PENNSYLVANIA STATE ADDENDUM

This addendum to the MCAD Handbook (the “Pennsylvania Addendum”) applies to all eligible employees working in the state of Pennsylvania. The Pennsylvania Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Pennsylvania Addendum, the terms of the Pennsylvania Addendum shall control. If you have any questions regarding the application of the Pennsylvania Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment in the City of Philadelphia based on reproductive health autonomy; domestic or sexual violence victim status; menstruation, perimenopause, and menopause; and human trafficking victim status in accordance with state law.

Personnel Files

The College will permit, upon written request and at reasonable times, an employee the opportunity to inspect certain personnel records that have been used to determine the employee’s qualification for employment, promotion, additional compensation, termination, or disciplinary action. To assist the College in providing the correct records, the employee must indicate in the written request either the purpose for which the inspection is requested or the particular parts of the personnel record which he or she wishes to inspect.

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