounts Manager in the U.S. or, in Greece, to the Comptroller. Original receipts must be attached to the expense reimbursement form whenever possible. Reimbursement checks are normally issued two weeks after they are requested.

An advance may be provided to an employee who expects to incur significant expenses and is not reasonably able to incur the expenses in anticipation of reimbursement. Advances must be requested in writing and require at least one week's notice. Advances will be made in the form of a check payable to the employee. The employee is responsible for a written accounting of the expenses incurred, including receipts, and will reimburse the School for any unexpended funds.

Travel or other expenses as well as advances must be pre-approved by the employee's supervisor.

EMPLOYEE BENEFITS/PAID AND UNPAID LEAVE ²

1. HOLIDAYS

U.S.: The U.S. offices are closed on the following days for scheduled holidays:

New Year's Day	Columbus Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Holidays that fall on Saturday are observed on the preceding Friday; holidays that fall on Sunday are observed the following Monday.

The U.S. offices are open on the following days, but employees may take paid time off on three of these days within the calendar year:

Martin Luther King Day	Easter Monday
Rosh Hashanah	Veteran's Day
Yom Kippur	Christmas Eve
Good Friday	

Temporary employees are not paid for any holidays.

Greece: The offices in Greece are closed for the following U.S. holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

In addition, the offices in Greece observe closings at the major Greek holidays, which include:

- Epiphany
- Kathara Deftera
- Greek Independence Day
- The period of Greek Easter (including Good Friday, Good Saturday, and Easter Monday)
- May Day
- The Holy Spirit
- August 15 (Assumption)
- Ohi Day
- The Day after Christmas (Boxing Day)
- New Year's Eve

² The following applies only to the U.S. staff and staff not hired under Greek law in Greece, with the differences noted. Employees hired under Greek law follow Greek regulations as to holidays and leave.

2. VACATION

All permanent, full-time employees receive vacation time in the following amounts, per calendar year:

<u>Length of Service</u>	<u>Annual Vacation</u>
0-4 years of service	15 days/year
5-9 years of service	20 days/year
10 + years of service	25 days/year

Vacation time accrues on a monthly basis according to the calendar year. For employees whose first year of employment does not coincide with the calendar year, vacation is pro-rated. For permanent, part-time employees who are scheduled to work an average of 25 or more hours per week vacation time accrues per the above scale on a pro-rated basis (except in special circumstances). Temporary employees do not receive vacation time except in special circumstances.

Although vacation time begins to accrue on a monthly basis, beginning on the first day of employment, it may not be used during the first three months of employment. If a scheduled holiday falls within an employee's vacation, the day should be recorded as a holiday rather than as a day of vacation. A maximum of five vacation days may be carried over from year to year. Exceptional circumstances may be discussed with the employee's supervisor.

Employees who leave the School and have been employed more than three months will be paid for unused vacation time provided that they have not been terminated for "misconduct." All vacation time is forfeited if an employee is terminated voluntarily or involuntarily during the first three months of employment.

3. JURY DUTY

U.S. only:

An employee who is called to serve as a juror should notify his/her superior as soon as possible. Employees will be paid the difference between their regular base pay and any jury pay, provided they report to work when the jury is not in session. The School will continue regular salary during jury duty; any checks subsequently received by the employee for jury duty services should be endorsed to the School and sent directly to the Accounts Manager.

4. BEREAVEMENT TIME

In the event of a death in a permanent, full-time employee's immediate family, the employee will be allowed to take up to three days off with pay. Immediate family is defined as a parent, spouse, child, sibling, or grandparent, or an individual whose relationship to the employee is essentially equivalent to an immediate family member.

Additional time off may be taken at the discretion of the employee's supervisor.

5. SICK DAYS AND SHORT-TERM DISABILITY

as adopted by the ASCSA Managing Committee May 14, 2011

Employees are to notify the office as soon as possible if they are out sick. Employees may take up to ten sick days per year, accrued on a monthly basis, when they are prevented from working by illness or injury; the total is not accruable from year to year, and may not be used as vacation time. For employees whose first year of employment does not coincide with the calendar year, sick leave is pro-rated. Exceptional circumstances should be discussed with the employee's supervisor.

U.S. Only:

Employees who worked for the School for at least 12 months may be eligible for short-term disability leave of up to 12 work weeks of leave within a rolling 24 month period. The rolling 24 month period is measured backward from the date an employee uses leave under this section. Periods of short-term disability greater than 12 work weeks within a rolling 24 month period may be permitted upon request at the discretion of the School, and may be available as a reasonable accommodation so long as it does not impose an undue hardship on the School in accordance with applicable law.

Short-term disability is defined as any illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee's job for greater than ten consecutive days of work. The short-term disability leave is unpaid, but employees may be covered by workers compensation or temporary disability benefits depending on the applicable state law and Plan Documents. The U.S. office will assist the employee to apply for this benefit and will follow guidelines of the applicable state law or Plan Documents for calculating wages.

Any employee seeking leave under this Section must request the leave in writing (absent an emergency or unusual circumstance) to the Director of the School or to the School's Administrative Director through the employee's supervisor, and thirty days advance notice is required for "foreseeable" leave requests. Medical certification is required in support of short-term disability leave, and periodic certifications during the disability may also be required. An employee's absence or unpaid leave, as with other leave requests, may impact an employee's eligibility for and/or amount of pay increase where the pay increase is based on seniority, length of service or work performed.

Employees may be required, at the discretion of the Director of the School or the School's Administrative Director, to use concurrently vacation days while on short term disability to the extent the vacation days are available for use by the employee. In order to use concurrently vacation days, employees must comply with the School's applicable paid vacation policies.

During the disability leave under this section, the School will continue health insurance coverage under the same terms and conditions as would have been provided had the employee remained actively employed. Pension contributions are suspended during leave under this section. Paid vacation days do not accrue during short-term disability under this section.

6. FAMILY LEAVE

as adopted by the ASCSA Managing Committee May 14, 2011

U.S. Only:

Eligible employees may be eligible for up to 12 work weeks of unpaid leave within a rolling 24 month period. The rolling 24 month period is measured backward from the date an employee uses leave for any of the purposes set forth below.

Employees who have worked for the School for at least 12 months and have worked at least 1000 base hours during the 12 month period preceding the commencement of the leave may be eligible for this unpaid leave.

This unpaid leave is permitted for one more of the following reasons:

- The care of a newly-born or adopted child, so long as leave begins within one year of the date the child is born or is placed with the employee.
- The care of a parent, child under 18, spouse, civil partner, or same sex domestic partner who has a serious health condition requiring in-patient care, continuing medical treatment or medical supervision.

An eligible employee will not be required to use the unpaid leave potentially available under this section in one block. In some cases, the leave may be taken on an intermittent or reduced schedule basis, when medically necessary.

Any employee seeking unpaid leave under this Section must request the unpaid leave in writing (absent an emergency or unusual circumstance) to the Director of the School or to the School's Administrative Director through the employee's supervisor, and thirty days advance notice is required for "foreseeable" leave requests. Medical certification is required in support of the unpaid leave, and periodic certifications during the unpaid leave period also may be required. An employee's absence or unpaid leave, as with other leave requests, may impact an employee's eligibility for and/or amount of pay increase where the pay increase is based on seniority, length of service or work performed.

Employees may be required, at the discretion of the Director of the School or the School's Administrative Director, to use concurrently vacation days while taking Family Leave, to the extent the vacation days are available for use by the employee. In order to concurrently use vacation days, employees must comply with the School's applicable paid vacation policies. During the unpaid leave under this section, the School will not continue contributions for insurance and other benefits, including pension contributions. Paid vacation days do not accrue during an unpaid leave under this section.

7. LEAVE OF ABSENCE WITH PAY

A request from an employee for a leave with pay must be referred first to the Director of the School (if in Greece), to the Administrative Director (if in the U.S.), or to the Chair of the Managing Committee (for Publications employees) for appropriate action.

8. OTHER LEAVE OF ABSENCE

Any other leave of absence is a temporary suspension of employment without pay at the request of the employee. Employees must have worked for the School for at least one year before a request for an "other" leave of absence will be considered. All requests must be submitted in writing either to the Director of the School (if in Greece), to the Administrative Director (if in the U.S.), or to the Chair of the Managing Committee (for Publications employees) and will be considered on an individual basis taking into account the nature of the employee's position, the employee's previous work record, length of service, the reason for the request, and the needs of the School.

Any approved leave is without pay, and vacation days will not accrue during this period. The employee may continue his/her medical benefits if arrangements are made for the employee to pay the full amount of the premiums.

9. RESEARCH LEAVE POLICY

as adopted by the ASCSA Managing Committee May 14, 2011

The American School of Classical Studies at Athens is committed to supporting the research interests and professional development of its staff. The School does not have a sabbatical system in the same sense as universities where faculty are eligible to apply for regular research leaves every 7 years. It is a policy of the School not to award "terminal sabbaticals" upon retirement.

Many of the School's academic staff are Managing Committee appointees on fixed, short-term appointments (5 years or less) and are, therefore, not eligible for research leaves from the School. Periodic research leaves are possible for staff who have been employed at the School for more than 5 years, who hold either an administrative or an academic position and have a Ph.D. or another advanced professional degree, and who have an interest in pursuing specific scholarly projects. Such research leaves allow staff to continue their scholarship, enhance the School's academic reputation, and make significant contributions to the programs of the School.

The School supports a maximum of a 6-month paid research leave with full pay and continuation of benefits or up to one year at half salary and some benefits (see below for benefits). The maximum period for a research leave, paid and unpaid, is one year (12 months). Academic staff are encouraged to apply for external funding to replace the School's contribution or supplement the partial salary from the School, if a leave of more than 6 months is requested. The School will not provide full salary for an employee who has secured a major fellowship or other funds from another institution with the equivalent

or greater salary for the same period of time.

Generally, paid research leaves of between 3 and 6 months will not be approved more often than every five years, and of 6 months or more, more than every 7 years. Except in extraordinary circumstances, a staff member accepting a paid research leave of 6 months or partial salary for up to one year will be expected to return to their position for a minimum of one year after the leave or repay the School for the salary and benefits paid during the period of leave.

Benefits During Leave

A research leave may result in the cessation some of the person's benefits. For U.S. Staff or those on the dollar payroll who are on paid or unpaid research leave, the School will continue full health insurance benefits. If a staff member accepts a fellowship at another institution that relieves the School of salary equivalent to the costs of benefits for up to one year, the School will continue and pay for the School's benefits, except Social Security and TIAA/CREF or Vanguard contributions, which are specifically tied to salary payments. The pension plan contributions will continue for all research and professional development leaves, but are based on the actual salary awarded from the School during the period of leave. The School will maintain the life insurance policy for U.S. employees for the period of research leave, for up to one year. Those who receive housing at the School will be allowed to keep their housing for a leave of up to 6 months. For a leave of greater than 6 months, it is expected that the staff member (and family) would vacate the housing for use by the School. For those who receive housing allowance, this allowance would continue for a leave of up to 6 months; thereafter, the housing allowance would be suspended until the employee returns to work. No vacation will accrue during the period of paid or unpaid leave.

For staff on the euro payroll enrolled in IKA who are granted a leave of absence, according to IKA regulations the employee continues to be covered by the medical plan for one year, if they have the requisite number of credits. Because IKA pension is linked to payroll payments, the pension contributions would be suspended for any unpaid leave period. The private insurance policy that the School maintains for the euro-paid staff in Greece will continue on the same basis as that for the U.S. medical benefit (see above).

Application for Leave

Research leave is a privilege and not a right, and will be granted only with due deliberation and subject to the School's available resources. For paid or unpaid research leave, staff in Athens may apply to the Director of the School; U.S. administrative staff to the Administrative Director; and the Publications staff to the Chair of the Managing Committee. Department heads and immediate supervisors will be consulted, and final approval of research leave will be made by the Chair of the Managing Committee in consultation with appropriate individuals or committees.

The application for research leave should include (1) the specific time period requested; (2) a clear work plan for the leave, including a full description of the project, the objectives for the specific time period, what has been accomplished to date on this project, a demonstration of how this project will contribute to your academic growth as

well as to the work of the School, enhancing its reputation as a teaching and research institution, and the anticipated outcomes of the project (in approximately 2 pages); (3) a suggested plan for how the work of the staff member might be covered during the period of leave; (4) one recommendation from the department head or immediate supervisor, commenting on the proposal and the plan for how the applicant's work in the department might be covered during the period of leave.

Approval of Leave

The decision about granting a research leave will be guided by the following principles:

1. Is the proposed project worthy? Will the person make good use of research time? Will a worthwhile product result from it?
2. Has the person served the School well and for a considerable period of time?
3. Can the person be spared for the time period proposed?
4. Will the person's absence obligate the School for unforeseen expenses?
5. Can adequate provision be made to cover the person's responsibilities?
6. When was the last research leave taken? Was the project completed and what were the tangible results?

Professional Development Leave Policy for Administrative Staff

Administrative staff may apply for a professional development leave of absence with pay, on the same financial basis and with the same benefit structure as research leaves (full salary for up to 6 months and half salary for up to one year) to pursue a certificate course or an additional degree or engage in some concentrated project that will enhance their professional credentials and job performance. Application (with similar information as outlined above for research leaves) should be made to one's immediate supervisor, with final approval by the Director in Athens, the Administrative Director in Princeton, or the Chair of the Managing Committee, as appropriate.

Final Report

A full final report is expected upon completion of a research or professional development leave. This report should contain an account of the activities undertaken during the leave, work completed, tangible accomplishments, anticipated publications or other outcomes of the leave, and how this period of leave has contributed to enhancing the work of the School and the specific job performance of the staff member. This report should be delivered to the Director of the School in Athens or the Administrative Director in Princeton, with copies to the department head, and to the Chair of the Managing Committee. A copy of this report will be kept in the staff member's personnel file, along with a letter from the Director in Athens, Administrative Director, or Chair of the Managing Committee, acknowledging the report and commenting on the accomplishments of the period of the leave. As articles, books or other tangible products of the leave are produced, copies should be given to the appropriate library at the School, with the receipt of these products noted in the personnel file.

10. RETIREMENT POLICY

as adopted by the ASCSA Managing Committee May 14, 2011

Retirement Policy for Staff in Greece (paid in euros)

ASCSA complies with all regulations regarding the employer and employee contributions to IKA that provide health care during employment and after retirement, as well as severance upon retirement and pension payments after retirement. When an employee reaches retirement age, ASCSA can require him/her to retire from work at the School. Managing Committee appointments are governed by the terms outlined in the appointee's Letter of Appointment or Letter of Reappointment.

Upon retirement, ASCSA staff in Greece on the euro payroll are eligible for Greek government-mandated severance packages, based on years of service and salary. The severance payment is based on a progressive scale measuring length of service starting after 2 months of employment and extending through 28 years of service. A percentage based on years of service is then applied to the salary at time of retirement to calculate the mandated severance payment. ASCSA pays severance according to these mandated guidelines and contributes an additional percentage based on two IKA-defined employment categories. Currently, for Administrative Staff the mandated severance is increased by 50% and for Service Staff it is increased by 25%. The School reserves the right to decrease the additional severance percentage for employees hired after the date of the enactment of this policy. A lump-sum severance payment is paid with a separate check presented on the last day of employment.

All other benefits cease at the time of retirement, including the private health insurance policy.

It is a policy of the School not to award "terminal sabbaticals" upon retirement. Sabbaticals and research leaves are covered under the "Research Leave Policy." ASCSA does not award bonuses, cash payments, or payments-in-kind of any nature upon retirement.

Retirement Policy for U.S. staff

There is no mandatory retirement age for employees in the U.S. office of the ASCSA or for employees hired under U.S. law on the dollar payroll in Greece. Managing Committee appointments are governed by the terms outlined in the appointee's Letter of Appointment or Letter of Reappointment.

ASCSA contributes to U.S. Social Security, as mandated by law, and contributes a percentage of an employee's annual base salary into a 403(b) account, currently with Vanguard or TIAA-CREF. (Please consult the 403(b) Summary Plan Description for additional details.) ASCSA reserves the right to change the percentage of the contribution to the 403(b) accounts for employees hired after the date of enactment of this policy.

Upon retirement, U.S. staff and those paid in dollars in Greece are not eligible for any further School benefits or for any severance payment. There is a possibility, depending on

retirement age, that a U.S. employee can elect to sign up for COBRA in order for health benefits to be continued. All COBRA payments are to be paid by the retired or former employee.

It is a policy of the School not to award “terminal sabbaticals” upon retirement. Sabbaticals and research leaves are covered under the “Research Leave Policy.” ASCSA does not award bonuses, cash payments, or payments-in-kind of any nature upon retirement.

OTHER EMPLOYEE BENEFITS³

1. HEALTH INSURANCE

*Amendment to ASCSA Personnel Policy, as adopted by the ASCSA Managing Committee
January 7, 2010*

All full-time, permanent U.S. employees are currently offered health insurance coverage provided by the School.

A summary of the types of service covered as well as the limits and deductibles is available from the U.S. office. Detailed information is available in the plan booklet, also available from the U.S. office. In any case of real or apparent conflict between summary information and the detailed plan booklet, the detailed plan booklet controls.

Because the plan booklet can sometimes be difficult to understand, employees with specific questions regarding the coverage are encouraged to contact the insurance company directly.

2. CONTINUATION OF HEALTH BENEFITS

Employees who leave the School for any reason other than "misconduct," or who become ineligible for health benefits as a result of reduction in the number of hours worked, have the right under federal law (COBRA) to continue their medical benefits for up to 18 months. Employees who choose to do so are required to pay 102% of the cost of premiums. On or before the actual date of termination of employment, the U.S. office will provide the details regarding rights to continuation of health benefits.

An employee's spouse or dependent may also be eligible for continued coverage in the event of an employee's death, or of divorce or legal separation from the employee, and loss of dependent status. It is the employee's (or the employee's family's) responsibility to notify the U.S. Office if his/her spouse or dependent becomes eligible for continuation of health benefits.

³ The following applies only to U.S.-based staff and staff not hired under Greek law in Greece. Employees hired under Greek law are covered under the Greek state-mandated system.

3. LIFE INSURANCE

Amendment to ASCSA Personnel Policy, as adopted by the ASCSA Managing Committee January 7, 2010

The School provides life insurance benefit and accidental death and dismemberment coverage for all full-time, permanent U.S. employees.

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| Basic benefit: | Employees are covered for the amount of their current annual base salary up to maximum of \$125,000 for U.S. employees in Princeton and \$300,000 for U.S. citizens employed in Greece. Coverage will be adjusted once yearly on July 1st. |
| Accidental death: | If death is the result of an accident, an additional benefit equal to the amount of the basic death benefit is paid to the employee's designated beneficiaries. |
| Dismemberment: | Based on a specific schedule, a portion of the basic death benefit described is paid to the employee for loss of sight or other dismemberment. |

The health insurance and group life insurance plan booklets describe these benefits in detail and are available from the U.S. office. In case of real or apparent conflict between summary information and the detailed plan booklet, the detailed plan booklet controls.

4. PENSION

Amendment to ASCSA Personnel Policy, as adopted by the ASCSA Managing Committee May 10, 2008

A pension plan is provided to all eligible employees who do not participate in a retirement program administered by the Greek government. Employees will be provided with a copy of the School's Summary Plan Description for details concerning this program.

5. SOCIAL SECURITY BENEFITS

Social Security benefits are provided by FICA taxes paid both by employees and the School. These benefits are generally available only at retirement age but may also be available to individuals who become totally disabled. In certain circumstances, benefits may also be payable to an individual's family if the individual dies.

Many of these benefits are calculated based on actual earnings and the amounts contributed by and on behalf of the individual throughout his/her working years. *Therefore, it is very important that each employee's name and social security number is recorded correctly on payroll records and that employees report any name change directly to the Social Security Administration.* Name changes will not be made by the U.S. office without a copy of a new Social Security card reflecting the name change.

Detailed information regarding various social security benefits is available from any office of the Social Security Administration. The Social Security Administration also encourages individuals to request their earnings history every few years to be sure that earnings are being properly reported by employers.

6. UNEMPLOYMENT INSURANCE

Individuals whose employment is terminated involuntarily may be eligible for unemployment benefits. These benefits are paid by individual states and are financed by state unemployment taxes paid by the employer, and in some states by state unemployment taxes paid by the employee.

To apply for unemployment benefits, contact the nearest state unemployment office.