

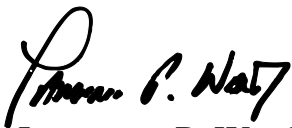
Dear Colleague,

The University of Hartford strives to be an employer of choice for dedicated and highly capable individuals who seek a vibrant university community as their professional home. When we foster an exemplary, developmental, and supportive environment for learners, we also create for ourselves a more enjoyable and fulfilling workplace. I believe this to be fundamental to our institutional success.

Regardless of your role, function, or level of responsibility, I am very pleased that you have chosen to be part of this dynamic equation at UHart. Your collective contributions will lead us to new levels of distinction and achievement, and I have every faith that it also will lead you to new levels of professional accomplishment and personal success.

This manual is an easy-to-navigate guide to the set of expectations, policies, and procedures for University employees. Please spend time reviewing these guidelines as you begin the first steps along your UHart career journey. I trust that you will value being a member of a welcoming, engaging, and inclusive community that joins passion with potential to prepare students for a bright future.

I look forward to seeing you on campus.

A handwritten signature in black ink, reading "Lawrence P. Ward". The signature is stylized with a large, looped initial "L" and a cursive script.

Lawrence P. Ward, EdD
President

UNIVERSITY OF HARTFORD

EMPLOYMENT MANUAL

The contents of this manual are subject to change by the University at any time. Whenever possible, advance notice of changes will be given and the manual will be updated accordingly. In addition, a current copy of the manual will be available for all employees within the secure Employee Self Service Center portal.

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DISCLAIMER

NOTICE: PLEASE READ CAREFULLY

THIS MATERIAL DEFINES YOUR RIGHTS AND LIMITS OUR RESPONSIBILITIES

This manual is intended to serve as a practical guide to the University of Hartford's personnel policies and practices as applied to employees. However, it is only a summary compiled for the convenience of our employees and is not intended to cover all topics or circumstances. The University reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the University and the employee involved. Where there are differences between the provisions of this manual and more specific statements contained in the University's files (such as insurance plan documents), those statements shall control. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this Manual, the union contract shall prevail.

Nothing in this manual is intended to create an express or implied contract of employment between the University and any individual. The University does not recognize any contract of employment unless it is reduced to writing and signed by the employee and an authorized Officer of the University. We adhere to the principle of employment at will, which allows either party to terminate the employment relationship at any time for any reason. However, fairness and common sense dictate that the unique circumstances of each case will be considered when the University makes any decision regarding termination of employment.

While it is not our intent to change the policies and practices contained in this manual without good reason, the University reserves the right to modify any condition of employment in whatever manner we believe to be appropriate at any given time.

This manual replaces all other previous employee manuals for the University of Hartford as of January 2025.

Title: 1.0 Emergencies

Chapter: 1.01 Emergency Procedures

Issuance Status and Effective Date: January 2025

1. Emergency Situations – Public Safety

If an employee is involved in, or otherwise wishes to report, an emergency occurring on campus, dial 860.768.7777 to reach the department of Public Safety. Public Safety is available 24 hours a day, seven days a week for emergency assistance.

2. General Assistance – Public Safety

For general assistance from Public Safety, dial 860.768.7985.

3. Accidents, Injuries or Illnesses – Public Safety

Public Safety will evaluate any emergency medical condition involving an employee and treat, refer or advise as necessary. Serious, life-threatening medical emergencies should be treated at an area hospital. For work related accidents, injuries or illnesses, the University participates in a medical managed care program, with approved network providers available to treat all non-life threatening work related injuries/illnesses. For non-work related accidents, injuries or illnesses, employees are expected to use their personal physicians in accordance with the guidelines administered by their medical insurance plan.

4. Accident Reporting

Employees are required to **immediately** report any **work-related** accident and/or injury regardless of how minor the matter may seem. Failure to report an accident or injury may impact an employee's rights under the Workers' Compensation Act. The supervisor of the injured employee is accountable for reporting the circumstances surrounding the work injury immediately to Public Safety by calling 860.768.7985 as well as alerting the office of Human Resources Development (hereinafter "HRD") by completing an Accident Investigation Form. This form must be immediately hand-carried, emailed or faxed to HRD (860.768.4732). HRD, in turn, will process a First Report of Injury and coordinate claims processing with the insurance carrier. (See also **6.12, Health and Safety**.) If medical treatment is necessary, the supervisor should contact the treating physician/facility as well as HRD to pre-authorize the visit.

5. Fire and Emergency Evacuation Procedures

In case of fire, campus emergency or any time when evacuation is directed, employees are required to leave the building immediately via the exit nearest their work area.

- a. Prominently posted evacuation instructions, as well as primary and secondary exits, are located in all buildings. These postings are maintained by the University's Safety Manager in conjunction with the affected department.
- b. Fire drills are required by law and will take place periodically. Everyone in the building is required to follow evacuation procedures.

6. Emergency University Closing

Because the University is a highly residential institution, it is critical to maintain its operations and schedules. Generally, the University campus will not close except under extenuating circumstances. In the event of a delayed opening, early dismissal, or other emergency campus closing, announcements will be made to the campus community as soon as reasonably possible. Decisions to close the University campus outside of its normal business hours will be announced via the University's emergency notification system, which enables students, faculty, and staff to receive alerts and updates as text messages on cell phones and through their UHart email accounts. Faculty and staff must have an accurate cell phone number recorded as "Cellular Phone" in the Self-Service Center in order to receive emergency text notifications (see hartford.edu/alert to confirm and modify your information). Emergency closing advisories are also available online at hartford.edu or by calling the University's main phone number at 860.768.4100.

Staff in jobs that are essential to handling the emergency and maintaining the safe operation and protection of the campus must make every reasonable effort to report to work as scheduled. Staff should use good judgment and not endanger themselves when travel conditions in their area are too hazardous to report to work. This should be coordinated and discussed with their direct supervisor/manager.

Title: 2.0 Introduction

Chapter: 2.01 Foreword

Issuance Status and Effective Date: January 2025

This manual is issued by HRD and is comprised of statements of standing employment policies and associated procedures which have evolved through the appropriate institutional approval process. It is a working guide for the day-to-day administration of employee relations. This manual is not a contract nor does it establish a right of employment or create any rights or obligations where none otherwise exist. (See **Disclaimer**) The overall intent of the manual is to foster productive, fair and consistent employee relations practices at the University of Hartford. It is incumbent upon everyone to work within the framework of these policies in a manner that fosters this intent.

In interpreting and applying the material in the manual, each faculty and staff member (hereinafter "employee") must be aware that this manual is not intended to cover each and every aspect of employment relations. It is a general guide, and the policies, benefit plans and programs described herein are subject to change at any time. When meanings or intents are in question, the University reserves the right to make the final, deciding interpretation of its own policies. Except to the extent specific language in a union or other employment contract incorporates some aspect of this manual, or to the extent any of its provisions are the exercise of management prerogatives not limited by the terms of such contracts, the manual covers non-bargaining employees only.

Exceptions to University of Hartford policy require the approval of a University Officer.

HRD is responsible for maintaining this manual on a continuing basis, for initiation of required changes or additions and for any clarification or training assistance that may be required to interpret its contents. HRD issues new policies and/or revisions as necessary and appropriate. Any changes to policies and practices contained in this manual will be distributed electronically to all employees.

The contents of this manual are arranged by enumerated subjects under the following headings:

- | | | |
|--------------------------|--------------------------|------------------------|
| (i) Disclaimer | (3) Employment Practices | (6) Employee Relations |
| (1) Emergency Procedures | (4) Pay | (7) Policy Statements |
| (2) Introduction | (5) Benefits | |

This manual is available to all employees on the Employee Self Service Center. New hires will be required to sign an acknowledgment form in the Employee Self Service Center within their first 90 days of employment. This acknowledgement form will be maintained in the employee's official personnel file, maintained in HRD. A thorough review and understanding of this manual is the responsibility of every employee.

Title: 2.0 Introduction

Chapter: 2.02 Introduction to the University

Issuance Status and Effective Date: January 2025

The University of Hartford is an independent, comprehensive institution of higher education whose seven degree-granting units are:

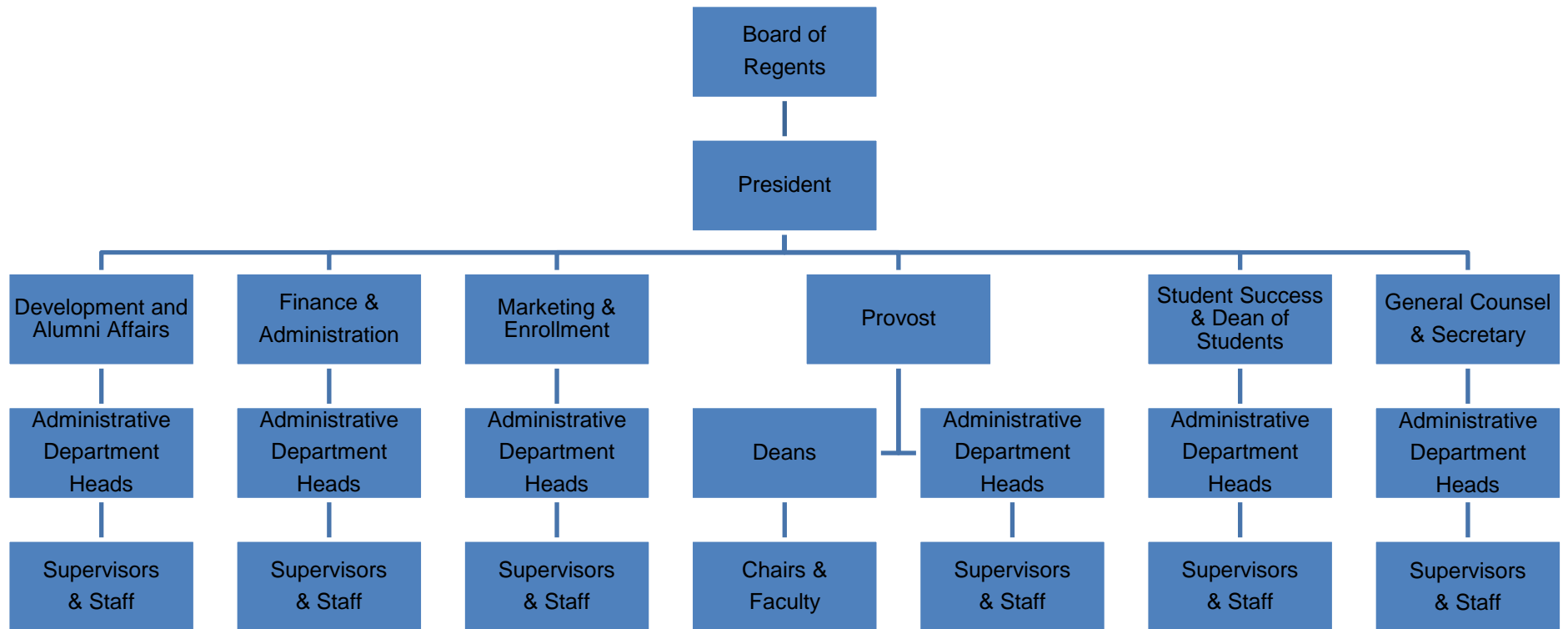
- **Hartford Art School;**
- **The Hartt School;**
- **College of Arts and Sciences;**
- **College of Education, Nursing and Health Professions;**
- **Barney School of Business;**
- **College of Engineering, Technology, and Architecture;**
- **Hillyer College**

The Hartford Art School was founded in 1877, Hillyer College in 1879, and The Hartt School in 1920. In 1957, these institutions joined to form the University of Hartford. In that year, the University was formally chartered by the Connecticut General Assembly as an independent, co-educational, non-sectarian institution. The University is located on approximately 350 acres in a suburban setting four miles from downtown Hartford. It offers programs of study in day, evening, Saturday, summer and winter term as well as on-line sessions. It is governed by a Board of Regents and currently enrolls approximately 7,000 students in its undergraduate, graduate and doctoral programs.

The University emphasizes quality teaching complemented by scholarship, creative expression and dedicated community service. It is a major cultural resource for the Greater Hartford area. Students come from all parts of the United States and a number of foreign countries. The academic and administrative offices and operations of the University are under the direction of the President and executed by the President's staff of Officers including the Provost, the Vice President and Chief Financial and Administrative Officer, the Vice President for Development and Alumni Affairs, the Vice President of Marketing and Enrollment, the Vice President of Student Success/Dean of Students, and the Vice President, General Counsel and Secretary. (See also the University organizational chart).

The Office of Marketing and Communication should be consulted for up-to-date titles of the University Officers for outside publications.

University of Hartford Lines of Authority



Title: 2.0 Introduction

Chapter: 2.03 Civility

Issuance Status and Effective Date: January 2025

The University of Hartford prides itself on the service it provides its various clients and constituencies. It carries out its mission with the concerns of these groups as its first priority.

Among the many groups that the University serves are, first and foremost, students and their parents. Students attend the University to receive an education, and this education should be brought to the students in as humane and flexible a framework as reasonably possible, with an absence of red tape and unnecessary rules and restrictions. While high academic standards should be striven for and maintained, and while strong moral and ethical values should be encouraged in everyone, the maintenance of such standards and values should not be confused with the imposition of rules for their own sake.

Support services for students should be delivered in a fashion that is student-centered and responsive to student needs. Students should be treated politely and sensibly. Those responsible for the delivery of services should be willing to apply rules flexibly and intelligently. They should be mindful of the fact that many students are still learning how to conduct themselves in a community and may be less understanding or patient than their elders.

Programs and procedures should be regularly reviewed to ensure they remain responsive to student needs and can operate smoothly. Changes should be made when appropriate, and with proper authorization.

In many cases, at least where full-time undergraduate students are concerned, parents who assist in funding the education that students receive. They too, should be treated politely and respectfully. Their concerns should be answered courteously and promptly. They should be kept informed about rules and procedures at the University. Questions about their sons and daughters should be answered clearly where this can be done without breaching rules or regulations regarding confidentiality and privacy. The advice of parents on the operations of the University should be sought where appropriate.

Courtesy and politeness, like charity, begin at home. Many offices and services on the campus provide assistance to University employees. Here, too, a customer-service attitude should be encouraged. There should be no rule or regulation that cannot be explained and no procedure developed purely and simply for the convenience of the members of the office in question. Efforts should be made to keep constituencies informed, and regulations and procedures should not be changed without approval after adequate consultation, particularly (though not exclusively) with officially-constituted committees and other governance bodies. When changes are made, they will be adequately announced and the reasons for the changes should, where appropriate, be explained.

What holds true of internal constituencies also applies to external ones. Decisions made at the University frequently have an effect on the external public. When this is so, it is important that the public be consulted and informed. Other external clients and constituencies include business and industry, alumni, friends of the University and donors. The concerns of all these groups should be kept adequately in mind.

In all of their dealings with employees, supervisors should do their best to recognize those for whom they are responsible; not in terms simply of their own ability to apply rules consistently and fairly or to carry out the specific mission of the department in question, but rather in terms of responsiveness to constituencies, a willingness to facilitate and cooperate as well as with a sense of the overall mission of the University.

Behind the actions of all members of the campus community there should stand an awareness of mission and an eagerness to establish good relations with all constituencies. The education of our students, strong employee relations and a willingness to advance the University in positive directions should be uppermost in the minds of all.

Values Statement

At the University of Hartford, we are committed to community. We are an academic community that values integrity, curiosity, creativity, excellence, responsibility and accomplishment. Enriched by our diversity and our engagement with one another, we take pride in our shared traditions and experiences. We are dedicated to building a culture that respects all of its members and celebrates their contributions as we work together to strengthen our community.

Title: 2.0 Introduction

Chapter: 2.04 Diversity

Issuance Status and Effective Date: January 2025

As an institution of higher learning, the University of Hartford strives to be more than merely a mirror of the larger society; it should foster learning and encourage the personal growth of students in an environment that promotes and celebrates diversity. Accordingly, our goals are:

- to maintain an open, honest, disciplined and caring community where the unique qualities of each person are fully appreciated;
- to create on the campus a community reasonably reflective of the diversity of the larger society – one in which diversity is managed and supported for the benefit of all; and
- to balance the rights of individuals and the concerns of the institution so all of our members are treated with respect, and the larger goals of the University are fully understood.

Each student, faculty and staff member deserves the full respect of and courteous treatment by other members of the University community, regardless of race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law.

Institutional efforts to promote community imply certain expectations regarding the behavior of members of the community. We do not tolerate acts of incivility, bigotry, violence, discrimination or harassment of any kind. Conduct counter to these expectations will be considered a serious offense against our community and the rights of its members, and may result in disciplinary action up to and including termination.

Title: 3.0 Employment Practices

Chapter: 3.01 Equal Employment Opportunity and Nondiscrimination

Issuance Status and Effective Date: January 2025

Under the joint general direction of the President and the Vice President and Chief Financial and Administrative Officer, the intent of the University's Equal Employment Opportunity (EEO) Policy is as follows:

- to recruit, hire, train and promote the most qualified persons in all job classifications without regard to race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law;
- to base employment, compensation and promotion decisions utilizing the principle of equal employment opportunity and apply only valid standards for those decisions; and
- to ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, University-sponsored training, education, tuition assistance, social and recreational programs or any other term, condition or privilege of employment will be administered without regard to race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law.

1. Affirmative Action

EEO status, goals and guidelines for their attainment comprise the University's Affirmative Action Plan for implementing its EEO Policy. This plan is reviewed and restated annually.

a. Equal Employment Opportunity

Overall accountability to the President and the Vice President of Finance and Administration for administering this policy, for reporting on, and for monitoring of the Affirmative Action Plan rests with the Assistant Vice President of Human Resources or designee.

b. Director of Equal Employment Opportunity Programs

The Assistant Vice President of Human Resources or designee is named under the Affirmative Action Plan to serve as the University's chief implementation official.

c. Recruitment Advertising

The University will state in all solicitations and advertisements placed by or on behalf of the University that applicants will receive consideration for employment without regard to race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status,

sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law by noting that “the University is an Equal Employment Opportunity and Affirmative Action employer, Male/Female/Disabled/Veteran (“EEO/AA/M/F/D/V”). Women and minorities are encouraged to apply.”

Professional registers, public sources and appropriate talent banks will be utilized to locate available academic and professional women and minority candidates.

d. Documentation of Recruitment Activity

The University utilizes an online applicant tracking system for hiring faculty and staff positions. Department chairs, directors and other points of recruitment or employment are required to keep records of the searches made for candidates, inquiries and applications received, interviews held, dossiers, vitas and/or resumes examined, as well as the action taken on them as evidence of a good-faith effort to recruit according to the principles of the EEO/AA Policy.

Recruitment records for staff are retained in HRD and recruitment records for faculty are retained in the Office of the Provost and are retained in accordance with the Connecticut Personnel Files Act and appropriate records retention policies.

2. Responsibility and Authority

The following is a summary of the operating structure to effectuate this policy.

a. Supervisors - All Levels

Review and ensure that their employment practices are consistent with the policy and goals of the Affirmative Action Plan. EEO is an inherent responsibility of every University of Hartford supervisor, whether or not that responsibility is specifically stated elsewhere (such as in the supervisor's job description).

b. Executive Director of Human Resources Development

1. As EEO designee: Under the direction and on behalf of the President and the Vice President of Finance and Administration, provides for overall University response in EEO matters and ensures that University policies and procedures are structured for compliance with all pertinent statutes, regulations and executive orders.

2. As Affirmative Action Designee:

- i. Prepares and revises the University's Affirmative Action Plans for women, minorities, disabled individual and veterans.
- ii. Monitors University-wide implementation and coordinates communication of the plan.
- iii. Prepares periodic progress reports as appropriate.
- iv. Serves as a central resource for current information on EEO regulations and procedures, and advises supervisors accordingly.
- v.

3. As the Americans with Disabilities Act (ADA) Designee: Oversees University compliance with federal and state legislation dealing with disabled employees. All employees are equally responsible for complying with the federal and state regulations implementing Title VI, Title IX and Section 504.

c. General Counsel and Secretary

Provides counsel regarding legal compliance with applicable laws.

Title: 3.0 Employment Practices

Chapter: 3.02 Staff Promotions and Transfers

Issuance Status and Effective Date: January 2025

The University prefers to promote from within to the greatest extent reasonably possible. Mobility within the University depends on qualifications, demonstrated ability and job performance as well as availability of job opportunities.

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual.

Any regular employee with one year of completed service in his/her/their/current position who meets the minimum requirements of an open position may apply and will have his/her/their/their application for promotion or transfer given consideration. (Subject to **6.02, General Expectations**)

Regular employees with less than one year of completed service in their current position may not apply for a promotion or transfer except when warranted and with the advance written approval of the supervisor, HRD and the appropriate Officer.

1. Promotions

A promotion is an advancement to a position with increased responsibilities and/or a higher salary grade. Promotions are based on an employee's job performance and attendance records, qualifications and fitness for the work.

- a. Qualified employees within the department where the opening exists are given first consideration for open positions. In the event that it can be reasonably expected that a job will be filled from within the department, a waiver of the campus-wide posting of the vacancy can be considered
- b. Although promotion from within is the University's preferred method for filling vacancies, position requirements are not to be diluted to accommodate under-qualified applicants.

2. Transfers by University Initiative

A transfer is a reassignment to the same or a lower salary grade. The University's objective is to afford as many promotional opportunities as possible; however, the University occasionally needs, and therefore must reserve, the flexibility to transfer employees for reasons such as avoiding situations where relatives are working together, avoiding layoff, maintaining a sound organization and/or promoting efficiency. HRD is responsible for monitoring University-initiated transfers under this provision.

3. General Conditions

- a. Employees wishing to apply for any available position at the University of Hartford are encouraged, but not required, to discuss their intentions with their immediate supervisor. At certain points during the interview process, however, it may become necessary to contact the supervisor.

An internal candidate who is given an interview for a job opening will work with HRD to schedule the interview wherever practicable at a mutually acceptable time that does not disrupt work within the employee's current department. This may require consultation with the employee's supervisor.

HRD conducts a pre-employment background check at the conditional offer stage of employment (including promotions and transfers) to the extent permitted under applicable law, and all job applicants, including internal candidates, are required to sign a release authorizing the University to conduct this background check. If an internal candidate reaches this stage of the job search, it is the employee's responsibility to alert his/her/their immediate supervisor.

- b. Employees on final written warning or suspension are typically ineligible for promotion or transfer. However, it is possible, under a narrow set of circumstances that an employee on a final written warning or suspension will be permitted to job post. This shall only be done with the approval of Human Resources and the appropriate Officer.
- c. The current supervisor's recommendation as well as the employee's performance and attendance records will be given consideration as part of his/her/their qualifications for transfer or promotion.
- d. All salary adjustments in cases of promotion, lateral transfer or demotion are in accordance with **4.01, Staff Salary Administration**.
- e. Each promotion and voluntary or involuntary transfer begins with a three-month trial period. The trial period may be extended upon the supervisor's recommendation and the proper approval of Human Resources. Extensions can be for a minimum of one month to a maximum of three months. Prior to the end of the trial period, a formal performance review will be administered. If the trial period results in termination, the staff member may grieve the termination at **Step 3** of the grievance procedure. (See also **6.09, Grievances**.)

Title: 3.0 Employment Practices

Chapter: 3.03 Compliance with Laws and Regulations

Issuance Status and Effective Date: January 2025

Compliance with all applicable laws and regulations is a condition of employment at the University of Hartford. The legal requirements below are not all-inclusive, but only highlight commonly encountered legal requirements in employment.

1. Nondiscrimination Regulations

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination against employees on the basis of race, color, religion, sex or national origin in decisions involving hiring, upgrading, promotion, salaries, fringe benefits, training and all other conditions of employment.

Title IX of the Education Amendments of 1972 prohibits discrimination against employees and students on the basis of sex, including:

- admission and recruitment of students (with some exceptions);
- denial or differential provision of any aid, benefits or services in any academic, extracurricular, research, occupational training or other education program or activity;
- sexual harassment;
- employment decisions based on, among other factors, stereotypes and/or assumptions about abilities, traits or the performance of individuals of certain racial groups;
- any term, condition or privilege of employment including hiring, upgrading, promoting, salaries, fringe benefits and training; and
- financial aid or other benefits.

The University of Hartford continues its policy of nondiscrimination in compliance with Title VII and Title IX of the Education Amendments of 1972 and applicable state laws.

In addition, consistent with state law, the University does not discriminate against employees, prospective employees, students or applicants based on race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law.

The Title IX Coordinator, located in the Harry Jack Grey Library, room 307 (860.768.4880), is the individual designated to coordinate the University's compliance with Title IX. The Assistant Vice President of Human Resources, located in the Auerbach Administration and Computer Center, room 121 (860.768.4665), serves as a Deputy Title IX Coordinator as well as the University's sexual harassment officer. Additional information regarding Title IX can be found at http://www.hartford.edu/student_affairs/title_IX/notice_coordinator.aspx.

The Dean of Students, located in the Gengras Student Union, room 307 (860.768.4165), or designee is the individual designated to investigate violations of Title VII and state nondiscrimination laws (other than sexual harassment) by students. The Assistant Vice President of Human Resources (860.768.4665) or designee is the individual designated to investigate violations of Title VII and state nondiscrimination laws by employees.

Inquiries concerning the application of Title IX and Title VII may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, MA 02109.

2. Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, as Amended

The University of Hartford supports the language and intent of Section 504 of the Rehabilitation Act of 1973 (and to regulations issued pursuant hereto, effective June 3, 1977) and the Americans with Disabilities Act (ADA) of 1990, as amended, which prohibit discrimination of otherwise qualified persons on the basis of disability in its employment and education programs and its activities. The Vice President of Student Affairs (860.768.4165) or designee is the individual designated to coordinate the University's compliance with Section 504 and the ADA for students, and the Assistant Vice President of Human Resources (860.768.4665) or designee is the individual designated to coordinate the University's compliance with the ADA for employees and others. This policy and the requirements of nondiscrimination extend to admission to, access to, and employment at the University of Hartford.

Inquiries concerning the application of Section 504 may also be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, MA 02109.

3. Vietnam Era Veterans' Readjustment Assistance Act of 1974

The University of Hartford is an equal employment opportunity/affirmative action employer and a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). This Act requires government contractors to take affirmative action to employ and advance in employment the classification of protected veterans. The University will assist protected veterans in readjustment to civilian career according to the Act.

4. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

The Uniformed Services Employment and Reemployment Rights Act (USERRA) as amended by the Civilian Reservist Emergency Workforce Act of 2021, or the "CREW Act," protects military service members, veterans, and Federal Emergency Management Agency (FEMA) reservists from employment discrimination on the basis of their service. The University will assist covered employees in accordance with the Act.

5. Fair Labor Standards Act (FLSA)

The University is a covered employer under the federal FLSA and is required to meet the Act's provisions as follows (See also **4.02, Hours, Overtime and Pay Practices**):

a. Overtime

Time and one-half is paid for hours worked in excess of 40 in the established work week, except for certain positions which are exempted from this provision. (See also **4.01, Staff Salary Administration**). Hours worked from 35 to 40 in the same work week are paid at straight time (See also **4.02, Hours, Overtime and Pay Practices**).

b. Time Records

Time records for all employees in positions classified as non-exempt under the FLSA must be accurately maintained to document compliance with the FLSA's overtime provisions. (See also **4.01, Staff Salary Administration**). Supervisors and employees are directly responsible for the accuracy of these time records. The FLSA requires employees in positions classified as non-exempt to denote all hours worked by indicating time in and time out, including unpaid breaks.

c. Exempt Status

Specific standards for a position's exemption from the FLSA's overtime provisions are written into the Act. Exemption is not at the discretion of the University, but primarily a matter of the duties and responsibilities of the position. The Assistant Vice President of Human Resources or designee is responsible for the legal determination of whether a position is exempt or non-exempt. (See also **4.01, Staff Salary Administration**).

d. Minimum Wage

The FLSA establishes a minimum wage standard. The State of Connecticut also establishes a minimum wage, which is generally higher than the federal minimum. The University is required to pay the greater of the two minimum wage standards. The applicable minimums are announced and posted on the employee communication boards, located in the Auerbach Computer and Administration Center, the Handel Performing Arts Center, the Facilities building and in the office of HRD.

6. Equal Pay Act, as Amended by the Education Amendments of 1972

The Equal Pay Act prohibits discrimination against employees on the basis of sex in the payment of wages, including fringe benefits.

7. Age Discrimination in Employment Act of 1967, as Amended

Federal and state law prohibit employment discrimination on the basis of age.

8. Drug-Free Workplace Act of 1988 and Connecticut Department of Higher Education Guidelines

Employers are required to take certain measures to enforce prohibition of drug and alcohol abuse on campus. (See also **6.15, Drug-Free and Alcohol-Free Workplace**.)

9. Department of Transportation (DOT) Drug and Alcohol Testing

DOT regulations mandate workplace programs aimed to address alcohol misuse and drug use prevention and control. These regulations establish standards and procedures for carrying out DOT-mandated drug and alcohol testing programs. The purpose of a substance abuse-free workplace is to maintain an environment which is safe for all employees as well as prevent workplace accidents and injuries whenever possible.

The University of Hartford complies with the Federal Motor Carrier Safety Regulations, which specify that it is the University's responsibility to comply with DOT-mandated drug and alcohol testing for operators of commercial motor vehicles. The regulations apply to any employee holding a commercial driver's license (CDL) who:

- a. operates a motor vehicle with a gross weight of more than 10,001 pounds, and/or
- b. operates a motor vehicle which is designed to transport more than 15 passengers, including the driver.

10. Nondiscriminatory Interviews

The myriad of regulations affecting what inquiry is legally permissible of an applicant for employment, promotion or transfer may be generalized by one statement: **Only questions which are relevant to the applicant's ability to perform the job are permissible.** (See also **3.01, Equal Employment Opportunity and Nondiscrimination.**) Federal and state law and/or University policy prohibits inquiry with respect to the applicant's race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law.

- a. HRD maintains current guides and checklists for interviewers and provides related instruction and training on this compliance topic.
- b. Polygraph examinations are not to be required of either applicants or employees.

Nothing in this policy should be interpreted as restricting HRD from providing applicants with a voluntary opportunity to complete a self-identification form that contains questions regarding an applicant's identifying characteristics including but not limited to race, sex, gender identity, disability, or veteran status.

11. Employment of Minors

The normal minimum employment age at the University is 18, but exceptions are permitted only when fully compliant with applicable law. The University does not employ minors under the age of 16. The University employs minors under the age of 18 consistent with the following Connecticut State legal restrictions:

- a. the duties must **not** involve working with moving machinery, dangerous acids or explosives, or working where there is exposure to radiation, e.g., isotope laboratories or near x-ray equipment;
- b. placement must be cleared by HRD and the University official responsible for University safety;
- c. an employment certificate (work permit) applicable to the specific job, obtained by the minor from his/her/their school or the appropriate Board of Education, must be provided by the minor for his/her/their file. This documentation is retained by HRD;
- d. the work schedule must start no earlier than 6:00 a.m., and must end no later than 10:00 p.m.; and
- e. the minor must be instructed in all applicable safety procedures by the immediate supervisor involved.

12. Employment Authorization

Pursuant to the Immigration Reform and Control Act of 1986, **all** new hires must produce acceptable original documentation as specified by law to establish their identity and authorization for employment in the United States. Within three days of employment, all new hires must sign and verify, under oath, an Employment Eligibility Verification (Form I-9). Failure to do so will result in immediate termination of employment, as mandated by law.

All Form I-9s are maintained by HRD for a period of three years post date of hire or one year following separation of employment, whichever is longer. All offers of employment include a statement that employment is contingent upon providing acceptable original documentation of authorization to work.

13. Withholding Requirements

The University withholds Social Security and Connecticut State Income Tax, and any other payroll withholdings as required by law, in accordance with federal and/or state regulations for all employees as defined by those regulations. (See also **6.02, 11. Garnishments, Wage Attachments.**)

14. Workers' Compensation Insurance

The University provides workers' compensation insurance to cover every employee in accordance with the Connecticut Worker's Compensation Act. (See also **1.01, Emergency Procedures** and **6.12, Health and Safety.**)

15. Unemployment Compensation

The University is self-insured under the Connecticut Unemployment Compensation Act. The University reimburses the state dollar-for-dollar for all payments made by the state in unemployment compensation benefits paid to former University employees.

16. U.S. Department of Education

Any person can also contact the Regional Director, U.S. Department of Education, Office of Civil Rights, 550 12th Street, SW, Washington, DC 20202-1100 regarding the institution's compliance with regulations implementing Title VII, Title IX and Section 504.

Title: 3.0 Employment Practices

Chapter: 3.04 Hiring Process

Issuance Status and Effective Date: January 2025

The University of Hartford retains all rights traditionally associated with the doctrine of employment at will, so long as the exercise of these rights does not conflict with any law.

No offers for regular staff employment may be made either verbally or in writing except by HRD. Under a narrow set of circumstances and in consultation with HRD, the President or a University Officer may make an offer of employment.

Note: Faculty hiring processes are outlined in the Faculty Policy Manual.

1. Requisitioning a Vacant Position

- a. An updated job description for a vacant staff position is prepared by the hiring manager in conjunction with HRD. This description will be used for salary grade benchmarking, job posting, recruiting and interviewing purposes.
- b. The formal recruitment process for any regular full-time or regular part-time staff position is initiated by the department by completing a Staff Personnel Requisition Form as well as any other documentation deemed necessary and/or appropriate. All forms for requisitioning a vacant position are available on the HRD website. These forms must be forwarded to the appropriate Officer for review and approval.

2. Job Posting of Active Positions

All regular positions which the University plans to fill are announced on the University's website (<http://www.hartford.edu/hrd/Employment.aspx>). The University posting process is an ongoing part of its Equal Employment Opportunity, Affirmative Action Policy.

HRD maintains the University job posting and is responsible for related interpretation and application of procedures. An exception to this policy must be valid and warranted and requires the collective approval of the supervisor, HRD and the appropriate Officer.

3. Recruitment

HRD is responsible for certain recruitment activities and applicable testing of candidates for regular full-time and regular part-time staff positions. This can include, but is not limited to:

- a. listing positions with community and state agencies according to Affirmative Action endeavors and community relations objectives; and
- b. advertising openings via multiple print and/or electronic venues.

It is possible, under a narrow set of circumstances, that a waiver of search will be permitted. This shall only be done in accordance with a set standards and advance approval of the supervisor, the Assistant Vice President of Human Resources or designee and the appropriate University Officer.

4. Interviewing

HRD works in conjunction with the hiring manager to coordinate the scheduling of candidate interviews and will pre-screen with regard to position salary and benefits. In addition, HRD provides the following assistance relative to the interview process:

- a. developing and maintaining standards of employment, interviewing and selection, issuing pertinent guidelines and training supervisors in effective employment practices;
- b. educating supervisors on nondiscriminatory interviewing procedures (See also **3.03, Compliance with Laws and Regulations**), including criteria for selection of interview questions which conform to the job description and requirements for the position;
- c. educating supervisors regarding the proper application procedures for candidates, including the collection and retention of application materials for all candidates;
- d. ensuring EEO/AA and University policy compliance, including the collection of applicant data necessary for such compliance and related reporting; and
- e. conducting all appropriate pre-employment background checking as well as verifying education and former employment is completed.

4. Applicant Searches

Searches may be conducted in one of three ways: one-on-one with the hiring manager, a panel consisting of appropriate constituents or a search committee.

Based on EEO requirements, employers must retain documentation supporting all of their hiring decisions. Therefore, at the closing stage of a job search, the hiring manager must ensure all applicants have been properly coded within the Applicant Tracking System (ATS). Application materials will be retained in HRD as long as deemed legally necessary and consistent with the Records Retention policy.

Hiring Manager

Within the ATS, resumes of candidates meeting the minimum educational requirements of the position will be available to the hiring manager for review. Upon selection of the top candidates, the hiring manager/committee/designee should set up interviews either virtual or in-person.

5. Employment of Relatives

For this policy, a relative is defined as a spouse, child, stepchild, brother, sister, stepbrother, stepsister, brother-in-law, sister-in-law, parent, stepparent, parent-in-law, aunt, uncle, niece, nephew, grandchild or grandparent.

The University of Hartford strongly discourages any relative from being in a supervisory position over another relative. The management of the University believes that such a situation can create tension and poor morale among employees and can be detrimental to the University. It is, however, sometimes advantageous to the University to have a relative employed in the same department or unit. When such a situation exists, or when a hiring decision is recommended that involves hiring more than one relative, or hiring a relative of a current employee, the following

guidelines must be followed:

The department or unit recommending the hiring of a relative in the situations noted above must submit a plan that specifies to whom the employee will report (other than the relative) for all decisions regarding conditions of employment including, but not limited to, hiring, promoting, transferring, scheduling, requesting time off, granting pay increases, disciplining and/or terminating.

6. Pre-Employment Testing

HRD is authorized to coordinate pre-employment testing as appropriate and consistent with applicable law (See also **3.04, 9. Physical Examinations**). Testing will be completed in compliance with EEO guidelines.

7. Offers of Employment

HRD retains the exclusive authority to make all official offers of employment, salary offers, arrangements for hire, promotion or transfer to any person in a regular full-time or regular part-time staff position. Hiring managers and other employees involved in the hiring process are expressly prohibited from personally making any official offers of employment to a candidate.

- a. No written or oral agreements or expressions of intent which guarantee an employee an unqualified period of employment shall be made.
- b. All offers of employment must be consistent with EEO objectives, budgetary position control procedures as well as salary administration and benefit policies. HRD will not process salaries or changes thereto that do not conform to these standards.
- c. To avoid inference of employment tenure, written offers of employment stating an annual salary will convey that, although given in annual terms, there is no guarantee of continued employment.
- d. Employment at the University of Hartford is contingent upon the satisfactory completion of an appropriate background check based on the legitimate, job-related qualifications and specific responsibilities of the position.

8. Temporary Employment

Individual departments are responsible for hiring their own temporary employees. HRD will monitor the proposed rates of pay and the appropriateness of classifying the position as temporary. Temporary employees will be given equal consideration with external applicants for regular full-time or regular part-time positions. (See also **3.06, 3. Temporary Employment**).

9. Physical Examinations

Department supervision is responsible for the analysis of positions for physical requirements with assistance from HRD and, as applicable, through the Office of General Counsel in compliance with the ADA.

Consistent with applicable law, the University may require a physical examination of an employee or any applicant for employment in order to determine fitness for the duties of a

position. HRD is responsible for documenting physical job demands, furnishing job descriptions to the physician and coordinating physical examinations. Physical examinations will only be conducted if they are relevant to the position and consistently applied to similarly situated positions. Results of the physical examination will be analyzed and interpreted by a qualified medical professional. These documents will be retained in accordance with the applicable state and federal laws and the University's record retention policies.

10. New Employee Processing

A new employee personnel record is created by HRD. Upon creation of this record, all employees will be issued a University ID number and an email account. The email account is required for the employee to access his/her/their personal, secure Employee Self Service Center portal.

HRD will meet with all regular full-time and regular part-time employees to ensure the following:

- All new employees complete and sign, under oath, an Employment Eligibility Verification (Form I-9), presenting acceptable original documentation to establish their identity and eligibility for employment in the United States within three days of employment, as mandated by law. Failure to do so will result in immediate termination of employment, as mandated by law.
- University identification (ID) cards, are issued to new employees. The ID is required to be carried and shown upon request to anyone whose responsibilities at the University require identification to others.

11. New Hire Orientation

The University places great importance on new hire orientation because of its employee relations benefit and its impact on the development of individual productivity. Orientation begins with the applicant's pre-employment interviews and initial contacts with the University.

HRD provides a formal benefits orientation to all new hires. This orientation includes, but is not limited to, the following:

- a. New hire paperwork;
- b. General information regarding University guidelines;
- c. Flexible Benefit Program(s);
- d. Parking and University ID procedures; and
- e. Other applicable University conveniences and/or services available.

The supervisor is also responsible for providing new staff with orientation information which includes, but is not limited to, the following:

- a. social introductions;
- b. organizational structure;
- c. objectives of the department and the University;
- d. the University's culture and expectations;
- e. supervisory expectations;
- f. general conduct guidelines such as work hours, absences and recordkeeping

- g. key policies and computer access (if applicable);
- h. orientation status and performance appraisals
- i. health and safety practices, including emergency procedures;
- j. campus tour and introduction to colleagues;
- k. personal accommodations;

12. Employment Manual

All employees may access this manual in their Employee Self Service Center portal. New employees are required to acknowledge access to the manual. This acknowledgement form will be maintained in the employee's official personnel file. Future updates and/or changes in policies, procedures, practices, regulations and/or benefits will be communicated to the University community via email.

13. Adjusted Service Date

Adjusted service is an adjustment for breaks in service of less than one year, and for part-time service completed prior to a full-time appointment, which is credited at one-half time. This date is defined as the date upon which vacation and other applicable benefits are based for regular full-time staff. It represents accumulated full-time active service, and is calculated as opposed to an actual date. HRD will calculate and communicate the adjusted service date for eligible new hires or transfers when necessary and/or appropriate.

Title: 3.0 Employment Practices

Chapter: 3.05 Employment Classification

Issuance Status and Effective Date: January 2025

1. General Categories of Staff Employment

Note: Faculty employment categories are outlined in the Faculty Policy Manual.

- a. All University staff positions are divided into two categories:

Regular employment - a continuing position that is a part of the established organizational structure of the department.

Temporary employment - a position not essentially a part of the department's established organizational structure, but one which meets ad hoc, seasonal or special short-term needs. Also, any position scheduled for less than 20 hours per week and less than 40 weeks per fiscal year is considered temporary. Temporary staff are not eligible for benefits or service credit unless otherwise required under applicable law. (See also **6.07, Service Recognition**).

For purposes of federal and state wage and hour laws, all University staff positions are also classified in non-exempt and exempt categories. (See also **4.01, Staff Salary Administration**).

- b. All non-bargaining unit staff employment (regular or temporary) is considered at will, meaning both the employee and the University are free to end the employment relationship at any time for any reason. No promise, contract or guarantee of continued employment should be assumed. (See also **3.04, Hiring Process**).
- c. **Regular** staff employment classifications are defined as follows:
- regular full-time staff (35 or more hours per week, 12-month and academic year),
 - regular part-time staff (scheduled between 20 hours and 30 hours per week for 40 or more weeks per year on a continuing basis).
- Temporary** employment classifications are defined as follows:
- temporary staff;
 - University work-study students;
 - student employees (non-work-study).
- d. Employment classifications are assigned to the position, not to the incumbent. Full-time University students may **not** hold regular full-time or regular part-time staff positions. (See also **3.06, Part-time, Temporary and Student Employment**).

2. Academic Year Positions (9, 10, and 11 Month Positions)

An Academic Year Position is defined as a 35-hour or 40-hour per week staff position for a minimum of 40 weeks (but less than 52 weeks) per calendar year established to coincide

with academic or departmental schedules. An Academic year position is considered a regular full-time position. Some benefits, however, are prorated for academic year staff. (See also **5.15, Academic Year Positions**).

3. Additional Employee Assignments

In situations where employees may be assigned to more than one employment classification, such as a regular staff member also serving as a member of the adjunct faculty, special provisions regarding pay may arise. (See also **4.02, Hours, Overtime and Pay Practices**). HRD will provide guidance, as needed, to ensure compliance with state and federal wage and hour laws.

4. Independent Contractors and Consultants

Professionals or business persons who perform services for the University under terms and conditions substantially under their own control and direction are, under certain circumstances, not considered employees, but independent contractors. In these situations, the University establishes what is to be done, but allows the professional or business person freedom in doing it. All final determinations on whether or not an individual should be considered an independent contractor are made exclusively by HRD. These decisions are based upon standards established by the Internal Revenue Service Rules Test and the Connecticut Unemployment Compensation Act, and have significant tax implications for the University and affected individuals.

Independent contractor and/or consultant services may be retained by Purchase Order on a fee-for-service basis, by contract or by documented agreement. The Offices of Procurement and Financial Accounting Services maintain model professional services agreements for use in contracting with consultants. Financial Accounting Services will advise on payment methods. For further information, please contact Financial Accounting Services at 860.768.5480.

Title: 3.0 Employment Practices

Chapter: 3.06 Part-time, Temporary and Student Employment

Issuance Status and Effective Date: January 2025

1. Policy

- a. In compliance with the Immigration Reform Control Act, employment at the University of Hartford is contingent upon the timely completion of an Employment Eligibility Verification Form I-9 for all newly hired full-time, part-time, temporary and student employees. New hires will be required to present acceptable original documentation as specified by law which establishes their identity and authorization for employment in the United States (as listed on the back of the Form I-9; the employee has discretion to select from listed documents). As required by federal law, a newly hired employee must complete Section 1 of this form on or before his/her/their start date, and provide the original supporting documentation no later than the third day of employment. By law, the University cannot employ any person who does not satisfactorily complete the Form I-9 process. As a result, failure to do so will result in immediate termination of employment.

A representative from HRD will facilitate the completion of the Form I-9 for all newly-hired employees. In limited circumstances, the Form I-9 may need to be completed by an external representative. Only persons who have been trained and/or other authorized by HRD may complete the Form I-9.

- b. Full-time students cannot be employed as regular full-time or regular part-time staff. They may only be employed as temporary student employees. (See also **3.05, Employment Classification**).
- c. The University of Hartford strongly discourages any relative from being in a supervisory position over another relative. (See also **3.04, 5. Employment of Relatives**).

2. Part-time Employment

Regular part-time staff are scheduled to work a minimum of 20 hours per week, not to exceed 30 hours per week, 40 weeks or more per year. Except as specified elsewhere to the contrary or as required by applicable law, benefits which apply to regular full-time staff do not apply to regular part-time staff. (See also **5.16, Regular Part-time Positions**).

3. Temporary Employment

A temporary employee is generally employed to work for a one-time purpose or an occasional assignment of variable duration. HRD should be consulted regarding specific rates of pay in these cases. Temporary employees are not eligible for benefits or service credit unless otherwise determined by applicable law.

- a. Except as determined by HRD, pay for temporary employment classifications, e.g., temporary part-time, summer and temporary full-time, is on an hourly basis and paid bi-weekly for all hours worked.

4. Student Employment (Non Work-Study)

- a. All student employment is considered temporary employment. Full-time students may not work more than a total of 24 hours per week at the University when school is in session. They may work up to a maximum of 40 hours weekly when school is not in session.
- b. Except as determined by HRD, student employees are always paid on an hourly basis, and paid bi-weekly for all hours worked.
- c. The Office of Career Services will refer qualified students to fill openings.
- d. Supervisors are responsible for monitoring and enforcing the hours worked by students in their departments. (See also **Section 4.02, 10. Supervisory Responsibility for Student Employment**).

5. Student Employment (Work-Study)

The Work-Study Program is a federally funded, part-time employment program for eligible students who are in need of work to assist in meeting educational expenses. Interested students must file a Free Application for Federal Student Aid (FAFSA). The office of Student Financial Assistance determines eligibility for work-study eligibility and coordinates employment within the University, as well as at qualified off-campus agencies. The Work-Study Program has the following steps:

- a. University departments interested in employing work-study students may contact the Career Services Office for assistance with entering the position(s) in the appropriate database.
- b. The Work-Study student selects a position from the database and arranges an interview with the department requesting the position.
- c. Upon hire, the student and supervisor agree on a starting date and work hours. Work-Study students are not allowed to work while their scheduled courses are in session.
- d. The supervisor is responsible for ensuring all appropriate documentation and authorizations are completed and submitted to the appropriate departments to ensure the student is paid.
- e. Work-Study students cannot displace regular or full-time employees.

6. Summer Employment (Temporary Employment)

- a. Based upon operational requirements, the priority with respect to summer hiring is as follows:
 - i. qualified University of Hartford staff subject to Academic Year work schedules;
 - ii. rehire, contingent upon satisfactory work records, the individual who previously held the position;
 - iii. University of Hartford students who are recipients of financial aid; within this priority, the Office of Career Services will make a special effort to place students enrolled in the summer term;

- iv. other University of Hartford students; and
- v. others.
- b. The employing department should determine rates of pay in conjunction with HRD.
- c. The Office of Career Services assists student and other referrals for summer job openings.

Title: 3.0 Employment Practices

Chapter: 3.07 Reductions in Staff and Recall

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual.

1. General Objective

The University strives to provide stable employment and avoid reductions in staff whenever possible. Sometimes, however, for economic reasons or in order to ensure efficient operations, it becomes necessary to decrease staff or rescind an open position. Ordinarily, such reductions will affect those working directly in the positions curtailed; however, these employees will be given consideration, based on their job performance and attendance records, qualifications and fitness for the work, for reassignment by transfer to other open positions.

- a. Whenever qualifications, job performance, attendance records and fitness for the work are equal among employees under consideration for retention or transfer under this policy, the employee with the greatest length of service will be given preference.
- b. An employee scheduled to be laid off will be counseled by HRD and offered a plan of assistance toward finding a new position if feasible and desired by the employee.
- c. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this Manual, the union contract shall prevail.

2. Procedures for Staff Reduction

- a. Approval from Human Resources must be obtained before notifying an employee of termination of employment. (See also **6.10, Termination of Employment.**)
- b. As much notice as is practical, but at least two weeks, should be given to an affected employee, when appropriate and practicable given business operations
- c. Laid off employees may be eligible for benefits in accordance with **5.18, Severance Pay.**

3. Rehire Status

- a. Laid off employees may be eligible for rehire based on qualifications, job performance, attendance records and fitness for the work.
- b. Employees who have rehire status and are recalled from layoff within one year of the layoff will be issued an adjusted service date. (See also **3.04, 13. Adjusted Service Date.**)

Title: 3.0 Employment Practices

Chapter: 3.08 Re-employment of Veterans

Issuance Status and Effective Date: January 2025

The University fully supports our veteran employees as well as currently enlisted employees who are involved in the Uniformed Services. Our policies comply with all federal regulations as outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as expanded by the Civilian Reservist Emergency Workforce (CREW) Act, and any other guidelines under applicable law.

1. Military Leave

Military Leave is a leave of absence from employment with the University for the purpose of service in the uniformed services. Military Leave is unpaid. To the extent required by applicable law, employees will be reinstated to the position held prior to going on leave, or an equivalent position without loss of pay or benefits.

- a. Any regular full-time or regular part-time employee of the University who qualifies for USERRA is eligible for a Military Leave of absence.
- b. The granting of Military Leave will be automatic for all eligible employees.
- c. Eligible employees may at their discretion use any unused Vacation and Personal Days prior to beginning an unpaid leave of absence.
- d. An employee who fails to report to or apply for reemployment with the University within the specified time frame following military discharge will be considered to have voluntarily resigned.
- e. An employee on Military Leave of absence:
 - does not accrue Vacation or Personal Days;
 - is not eligible for holiday pay for any holidays that occur during Military Leave;
 - retains eligibility for tuition remission benefits based on the current Tuition Remission Policy;
 - retains seniority status as it affects Vacation, eligibility for leave, Defined Contribution Retirement Annuity Plan contributions and life insurance benefits;
 - qualifies for general salary adjustments made during the Military Leave, i.e., the veteran is entitled to the pay rate he/she would have reached if employment had not been interrupted; and
 - will not have a break in service credit.

2. Reemployment of Returning Veterans

The University will restore to employment each returning veteran, regardless of the manner in which he/she entered the service (enlistment, draft or recall) if the veteran meets the eligibility requirements listed in sub-paragraphs (a) through (f) below, unless the University's circumstances have changed such that reemployment is impossible or unreasonable, or reemployment would likely cause the University undue hardship.

To be eligible for re-employment, the veteran must meet all of the following requirements:

- a. must have provided the employer with advance notice of the employee's intent to take military leave, either by the employee or an officer of the relevant military service authorized to give notice by that service;
- b. must have been separated, discharged or released from service in an honorable/general status;
- c. must not have served voluntarily for more than five cumulative years (absent an applicable exception);
- e. must have reported to work no later than the first full regularly scheduled work period on the first full calendar day following the completion of service or, if unreasonable, as soon as possible, for leaves 30 days or less. For all other leaves, must have applied for reemployment verbally or in writing to HRD within the proper time limit following separation, discharge or release as follows:

<u>Length of Covered Military Service</u>	<u>Time Limit</u>
More than 30 days but less than 181 days	14 days
More than 180 days	90 days

- f. must have been a regular full-time or regular part-time employee at the time Military Leave began; and

If the service member incurred or aggravated a disability during military leave and is unable to perform the essential functions of his/her/their pre-leave position, the service member will be reemployed in a position that he/she is qualified for that is equivalent or closest to equivalent with respect to seniority, status and pay.

Questions regarding the reinstatement of returning veterans should be referred to HRD.

Title: 3.0 Employment Practices

Chapter: 3.09 Orientation Status

Issuance Status and Effective Date: January 2025

Policy

Orientation status occurs for an established period of time and is defined as an employment relationship between the University and the employee which is provisional pending demonstration and evidence satisfactory to the University that the employee successfully meets the requirements of the job and that his/her/their performance merits regular employment status.

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual.

The University of Hartford retains all rights traditionally associated with the doctrine of employment at will so long as the exercise of these rights does not conflict with any law. Successful completion of orientation status does not indicate contractual status and does not change at at-will nature of employment for non-bargaining unit employees.

1. Except as set forth in applicable collective bargaining agreements, all regular full-time and regular part-time employees are placed on orientation status for the first ninety (90) days of employment.
2. The initial orientation period may be extended upon the supervisor's recommendation. Extensions of orientation status require the approval of the Assistant Vice President of Human Resources or designee, and can be for a minimum of thirty (30) days to a maximum of ninety (90) days in duration.
3. During the initial (90-day) orientation period, new hires are not eligible for Vacation or Personal Days. They become eligible for these benefits in accordance with the Vacation (**Chapter 5.02**) and Personal Days Policies (**Chapter 5.04**).
4. The standards of progressive discipline do not apply to an employee on orientation status (or any extension thereof).
5. The University does not undertake any obligation to continue employment or to give specific reasons or accounting for its decision in the release of an employee under orientation status. Requests for dismissal must be approved by Human Resources.
6. A new employee's performance under orientation status may be informally reviewed as often as the supervisor deems necessary. It is the supervisor's responsibility to complete a formal performance review prior to the completion of the orientation period (See also **6.06, Performance Review – Dialogue for Direction**). This form must be returned to HRD upon completion of orientation status and will be retained in the employee's official personnel file.

7. After the successful completion of orientation status, except where immediate action is deemed to be appropriate, the University may apply the standards of progressive discipline (See also **6.08, Progressive Discipline**). However, the University retains the same right an employee has to terminate the employment relationship at any time, for any or no reason, and with or without advance notice.

Title: 4.0 Pay

Chapter: 4.01 Salary Administration

Issuance Status and Effective Date: January 2025

1. General Policy

It is the policy of the University of Hartford to maintain a fair and equitable, nondiscriminatory compensation program, realistically related to the identified employment markets and in compliance with applicable federal and state legislation. Such a program must be determined within the constraints of University operating income. This policy emphasizes internal equity in the administration of salary among all employees.

Note: Faculty salary administration guidelines are outlined in the Faculty Policy Manual.

HRD is responsible for developing, implementing and administering a single, consistent, University-wide salary program for non-bargaining unit clerical, technical, trades, services, professional and managerial staff. No commitment to a present employee or new hire may be made for a salary amount without prior review and agreement by HRD that the salary is aligned with the letter and spirit of this policy. Salaries will be administered impartially according to the principles of EEO and nondiscrimination. All official offers of employment must be made by HRD. (**See also 3.04, Hiring Process.**)

2. Definitions

Incorporated into this policy and its related procedures are the following definitions:

- a. **Job Description** – a brief, written description of the duties and requirements of the job, including its essential functions used in classifying the job in the proper salary grade and salary range. Job descriptions are also used for posting, hiring and performance review. Job descriptions are not intended to be a complete statement of every function of the job, nor are they the sole benchmark of objectives or standards of performance. Rather, objectives and standards of performance are continuously established through performance reviews and ongoing dialogue with the employee's supervisor(s). Staff have access to their job descriptions and may be asked to assist in writing and/or updating their job description. HRD reviews and makes all final decisions regarding job description salary grades and position classifications.
- b. **Job Evaluation** – placing the job in a grade/salary range by analyzing and quantifying the demands of the job. Job evaluation is the internal comparison and external benchmarking of all jobs for similarities and differences in demands. HRD uses one set of non-discriminatory factors in determining salary grades for all job descriptions, which includes the following factors: level and scope of responsibility, key job requirements (including formal education, work experience, impact of actions, complexity, decision making, internal and external communication, customer relations as well as managerial skills), physical effort and working conditions. Job evaluation is not an evaluation of individual performance or personal qualifications but rather an evaluation of the position itself.

- c. Salary Grade/Range – the uniform progression of pay brackets or salary ranges. Each salary grade has a dollar minimum, midpoint and maximum. Individuals progress through a salary range based on individual contribution to overall departmental goals as evidenced by both job performance and increased job experience. Job experience alone, however, does not always equate to an increase in salary.
- d. Midpoint Control - the proposition that the actual salary paid in any salary grade should not exceed a **theoretical** average, which is calculated by substituting the actual salaries with grade midpoint salaries. Under midpoint control theory, salaries below the midpoint furnish dollars for salaries above the midpoint. Actual salaries tend to distribute around their grade midpoints somewhat according to a bell curve. Midpoints are figures used for comparison with employment market average pay for comparable jobs, and represent the competitiveness of our salary ranges in hiring and retaining employees. Those paid at the midpoint or higher of their grade fully meet or exceed all of the job requirements and job performance expectations as well as have sufficient job experience to validate their merit.
- e. Midpoint Ratio (also called Comp-ratio) - a technical index used for analysis, it is the ratio of an actual salary to the midpoint of its grade, calculated by dividing the actual salary by the midpoint of the grade. In the case of an individual salary, a midpoint ratio of 1.00 means that the salary is exactly equal to the midpoint of the salary range. When the combined midpoint ratio of salaries in a large department exceeds 1.00, it suggests some aspect of salary administration may be skewed.
- f. Salary/Merit Review - the annual process by which the supervisor evaluates the employee's current salary in light of the employee's overall level of contribution to departmental goals, and determines an equitable allocation of available budget for salary increases. These are merit increases, as opposed to uniform adjustments which might be made to staff salaries in unusual circumstances. This process involves the supervisor's discussion or review of the salary decision with the employee.
- g. Performance Review - the annual performance evaluation, also called the Annual Career Assessment, upon which salary decisions are determined. (**See also 6.06, Performance Review**).
- h. Salary Range Adjustment - an adjustment made to the salary ranges to maintain their competitiveness. Salary ranges are moved up or down to ensure salary midpoints relate as favorably as possible to similar work within area and employment market average salaries.
- i. Exempt Jobs - positions that are not subject to the mandatory overtime pay provisions of the Fair Labor Standards Act (FLSA). Specific guidelines exist for the exemption of a position, which are defined by the FLSA and administered by HRD. While the University will typically require that exempt-level positions require a minimum of a four-year degree, this requirement may be waived if it is determined that related work experience may be considered based on the nature of the occupation. Final determination of minimum educational requirements for all exempt positions will be made by HRD.
- j. Non-exempt Jobs – positions that are subject to the mandatory overtime pay provisions of the FLSA. FLSA requires employers pay covered non-exempt employees at least the

federal minimum wage and overtime pay for all hours worked over 40 in a work week.

- k. New Hire Salary - the starting salary paid to a new employee. New employees are paid the minimum of the salary range if they meet the minimum requirements of the job, and have been hired for their potential. However, when there is evidence that the prospective employee can immediately meet all the standards and performance expectations, it can be higher. All new hire salaries above the midpoint are exceptions to policy, and require the approval of the appropriate Officer.
- l. Reclassification - a change in job classification due to a change in job title, job content, job grade, or any combination of these, but where the change does not establish a new job. Reclassifications may also occur as a result of a change in the applicable state or federal laws. It is a substantive transformation of the main body of duties to meet changed organizational needs. As a rule, salary increases are not given when an employee is reclassified. However, if given, they are to be justified on the basis of internal equity and decided in consultation with HRD.
- m. Promotion - an advancement to a different position in a higher salary grade. Employees may be eligible for promotional increases based on evaluation of their qualifications and their current salary in relation to the salary range of the new grade and the availability of departmental funds.
- n. Lateral Transfer - a change of job assignment in the same salary grade. No salary change up or down is involved, except when there is a marked difference in the employee's qualifications for the new assignment.
- o. Demotion - a transfer to a different position in a lower salary grade, under circumstances such as departmental reorganization, reduction in force or for more suitable placement. Demotions are not an alternative to disciplinary action; however, where appropriate, demotion may be a form of disciplinary action. Demoted staff, unless transferred at their own request, are given every consideration for maintaining a salary level near or at their present level through red-circling or some similar arrangement. Employees demoted voluntarily will be paid a salary in the new range based on their qualifications for the position. All demotions and subsequent salary treatment must be approved by HRD.
- p. Red-Circle Salary - a salary above the maximum of the salary grade. Employees with red-circle salaries should not receive salary increases beyond the maximum for the salary grade. Exception to this policy must be approved by the appropriate Officer.

3. Job Evaluation Factors

The following are the factors used in the staff job evaluation process:

- a. Formal Education
This factor identifies the minimum formal education (i.e., high school diploma, college degree or vocational or other technical school training) required to perform the job satisfactorily.

b. Work Experience

This factor identifies the minimum amount of prior related work experience required and includes the time normally required for a person with the necessary educational background to develop the required skills and abilities to perform a specific job.

c. Impact of Actions

This factor identifies the impact of the position on the functions of the University of Hartford. Impact of actions considers the impact of the position when everything is running smoothly, not when unique situations arise or worst case scenarios are presented, and is measured by:

- the importance of the decisions; or,
- final recommendations and/or decisions the position typically renders.

d. Complexity

This factor is measured in terms of:

- the nature of the tasks performed, the reliance on policies and procedures;
- the extent of problem solving capabilities necessary; and
- the level of analytic and organizational ability required.

e. Decision Making

This factor is measured in terms of:

- the opportunity for independent action; and
- the level of direction and supervision received.

f. Communication

This factor identifies the responsibility for working with or through other persons to obtain desired results. The contacts or relationships may be inside or outside the University of Hartford. In measuring this factor, consider:

- why the contact is necessary, the importance and frequency of the contact(s);
- the amount of tact and persuasion typically required; and
- whether the position must handle confidential information.

Internal contact includes contact with the student body or employees from other departments at the University of Hartford. External contact includes contact with individuals outside of the University such as vendors, other organizations or the general public. Contacts that are not work-related are not considered.

g. Customer Relations

This factor is measured in terms of:

- the type of contact required;
- the extent of contact necessary; and
- the level of customer interactions.

h. Managerial Skills

This factor identifies the responsibility for directing others, including hiring, structuring and assigning work, evaluating, disciplining and terminating employees. Only the formal assignment of responsibility for regularly directing others should be considered. Informal working relationships and/or the supervision of student employees and temporary assignments have only minimal influence on this factor and should not be considered.

i. Job-Related Knowledge and Skills

This factor identifies the job-related knowledge and skills required to satisfactorily perform the job. While the job may require skills of more than one level, this should most closely match the knowledge and skill required for that specific job. Job-related knowledge and skills are measured in terms of:

- the skills used on the job; and
- the knowledge level required for the job.

4. **Salary Ranges**

Salary ranges, which are administered and maintained exclusively by HRD, define all exempt and non-exempt non-bargaining unit position wages. Staff salary grades and ranges are posted on the job posting website maintained by HRD and can be found on the HRD website.

The supervisor will review salary and may recommend changes that are merited by overall contribution to departmental goals. Salary changes made as part of the annual program are approved by senior management and the Board of Regents.

5. **Responsibility and Authority in Salary Administration**

The following describes the system of necessary incentives, tasks, reviewing concurrences and approvals to implement the Salary Administration Policy:

a. Staff Member

1. Upon request, assists with the fact-collection process necessary for job evaluation.
2. Participates in the annual performance review process, which includes mutual involvement in setting goals, clarifying expectations and resolving performance issues.

b. Immediate Supervisor

1. Reviews job description with the staff member on an annual basis.
2. Recommends a merit increase amount if appropriate.
3. Communicates salary adjustments with the staff member.

c. Intermediate Supervisor or Manager (if required)

1. Provides initial approval to merit increase amounts recommended.
2. Initiates personnel employment changes as necessary.
3. Recommends new hire starting salaries.
4. Consolidates the salary review data for the department or unit under his/her/their jurisdiction.

d. Dean or Administrative Department Head

1. Approves all new hire salaries as well as salary adjustments.
2. Provides initial approval of classification and reclassification requests.
3. Approves personnel employment changes.
4. Consolidates salary review data for the department.
5. Administers and allocates merit funds.
6. Ensures budget compliance.

e. Officer(s)

1. Approves consolidated salary review plans prior to implementation.
2. Approves classification and reclassification requests.
3. Administers and allocates merit funds.
4. May approve exceptions to the salary administration policy as deemed necessary and/or appropriate.

f. HRD

1. Administers all facets of salary administration for internal equity and in compliance with the FLSA.
2. Surveys and maintains data for external equity comparisons for all salary grades.
3. Maintains necessary policies, procedures and standards.
4. Prepares management information and reports.
5. Confers with Officers, managers and supervisors on salary administration issues.
6. Interprets and administers the Salary Administration Policy.

6. Special Salary Reviews

If the supervisor deems appropriate and the department has the monetary resources, a special review of an employee's salary may be considered at any time based upon performance.

New employees may be granted a special salary review and be considered for a salary adjustment based upon performance, to be effective following the successful completion of orientation status or any extension thereof.

7. Confidentiality of Salary Information

It is the responsibility of all University employees to maintain the confidentiality of other employee's salaries. A bona fide need to know must exist before anyone is given access to salary information on any other employee. A bona fide need to know can include, but is not limited to, a legal contractual obligation to report to outside agencies or otherwise required by law and/or policy. Everyone with access to salary information is responsible for its confidentiality. Any breach of this confidentiality may result in appropriate disciplinary action, up to and including termination of employment.

Any release of other employees' confidential salary information to parties outside the University requires the approval of HRD, or an Officer. (See also **6.02, 10. Confidentiality, Press Releases and Labeling Confidential Material.**)

Title: 4.0 Pay

Chapter: 4.02 Hours, Overtime and Pay Practices

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. Established Work Week

For compliance with the overtime provisions of state and federal wage and hour laws, and for purposes of time recording, the University's work week begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday. Overtime is calculated on the basis of the number of hours worked within the established work week. Any alteration to the established work week requires advance written notification to Payroll.

The University reserves the right to modify the usual work hours during any given work week to accommodate the business needs of the institution with appropriate advance notice.

2. Overtime

Staff are occasionally required, as a condition of their employment, to work more than their regularly scheduled hours. Employees in positions classified as non-exempt who work overtime are paid time-and-one-half their base hourly rate for all hours worked in excess of forty (40) in the established work week.

The following information applies only to employees in positions classified as **non-exempt**:

- a. Only actual hours worked are used in calculating overtime, with the exception of University recognized holidays, emergency closings or other University designated closings, which are treated as hours worked for overtime purposes. All other paid absences are not considered hours worked in calculating overtime.
- b. Standard overtime pay defined by federal wage and hour laws will dictate premium pay for hours worked in excess of 40 in a given work week. Employees scheduled to work a 35-hour work week receive their regular straight-time hourly rate for hours worked in excess of 35 but which do not exceed 40, and time-and-one-half for hours worked over 40 in a given work week.
- c. All hours worked beyond the normal work schedule must be authorized in advance by the supervisor. Time recording must be completed accordingly. If an employee works unauthorized hours, he/she may be paid for those hours or, at the supervisor's direction, may be required to take accrued and unused compensatory time off within the same work week. (See also **4.02, 3. Compensatory Time Off**). An employee who repeatedly works unauthorized overtime will be subject to disciplinary action, up to and including termination of employment.

- d. Employees who work on a University recognized holiday receive pay for the holiday plus their base hourly rate for all hours worked on that day. (See 5.03, Holidays).
- e. Employees who work on the seventh day of their scheduled week, i.e., Sunday for employees scheduled Monday through Friday, will receive their base hourly rate for all hours worked on that day.
- f. Employees not previously notified, who are called back to work after the completion of their daily schedule or on a scheduled day off, will be paid a minimum of four hours straight-time pay if that amount is greater than the pay for the hours actually worked. This provision applies only when there is no prior knowledge of a requirement to report for work before leaving at the end of the preceding shift.
- g. Overtime pay is not compounded on overtime already calculated, and when two different forms of overtime pay apply to the same hours, the employee shall be given the benefit of the greater amount.
- h. The opportunity for overtime will be made available on a fair and equitable basis to all qualified employees within the department and classification in which it occurs. Whenever individual preferences either to work or not to work in a given instance are involved, the qualified staff member with greater length of continuous service will be accommodated provided there is no loss of efficiency by doing so.

3. Compensatory Time Off

- a. Non-exempt employees will not under any circumstance be provided compensatory time off in lieu of overtime pay for hours worked over 40 in one week.
- b. Non-exempt employees may be approved to use compensatory time off in lieu of time worked over 35 hours up to and including (but not over) 40 hours in a given work week, subject to the approval of their supervisor.
- c. Compensatory time off is not considered as hours worked in the week when taken for purposes of calculating overtime pay for non-exempt employees.
- d. Exempt employees should consult with their supervisors regarding the use of compensatory time off.

4. Work Schedules

- a. Office Employees: For employees in a position classified as non-exempt, the standard work week is 35 or 40 hours. If regularly scheduled for a 35-hour work week, the typical schedule is Monday through Friday, 8:30 a.m. to 4:30 p.m., with a one-hour unpaid lunch break. If regularly scheduled for a 40-hour work week, the typical schedule is Monday through Friday, 8:00 a.m. to 4:30 p.m., with a minimum of a one-half hour unpaid lunch break. For employees in a position classified as exempt, the standard work week is a minimum of 40 hours per week, excluding lunch which is unpaid time. Each University department has its own operating needs that govern its hours and schedule.
- b. Technical, Maintenance, Service and Trades Employees: For employees in skilled trades or service positions, the standard work week is 40 hours, Monday through Friday, with starting times, unpaid lunch periods during which the employees must be

completely relieved of their duties, and stopping times as determined by the departments affected. Some schedules include (1) rotating days off, (2) alternate days of rest for Saturdays or Sundays, and/or (3) staggered starting/stopping times. For departments that require continuous coverage, the department will schedule and rotate employees according to need.

- c. Lunch periods for continuous coverage employees are not scheduled; however, for each workday longer than seven and one-half consecutive hours, employees will be provided with a paid thirty minute meal period at a time when it will not interfere with duties.
- d. Rest Periods/Coffee Breaks: There is no formal break period for employees who have the opportunity to take refreshment in the normal course of their duties without interference with their work. Employees without such an opportunity, when periods of sustained manual duties or equipment operation are required, will be scheduled for a paid rest period, not to exceed 15 minutes, approximately midway through each four-hour segment of their shift.
- e. Late arrivals to work and/or emergency departures from work that are less than one hour in duration may be made up the day of the occurrence, the following day, or within the same work week. If not made up, the time will be deducted from the employee's Personal Days or Vacation time bank.
- f. All changes in the standard work week must be approved by the appropriate Officer and processed through HRD to ensure legal compliance.
- g. Any employee who works five consecutive hours must take a lunch break by the conclusion of the fifth hour. The minimum unpaid lunch break is $\frac{1}{2}$ hour. The $\frac{1}{2}$ hour unpaid lunch break may be waived if approved by the employee's supervisor, the Dean or Department Head and the appropriate Officer if, and only if, the employee is scheduled to work less than seven consecutive hours that day. Non-exempt employees must be completely relieved of all duties during meal breaks.
- h. Flexible Work Schedule Program: The University offers the possibility for regular full-time non-union staff to participate in a flexible work schedule program, subject to supervisory approval, in an effort to afford employees the opportunity to better balance competing demands on their time, both personally and professionally. The business needs of the University of Hartford will continue to be the primary focus and must guide the various arrangements as well as the number of employees who will be eligible for a flexible work schedule. The supervisor has the discretion to approve or deny the proposal based on legitimate business considerations. The form necessary to apply for a flexible work schedule can be found on the HRD website.

A staff member who is interested in participating in a flexible work schedule will be responsible for developing a proposal and presenting it to his/her/their supervisor. The duration of a flexible work schedule is for no less than two months and no more than six months; however, the University retains the right to terminate a flexible work schedule at any point based on operational needs. If an extension of a flexible work schedule beyond the six month duration is requested, a new proposal must be submitted and approved.

A request for a flexible work schedule of less than two months in duration may be considered so long as the regularly scheduled work hours (35 or 40 per week, based on the position) are completed. This request can be approved informally by the supervisor in conjunction with the Dean or Department Head. Any deviation from the regularly scheduled work week must be accurately reflected in the staff member's time reporting. If an employee is on an approved Flexible Work Schedule, holiday pay and/or pay for other University designated closings will be at the employee's base rate of pay for the number of hours the employee is scheduled to work on that day.

- i. It is understood that all work, other than occasional work, will be done on site at the University of Hartford, unless specifically authorized by the appropriate Officer and by HRD. Work from home is not a defined benefit nor is it an entitlement. It is solely at the convenience of the University.

5. Shift Differential

Employees regularly assigned to the second or third shift are paid a shift differential for all actual hours worked while assigned to the shift. The following differentials apply to non-union employees in positions classified as non-exempt:

- a. A shift differential of 45 cents per hour will be paid for all hours worked by an employee regularly assigned to work on the second shift.
- b. A shift differential of 55 cents per hour will be paid for all hours worked by an employee regularly assigned to work on the third shift.
- c. Shift differential pay is considered a part of the employee's regular rate of pay. As such, paid leaves and holidays shall include differential pay.
- d. The first shift begins and ends between the hours of 4:00 a.m. and 8:00 p.m. The second shift begins and ends between the hours of 12:00 noon and 1:00 a.m. the following day. The third shift begins and ends between the hours of 8:00 p.m. and 9:00 a.m. the following day. Specific shift times are determined by departmental needs.

6. Time Reporting

- a. Time worked is considered the hours an employee is required to be available at a particular site for service, even if no service is performed. Generally, these are hours during which the University controls the employee's activities, even if the activity is dormant. An employee on call, but who has freedom to otherwise pursue normal outside activity, and an employee traveling, who is not traveling for the purpose of transporting goods or equipment, is not necessarily considered to be working. Questions about determining work time should be referred to HRD.
- b. Compliance with federal and state wage and hour laws requires time records be kept that accurately reflect all hours worked on each workday of the work week. Employees in positions classified as exempt are required to complete absence reports. Employees in positions classified as non-exempt are required to complete daily time sheets, indicating all hours worked, denoting time in and out including unpaid breaks. Failure to do so is a violation of the FLSA as well as University policy. Time reporting must be accurate and submitted to Payroll for processing promptly at the end of each work period. Time records require both the employee's and the supervisor's approval.

Supervisors are directly responsible for the accuracy and timely submission of time records.

- c. Any falsification of time records, or recording time for another employee, is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

7. Pay Procedures

- a. All employees in positions classified as non-exempt are paid every other Friday for the two-week period ending on the preceding Sunday. All employees in positions classified as exempt are paid current and on a semi-monthly basis, with pay dates coinciding the 15th of the month and the last day of the month.

All employees hired on or after April 1, 2013 will be paid via direct deposit upon an employee's written or electronic request.

- b. All wages, salary and supplemental payments made to any employee are subject to withholding of applicable federal and state income taxes, Social Security and/or any other payroll withholdings as required by law, which will be deducted according to current regulations.
- c. Pay detail, available via Self-Service, identifies all deductions authorized by the employee in writing or as required by law. Voluntary deductions may include, but are not limited to, premium payment for medical, dental and/or vision insurance, optional life insurance, Defined Contribution retirement and/or tax-deferred annuity options, United Way, credit union, flexible spending accounts, health saving accounts, University gifts, and/or any other deductions designated by the employee.
- c. Employees that separate from service in good standing (i.e., voluntary resignation or by layoff) will be paid all wages owed in full no later than the next regular pay day. Employees that are discharged from employment will be paid all wages owed in full no later than the next business day following the date of the discharge. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.
- d. Merit increases do not become effective until the first day of return to work if an employee is on any type of leave of absence.

8. Secondary Assignments and Double-Dipping

Employees will be paid for secondary assignments only if these assignments occur outside regularly scheduled work hours. If the duties of the secondary assignment are similar in scope to the employee's primary assignment, employees in a position classified as non-exempt will be paid at least their rate of pay per hour on their regular position, and their total hours among assignments will be accumulated to determine weekly overtime. In these cases, secondary employing departments are responsible for overtime pay, except when the employee works more than 40 hours in a week at the primary department, in which case the primary department will pay overtime only for the overtime hours worked at that department.

Employees serving as adjunct faculty are expected to teach without charge to the University if the teaching is done during regular working hours. Employees may, however, apply for a Flexible Work Schedule to accommodate the course schedule and be compensated

accordingly. (See also **4.02, 4 (i) Flexible Work Schedule Program**)

9. Travel Reimbursement

Financial Accounting Services issues procedures regarding the travel policy and reimbursement for permitted business related travel expenses.

10. Supervisory Responsibility for Student Employment

Pursuant to **3.06, Student Employment**, a full-time student cannot work more than 24 hours in any given week while school is in session. The 24-hour limit refers to the total of any, and all, jobs on campus. Graduate Assistantships, both full and half-time, must also be factored into this total.

Supervisors responsible for hiring and overseeing student employees at the University must take the following steps, in addition to any other applicable steps in hiring a part-time employee, before offering a job to a student:

- a. Ask the student if he/she has another job on campus (including graduate assistantship). If he/she does, verify the number of hours worked per week.
Note: Full graduate assistantships carry the equivalent of 20 hours per week. Half assistantships have the value of 10 hours per week.
- b. No offer of employment can be made which causes the student to exceed the 24-hour per week limit.
- c. Any questions concerning the hours worked by a prospective student employee should be referred to HRD.
- d. The supervisor must verify that the student has a social security number, which is required as a condition of employment. If necessary, an On-Campus Employment Form for International Students which verifies that the student has a pending job offer can be used to assist the student in obtaining a social security number. This form can be found on HRD's website.

Title: 5.0 Benefits

Chapter: 5.01 Flexible Benefit Program

Issuance Status and Effective Date: January 2025

1. General

The following benefits are available to eligible University employees under the University's Flexible Benefits Program:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Short-term Disability (See also **5.06, Short-term Disability**)
- Long-term Disability (See also **5.07, Long-term Disability**)
- Life Insurance
- Supplemental Life Insurance
- Spousal Life Insurance
- Dependent Child(ren) Life Insurance
- Personal Accident Insurance
- Voluntary Long-term Care Insurance
- Pre-tax Health Care and Dependent Care Reimbursement Accounts
- Pre-tax Health Savings Accounts
- Health Reimbursement Accounts (if applicable)
- Defined Contribution Retirement Annuity Plan
- Tax-deferred Annuity Plan

Coverage may be optional, contributory, non-contributory, mandatory, or some combination of these, depending on the employee's eligibility status.

Details are fully covered in plan documents, summary plan descriptions, contracts and procedural memoranda. The ultimate authority on the meaning or application of any provision of an insurance policy or annuity plan is the plan document or summary plan description. Where there are differences between the provisions of this manual and more specific statements contained in University files (such as insurance plan documents), those statements shall control.

The University reserves the right to modify, change or terminate the policies referenced above, and/or any part of its current insurance and/or retirement program, at its discretion. Such materials as benefit plan descriptions and any other information required by federal ERISA regulations are available for inspection or distribution upon request to HRD.

The University reserves the right to change providers, plan descriptions or plan provisions as it deems necessary.

2. Enrollment

As a cafeteria plan provided under Section 125 of the IRS Code, open enrollments are conducted annually for group medical, dental and optional life insurance coverage(s) as well as pre-tax health care and dependent care reimbursement and/or health savings accounts. Annual elections become effective on January 1st of the following calendar year, and remain in effect for that entire calendar year. However, certain life events, called qualifying events, permit employees with a special enrollment period to make mid-year insurance election changes. These events, as defined by IRS regulations, include, but may not be limited to, a change in marital status (marriage or divorce); the addition of a dependent (by birth or adoption); the loss of insurance coverage due to a change in employment status; the death of a spouse or dependent; and/or the loss of dependent eligibility status (no longer of eligible age). Insurance enrollments are governed by the plans themselves. HRD administers all new hire enrollments, special enrollments and annual open enrollments.

3. Continuation of Coverage upon Termination

- a. Group medical, dental and vision insurance terminate on the last day of the month in which an employee separates from employment, unless the applicable plan provides otherwise. Flexible spending account(s) terminate at the close of business on the day in which an employee separates from employment. Employees and qualified beneficiaries who are enrolled in the group health insurance at the time of separation from employment have the opportunity to continue their health insurance coverage pursuant to the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The employee will need to elect to do so and will be required to pay the full monthly premium for the coverage he/she elects to continue and a 2% administrative fee. All paperwork associated with the continuation of benefits will be provided to the employee at the time of termination or shortly thereafter.
- b. All group life insurance terminates on the day of separation of employment. Conversion and/or portability options for the University's basic as well as optional life insurance plans (supplemental, spousal, dependent children and/or personal accident) may be available within 31 days of separation from employment. If a covered person dies within this 31-day period and before an individual policy goes into effect, the amount payable under the group contract is limited to the maximum that could have been converted and/or ported. Refer to the appropriate plan document for further details.

4. 403(b) Retirement Annuity Plans

The University's Defined Contribution and Tax-deferred Annuity Retirement Plans are managed by Teachers Insurance and Annuity Association (TIAA). Eligibility requirements can be found in the Summary Plan Description.

The University also offers a tax-deferred annuity and ROTH option as permitted under Sections 403(b) and 415 of the Internal Revenue Code. These options are available to eligible employees on the first full pay period of the month following date of hire.

5. Travel Accident Coverage

The University provides Travel Accident Coverage to employees who are also covered under other University group insurance. Protection is provided to an employee traveling on a bonafide business trip, not daily travel to and from work or while on vacation or leave of absence. The plan document contains the conditions and exclusions of this coverage. Consult the Treasurer's Office for complete details.

Employees traveling in their own automobiles on University business are expected to carry their own collision and automobile liability coverage, and will be reimburse for mileage in these circumstances. The University assumes no responsibility for an employee's personal car accidents.

Title: 5.0 Benefits

Chapter: 5.02 Vacation

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail

1. General

This policy provides regular **full-time** staff employees with time off from their duties and responsibilities. Regular part-time employees are not entitled to vacation time.

- a. To accommodate individual preferences and department scheduling needs, vacation time should be requested in writing and may be granted in advance by the Dean or administrative department head.
- b. Vacation eligibility is allotted annually as set forth in this section. Effective July 1st, the beginning of the University's fiscal year, eligible employees will receive a bank of vacation time to be used in that fiscal year. There is no pay in lieu of vacation not taken, except in the case of a terminating employee who has not used his/her/their allotted vacation for that fiscal year or otherwise required by the applicable law. However, new employees who leave the University prior to the end of their first completed year of employment will not be paid for any unused vacation subject to the applicable law.
- c. Employees are encouraged to use their full allotment of vacation before the end of the fiscal year (June 30th). Vacation not taken will be forfeited unless otherwise required by applicable law. Except under a very narrow set of circumstances and approved by the appropriate University Officer or required by applicable law, there is no carry-over of unused vacation into a new fiscal year.
- d. Deans, directors, administrative department heads, managers and supervisors are charged with making reasonable vacation periods available for their staff. In addition, management is expected to ensure employees utilize their vacation time without exceeding their fiscal year vacation allotments.
- e. Employees in academic year positions are allotted pro-rated vacation based on their work schedule. All vacation must be taken during the time the employee is scheduled to work. (See also **5.15, Academic Year Positions.**)

The University reserves the right to change the Vacation Policy as it deems necessary.

2. Vacation Eligibility Upon Hire

Upon completion of the first 90 days of employment, the new employee will be granted vacation time as outlined below. This time is based on the new employee's date of hire. The time must be used prior to the end of the fiscal year in which the time was allotted.

Hire Date:	July 1 st – Dec. 31 st	Jan. 1 st – March 31 st	April 1 st – June 30 th
Vacation Eligibility	10 days (two weeks)	5 days (one week)	0 days

3. Annual Vacation Allotments

Time allotments are identified for staff based on consecutive completed years of service, which will be calculated on June 30th using the employee's date of hire ("service date") or, in the event of a re-classification to full-time or a rehire, the employee's date of hire for the new classification or new role ("adjusted service date").

	Second Fiscal Year +	Onset of 6 th Fiscal Year +	Onset of 16 th Fiscal Year +
Total Time Provided:	15 days (three weeks)	20 days (four weeks)	25 days (five weeks)

Note: Any exception to the Vacation Policy must be approved by the appropriate University Officer and the Vice President and Chief Financial and Administrative Officer.

4. Reclassifications and Vacation Time

- a. Part-time to full-time – If the reclassification occurs between July 1st and December 31st, the staff member is eligible for the full vacation schedule (based on the adjusted service date) immediately for that fiscal year. If the reclassification occurs between January 1st and June 30th, the staff member is eligible for the full vacation schedule (based on the adjusted service date) effective July 1st of the next fiscal year.
- b. Full-time to part-time - The staff member will be paid out the balance of any unused vacation at the time of reclassification unless the staff member is reclassified prior to the end of their first calendar year of employment with the University, in which case the vacation time will be forfeited, unless applicable law requires otherwise.
- d. Academic year to full year or full year to academic year – The staff member's vacation allotment will be adjusted to accommodate the new work schedule to ensure that the staff member is not gaining or losing vacation time (in terms of hours) during the year of transition. (See also **5.15, Academic Year Positions.**)
- e. Rehire with Adjusted Service Date – A staff member who is rehired in the same fiscal year will be awarded the vacation allotment based on the adjusted service date, less any vacation time previously taken or paid upon previous separation of employment, after successful completion of the 90-day orientation period. A staff member who is rehired in the next fiscal year will be awarded the full vacation allotment based on the adjusted service date after successful completion of the 90-day orientation period.

5. Vacation for Terminating Staff

Except for the circumstances outlined below, staff who separate from service in good standing (i.e., voluntary resignation or by layoff) may be paid, upon separation of employment, for up to 10 days of unused vacation allotted to them in that fiscal year.

- a. Termination is defined as separation of employment for any reason.
- b. New employees who leave the University in their first year of employment for any reason, voluntarily or involuntarily, will not be paid for any unused vacation.
- c. Vacation time will not be paid out until the employee has returned all University-issued electronic resources or any other University property in their possession to their direct supervisor or HRD at termination or immediately following termination of employment prior to the University paying out any unused vacation allotment.
- d. An employee who voluntarily resigns or retires, must work on their last day of employment. Vacation, Personal time, and/or Holiday pay may not be used in lieu of working this day.

Employees who are granted advance vacation but terminate prior to such vacation being allotted will be required to repay the advance for vacation pay consistent with applicable law. A reasonable repayment arrangement will be established.

6. Holidays and Vacation

When a University recognized holiday occurs during a staff member's vacation, he/she will not be required to use a vacation day for the holiday.

7. General Practice

- a. Vacations are scheduled at times mutually convenient to the supervisor and the staff member. When two or more staff request the same vacation schedule, the supervisor will consider, among other criteria, the staff members' length of service and the last vacation period taken by each staff member.
- b. If a staff member is on a previously scheduled vacation and the University closes due to a severe weather condition or emergency, the day(s) closed will be counted as vacation.
- c. A staff member on an approved Leave of Absence or Family and Medical Leave will be required to use any available Vacation and/or Personal Days balances if/when the unpaid portion of the leave begins.
- d. Staff who have an absence from work but have previously exhausted their Vacation bank must use their allotted Personal Days to cover the absence. Staff who have an absence from work but have previously exhausted their Vacation and Personal Days bank for the fiscal year will not be paid for that absence.
- e. A staff member on any type of Leave of Absence including, but not limited to, Family and Medical Leave, short-term or long-term disability or worker's compensation absence, on June 30th of the fiscal year must return to regular duties on a full-time basis for at least 20 consecutive full working days in the following fiscal year in order to be eligible for that fiscal year's vacation allotment.

- f. Any type of approved Leave of Absence will not be considered a break in service for determining vacation eligibility.

8. Donation of Vacation Time

In an effort to foster and sustain a caring environment and enhance community spirit, the University of Hartford provides regular full-time staff with the opportunity to donate allotted vacation time in support of their colleagues who are faced with emergency circumstances.

The maximum amount of vacation time that can be donated by one staff member or can be received by one staff member is 10 days per fiscal year. Staff who donate vacation time will be taxed consistent with applicable IRS regulations.

Donated vacation time cannot be reclaimed; therefore, employees are urged to consider their own present and future needs when determining how many hours to donate to another employee.

Recipients of donated vacation time must have exhausted their own Vacation to be eligible to receive donated vacation time from another staff member. Recipients of donated vacation time will be paid at their current rate of pay. Donated vacation time will not be paid out at the time of separation.

Every attempt will be made to protect the privacy of individuals who participate in the donation of vacation time program. The identity of donors and recipients will be kept confidential, except as required to administer the policy and/or for any required legal action. Completed Donation of Vacation Time forms must be submitted to HRD and will be processed in the order in which they are received. This form can be located on HRD's website.

Title: 5.0 Benefits

Chapter: 5.03 Holidays

Issuance Status and Effective Dates: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. General

This policy provides regular full-time and regular part-time staff with pay for University recognized holidays. The University observes, and schedules only essential services on, the following holidays:

Martin Luther King Jr. Day	Labor Day
New Year's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day	Holiday Season Floating*

- a. When one of the above holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. For staff on schedules for which Saturday and/or Sunday are regular days of work, the actual holiday may be observed on the day on which it falls.
- b. Paid time off for personal religious observance is covered by **5.04, Personal Days**.

The University reserves the right to change the Holiday Policy as it deems necessary.

2. Winter Holiday Closing

For the week between Christmas Day and New Year's Day, the University observes a winter holiday closing, providing paid time off for eligible employees. Employees will be paid for the days they would be regularly scheduled to work that week. In an effort to reduce the University's carbon footprint and realize energy savings by keeping a majority of the buildings closed, only departments with a bona fide business need to remain open or employees providing essential services will be allowed to enter closed buildings.

3. Holiday Pay

- a. Holiday pay is at the employee's current rate of pay for the number of hours which constitute the employee's regularly scheduled workday. These hours are treated as hours worked for calculating overtime.
- b. Staff in positions classified as exempt who work on a University recognized holiday may be afforded an equal amount of compensatory time off at a date agreed upon by the employee and their supervisor.

- c. Staff in positions classified as non-exempt who work on a University recognized holiday (other than a floating holiday) receive pay for the holiday plus their base hourly rate of pay for all hours worked on that holiday. This also applies to Easter Sunday. These hours are treated as hours worked for purposes of calculating overtime (See also **4.02, Hours, Overtime and Pay Practices.**)

Title: 5.0 Benefits

Chapter: 5.04 Personal Days

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. General

This policy provides eligible staff members with a set number of personal days per year under conditions that are equal to, or more generous than, the conditions outlined in the Connecticut Paid Sick Leave law. The University will not provide staff members with any additional paid personal or sick leave above and beyond what is provided in this policy.

2. Eligibility

All full-time and part-time employees are entitled to the below number of Personal Days each year. Seasonal employees who work 120 days or fewer per year are not entitled to personal days.

	Full Year	Academic Year
Full-Time	8 days (56 or 64 hours)	prorated based on work schedule (Academic Year Positions- Section 5.15)
Part-Time	40 hours	40 hours

Personal Days will be frontloaded on July 1st. Newly hired staff will be frontloaded a prorated number of days upon hire.

3. Use of Personal Days

Personal Days can only be used for the following reasons:

- The employee's, or the employee's family member's, illness, injury, or health condition;
- The medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition;
- Preventative medical care for the employee or the employee's family member's mental or physical health;
- The employee's own mental health wellness day;
- Closure by order of a public official, due to a public health emergency, of either an employer's place of business or family member's school or place of care;
- A determination by a health authority, the University, an employer of the employee's family member, or a healthcare provider that the employee or the employee's family member poses a risk to the health of others due to an exposure to a communicable illness, whether or not the employee or family member contracted the communicable illness;

- Where the employee or employee's family member is a victim of family violence or sexual assault, provided that the employee is not the alleged perpetrator, for the purposes of:
 - Medical care or psychological or other counseling for physical or psychological injury or disability;
 - Relocating due to the family violence or sexual assault;
 - Obtaining services from a victim services organization; or
 - Participating in any civil or criminal proceeding related to or resulting from such family violence or sexual assault.
- Death of a family member (See also **5.05, Bereavement/Funeral Leave**).

"Family member" includes the employee's spouse, siblings, children, grandparents, grandchildren, parents, and all individuals related to the employee by blood or affinity whose close association the employee shows to be equivalent to those family relationships.

4. Procedures for Use

- a. Employees are eligible to use personal days after being employed for 120 calendar days.
- b. Personal Days do not carry over into the following fiscal year and are not paid out under any circumstance.
- c. Personal Days may not be used to lengthen approved Vacation time.
- d. Employees who have exhausted their Personal Days will be required to use their available Vacation days. Employees who have exhausted all of their Personal and Vacation Days will not be paid for their absence.
- e. Employees who may require a Leave of Absence for their own or their family member's health condition should contact HRD. Employees on an approved Leave of Absence or Family and Medical Leave will be required to use any available Vacation and/or Personal Days balances if and when the unpaid portion of the leave begins.
- f. If an employee is transferred internally, the employee will retain his/her/their unused Personal Days.
- g. Employees who are reclassified from part-time to full-time or from academic year to full year will receive a prorated number of Personal Days.

Title: 5.0 Benefits

Chapter: 5.05 Bereavement and Funeral Leave

Issuance Status and Effective Date: January 2025

This policy provides regular full-time employees with a determined number of days off with pay for purposes of arranging and attending a funeral and resolving personal matters following a death in the family as follows:

- Five days of missed work time granted for an immediate family member which includes, parent, child, sibling, grandchild or spouse/domestic partner
- Three days of missed work time granted for a close family member which includes parent-in-law, grandparent, son-in-law, or daughter-in-law
- One day of missed work time granted for an aunt or uncle, niece or nephew, brother-in-law or sister-in-law, or a spouse's grandparent.

For employees eligible for Personal Days, these Personal Days may be used as additional paid time off to address a death in the family beyond the benefits described in this policy. (See also **5.04, Personal Days**). Any request for additional time off must be approved by the supervisor.

The University reserves the right to change the Bereavement and Funeral Leave Policy as it deems necessary.

Title: 5.0 Benefits

Chapter: 5.06 Short-term Disability

Issuance Status and Effective Date: January 2025

1. General

This benefit provides regular full-time employees who have suffered a non-work related illness or injury that prevents them from working and who have completed one (1) year of continuous service with salary continuation under the terms of the University's short-term disability (STD) policy. STD benefit cover medical disability, including pregnancy, but excludes medical disability covered under Workers' Compensation law (See also **6.12, Health and Safety**). Only absences for injury or illness extending beyond five (5) successive working days which have been medically certified are covered under this STD benefit. STD benefits are payable for the period that such employee is medically certified as being unable to work, up to a maximum of 26 weeks.

This manual provides a general explanation of the University's short-term disability insurance benefits. Where inconsistencies exist between this manual and the STD policy, the STD policy will prevail. Consult the applicable Summary Plan Description (SPD) or the Human Resources Department (HRD) for further details.

- a. Benefits under the STD policy do not begin until the sixth (6th) successive working day of absence from the regular work schedule. If a short-term disability absence is approved by the insurance carrier, the first five (5) days of the absence will be paid by the University. Eligibility for these University-paid days will not exceed two (2) occurrences in any given fiscal year.

For employees who are eligible for Personal Days and Vacation, if more than two approved short-term disability absences occur in any given fiscal year, the employee will be required to use his/her/their unused Personal Days and/or Vacation to cover the first five (5) days of the absence. In this case, any portion of the first five (5)-day period not covered by Personal Days or Vacation will be unpaid. The initial five (5) day absence will be considered when evaluating attendance records.

For regular full-time faculty members who have completed one (1) year of service, if a claim is approved by the insurance carrier, the salary for the faculty member and the cost of substitutes will be paid by the University.

- b. The insurance carrier is responsible for claim adjudication and will determine eligibility for benefits upon receipt of appropriate medical certification from a treating physician. It is the responsibility of the employee to furnish evidence of disability satisfactory to the insurance carrier in order to receive benefit payments. If a request for STD benefits is denied, the employee may appeal the decision, as provided by the STD policy.

The University will continue an employee's salary at the onset of a short-term disability leave in accordance with the Schedule of Benefits noted herein for a period of up to 15 business days following the onset of a short-term disability leave of absence. In the event that a claim for short-term disability benefits is not approved within this 15-day time frame, short term disability benefits may be suspended. If/when the insurance carrier approves the claim for benefits, the employee will be made whole if applicable and/or salary continuation will resume in accordance with the Schedule of Benefits.

Any employee eligible for this benefit whose claim is not approved will be expected to return to work. If the employee is unable to return to work, they should contact HRD. For employees who are eligible for Personal Days and Vacation, if the claim for benefits under the STD policy is ultimately not approved by the insurance carrier, the employee's available and unused Personal Days and/or Vacation banks, will be charged accordingly. If this time is not sufficient to cover the overpayment, a reasonable repayment arrangement will be established.

- c. The University reserves the right to require an independent medical exam by a University designated health care provider at the expense of the University as a condition of providing an approved leave.
- d. Disability extending beyond 26 weeks is covered under the University's Long-term Disability Policy (See also **5.07, Long-term Disability**), administered by the insurance carrier.

The University reserves the right to amend, modify or terminate the Short-term Disability Policy at any time as it deems necessary subject to the requirements of applicable law.

2. Schedule of Benefits

For employees who accrue Personal or Vacation Days, benefits paid under the University's Short-Term Disability Policy are determined by the employee's completed years of service at the onset of the disability as outlined below. Completed years of service are those completed effective on the employee's anniversary date or adjusted service date immediately preceding the short-term disability absence. After the initial five-day absence, a maximum benefit of 25 weeks of salary continuation is possible in either the fiscal year or for one continuous disability extending from one fiscal year to the next.

Completed Years of Service at Onset of Disability	Full Pay	Full Pay		Half Pay	* Total Paid Leave
	100% Salary Paid by the University	50% Salary Paid by the University	50% Salary Paid by the Insurance Carrier	50% Salary Paid by the Insurance Carrier	
1	4 weeks (20 days)	4 weeks (20 days)		17 weeks (85 days)	25 weeks (125 days)
2	5 weeks (25 days)	5 weeks (25 days)		15 weeks (75 days)	25 weeks (125 days)
3	6 weeks (30 days)	6 weeks (30 days)		13 weeks (65 days)	25 weeks (125 days)

Completed Years of Service at Onset of Disability	Full Pay	Full Pay		Half Pay	* Total Paid Leave
	100% Salary Paid by the University	50% Salary Paid by the University	50% Salary Paid by the Insurance Carrier	50% Salary Paid by the Insurance Carrier	
4	7 weeks (35 days)	7 weeks (35 days)		11 weeks (55 days)	25 weeks (125 days)
5	8 weeks (40 days)	8 weeks (40 days)		9 weeks (45 days)	25 weeks (125 days)
6	9 weeks (45 days)	9 weeks (45 days)		7 weeks (35 days)	25 weeks (125 days)
7	10 weeks (50 days)	10 weeks (50 days)		5 weeks (25 days)	25 weeks (125 days)
8	11 weeks (55 days)	11 weeks (55 days)		3 weeks (15 days)	25 weeks (125 days)
9	12 weeks (60 days)	12 weeks (60 days)		1 week (5 days)	25 weeks (125 days)
10	13 weeks (65 days)	12 weeks (60 days)		-	25 weeks (125 days)
11	14 weeks (70 days)	11 weeks (55 days)		-	25 weeks (125 days)
12	15 weeks (75 days)	10 weeks (50 days)		-	25 weeks (125 days)
13	16 weeks (80 days)	9 weeks (45 days)		-	25 weeks (125 days)
14	17 weeks (85 days)	8 weeks (40 days)		-	25 weeks (125 days)
15	18 weeks (90 days)	7 weeks (35 days)		-	25 weeks (125 days)
16	19 weeks (95 days)	6 weeks (30 days)		-	25 weeks (125 days)
17	20 weeks (100 days)	5 weeks (25 days)		-	25 weeks (125 days)
18	21 weeks (105 days)	4 weeks (20 days)		-	25 weeks (125 days)
19	22 weeks (110 days)	3 weeks (15 days)		-	25 weeks (125 days)
20	23 weeks (115 days)	2 weeks (10 days)		-	25 weeks (125 days)
21	24 weeks (120 days)	1 week (5 days)		-	25 weeks (125 days)
22 or more	25 weeks (125 days)	-		-	25 weeks (125 days)

Completed Years of Service at Onset of Disability	Full Pay	Full Pay		Half Pay	* Total Paid Leave
	100% Salary Paid by the University	50% Salary Paid by the University	50% Salary Paid by the Insurance Carrier	50% Salary Paid by the Insurance Carrier	
* Total paid leave does not include the first five days of absence, which brings total salary continuation to 26 weeks.					

- a. When more than one period of absence due to disability is involved during the same fiscal year, the total benefit will not exceed the employee's maximum eligibility at the onset of the first disability in that fiscal year.
- b. When any period of disability overlaps into a new fiscal year, benefits for that period of disability will not exceed the maximum eligibility in the fiscal year in which the disability began.
- c. Restored eligibility for benefits in the new fiscal year does not occur until the employee has been medically certified as able to return to regular duties on a full-time basis and works at least 15 consecutive full days in the new fiscal year.

3. Premium Billing

During leave with salary continuation paid by the University, premiums for applicable benefits will be deducted from the employee's wages. If/when benefits are reduced to half pay (paid only by the insurance carrier), the employee will be responsible for his/her/their share of all coverage-related premiums. Monthly billing will be coordinated by the Bursar's Office. Failure to pay coverage-related premiums in a timely manner will result in termination of coverage after any required notice and opportunity to rectify has been provided.

4. Leave Procedure

- a. Upon notification from either the employee or the department, HRD will coordinate the initiation of the short-term disability leave process.
- b. If an employee reaches the point in an approved short-term disability absence where he/she is receiving half pay (paid only by the insurance carrier) and the employee is eligible for Personal Days and Vacation, the employee's pay will be supplemented with available Personal Days and/or Vacation to make whole days.
- c. Salary continuation during an absence under the STD policy is considered a benefit, not earned accrued pay. University recognized holidays occurring during such leaves are not paid.
- d. Merit increases awarded to an employee on any type of approved leave of absence are not retroactive and become effective on the first day of return to work. This paragraph 4(d) does not apply to regular full-time faculty whose salary is set in a faculty contract.

5. Return to Work Procedure

A physician's clearance for return to work will be required after an approved leave of absence under this STD policy. The physician's clearance should cover the employee's ability to perform the essential functions of the position, medical restrictions, if any, and proposed reasonable accommodations, if any. Short-term disability benefits will terminate upon an attending physician's release to the employee's regular full-time work schedule. Short-term disability benefits will be adjusted accordingly upon an attending physician's release to a modified work schedule. HRD will coordinate efforts to return the employee from the short-term disability leave.

An employee who returns to work after an approved short-term disability is entitled to return to his/her/their same or equivalent position without a loss of pay or benefits whenever possible providing he/she can perform the essential functions of the job, with or without reasonable accommodation if the employee has ongoing work restrictions.

Failure to report to work without approval following any type of leave of absence is considered a serious breach of responsibilities, and may result in an adverse employment action, up to and including termination of employment.

Title: 5.0 Benefits

Chapter: 5.07 Long-term Disability

Issuance Status and Effective Date: January 2025

1. General

This benefit provides regular full-time employees with income protection if they should become disabled for a period of time extending beyond 26 weeks (six months) due to a covered accidental injury, sickness or pregnancy. Eligibility for coverage becomes effective after the completion of the first full day of employment.

The University reserves the right to change providers, plan descriptions, or plan provisions as it deems necessary, subject to the requirements of applicable law.

2. Benefit Description

An eligible employee with a disability extending beyond 26 weeks (six months) may receive monthly benefits administered and payable by the insurance carrier. If an employee and his/her/their attending physician conclude that a disability will continue for more than a six (6) month period, the employee must complete the appropriate documentation to apply for long-term disability benefits. This documentation, once completed, is then submitted to the insurance carrier to determine eligibility for benefits.

An eligible employee who **is** a participant in the University's Defined Contribution Retirement Annuity Plan is eligible to receive **60%** of his/her/their gross monthly earnings.

An eligible employee who **is not** a participant in the University's Defined Contribution Retirement Annuity Plan is eligible to receive **50%** of his/her/their gross monthly earnings.

The minimum monthly benefit allowed is \$100 or 10% of the employee's gross monthly benefit, whichever is greater. The maximum monthly benefit is \$7,500.

Long-term disability benefits will be reduced by other income which an employee is receiving from sources such as Social Security, Workers' Compensation or retirement benefits.

The University reserves the right to request an independent medical exam by a University designated health care provider at the expense of the University as a condition of providing an approved leave.

3. Periods of Disability

During the initial nine (9) months of disability (including the six months prior to the long-term disability), the employee's employment status will remain as active. If/when an employee is able to return to work during this nine-month period, he/she is eligible to return to his/her/their same job or an equivalent position without loss of pay, benefits or other conditions of employment, except where the employee is medically certified as unable to

perform the essential functions of the job. In that case, the University may transfer the employee to suitable work if available, unless the employee would have been terminated in the absence of any leave (i.e., layoff or downsizing).

Merit increases awarded to an employee on any type of approved leave of absence are not retroactive and become effective on the first day of return to work.

If the employee is not medically certified to return to work at the end of this nine-month period, employment status may then be converted from active to inactive/terminated. Prior to this determination, the University may seek necessary information from the employee, such as current medical status, projections for possible return to work and/or potential for reasonable accommodations that might enable the employee to return to work. This information will allow for appropriate review and dialogue with the employee. If, following this review, employment status is converted to inactive/terminated, the employee will be sent a detailed letter outlining options for continuation of applicable benefits as determined by plan guidelines and/or applicable law.

Note: Faculty employment status conversion guidelines are outlined in the Faculty Policy Manual.

An employee may have the opportunity to apply for a Waiver of Premium as it relates to the University-sponsored group life insurance(s). The Waiver of Premium will be reviewed by the life insurance carrier(s) to verify disability and eligibility status established under the life insurance plan document. Age restrictions apply.

Regular full-time employees who are approved for long-term disability benefits are eligible for the same tuition remission benefits made available to active full-time employees (See also **Chapter 5.12, 4. Benefits Upon Disability**). Eligibility for tuition remission benefits will continue as long as the employee is deemed eligible for long-term disability benefits. Eligibility for both the Tuition Exchange Scholarship Program and the Consortium benefit cease when employment status is converted from active to inactive/terminated.

Please consult the long-term disability insurance plan document or HRD for complete details.

Title: 5.0 Benefits

Chapter: 5.08 Federal and Connecticut Family and Medical Leave

Issuance Status and Effective Date: January 2025

The University appreciates the significance of family issues in today's workforce and understands that employees often face conflicting demands of work requirements and family obligations. An employee may be faced with taking a personal leave from his/her/their position for a temporary period of time to address a serious health condition or certain family responsibilities. This policy describes leaves of absences pursuant to the Federal and Connecticut Family and Medical Leave Acts ("FMLA").

Federal Family and Medical Leave ("FMLA")

Leave Policy and Eligibility Requirements

Eligible Employees are provided with job-protected leaves of absence for certain family and medical reasons, as explained below, in accordance with the federal Family and Medical Leave Act ("FMLA"). For most types of FMLA leave, the maximum period of leave available is up to 12 weeks in a 12-month period. However, leave to care for a Covered Service member (explained further below) may be taken for up to a total of 26 weeks in a single 12-month period, during which an Eligible Employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Although FMLA leave generally is unpaid, an employee may be eligible for wage replacement benefits for all or a portion of the leave period, depending on the circumstances of the leave.

An Employee will be eligible for leave under this policy if he or she has been employed by the University of Hartford for at least 12 months and has worked at least 1,250 hours of service in the twelve-month period immediately preceding the first day of leave. In determining eligibility for leave under FMLA, a "rolling" twelve-month period is used, measuring backward from the date leave is requested to begin.

Qualifying Reasons for FMLA Leave

Under the FMLA, eligible Employees may take up to twelve weeks of unpaid, job-protected leave (26 weeks in the case of Covered Servicemember Leave in a twelve-month period for the following reasons:

- 1) The birth and/or care of the Employee's newborn child (leave must be taken within 12 months after the birth of the child);
- 2) Placement with the Employee of a child for adoption or foster care (leave must be taken within 12 months after the placement of the child);
- 3) To care for the Employee's spouse, child, or parent with a serious health condition;

4) The serious health condition of the Employee that makes the Employee unable to perform the essential functions of the Employee's job;

5) If the Employee is unable to work because of any qualifying exigency arising from the fact that the Employee's spouse, child, or parent is under a call or order to covered active duty in a foreign country (or has been notified of an impending call or order to such covered active duty) in the Armed Forces as a member of a regular component of the Armed Forces, National Guard or Reserve or as a retired member of the Regular Armed Forces or Reserve ("Qualified Exigency Leave"). A "qualified exigency" is defined to include (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care (care necessitated by the covered active duty of the military member for that member's parent who is incapable of self-care); and (9) additional activities where The University and the Employee agree to the leave;

6) If the Employee is needed to care for a Covered Servicemember with a serious injury or illness ("Covered Servicemember Leave"). In order to care for a Covered Servicemember, an eligible Employee must be the spouse, son, daughter, or parent, or next of kin of a Covered Servicemember. Covered Servicemember Leave may be taken for up to a total of 26 weeks in a single 12-month period, during which an eligible Employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Duration of FMLA Leave

With the exception of Covered Servicemember leave, which may extend for up to 26 weeks, the maximum period of leave available is up to 12 weeks in a 12-month period. If both spouses work for the University of Hartford and are Eligible Employees, the spouses are limited to a combined total of 12 weeks if the leave is taken for (1) the birth or care of a newborn; (2) placement of a child with the Employee for adoption or foster care; or (3) to care for an Employee's parent with a serious health condition. However, each is entitled to the maximum leave to care for their own or each other's serious health condition, or that of a child. Further, if one spouse is ineligible for FMLA leave, the other will be entitled to the full period of FMLA leave, no matter what the reason for the leave.

Leave Is Unpaid

Federal FMLA leave is unpaid leave. However, depending on the circumstances, you may be eligible for short-term disability payments or workers' compensation benefits under those benefit plans. If you are approved for Short-term Disability (STD) benefits, the portion of leave covered under STD will pay according to the schedule of benefits (See also **5.06, Short-term Disability**). For certain qualifying reasons, you may also be eligible for wage replacement benefits from the Connecticut Paid Leave Authority. Employees should contact HRD for more information.

If you do receive any of these wage-replacement benefits, your leave will be considered "paid leave" for the period you receive these benefits; however, it will still be counted as FMLA leave and does not extend the FMLA leave period beyond the maximum period. All employees are required to use his/her/their unused Vacation and Personal Days if/when the unpaid portion of the leave begins.

Health Insurance and Other Benefits

During an approved FMLA leave, the University of Hartford will maintain your health benefits and other Employee benefits, on the same terms and conditions as active Employees and on the same participation basis as in effect immediately prior to your leave. Therefore, during a leave, the University will continue to pay its portion of group medical insurance premiums, while the employee is required to pay his/her/their share of the premium(s).

Other non-health benefits will be treated in the same manner during an FMLA leave as during other approved leaves of absence without pay (See also **5.09, Other Leaves of Absence**). Group life insurance(s) may be continued according to the provisions of the plan, but the employee will be responsible for the continued payment of the all coverage-related premiums. During any portion of an unpaid FMLA leave, all payroll deductions will cease as well as the University's contribution to the Defined Contribution Retirement Annuity Plan.

If an employee fails to return to work after an FMLA leave, the University reserves the right to seek reimbursement of the employer's share of any group medical insurance premiums, unless the employee does not return to work due to the continuation, recurrence or onset of a serious health condition of the employee or a family member, or a serious injury or illness of a covered servicemember, or due to other circumstances beyond the employee's control.

Intermittent Leave and Reduced Leave Schedules

In limited circumstances, FMLA leave may be taken intermittently or on a reduced schedule basis. In cases of a serious health condition of the Employee or a family member, such leave may be permitted in circumstances when it is medically necessary, but appropriate medical certification will be required.

If intermittent or reduced-hours leave is foreseeable based on planned medical treatment for the employee, a family member or a covered servicemember, the University may, at its sole discretion, temporarily transfer the employee to another position with equivalent pay and benefits for which the employee is qualified that better accommodates that type of leave.

The University's consent for intermittent or reduced hour leave is required where the leave is taken to care for a newborn child or a child placed with the Employee by adoption or foster care.

Employee Notice and Medical Certifications for FMLA Leave

Applications for leave must be made in accordance with the University's standard absence notification procedures (See **6.05, Attendance Management**) unless there are extenuating circumstances. Appropriate documentation must be submitted with applications for FMLA leave. Final approval for leave will be granted by HRD. The University will confirm, in writing, approval or denial of the leave.

An employee requesting leave for (1) health-related reasons of the employee or a covered family member, (2) for a qualifying exigency, or (3) to care for a Covered Servicemember must provide the University with appropriate certification which establishes entitlement to this leave. Please contact HRD for the appropriate form(s) to initiate these types of leave. Failure to provide required certification may result in loss of the leave entitlement.

Under certain limited circumstances, an employee may be required to provide additional

information, sign a release authorizing the University to obtain sufficient information, and/or submit to an independent medical exam by a designated health care provider at the expense of the University.

The University may require the employee to obtain periodic recertification of status, or recertification under other limited circumstances consistent with applicable law, and to provide notice of intent to return to work on a reasonable basis.

An employee may request that a leave be retroactively designated as an FMLA leave upon returning to work. The University reserves the right to retroactively designate a leave as FMLA leave as appropriate under applicable law.

Return to Work After FMLA Leave

During periods of leave, Employees are required to report to the University periodically regarding their status and intention to return to work. Where circumstances have changed and an Employee's original return to work date changes, the Employee shall provide the University with notice of the change in circumstances as soon as practicable.

If an Employee is taking an FMLA leave due to their own serious health condition, a Fitness for Duty Certification Form will be required verifying an Employee's ability to return to work.

Any Employee who returns to work from an FMLA leave within or on the business day following the expiration of the maximum leave period is entitled to return to his/her/their job or an equivalent position, except that the Employee will not be entitled to any employment rights or benefits greater than those he or she would have had in the absence of taking such a leave. If an Employee believes he/she requires additional medical leave after his/her/their FMLA leave, he/she should notify HRD of the need for such leave and the University will evaluate such requests.

Merit increases do not become effective until the first day of return to work if an employee is on any type of leave of absence.

Failure to report to work without approval on the first working day following any leave of absence may be considered a voluntary resignation.

Non-Discrimination and Changes to the Law

It is the policy of the University not to discharge or discriminate against any Employee for exercising his or her rights under the federal Family and Medical Leave Act. However, an Employee who engages in fraud or misrepresentation in applying for or taking FMLA leave is subject to disciplinary action, up to and including termination of employment.

In all instances, this policy will be interpreted consistently with the federal FMLA and is not intended to narrow or expand that law. If there is an inconsistency between this policy and the FMLA, the FMLA will prevail in that instance.

Other Types of Family or Medical Leave

An Employee's request for family or medical leave which does not meet the qualifications for FMLA leave, as set forth above, or which exceeds the maximum FMLA leave period, will be considered at the University's discretion, consistent with applicable law. (See also **5.09**,

Other Leaves of Absence.

Connecticut Family and Medical Leave Policy

In addition to any federal FMLA for which an Employee may be eligible, certain Employees may also be eligible for family and medical leave under the Connecticut Family and Medical Leave Act ("CT FMLA") and/or paid leave benefits in the form of wage replacement under the Connecticut Paid Leave program ("CTPL"), as described within Connecticut Paid Family and Medical Leave Act ("CT PFMLA"). As described herein, the CT FMLA and the CTPL are two separate benefits that may be available to employees and will generally run concurrently (but in some limited instances, may not run concurrently) depending on the specific set of circumstances surrounding that Employee's leave. The CT FMLA provides eligible Employees with unpaid, job-protected leave for certain qualifying reasons. The CTPL provides eligible Employees with paid leave benefits for certain qualifying reasons. In some cases, an Employee may be eligible for CT FMLA leave, but may not be eligible for paid leave benefits under the CTPL. Similarly, there may be cases in which an Employee is eligible for paid leave benefits under the CTPL but is not eligible for CT FMLA leave. In most cases, the federal FMLA will run concurrently with the CT FMLA and CT PFMLA, as the need for leave will typically qualify under all laws.

Paid leave benefits under the CTPL, funded through mandatory employee payroll deductions, will primarily be administered by a state agency called the Connecticut Paid Leave Insurance Authority ("Authority"); although the University will facilitate access to paid leave benefits by responding to requests for information sent to the University, consistent with applicable law, and will communicate with employees and the state to establish the reason for the leave or to verify the duration and frequency of the leave, the University will not be responsible for administering or disbursing any paid leave benefits to employees under the CTPL. All applications for paid leave benefits under the CTPL must be submitted to the Authority.

To be eligible for CT FMLA leave, an employee must have worked for the University for at least three months immediately preceding the request for leave. To be eligible for paid leave benefits under the CT PFMLA, an employee must earn at least \$2,325 in wages in the first four of the past five quarters and must be currently employed and working in Connecticut (with exceptions), subject to change based on any regulations or guidance issued by the Authority.

Under Connecticut law, eligible Employees may be entitled to up to 12 weeks of CT FMLA leave and/or 12 weeks of paid leave benefits within a 12-month period for the following qualifying reasons:

1. Upon the birth of a child of the Employee, with the possibility of two additional weeks of leave for incapacity due to pregnancy;
2. Upon the placement of a child with the Employee for adoption or foster care;
3. To care for a family member with a serious health condition;
4. Because of the Employee's own serious health condition;
5. To serve as an organ or bone marrow donor;
6. For any qualifying exigency arising out of the fact that an Employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in the armed forces;
7. To care for a covered servicemember who is injured during active duty (up to 26 weeks of CT FMLA leave may be available, but only 12 weeks of paid leave benefits will be available).

Employees may also be entitled to up to 12 days of paid leave benefits under the CT PFMLA (and up to 12 days of unpaid, job-protected leave under Connecticut's Family Violence Leave Law (See also **5.09, Other Leaves of Absence**)) in the applicable 12-month period for reasons related to family violence.

"Family member," under the CT FMLA and CT PFMLA, means a spouse, sibling (or spouse's sibling), child of any age, grandparent (or spouse's grandparent), grandchild (or spouse's grandparent), or parent (or spouse's parent), or an individual related to the Employee by blood or affinity and whose close association the Employee shows to be the equivalent of those family relationships. For purposes of confirming that an individual is a spouse, sibling, son, daughter, grandparent, grandchild or parent of an Employee, the University reserves the right to require the Employee to provide a simple written statement, signed by the Employee, verifying the relationship. Similarly, Employees taking leave to care for an individual related to the Employee by blood or affinity whose close association the Employee shows to be the equivalent of those family relationships may be requested to provide a simple written statement verifying the relationship.

To the extent an employee uses Vacation or Personal Days concurrently with any paid leave benefits the employee is receiving under the CTPL, an employee's total compensation cannot exceed the employee's regular rate of compensation. If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law.

The 12-month period begins with the first day of leave. CT FMLA leave for the birth, adoption, or placement for adoption or foster care of a child must be concluded within the first 12 months after the birth, adoption or placement of the child. CT FMLA leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday), if medically necessary. While an employee is on foreseeable intermittent or reduced schedule CT FMLA leave, the University may temporarily transfer the employee to an available alternate position that better accommodates the recurring leave and has equivalent pay and benefits.

If the need for CT FMLA leave is foreseeable, employees should give the University advance written notice of the need for leave prior to the anticipated leave date, to the extent practicable. If the need for CT FMLA leave is not foreseeable, employees should notify the University as soon as practicable, generally within one to two business days after learning of the need for leave.

An employee who requests CT FMLA leave because of a serious health condition of the employee or that of a family member must provide appropriate medical certification, signed by an appropriate health care provider, on a form provided by the University. The medical certification form along with the leave request should be provided to HRD. In cases of unforeseen CT FMLA leave, medical certification must be submitted as soon as practicable. Failure to provide the requested medical certification in a timely manner may result in a denial of leave until it is provided. Periodic re-certification may also be required, and employees may need to provide updates on the status of the condition, extensions, or changes to leave needed, and intent to return to work.

During CT FMLA leave, an employee may continue health insurance coverage as though they continued in active employment. The University will continue to pay its portion of group medical insurance premiums, while the employee is required to pay his/her/their share of the

premium(s).

Upon expiration of leave under the CT FMLA, employees are entitled to return to the employee's original position or, if that position is not available, to an equivalent position, except that the employee will not be entitled to any employment rights or benefits greater than those the employee would have had in the absence of taking such a leave, with exceptions permitted under the law.

Employees will not be retaliated against, or discriminated against, for taking leave under the CT FMLA or for applying for or receiving paid leave benefits under the CTPL, consistent with applicable law, and any allegations of retaliation or interference with leave or legal rights should be reported immediately to HRD.

For more information and additional details of your eligibility and entitlement, please contact HRD or visit <https://ctpaidleave.org>.

Title: 5.0 Benefits

Chapter: 5.09 Other Leaves of Absence

Issuance Status and Effective Date: January 2025

Employees who may not be eligible for federal and/or Connecticut FMLA, or who may have exhausted their FMLA entitlements, may be eligible for other types of leave. Employees should contact HRD to discuss which of the below types of leave, if any, may be available to them.

Note: Faculty unpaid leaves of absence guidelines are outlined in the Faculty Policy Manual.

General Leave of Absence Procedures

- a. An employee on an approved leave of absence will be returned to his/her/their same or equivalent position without a loss of pay or benefits whenever reasonably possible. This is contingent upon the employee's ability to perform the essential functions of the job, with or without reasonable accommodation, and upon there being no intervening change in staffing needs due to reorganization or economic conditions. When there are changes in staffing needs which eliminate the position or alter its requirements so the employee is no longer qualified, the employee on a leave of absence will be notified as soon as practicable. A reasonable effort will be made to accommodate the return of the employee in the most suitable position, if any, that may be available at the expiration of the leave.
- b. Employees on approved unpaid leaves of absence will be required to use his/her/their unused Vacation time at the start of the unpaid leave, to the extent permitted by applicable law. If the need for the unpaid leave is consistent with the permitted uses of Personal Days, the employee will be required to his/her/their unused Personal Days as well, to the extent permitted by applicable law.
- c. During unpaid leaves of absence, group medical, dental, vision, life, long-term disability and other applicable insurance(s) may be continued according to the provisions of the plan document or contract involved. Depending on the type of leave, employees may be responsible for either their usual share of the coverage-related premiums or the premiums in full. Retirement Annuity contributions are suspended for the duration of an unpaid leave of absence. Billing for insurance coverage(s) will be coordinated by the Bursar's Office.
- d. When an employee on an approved leave of absence fails to return on the first workday immediately following the end of the leave without approval, that employee may be deemed to have voluntarily resigned his/her/their employment with the University.
- e. An employee who is not working due to a medically certified leave of absence for nine consecutive months may lose active employment status and become inactive/terminated (See also **5.07, Long-term Disability**).

- f. Merit increases awarded to an employee on any type of approved unpaid leave of absence are not retroactive and become effective the first day of return to work.

The University reserves the right to change the Other Leaves of Absence Policy as it deems necessary.

Personal Short-Term Leave of Absence

The University may under certain circumstances grant leaves up to 30 calendar days without pay for personal reasons, at the discretion of the department head and HRD. Requests for personal leaves of absence and any extensions thereof must be made in writing.

Employees on a short-term personal leave will be responsible for their share of the monthly premium(s) for the applicable medical, dental, vision and other insurance(s).

If the reason for a personal short-term leave of absence unexpectedly develops into a long-term requirement, the employee may seek to have the leave reprocessed as a long-term leave of absence. Any such requests will be subject to the guidelines described below.

Personal Long-Term Leave of Absence

The University may under certain circumstances grant leaves of absence for more than 30 calendar days without pay for personal reasons, at the discretion of the appropriate Officer and HRD.

The maximum leave granted, either initially or by extension, shall not exceed one year. Leaves are typically not granted to employees with less than one completed year of service. Requests for personal leaves of absence and any extensions thereof must be made in writing.

For employees eligible for Vacation and Personal Days, Vacation eligibility will not begin until the employee has returned to work full time for 20 consecutive workdays, and a pro-rated adjustment will be made for the inactive period of employment during a leave of absence.

Benefits during personal leaves of absence are either suspended or become the responsibility of the employee. Eligibility and, if applicable, accrual cease for the following: Personal Days, Vacation, Short-term Disability, Holiday Pay, and special paid days declared by the University.

Employees on a long-term leave will be responsible for the full amount of all the monthly premium(s) for the applicable medical, dental, vision and other insurance(s). Credit for service is not disrupted during an approved leave of absence.

Illness/ Injury Leaves of Absence

Employees who require a leave of absence for an illness or injury but are not eligible for federal or Connecticut FMLA, or those who have exhausted their FMLA entitlements, may be eligible for an unpaid leave of absence.

Establishment of a leave for illness/injury requires a physician's certification or other acceptable documentation of the disability. Leaves of absence for illness/injury terminate upon physician's

release to regular duty, or if there is other evidence that the employee has recovered sufficiently to return to work, or when total disability is established.

Employees on an unpaid illness/injury leave of absence will be responsible for their share of the monthly premium(s) for the applicable medical, dental, vision and other insurance(s).

Pregnancy Disability Leave

The University will provide Employees with a reasonable leave of absence for disability resulting from pregnancy, childbirth, and related medical conditions. The length of leave will depend on the medical necessity for the leave, as indicated by a statement from the Employee's physician certifying the required absence period. All Employees, regardless of their length of service or employment status, are entitled to pregnancy disability leave under Connecticut law. Any leave of absence for pregnancy-related disability will be designated as CT FMLA or FMLA leave, and/or any other leave or benefit for which the need for leave also qualifies and will run concurrently with such leave(s) consistent with the law. If applicable, employees may also be entitled to paid leave benefits under the CT PFL.

Employees who take pregnancy disability leave will be returned to their original job or to an equivalent position upon their signifying their intent to return unless The University's circumstances have so changed as to make it impossible or unreasonable to do so. If the Employee is eligible for and on CT FMLA or FMLA leave, the reinstatement provisions of the FMLA policy will apply. Employees also have the right to reasonable accommodation for known limitations related to pregnancy.

Employees who require a temporary change at work due to pregnancy, childbirth, or related medical conditions may request a reasonable accommodation orally or in writing to HRD. The University will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship. A request for an accommodation should include an explanation of the reasons for the desired accommodation, which may include any physical limitations or risks or a description of the difficulties performing the role, the date when the accommodation will become necessary, and the expected duration as well as a description of the desired accommodation. Although employees may be entitled to an accommodation, a particular accommodation or even a preferred accommodation is not guaranteed.

Employees have the right to be free from discrimination regarding pregnancy, childbirth, and other related conditions. If you believe you are being discriminated against or retaliated against for using pregnancy disability leave or requiring an accommodation, please report it to HRD immediately.

Employees on a pregnancy disability leave of absence will be responsible for their share of the monthly premium(s) for the applicable medical, dental, vision and other insurance(s).

Family Violence Leave

The University permits an Employee to take up to twelve (12) working days of leave from work in any 12-month period, without pay, subject to the University's discretion, for reasons related to family violence. Certain eligible Employees working in Connecticut may be entitled to pay on these days, consistent with the CT PFMLA. An Employee may be eligible for such leave and/or paid leave benefits if the Employee is the victim of family violence and the leave is reasonably necessary in order to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability;
- Obtain services from a victim services organization on behalf of the victim;
- Relocate due to such family violence; or
- Participate in any civil or criminal proceeding related to or resulting from such family violence.

For purposes of this policy, “family violence” means an incident between family and household members resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitute fear of imminent physical harm, bodily injury or assault between family or household members, including stalking or a pattern of threatening. “Family or household member” includes current and former spouses, parents or their children, persons related by blood or marriage, persons who reside together (presently or formerly), persons who have a child together, and persons in (or who have recently been in) a dating relationship.

If the need for family violence leave is foreseeable, Employees must provide the University with seven (7) days’ notice prior to using family violence leave. If it is not possible to provide seven (7) days’ advance notice, notice must be provided as soon as practicable.

An Employee who takes family violence leave shall provide a signed written statement certifying that the leave is for one of the purposes listed. The University may also request that the Employee provide documentation to confirm the need for leave, such as a police report or court record, or a signed written statement from a health provider or organization from which the Employee has sought assistance with respect to the family violence.

The University understands the sensitive nature of family violence issues and shall keep information as confidential as possible and consistent with applicable law. Any written statement or police or court record provided to the University and shall be maintained as confidential and shall not be further disclosed except as required by federal or state law or as necessary to protect the Employee’s safety in the workplace.

Leave under this policy does not affect leave under any other state or federal law. The University shall not terminate or penalize an Employee because the Employee is a victim of family violence, attends or participates in a court proceeding related to a criminal or civil case in which the Employee is a victim of family violence, or because a restraining or protective order has been issued on the Employee’s behalf.

Employees on a family violence leave of absence will be responsible for their share of the monthly premium(s) for the applicable medical, dental, vision and other insurance(s).

Title: 5.0 Benefits

Chapter: 5.10 Short-term Military Leave of Absence

Issuance Status and Effective Date: January 2025

1. General

This policy provides employees who serve in the Connecticut armed forces (including the state's National Guard), any reserve component of the United States armed forces, or the National Guard of any other state with a short-term leave of absence to perform military duty, which includes attending trainings, meetings, or drills.

- a. Employees are not required to use Vacation time for a short-term military leave of absence.
- b. A request for time off for military leave of absence must be made in writing to the supervisor as soon as practicable and should include a copy of the active duty orders. This paperwork must be presented to HRD.
- c. This benefit is separate from and does not replace USERRA rights (See also **3.08, Re-employment of Veterans**).
- d. If the employee receives military pay that is less than their base salary or hourly wage, the University will pay the employee for the difference for the days of leave during which the employee would have ordinarily worked. To be eligible for this pay, the employee must submit the appropriate documentation and certification of attendance within 30 days of returning from leave.

The University reserves the right to change the Short-term Military Leave of Absence Policy as it deems necessary.

Title: 5.0 Benefits

Chapter: 5.11 Jury Duty and Other Short-Term Leave

Issuance Status and Effective Date: January 2025

1. Jury Duty Leave

All employees who are called for jury duty are permitted to take the necessary time off.

- a. Where possible, employees should notify their supervisor within forty-eight (48) hours of receipt of the jury summons.
- b. All employees who work thirty (30) or more hours or more each week will be paid for the first five (5) regularly scheduled workdays that they are absent for due to jury service. To be paid, employees must provide a statement of jury service to their supervisors. Employees who serve eight hours of jury duty in any one day shall be deemed to have worked a legal day's work. If an employee is scheduled for service for less than eight hours and is receiving pay under this policy, he/she may be expected to report for work whenever reasonably possible while in service of the court.
- c. Employees who work less than thirty (30) hours per week and employees who have to serve more than five (5) days may take unpaid time off from work or may use available Vacation time for this purpose.
- d. The University reserves the right to request an excuse or postponement of jury duty for any employee if, in the supervisor's judgment, the employee's services are vital to the operation of the department.

2. Other Short-Term Leave

- a. Employees may need time off from work to address other non-work related issues, including but not limited to voting and/or leave related to being a witness or victim of a crime.
- b. All requests for leave should be made to HRD, and will be granted consistent with applicable local, state, and federal law. Employees may be required to provide supporting documentation, such as court documents connected with witness duty.
- c. Short-term leaves will generally be unpaid; however, employees may use Vacation time during such leave. Doing so does not impact or extend the overall leave amount.

The University reserves the right to change the Jury Duty and Legal Proceedings Policy as it deems necessary.

Title: 5.0 Benefits

Chapter: 5.12 Tuition Remission and Other Educational Benefits and Opportunities

Issuance Status and Effective Date: January 2025

1. Eligibility

- a. **Regular full-time employees** become eligible for benefits, on a space available basis, for themselves (eight credit maximum per semester), spouse, and/or dependent children (to age 24) (up to a full-time course load) for courses beginning on or after the employee's date of hire.
- b. **Regular part-time employees** (scheduled to work 20 or more hours per week, 40 or more weeks per year) become eligible for the benefit, on a space available basis, for themselves (four credit maximum per semester) for courses beginning on or after the employee's date of hire.

2. Benefit

The benefit of tuition remission applies only to credited courses in a degree granting program taken at the University of Hartford. Tuition will be abated on a per credit hour basis, which may differ between colleges. Registration, lab, technology and other fees, special charges, books, private lessons and other costs over and above tuition are not covered under the Tuition Remission benefit and are the responsibility of the employee.

- a. Eligible full-time employees may obtain for themselves full tuition remission for eight credits for the fall, spring and summer semesters (includes both sessions) if they meet admission requirements. For the purposes of this benefit, the employee can apply Winterterm credits to either the preceding fall or following spring semester. This benefit is applicable for the attainment of an undergraduate degree, and/or graduate degree through the master's level, and certain doctoral programs of study at the University of Hartford.
 - i. All courses must be taken outside working hours, unless a flexible work schedule has been submitted and approved by the department head and HRD. (See also **4.02, 4 (i) Flexible Work Schedule Program**).
 - ii. If more than eight credits are taken in a single semester, the employee will be required to pay the cost of tuition on all credits beyond eight.
- b. Eligible full-time employees may obtain for their spouse and/or dependent children full tuition remission described in this section if they meet admission requirements. This benefit is applicable for the attainment of an undergraduate degree, and/or graduate degree through the master's level.
 - i. Each employee applying for the benefit of tuition remission for an IRS-qualifying eligible dependent child is required to provide legal documentation confirming this relationship. This documentation could include, but is not limited to, a photocopy of a

birth certificate or the 1040 tax form filed with the IRS for the prior calendar year (all financial information should be omitted; the portion of the form stating the name of the dependent and date of birth is required). Tuition remission benefits extend through the conclusion of the semester in which a dependent child attains age 24.

Each employee applying for the benefit of tuition remission for a spouse is required to provide legal documentation confirming spousal status. This documentation could include a copy of marriage certificate or the 1040 tax form filed with the IRS for the prior calendar year.

This documentation must be attached to the tuition remission form and forwarded to HRD for processing.

- c. This benefit includes student teaching and internships, which will have the tuition component abated.
- d. Tuition remission benefits apply only in limited circumstances to study abroad programs. The University of Hartford (UH) categorizes four different models of study abroad, with each treated differently under the University's current Tuition Remission Policy as noted below. Travel or any other expenses associated with the program will not be abated.
 - i. Short-term UH Programs. The use of tuition remission for a short-term UH program is allowed if the program achieves the required minimum tuition-paying enrollment. If the required minimum tuition-paying enrollment is met, tuition remission benefits will apply under the terms of the policy. If the required minimum tuition-paying enrollment is not met, tuition remission benefits will not apply and the student will also be responsible for the tuition portion of the program fee. A student eligible for tuition remission applying to participate in a short-term UH study abroad program must pay the required program deposit.
 - ii. UH Semester Course with Embedded Study Abroad Component. Tuition remission applies only to the tuition component of a UH semester-length course with an embedded study abroad component.
 - iii. One-to-one Exchange Programs with Partner Universities Abroad. Tuition remission may be used only for the tuition portion of these one-to-one exchanges.
 - iv. Third-party Programs. Tuition remission does not apply to affiliated study abroad programs conducted by third party providers or direct enroll programs. The student is responsible for paying the tuition of third party providers or direct enroll programs. Tuition will be billed through the Bursar's Office.

For further information on the Study Abroad programs, please contact the International Center at 860.768.5100.

- a. An employee is not precluded from taking doctoral courses; however, in order to be eligible for this benefit the employee must have worked at the University for a minimum of three consecutive years. In addition, the program will have to verify that space is available within existing resources and seats are available for a University employee, with priority for available seats given to paying students. Should an employee be admitted and no seats are available, the employee will be added to a waitlist for the next available empty seat within the program. The employee's supervisor and University Officer must support the request and the Provost will provide final approval. Interested

employees would first have to be admitted to the program through the standard doctoral admissions process. If an employee leaves the University while admitted to the program under the tuition remission benefit, he/she will become financially responsible for the costs associated with the program following the resignation.

- b. An employee is not precluded from taking special and/or non-credit courses; however, these courses are specifically excluded from this benefit. Under a narrow set of circumstances and with the approval of the Dean or director of the sponsoring department, special and non-credit programs may be covered and funded.

The University reserves the right to change the Tuition Remission and Other Educational Benefits and Opportunities Policy as it deems necessary. Any changes to this policy may apply to all employees, whether or not they are participating in the benefit at the time of the change.

Other Educational Benefits and Opportunities

The University of Hartford participates in the Tuition Exchange Scholarship Program for eligible dependent children of active regular full time employees. Tuition Exchange provides a reciprocal scholarship exchange among its member colleges and universities. Although the exact list of participating member institutions is subject to change without notice, currently there are more than 600 public and private member institutions located in 46 states and the United Kingdom. To obtain more information about the Tuition Exchange Scholarship Program, contact the University's Tuition Exchange Officer in the Office of Admission & Student Financial Assistance at 860.768.4062.

Benefits Upon Disability

Regular full-time employees who are approved for long-term disability benefits are eligible for the same tuition remission benefits made available to active full-time employees. Eligibility for tuition remission benefits will continue as long as the employee is deemed disabled and collecting long-term disability benefits (See also **5.07, Long-term Disability**). This does not include the Tuition Exchange Scholarship Program. This benefit will terminate when the employee is no longer deemed medically certified eligible for long-term disability insurance benefits.

Benefits Upon Retirement

Employees who have met the University's criteria for retirement (See also **5.17, Retirement**) are eligible for the same tuition remission benefits made available to active full-time employees. This does not include the Tuition Exchange Scholarship Program.

Benefits Upon Termination (by means other than willful misconduct)

Terminating employees, spouses and/or dependent children will be allowed to complete courses in which they are currently participating, whether under tuition remission or the Tuition Exchange Scholarship Program. No tuition remission or other educational benefits or opportunities will be granted for any course or semester beginning after separation of employment.

Benefits Upon Death

In the event of death of an active regular full-time employee, tuition remission benefits will be available for the employee's spouse and dependent children to age 24 as follows:

<u>Completed Continuous Service at time of Death</u>	<u>Tuition Remitted</u>
6 months but less than 1 year	1 academic year
1 year but less than 2 years	2 academic years
2 years but less than 3 years	3 academic years
3 years or more	4 academic years

In the event of death of a retired employee (See also **5.17, Retirement**), tuition remission benefits will be available for the retiree's spouse and/or dependent children to age 24 for four academic years.

This benefit is applicable for the attainment of an undergraduate degree, and/or graduate degree through the master's level. This does not include the Tuition Exchange Scholarship Program.

Taxes and General Implications

The full value of tuition remitted as it relates to employer-provided educational assistance benefits are outlined below.

- Undergraduate-level courses taken by the employee or an eligible family member are not treated as taxable income.
- An employee taking graduate-level courses with tuition valued at more than \$5,250 in a taxable (calendar) year must pay tax on the value of this benefit amount over \$5,250, unless the course is subject to the exception for work-related study, described below.

IRS regulations on employer-provided educational assistance allow for exception to this rule when an employee takes a graduate-level course for a legitimate job-related reason. For consideration of tax exemption on a graduate-level course, an employee must complete the Application for Tax Exemption of a Graduate-level Course form and return this form to HRD no later than two weeks after the course begins for tax waiver consideration. This application form, which has additional information on IRS rules for determining whether a course is job-related, is available on the HRD website.

- The full amount of tuition remission value for all graduate-level courses taken by an eligible family member are treated as taxable income.

Title: 5.0 Benefits

Chapter: 5.13 Employee Assistance Program

Issuance Status and Effective Date: January 2025

1. General

The University recognizes that, at times, an individual may feel unable to cope with family, social and/or other personal problems and that such problems can interfere with the ability to perform satisfactorily on the job. The University provides an Employee Assistance Program (EAP) to meet the needs of the regular full-time and regular part-time employee, spouse, dependent children or a family member residing in the employee's household needing confidential counseling offered under the program.

The University reserves the right to change the EAP Policy as it deems necessary.

2. Services Available

The EAP benefit provides for up to six consultations per family member per presenting problem per calendar year at no cost to the employee. If an employee or family member wishes to consult with an EAP counselor, he/she may call a toll free number to speak to an EAP counselor to describe his/her/their concerns. Clinical services are available online and an appointment can then be arranged. EAP contact information is available on the HRD website.

An individual may also be covered for further treatment under his/her/their group medical insurance plan. The employee should consult his/her/their medical insurance Member Services or check the summary plan description to determine what expenses, if any, the medical plan covers.

All contact with the EAP is confidential; however, there are some limits to confidentiality as follows:

- If an individual reveals a risk to self or others;
- If an individual reports a situation involving actual or suspected child abuse and/or neglect;
- If an individual reports a situation involving actual or suspected vulnerable adult abuse and/or neglect.

3. General Practice

Employees using the EAP are still required to meet the performance standards of their position, subject to possible reasonable accommodation in appropriate cases. Use of the EAP does not prevent disciplinary consequences that would otherwise be imposed on an employee in violation of a University policy, standards of job performance or workplace conduct expectations.

Title: 5.0 Benefits

Chapter: 5.14 Adoption and/or Surrogacy Assistance

Issuance Status and Effective Date: January 2025

1. General

The University of Hartford offers paid leave and reimbursement assistance in an effort to support our employees as they add to their families by adoption or surrogacy. This policy provides regular full-time employees who have completed one year of continuous service with eight weeks of salary continuation (six weeks of paid Adoption and/or Surrogacy Leave plus two weeks of paid Parental Leave). If both parents are University of Hartford employees, only one parent may elect to take six weeks of paid Adoption and/or Surrogacy Leave. Both parents are eligible for paid Parental Leave (see also **5.19 Parental Leave**).

In addition to paid leave, the University will reimburse eligible employees for qualifying legal adoption related expenses, as discussed below, in an effort to help defray the costs associated with legal adoption.

The University reserves the right to change the Adoption and/or Surrogacy Assistance Policy as it deems necessary.

2. Adoption and/or Surrogacy Leave

Eligible employees may elect to take up to six weeks of paid Adoption and/or Surrogacy Leave, which can be taken before or after an adoption is finalized or once the child is placed in the home.

Adoption and/or Surrogacy Leave will run concurrently with federal and Connecticut FMLA leave, and employees may be entitled to additional unpaid leave under those laws. (**5.08 Family and Medical Leave**). Academic year employees must utilize this paid benefit during the academic year.

3. Leave Procedures

- a. An employee who utilizes paid Adoption and/or Surrogacy Leave will be expected to give as much notice as is reasonably possible in advance of the leave in an effort to properly plan for this absence.
 - i. Faculty should consult with their Department Chair (or equivalent) and Dean to determine how teaching responsibilities will be met during the anticipated Adoption and/or Surrogacy Leave as well as to determine how other responsibilities such as advising, university service and/or scholarly/creative activities will be met upon the faculty member's return from this leave. Final determination of arrangements will be approved by the Provost, with the educational impact on students being the primary consideration in this decision.

- ii. Staff should consult with their supervisor (or equivalent) and the Director/Department Head regarding their anticipated Adoption and/or Surrogacy Leave.

- b. An employee who utilizes Adoption and/or Surrogacy Leave must notify HRD of the intended leave period as well as provide documentation supporting the leave request as soon as reasonably possible.

4 . Impact of Adoption and/or Surrogacy Leave on Faculty Tenure or Reappointment Review

- a . Upon written request by the adoptive and/or surrogate parent, the probationary or reappointment period will be extended by one year.
- b . Tenure, promotion or reappointment reviews that are deferred as specified above should be treated procedurally in the same manner as reviews conducted at the usual intervals. The dossier shall be evaluated as if the work were done in the normal period of service and will be so stated in all review letters.

5 . Reimbursement

Regular full-time employees are eligible for adoption reimbursement benefits immediately upon hire. The University will reimburse eligible employees for qualifying legal adoption related expenses up to a maximum of \$7,500 per adopted child, to a lifetime maximum benefit of \$15,000 per employee. Qualified expenses directly related to a legal adoption may include: agency and placement fees, legal fees and court costs, medical expenses of the birth mother, medical expenses of the child not covered by insurance, temporary foster care costs, immigration, immunization and translation fees, and transportation and lodging relating to travel necessary for the adoption, are reimbursable. Qualified expenses can be reimbursed prior to the finalization of the adoption. Claim forms should be submitted to HRD within one year of adoption.

If an employee and his/her/their spouse both work at the University of Hartford, only one spouse can utilize this reimbursement benefit.

To file for reimbursement, an Adoption Assistance Claim Form can be found on the HRD website at www.hartford.edu/hrd/forms. Itemized receipts for expenses must be attached to the claim form to ensure timely processing. The amount of reimbursement is subject to Social Security, Medicare, federal unemployment and other applicable taxes. It is intended that reimbursements paid under this benefit may be excludable from your income for federal income taxes to the extent permitted under Internal Revenue Code Section 137. Employees should consult their personal tax advisors for clarification.

Questions regarding this policy should be directed to HRD.

Title: 5.0 Benefits

Chapter: 5.15 Academic Year Positions

Issuance Status and Effective Date: January 2025

Academic year positions are regular full-time exempt or non-exempt positions scheduled to work for a minimum of 40 weeks, but less than the full year. Ordinarily, they are scheduled to coincide with the academic year inclusive of the fall and spring semesters but can vary depending on departmental needs.

Benefits applicable to regular full year full-time employees, unless otherwise specified herein, also apply to academic year full-time employees. Where there are differences between the provisions of this manual and more specific statements contained in the University's files (such as insurance plan documents), those statements shall control.

The University reserves the right to change the Academic Year Positions Policy as it deems necessary.

The effect of this employee classification on University benefits is as follows:

1. **Group insurance (medical, dental, vision, life, long-term disability, Flexible Spending Accounts and/or Health Savings Accounts, see also 5.01, Flexible Benefit Program):** Coverage is year-round. The employee's contribution, if applicable, is calculated based on the full year and pro-rated deductions are taken to cover the period of inactive employment.
2. **University of Hartford Defined Contribution and Tax-Deferred Annuity Retirement Plan(s)** (See also 5.01, Flexible Benefit Program): University and employee contributions are suspended during the period of inactive employment.
3. **Vacation** (See also 5.02, Vacation): Vacation eligibility occurs annually when active employment begins for the staff member after the start of the fiscal year. Vacation time is pro-rated and must be taken during the period of active employment. Vacation time not taken by the end of the fiscal year's assignment will be forfeited.

Newly hired employees who are eligible for Vacation will be provided this paid time off upon completion of the first 90 days of employment, based on date of hire as noted below. This vacation time should be used prior to the end of the fiscal year in which the time was provided.

Note: Employees whose positions are scheduled to coincide directly with the academic year (August through May) will be considered to have completed a full year of service at the conclusion of that academic year for vacation eligibility purposes.

Date of Hire	24 PAY		22 PAY		21 PAY		20 PAY	
	8 hrs	7 hrs	8 hrs	7 hrs	8 hrs	7 hrs	8 hrs	7 hrs
July 1 to Sept 30	74	65	68	59	65	57	62	54
Oct 1 to Dec 31	37	32	34	30	32	28	31	27
Jan 1 to June 30	0	0	0	0	0	0	0	0

Academic year employees hired between January 1st and June 30th will be granted vacation on the following July 1st based on the schedule below.

NON-EXEMPT – 7-hour work day	24 PAY	22 PAY	21 PAY	20 PAY
SECOND YEAR				
Total Annual Vacation Allotment	97	89	85	81
COMPLETION OF 5th YEAR – ONSET OF 6th YEAR				
Total Annual Vacation Allotment	130	119	113	108
COMPLETION OF 15th YEAR – ONSET OF 16th YEAR				
Total Annual Vacation Allotment	162	148	142	135

EXEMPT and NON-EXEMPT – 8-hour work day	24 PAY	22 PAY	21 PAY	20 PAY
SECOND YEAR				
Total Annual Vacation Allotment	111	102	97	92
COMPLETION OF 5th YEAR – ONSET OF 6th YEAR				
Total Annual Vacation Allotment	148	135	129	123
COMPLETION OF 15th YEAR – ONSET OF 16th YEAR				
Total Annual Vacation Allotment	185	169	162	154

Reclassification from Academic Year to Full Year or Full Year to Academic Year – The employee's vacation allotment will be adjusted to accommodate the new work schedule to ensure that he/she is not gaining or losing vacation time (in terms of hours) during the year of transition.

4. **Personal Days** (See also **5.04, Personal Days**): Personal Days are allotted and paid only during the period of active employment, and are applied as follows:

NON-EXEMPT – 7-hour work day	24 PAY	22 PAY	21 PAY	20 PAY
Total Time Provided	52	48	46	43
EXEMPT and NON-EXEMPT – 8-hour work day	24 PAY	22 PAY	21 PAY	20 PAY
Total Time Provided	59	54	52	49

5. **Holidays** (See also **5.03, Holidays**): University recognized holidays occurring during the period of active employment are paid.
6. **Short-term Disability** (See also **5.06, Short-term Disability**): Salary continuation under this policy runs concurrent with the active work schedule as determined by the plan document.
7. **Tuition Remission** (See also **5.12, Tuition Remission and Other Educational Benefits and /Opportunities**): Academic year employees, their spouse and/or dependent children are eligible for tuition remission for courses throughout the year based on the current Tuition Remission Policy.
8. **Employee Assistance Program** (See also **5.13, Employee Assistance Program**): Academic year employees, their spouse, dependent children or a family member residing in the employee's household are eligible for up to six consultations per presenting problem per family member per calendar year at no cost to the employee throughout the year.
9. **Other Paid Absences** (See also **5.10, Short-term Military Absence** and **5.11 Jury Duty and Other Short-term Leave**): Such absences will only be paid when they occur within the period of active employment.

Title: 5.0 Benefits

Chapter: 5.16 Regular Part-time Positions

Issuance Status and Effective Date: January 2025

Regular part-time positions are scheduled to work a minimum of 20 hours per week, but not to exceed 30 hours per week, for a minimum of 40 weeks per year. Except as specified in this section or elsewhere to the contrary, benefits which apply to regular full-time employees do not apply to regular part-time employees. Where there are differences between the provisions of this manual and more specific statements contained in the University's files (such as insurance policies), those statements shall control.

The University reserves the right to modify, change or terminate the policies referenced below at its discretion.

The effect of this employee classification on University benefits is as follows:

1. **Group insurance (medical, dental, vision, flexible spending account(s), health savings account, supplemental life, spousal life, dependent children life and personal accident, see also 5.01, Flexible Benefit Program):** Regular part-time employees are eligible to participate in certain University-offered group insurance plans, and are required to contribute 100% of the premium cost for any and all group insurance elected. Coverage is year-round.
2. **403(b) Defined Contribution and Tax-Deferred Annuity Retirement Plan** (See also **5.01, Flexible Benefit Program**): Regular part-time employees are eligible to participate in the University of Hartford's 403(b) Defined Contribution and Tax-Deferred Annuity Retirement Plan upon meeting eligibility criteria. See the summary plan description for specific details.
3. **Tuition Remission** (See also **5.12, Tuition Remission and Other Educational Benefits & Opportunities**): Regular part-time employees are eligible for tuition remission, on a space available basis, for themselves (four credit maximum per semester) based on the current Tuition Remission Policy.
4. **Employee Assistance Program** (See also **5.13, Employee Assistance Program**): Regular part-time employees, their spouse, dependent children or a family member residing in the employee's household are eligible for up to six completely private and confidential consultations per presenting problem per family member per calendar year at no cost to the employee.

5. **Holidays** (See also **5.03, Holidays**): Regular part-time staff are eligible for holiday pay for all University recognized holidays that occur on their regularly scheduled workday, and will be paid their current hourly rate for the number of regularly scheduled hours for that particular day. Part-time staff in positions classified as non-exempt who work on a University recognized holiday (other than a floating holiday) receive pay for the holiday plus their base hourly rate of pay for all hours worked on that holiday. This also applies to Easter Sunday. (See also **4.02, Hours, Overtime and Pay Practices.**)

Title: 5.0 Benefits

Chapter: 5.17 Retirement

Issuance Status and Effective Date: January 2025

1. General

Eligible regular full-time employees who satisfy the defined retirement criteria outlined below will be provided access to certain benefit continuation options after retirement from the University of Hartford. Retirement benefit continuation options will not be granted to employees who do not satisfy the defined retirement criteria outlined below or to those who are terminated for willful misconduct.

The University reserves the right to change the Retirement Policy as it deems necessary. However, employees who have previously satisfied the defined retirement eligibility criteria outlined below will not be subject to changes to this Policy. Where there are differences between the provisions of this manual and more specific statements contained in the University's files (such as insurance policies), those statements shall control.

2. Retirement Eligibility Criteria

To be eligible for retirement from the University of Hartford and the benefits associated with it, regular full-time employees must satisfy one of the following requirements:

- Plan A:** A minimum of age 55. Age plus completed years of service must equal 75 points on or before December 31, 1998.
- Plan B:** A minimum of 10 years of service. Age plus completed years of service must equal 75 points on or before December 31, 2005.
- Plan C:** A minimum of 10 years of service. Age plus completed years of service must equal 75 points on or before June 30, 2014.
- Plan D:** A minimum of 10 years of service. Age plus completed years of service must equal 75 points on or after July 1, 2014.

3. Retirement Benefits

a. Medical Insurance

Employees who meet the requirements of Plan A or Plan B noted above may be eligible for subsidized medical insurance benefits into retirement. To be eligible for continuation of medical insurance benefits into retirement, an employee must be enrolled in a University-offered group medical insurance plan at the time of retirement.

Employees who meet the requirements of Plan C or Plan D noted above may be eligible for unsubsidized medical insurance benefits into retirement.

If an **employee and/or spouse** is under age 65 at the onset of the employee's retirement, and if he/she is not eligible for Medicare, he/she is eligible to purchase the

applicable pre-65 individual or family medical insurance coverage. Consult the applicable summary plan description for details regarding coverage and out-of-pocket costs.

When an **employee and/or spouse** attains age 65 after retirement, Medicare becomes the primary insurance. The University-offered group medical insurance coverage will then convert to a Medicare supplemental and prescription drug plan. This coverage will pay for appropriate Medicare-eligible medical and prescription drug expenses. Consult the applicable summary plan description for details regarding coverage and out-of-pocket costs.

A qualifying University retiree (and/or his/her/their spouse) will have the ability to “opt out” of the University’s group medical, dental and/or vision insurance and then re-enroll during the University’s annual open enrollment period or upon attaining a qualifying event (as defined by the IRS – including, but not limited to, a change in marital status (marriage or divorce), loss of insurance coverage due to a change in employment status, death of a spouse or dependent or loss of dependent eligibility status (no longer of eligible age, upon attaining age 26) at any time after retirement. It is the retiree’s responsibility to alert HRD to obtain necessary documentation in order to process a re-enrollment request.

When a retiree dies, dependent coverage (if in effect) will continue and the surviving dependent(s) will be required to pay 100% of premium.

Please contact HRD for applicable rate information regarding retiree medical insurance coverage.

b. **Dental Insurance**

Employees who have satisfied the retirement eligibility criteria noted above are eligible for continuation of dental insurance coverage into retirement if they are enrolled in the dental insurance plan at the time of retirement. The retiree will be billed the applicable monthly premium in order to maintain the coverage(s).

c. **Billing for Retirement Benefit Election(s)**

Monthly billing for all appropriate coverage(s) is coordinated by the Bursar's Office.

d. **Open Enrollment for Retirees**

Retirees are eligible to review their current benefit plan election(s) during the University's annual Open Enrollment that occurs every fall. Any change(s) elected during the annual open enrollment become effective January 1st of the next calendar year.

e. **Tuition Remission**

Employees who have satisfied the retirement eligibility criteria noted above are eligible for the same tuition remission benefits made available to active full-time employees. This does not include the Tuition Exchange Scholarship Program. (See also **5.12, Tuition Remission and Other Educational Benefits and Opportunities**).

f. **Life Insurance**

All group term life insurance ends upon retirement. Conversion and/or portability options may be available. Employees who are eligible for Plan A, Plan B or Plan C noted above are eligible for a \$2,000 group term life insurance policy at no cost to the retiree. Consult applicable plan documents or HRD for complete details.

4. Voluntary Phased Retirement Plan

The University of Hartford offers a Voluntary Phased Retirement Plan for eligible regular full-time non-union employees. This Plan provides for a formal arrangement for retirement in planned stages, as detailed in a written agreement between the University and the staff member. To be eligible, an employee must be at least 55 years of age and have completed 10 years of continuous regular full-time employment at the University at the onset of the plan. An employee in the Plan will be considered full-time for benefit eligibility purposes, regardless of the reduced work schedule.

Participation in Voluntary Phased Retirement Plan is not an entitlement or right available to all persons who meet the eligibility criteria. The decision to permit phased retirement in each case is at the discretion of the University Officer who oversees the department, and the Officer's decision is final. The Plan follows the University's current principle of employment at will, which allows either party to terminate the employment relationship at any time and for any reason, with or without notice.

Voluntary Phased Retirement Plan application materials for staff can be found on the HRD website.

Title: 5.0 Benefits

Chapter: 5.18 Severance Pay

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. General

This policy provides eligible regular full-time employees with one week of current base salary for each completed year of continuous service at the time of separation, to a maximum of 26 weeks of severance pay.

- a. The University reserves the right to pay severance under this policy as either a lump sum or as salary continuation. If paid as salary continuation, the payments will continue based on the current pay cycle unless the terminated employee is re-employed at the University. If paid as a lump sum, and if rehired at the University prior to the expiration of the period covered by the lump sum payment, the employee will be required to reimburse the University the pro-rated amount of severance.
- b. If an employee who is laid off has received severance pay after one or more prior layoffs, his/her/their eligibility for severance pay will be decreased by the amount of severance pay he/she received at the time of the prior layoffs.

The University reserves the right to change the Severance Pay Policy as it deems necessary.

2. Eligibility

This benefit applies only to regular full-time employees whose position is being eliminated or who are being laid off. This benefit does not apply in the case of voluntary termination, resignation, discharge for cause, retirement, disability or death.

Eligibility for severance pay will be forfeited if an employee voluntarily resigns prior to the established date of job elimination or the anticipated layoff.

3. Benefits Information

- a. All group health (medical, dental and/or vision) insurance will be terminated on the last day of the month in which active employment ends. (See also **5.01, 3. Continuation of Coverage upon Termination.**) Eligibility to continue group health insurance coverage is determined by federal and state law. All notices regarding the opportunity for continuation of coverage will be provided by HRD.
- b. Severance pay benefits do not include employee and/or University contributions to the 403(b) Defined Contribution and Tax-deferred Annuity Retirement Plan.

- c. All group term life insurance coverage terminates when active employment status ceases. Eligibility for conversion or portability of the University group term life insurance plan(s) may be available. Refer to the appropriate plan document or HRD for further details.
- d. Laid off employees and their eligible dependents will be allowed, under **5.12, Tuition Remission and Other Educational Benefits and Opportunities**, to complete courses in which they are currently participating.
- e. Laid off employees will be paid for up to 10 days of available unused vacation in accordance with **5.02, Vacation**. Vacation time paid out does not lengthen the severance window.

4. Unemployment Compensation

Generally, a terminated staff member who is eligible for benefits under this policy will also be eligible for unemployment compensation after the period of severance pay is completed. (See also **6.10, Termination of Employment**). However, determinations of unemployment compensation benefits are made by the Department of Labor and not by the University, and therefore cannot be guaranteed.

Title: 5.0 Benefits

Chapter: 5.19 Parental Leave

Issuance Status and Effective Date: August 2025

1. General

The University of Hartford provides paid parental leave in an effort to support our employees as they add to their families by birth, adoption or surrogacy. This policy provides regular full-time employees who have completed one year of continuous service with salary continuation to give them time during this transition to bond with their new family members. A delivering mother will typically receive eight weeks of salary continuation (six weeks of paid short-term disability leave plus two weeks of paid Parental Leave). A non-delivering parent will receive two weeks of paid Parental Leave. In cases of adding to the family by adoption and/or surrogacy, an employee will receive eight weeks of salary continuation (six weeks of paid Adoption and/or Surrogacy Leave plus two weeks of paid Parental Leave)(see also **5.14, Adoption Assistance**).

- a. Eligible employees can elect to take two weeks of paid Parental Leave immediately following the birth or placement;(see also **5.14, Adoption Assistance**);of a child.
- b. For a delivering parent, medically-certified leave of absence for childbirth, including any time before a child is born or the subsequent period of recovery deemed necessary by a treating physician following the birth of a child, will adhere to **5.06, Short-term Disability Insurance**. Paid Parental Leave will begin immediately following the conclusion of the medically-certified absence.
- c. Academic year employees must utilize this benefit during the academic year.
- d. Paid Parental Leave will run concurrently with Connecticut and federal FMLA leave. Employees may be entitled to additional unpaid FMLA leave and wage replacement benefits under the CTPL (see **5.08, Family and Medical Leave**).

The University reserves the right to change the Parental Leave Policy as it deems necessary.

2. Leave Procedures

- a. An employee who utilizes Parental Leave will be expected to give as much notice as is reasonably possible in advance of the leave in an effort to properly plan for this absence.
 - 1) Faculty should consult with their Department Chair (or equivalent) and Dean to determine how teaching responsibilities will be met during the anticipated Parental Leave as well as to determine how other responsibilities such as advising, university service and/or scholarly/creative activities will be met upon the faculty member's return from this leave. Final determination of arrangements will be approved by the Provost, with the educational impact on students being the primary consideration in

this decision.

- 2) Staff should consult with their supervisor (or equivalent) and the Director/Department Head regarding their anticipated Parental Leave.
- b. An employee who utilizes Parental Leave must notify HRD of the intended leave period as well as provide documentation supporting the leave request as soon as reasonably possible following the birth or placement of the child.

3. Impact of Parental Leave on Faculty Tenure or Reappointment Review

Faculty who are taking (or who have taken) parental leave have the option to request an extension to their probationary period or their comprehensive/cumulative review period. Please see the Faculty Policy Manual, section 7.3 for tenure-track faculty and section 5.6.2 for clinical-applied faculty for more information.

Tenure or reappointment reviews that are granted extensions should be treated procedurally in the same manner as reviews conducted at the typical intervals. The dossier shall be evaluated as if the work were done in the typical period of service.

Questions regarding this policy should be directed to HRD.

Title: 6.0 Employee Relations

Chapter: 6.01 Employee Relations Guide

Issuance Status and Effective Date: January 2025

1. Values and Intentions

Our employee relations emphasis is on the importance of individual contribution, individual involvement and the development of individual skills and talents. The starting point is the assumption that every employee wants to do a good job, invest their efforts in worthwhile accomplishments, work harmoniously with others and have their contributions recognized.

We value cooperative relationships. We believe that by working together, we improve the likelihood of progress for our institution. The spirit and tone is best described as each helping the other to be effective. Our combined productivity and aggregate accomplishments give meaning to our efforts as individuals.

We strive for a working climate in which each person can and will speak up for his/her/their needs, and any obstacles hindering his/her/their best performance. We believe that relationships which serve the University best are those that are built around open and honest exchanges of viewpoints, cultivate recognition of an individual's need for their own identity and preserve their dignity.

2. Mutual Expectations

We expect those in authority to administer it with reason, fairness and humanity. We also expect others to respond to such authority in the spirit of willingness to cooperate and contribute.

University policies try to strike a balance between individual and organizational expectations. Members of our University community can expect opportunity for development, but at the same time, are expected to recognize their own responsibility for self development. They can expect their length of service to affect their employment status favorably, but are expected to provide a high quality of service. They can expect pay and benefits that are just and fair, but are expected to do their part in making improved pay and benefits affordable.

3. Equality

All of us earn our livelihood in the field of higher education. Our roles and our influence will vary, but we all have in common the one fact that each of our contributions is needed. Everybody is equally important. It is with this outlook that we should approach our tasks. We believe it to be the pathway to the best possible quality of work life for every one of us at the University.

4. Third-Party Relationships

When the above-stated values and intentions, mutual expectations and striving for equality exist, communications are healthy, relationships are harmonious, and intervention by outside third parties is neither necessary nor an attractive alternative. Where a third-party relationship is mandated, the conditions described above and the mutual respect and cooperative effort implied continue to include those affected to every extent possible.

Title: 6.0 Employee Relations

Chapter: 6.02 General Expectations

Issuance Status and Effective Date: January 2025

1. Policy

As a condition of employment, each employee is expected to be responsive to the University's operating needs and its institutional purposes, customs, traditions and general expectations. Supervisors are authorized to act upon any conduct which may be detrimental to the orderly function of the University, and to take necessary corrective and/or disciplinary action to address such conduct as deemed appropriate, up to and including termination of employment.

2. General Expectations

Common decency and lawful conduct are standard expectations. In general, employees are expected to adhere to all University and departmental policies and procedures. These expectations include, but are not limited to, the following:

- a. Maintaining good attendance and punctuality. (See also **6.05, Attendance Management**).
- b. Using work time effectively and properly.
- c. Carrying out all reasonable supervisory requests.
- d. Cooperating with, and refraining from interfering with workplace investigations.
- e. Refraining from any kind of harassment - personal, sexual or discriminatory - towards visitors, employees or students. (See also **3.01, Equal Employment Opportunity and Non-discrimination** and **6.14, Sexual and Other Harassment Prevention**).
- f. Following safe practices and safety rules. (See also **6.12, Health and Safety**).
- g. Conserving University resources, materials and supplies.
- h. Promoting an attractive campus by making use of appropriate receptacles.
- i. Acting responsibly with University equipment and property and adhering to the Responsible Technology Use Policy (located in the University's Self-Service center on a password-protected webpage).
- j. Accurately representing facts and maintaining records, including time/pay records.
- k. Maintaining the confidentiality of personnel or confidential information. (See also **6.11, Access/Disclosure - Employee Records/University Property**).
- l. Refraining from gambling or betting in the workplace.
- m. Reporting to work fit for duty, and not under the influence of intoxicants or drugs.
- n. Complying with the University's policies on maintaining a drug-free workplace, and elimination of drug and alcohol abuse on campus.
- o. Refraining from possessing and/or using firearms, deadly weapons and dangerous instruments on University property, which is expressly prohibited. Deadly weapons and dangerous instruments include hunting bows, knives, paintball guns or paraphernalia, air-soft guns, electronic defense weapons and other weapons as defined under Connecticut law. These weapons and instruments are prohibited from

University of Hartford premises at all times regardless of any lawful licensure or certification for possession elsewhere.

- p. Using e-mail and/or the web exclusively for matters relating to University business and not for communication of a private or personal nature, except as permitted in Section 5, below. The viewing and/or transmission of any messages or materials that may be disruptive, offensive or harmful to morale is prohibited.
- q. Refraining from using the University name or proprietary imagery in any form for personal profit other than for official University business without prior permission from an Officer.

3. Solicitations

University employees may not solicit other University employees for any purpose while either employee is on work time, unless it has been authorized by an Officer of the University. Authorization will be limited to internal programs, such as benefit options, retirement or savings programs, insurance, University contributions, or for fund-raising by the United Way. Work time for purposes of this provision is defined as any period when an employee has duties or tasks to perform. It does not include established rest periods, lunch periods or personal time, which may or may not be paid time.

The distribution of any materials relating to the above also must have prior approval. University email, mail services and bulletin boards are to be used only for authorized distribution or posting of solicitation or promotional materials. The distribution of chain letters is considered to be a form of solicitation and is also prohibited.

Non-employees are not permitted to distribute any material or solicit employees on University property at any time and/or for any purpose.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

4. Telephones and Personal Calls

Personal calls may be made using University telephones. These calls should be kept to a minimum and made as brief as possible. If charges are made for personal calls, employees will be required to pay these charges immediately.

5. University-issued Electronic and/or Other Resources

The University of Hartford recognizes that there are many work-related situations that require the use of University-issued electronic resources including, but not limited to, smart phones, cell phones, computers and other technologies. Other resources provided to employees at the discretion of the University may include, but are not limited to, P-card, keys and/or access/ID cards.

The University also recognizes that its employees may occasionally need to make personal use of University-issued electronic resources. The personal use of University-issued electronic resources is only permitted to the extent that (i) the personal use is reasonable, (ii) the University incurs no additional cost from that use and (iii) the use does not inappropriately interfere with official University business. All uses of University-issued electronic resources, whether for business or personal reasons, and all appliances connected to or otherwise using University networks or systems, whether University-issued or not, are also subject to the University's Responsible Technology Use Policy. **In all cases, there should be no expectation of privacy when using a University-issued electronic resource or the University's information technology systems.**

Employees who are provided University-issued electronic and/or other resources or any other University property during their employment should return all resources/property to their direct supervisor or HRD at termination or immediately following termination of employment prior to the University paying out any unused vacation allotment.

6. Electronic Monitoring

From time to time, for a number of business-related reasons, including, but not limited to, maintaining security, increasing productivity, and preserving a safe and healthy environment, the University may engage in monitoring practices, both electronic and non-electronic. Such practices may include, but are not limited to, those for the purpose of recording hours of work, monitoring the nature and quality of our services, and monitoring security and the conduct of people on our premises.

All employees should recognize that University facilities, equipment and time are to be used in furtherance of legitimate University purposes.

The University reserves the right to monitor, intercept, and review, without further notice, unless otherwise restricted by law and/or by the University's Responsible Technology Use Policy, every employee's activities using University of Hartford's computers, networks and the Internet resources and communications systems, including but not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities. This might include, without limitation, the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, log-ins, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies. By working at the University of Hartford, employees consent to such monitoring.

7. Personal Appearance and Dress

It is not the University's policy to dictate a particular mode of dress. It is, however, everyone's responsibility to dress in a manner which is in common good taste and in keeping with generally accepted standards of good grooming and hygiene. HRD reserves the right to make all decisions on appearance, dress and grooming in its sole discretion and may require employees not in compliance with this policy to leave and correct any identified concern as necessary and/or appropriate.

8. Keys

Employees who are issued keys agree that they will not loan those keys to any unauthorized person, will not duplicate University keys, and will safeguard those keys and return them to the University upon demand or separation of employment. The cost to replace lost or stolen keys and/or any hardware associated with said key will be charged to the responsible employee.

9. Compliance with the University Drug-Free and Alcohol Free Workplace Policy

All employees are expected to always comply with the University's Drug-Free and Alcohol-Free Workplace Policy. (See **6.15, Drug-Free and Alcohol-Free Workplace**). The failure to do so may result in consequences up to and including termination.

The University recognizes that alcohol and/or drug addiction are illnesses that may interfere with the employee's ability to meet the general expectations of the job. If an employee is personally struggling with an addiction or is concerned that another employee is under the

influence of drugs or alcohol at work, that employee should contact HRD. HRD or Public Safety should be contacted before taking any action or confronting an employee suspected to be under the influence of alcohol and/or drugs. HRD will coordinate with agencies and other resources that can offer assistance and will work with supervisors in resolving related job performance issues.

10. Confidentiality, Press Releases and Labeling Confidential Material

Employees often come into contact with information that, if released without authorization or carelessly handled, could have critical consequences to other staff, faculty, students or those responsible for the University's administration.

Unauthorized disclosure of personnel data or confidential information about the University, its employees or its students to the press or others is considered a serious breach of responsibility. If a newspaper or television reporter calls with questions on University policy, or for general information about the University, the caller should be referred to the Office of Marketing and Communication. If the reporter is querying about a specific area of a person's expertise, the person may feel free to speak, bearing in mind, however, that when a reporter calls, he/she is usually fighting a deadline and will compress a statement into a few quotable lines if it is used at all. The Office of Marketing and Communication should be advised about the call and is responsible for maintaining records of such media contacts.

All information, reports and correspondence, including email, which should be treated as confidential should be labeled **confidential** and will only be disclosed as permitted by law. All envelopes, packages and containers used in mailing or transporting confidential material should also be labeled **confidential**, and should be opened only by the addressee or designee. However, information which is confidential in nature will be treated as such and the employee will be held accountable for treatment of the information as confidential regardless whether it is labeled as confidential.

The University reserves the right to share confidential information as necessary and/or appropriate for legitimate University purposes. Notwithstanding this section, the University shall provide information as required by law or for contractual purposes.

11. Garnishments, Wage Attachments

The University complies with various federal and state laws that pertain to garnishments, assignments and levies against salaries as served by court order against the salary of any employee.

The University also complies with state mandated support enforcement orders, as required by law. The law restricts the extent to which discipline may be taken in these cases. HRD must be consulted in these cases before any disciplinary action is taken.

12. Employee Honesty

The employment relationship at the University is based upon mutual honesty and trust. Employees who engage in dishonest conduct, including, but not limited to, theft, fraud, and padding claims and expense accounts, may be subjected to consequences up to and including immediate termination. This list of offenses is not all inclusive.

Any employee who is aware of or suspects an employee of dishonesty should notify their supervisor, HRD or the Whistleblower Hotline immediately.

13. Conflict of Interest

It is the University of Hartford's policy to respect the rights of its employees to invest in private enterprise and engage in outside activities of a private nature with the understanding

that, in all facets of their duties with the University, employees are expected to act in the best interest of the University to the exclusion of considerations of personal preference and/or private gain.

A potential conflict of interest exists whenever an employee or any member of his/her/their family has a financial interest in, or any connection with, an enterprise that does business with the University if the employee is in a position, either directly or indirectly, to make or influence decisions concerning transactions with such outside enterprise. Good judgment is key to the effective and fair implementation of any conflict of interest policy.

This is a statement of University policy as initiated and established by the Board of Regents in regard to conflicts of interest and business ethics. It is not intended to cover detail, but serves only a general guide. Every employee is responsible for being aware of the importance of personal conduct and the University places its basic reliance on the integrity, good judgment and high ethical standards of the employee. Management reserves the right to determine when an employee's activities bring about a conflict with the University's best interest and to take whatever action is deemed necessary to resolve the situation. That action can include appropriate disciplinary action, up to and including termination of employment.

Presented below are some, but not all, of the cautions and concerns University employees must consider:

- a. An employee should not be in a position to gain from the present or potential dealings of the University with suppliers, contractors or service organizations.
- b. Buying, renting or selling property, facilities, equipment or services to the University by employees of the University must have prior approval from the appropriate Officer.
- c. No University employee should accept, either directly or indirectly through his/her/their family or friends, gifts (other than those of nominal value) or other considerations from firms or individuals doing or seeking to do business with the University.
- d. Outside activities of University employees should not interfere with their University duties, time schedules or normal participation in appropriate University events.
- e. All compensation of University employees for any and all services rendered to the University, and in recognition of past, present or future services to the University, is the responsibility of the direct supervisor of the employee in question. No gift (other than those of nominal value), gratuity or additional compensation may be given to, or accepted by, a University employee without the knowledge and express advance approval of that individual's direct supervisor and such other officials as would normally be involved in compensation decisions relating to the individual in question.

Where there is any question of interpretation of the above policy, employees should first consult with their supervisor. If there is still any reasonable doubt as to the proper action, the full situation should be presented to HRD for review and further action.

14. Whistleblower Hotline

The University encourages its employees to make good faith reports of **any** workplace activity which they believe could be illegal or otherwise improper under applicable law or University policy. Employees should approach their supervisor or higher-level management

when they believe that questionable and/or inappropriate business conduct has occurred. They should also feel comfortable bringing these concerns to the attention of University administration by using the whistleblower hotline. The whistleblower hotline supplements and complements, rather than replaces, other existing mechanisms and avenues for reporting employee concerns. The whistleblower hotline should not be used as a replacement for normal supervisory reporting lines or interdepartmental interactions.

The whistleblower hotline reporting system is operated by EthicsPoint, an independent service provider. Issues reported to the whistleblower hotline can be made via the secure website at www.hartford.ethicspoint.com or by calling **(844)-256-3946**, a phone line which is also confidential and operated by EthicsPoint. Reports to the whistleblower hotline can be made anonymously if confidential reporting is preferable, although individuals may also identify themselves, if they wish. This secure reporting tool also provides a means for whistleblowers and University investigators to communicate with each other through a password-protected website while still ensuring complete anonymity for the whistleblower.

Reports to the Whistleblower Hotline should be made in good faith by verifying that the report has a reasonable factual basis, and includes as much specific information as possible in the message to allow the University to properly assess the nature, extent and urgency of any applicable incident. Examples of illegal or otherwise improper workplace activities include, but are not limited to, the following:

- unauthorized or inappropriate use or misappropriation of University resources;
- theft, embezzlement, fraud, self-dealing, or private benefit;
- discrimination (i.e., use of any epithet, slur, negative stereotyping, or threatening, intimidating or hostile act) against an employee or potential employee based on race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law;
- sexual or other protected class harassment;
- violation of the University's Drug-Free Workplace Policy;
- conflict of interest;
- breach of confidentiality or privacy;
- any suspected cases of child abuse occurring on University property or involving any University activity

Note: The University also encourages everyone to report suspected cases of child abuse directly to law enforcement officials);

- violation of NCAA regulations;
- violation of the University's policies related to human subjects research, and other research and academic misconduct;
- violation of the University's obligations under federal, state and local grants, contracts and sponsored research agreements; or
- any other conduct which would constitute a violation of any federal, state or local law.

The University will investigate good faith reports of the suspected wrongful conduct and will make every reasonable effort to conduct investigations in the most confidential manner possible. Confidentiality cannot be guaranteed in all circumstances such as when: (1) identification is required by law; (2) the identity of the whistleblower is needed to investigate or properly respond the good faith report; or (3) the person accused of wrongful conduct is entitled to the disclosure of information by law. The nature and scope of the investigation will depend on the nature and severity of the alleged or suspected wrong wrongful conduct.

Conduct that falls within the scope of another University policy or procedure will be addressed and handled consistent with the applicable University policy or procedure.

The University prohibits retaliation against any individual for making a good faith report of suspected illegal activity or wrongful conduct, or participating in a related investigation, hearing, or proceeding. Any employee who violates this policy by engaging in retaliation may be subject to any level of discipline up to and including termination of employment.

Any individual who knowingly, or with reckless disregard for the truth, makes baseless allegations or provides false information in reporting wrongful conduct or retaliation may be subject to any level of discipline up to and including termination of employment.

If you are concerned that another individual has retaliated in response to your use of the whistleblower hotline reporting system or for participating in a related investigation, hearing or proceeding, then you are entitled to file a written complaint under the University's grievance procedure.

15. Political Activities

The University of Hartford fully supports the right of employees to express their personal opinions regarding politics and encourages employees to be informed and engaged citizens. That said, the University is subject to federal and state laws and regulations regarding political activities, including regulations that stem from the University's status as a non-profit 501(c)(3) entity. The University is specifically prohibited from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. If the University engages in any of the prohibited activities, it could lose its 501(c)(3) status.

To that end, employees are prohibited from engaging in political activities during working hours. Employees are also prohibited from using University resources in connection with an activity that supports or opposes a candidate or a ballot issue. "Resources" includes, but is not limited to, University funds, email, office space, telephones, computers, social media accounts, list serves, letterhead, and other office equipment. "Activity" includes raising money, recruiting volunteers, hosting or organizing events, and any other activity that supports or opposes a candidate, ballot issue or political party. While employees can display materials expressing their views in private office spaces, employees are prohibited from posting such materials in common spaces or shared hallways, whether indoors or outside, absent permission from University officials.

Employees are also responsible for ensuring that when they do express their personal beliefs during non-working time, they take care to not give the impression, even inadvertently, that they are representing the University. This includes by avoiding citing their title or University affiliation while making political statements. If an employee's title must appear, the employee should include a statement clarifying that they are speaking in their own personal capacity and are not representing the University.

Employees who have questions about these guidelines should contact HRD.

16. Rights of Access

The University reserves the right to inspect the contents of desks, lockers, personal computer files, electronic and voice mail as well as other University-issued resources and/or property provided for employee use. **Employees should not expect to maintain personal privacy in the use of these University owned and provided properties.**

Title: 6.0 Employee Relations

Chapter: 6.03 Communications

Issuance Status and Effective Date: January 2025

1. Introduction

An academic environment is only possible with the existence of open communication. Without it, the academic and professional freedom essential to the workings of a university cannot exist. Successful communication, including the free exchange of values, goals, ethics and work attitudes, can only occur in an environment where input and feedback is encouraged. In such an environment, communication can enhance effectiveness and foster stronger working relationships.

The University utilizes email as the official means of communicating to its various constituents. In addition, the University also utilizes other avenues such as written materials, meetings and programs, as detailed below.

2. Written Communications

To assist in communicating throughout the University, several centralized written channels are currently available. These include, but are not limited to:

- a. employee communication centers located in the Auerbach Computer and Administration Center, the Handel Performing Arts Center, the Facilities building and in the office of HRD;
- b. internal communication vehicles, including the University's online newsletter *UNotes*, emails, text messages, the University website (www.hartford.edu) and other social media outlets;
- c. external University publications, including "*H*" *University of Hartford Magazine*, the Honor Roll of Donors Report, school and college newsletters, and various catalogs and pamphlets;
- d. the University-wide distribution of memos as needed; and/or
- e. University and departmental manuals.

3. University Meetings and Gatherings

The University also uses verbal channels to communicate information to employees. These channels include, but are not limited to:

- a. University training and development programs;
- b. Faculty/Staff "Kickoff" events at the start of each semester;
- c. Recognition Day;
- d. Administrative Professionals Day; and
- e. programs and meetings as necessary and/or appropriate.

4. Communication Programs

The University maintains periodic communication programs to solicit feedback from employees. On occasion, various University constituents may survey the University community in an attempt to determine differing perspectives, or to assess potential actions about topics seen as important to the community. The University encourages employees to contribute to these requests for information.

Title: 6.0 Employee Relations

Chapter: 6.04 Professional Training and Development

Issuance Status and Effective Date: January 2025

1. Introduction

The University of Hartford recognizes that employee training and development leads to responsible and effective administration while broadening the skills of the employee, and that it is in the best interest of both the University and the individual. Employees are responsible for providing the motivation for their development, since all development is self development. The University is responsible for providing the opportunity and access to occupational education to the extent resources allow.

2. Orientation as Training and Development

The success of the University's ability to recruit and retain qualified employees is through immediate orientation of the prospective employee to the University's many cultural, educational and recreational advantages. The orientation process begins with the University's first contact with the applicant and continues through the first several months of the successful applicant's employment.

Training and development occur at the onset of employment. Each new employee participates in HRD's New Hire Benefits Orientation Program. In addition, a comprehensive departmental orientation and training program can create an immediate positive impression on the new employee as well as provide the foundation necessary for becoming a productive contributor within the department. Each supervisor is expected to fully participate in the departmental orientation process.

3. Occupational Education and Development Expectations

The University expects all employees to view development as an essential component of every position at the University. In order to keep the University functioning effectively, continuous upgrading of skills is necessary. As the individual employee gains more responsibility, more time and effort must be invested in seeking and acquiring information and abilities that will continue to enhance job performance. It is expected that each employee at the University will devote time to professional education and development. (See also **5.12, Tuition Remission and Other Educational Benefits and Opportunities**).

All employees, regardless of their race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law, are encouraged to seek out individual development opportunities.

4. Fulfilling University Occupational Education Requirements

The nature of development is an individual decision, and can consist of self-study, internal programs, external programs, workshops or any combination of these. Each employee is expected to be familiar with EEO and Affirmative Action guidelines, orientation, employment policies and practices, drug-free and alcohol-free workplace requirements, rules and regulations, Dialogue for Direction, sexual and other harassment prevention and standard University policies and procedures.

In compliance with federal, state and Affirmative Action regulations, supervisors are responsible for maintaining annual training records of their employees. This information must be forwarded to HRD annually for inclusion in the University's Affirmative Action Plan.

Title: 6.0 Employee Relations

Chapter: 6.05 Attendance Management

Issuance Status and Effective Date: January 2025

1. General

The University requires the best possible attendance and punctuality of its employees. All employees must be ready to meet the needs of fellow staff, faculty, students and the general public promptly, efficiently and professionally. The responsibility for attendance and punctuality rests with the individual employee; therefore, attendance management depends upon self-management. Attendance and punctuality are key aspects affecting overall job performance, salary review, promotions, discipline, and decisions on continuing employment.

Note: Faculty absence notification guidelines are outlined in the Faculty Policy Manual.

2. Notification of Absence or Tardiness

Advance notice of a planned absence or tardiness, whenever possible, is required. In cases of sudden illness or emergency, employees are encouraged to provide notice as soon as practicable. The employee should contact his/her/their supervisor directly as soon as practicable regarding any absence and is required to provide the supervisor with the general reason for the absence. Supervisors will not ask for personal details that go beyond the need to classify the absence.

An absence of three consecutive working days without notification or failure to report to work on the first working day without approval following any type of leave of absence, may be considered a voluntary resignation.

3. Medical Certification

In some circumstances, the University and/or HRD may require an employee to provide medical certification confirming reasons for an absence and subsequent fitness for the work whenever illness or injury is serious enough to cause the employee to be in a doctor's care, or whenever a pattern of absence due to illness indicates it is prudent to seek medical attention. Such documentation is required before the employee is allowed to return to work as assurance to the University that, among other things, the employee is fit for the work. Absence for an illness of more than five consecutive working days always requires medical certification (to be presented to the insurance carrier and/or HRD) identifying the period of disability and a release to return to work. (See also **5.06, Short-term Disability**) The University recognizes that, in some cases, returning to work following absence for medical reasons may require reasonable accommodation for the employee to perform the essential functions of his/her/their position. The University will comply with requirements under applicable federal and state law in this regard.

The University reserves the right to request an independent medical exam by a designated health care provider at the expense of the University.

4. Attendance Records

Supervisors are required to keep accurate individual attendance records for employees reporting to them. Employees are expected to cooperate with the maintenance and accuracy of such records in accordance with legal requirements as well as the standards set forth by the Payroll Office.

5. Attendance Record Evaluation

In order to achieve fairness and consistency, the circumstances of each instance of absence is considered before any conclusion is reached.

An absence from work is classified into one of the following three types:

- a. **Scheduled absence** occurs when the employee requests, at least three working days in advance, to be excused from work and the supervisor agrees and schedules it. Requests with ample notice to be excused will ordinarily be granted as a scheduled absence. **Scheduled absences** are not considered when evaluating attendance records. They are treated the same as vacation, but nonetheless, are recorded.
- b. **Excused absence** occurs when the supervisor excuses the employee because the reason on its face is acceptable. Excused absences include:
 - occasional sickness or non work-related accident or injury;
 - personal business needs, medical or dental appointments;
 - sickness or death in the family (See also **5.05, Bereavement/Funeral Leave**);
 - severe weather conditions;
 - special religious observances; or
 - any absence(s) mutually arranged between the supervisor and the employee.

Excused absences are considered as ordinary events which can, however, accumulate into critical below-average attendance requiring appropriate disciplinary action.

- c. **Unexcused absence** occurs when there has not been notification or when a satisfactory reason for the absence has not been given. **Unexcused absences** are considered serious negative events which may require appropriate disciplinary action, up to and including termination of employment.

6. Other Policies

Other policies which correlate with attendance management are **5.04** – Personal Days, **5.06** – Short-term Disability, **5.08** – Family and Medical Leave, **5.09** – Unpaid Leaves of Absence, and **6.02** – General Expectations.

Title: 6.0 Employee Relations

Chapter: 6.06 Performance Reviews

Issuance Status and Effective Date: January 2025

The University's formal performance review program for staff is called **Annual Career Assessment**. The overall design of the program provides the employee and the supervisor with a set process for facilitating discussion and planning for individual contribution to the unit, department and University missions. This implies two-way communication, clarification of job performance obstacles, surfacing of ideas, suggestions and sharing of performance needs. It also serves to support total University momentum toward its goals as an institution and depends upon three important occurrences:

1. openly and factually discussing job performance matters on a continuing basis;
2. mutually setting objectives for achievement and individual improvement within specific time frames; and
3. annually completing a performance appraisal.

Each University staff member is entitled to a performance review at least once a year, or more frequently if requested. Employees in orientation status must receive a performance review between the 60th and 90th day of employment.

Among the areas considered by the supervisor when evaluating employee job performance are the following core competencies:

- **Job Knowledge** - understands job related information and effectively utilizes technical skills.
- **Productivity** – quantity/volume of work is completed in a timely manner; determines priorities and carries out responsibilities within established time constraints.
- **Quality** – accurately, skillfully and thoroughly completes duties with appropriate attention to detail.
- **Initiative** – demonstrates self-reliance and resourcefulness; contributes ideas and suggestions.
- **Teamwork** – exhibits willingness to work with others; cooperates and interacts effectively with others; keeps others informed and resolves conflicts when necessary; complies with University policies and procedures.
- **Communication Skills** – clearly and effectively communicates through written and oral expression.
- **Attendance** – regular and punctual attendance.
- **Growth in Knowledge and Skills** - utilizes opportunities for training, development and growth.

Performance reviews are confidential and become part of the employee's official personnel file, maintained in HRD. Employees have the right to submit statements in response to their performance reviews, which shall then also become part of the personnel file. These reviews

will be used in employment decisions, promotions, transfers and planning for professional development.

Title: 6.0 Employee Relations

Chapter: 6.07 Service Recognition

Issuance Status and Effective Date: January 2025

1. Recognition

The University recognizes and awards extended years of service to regular full-time and regular part-time employees as follows:

Staff — 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 years of service

Faculty — 10, 15, 20, 25, 30, 35, 40, 45, 50 years of service

Temporary staff and student employment are not eligible for service credit. (See also **3.06, Part-time, Temporary and Student Employment.**)

2. Service Date

Service for recognition purposes only is determined by the employee's service (seniority) date, which is the date on which the person began regular continuous employment at the University of Hartford.

If an individual is rehired at a later date, HRD will calculate prior credit for service and a new service (seniority) date will be established.

Title: 6.0 Employee Relations

Chapter: 6.08 Progressive Discipline

Issuance Status and Effective Date: January 2025

While the University of Hartford retains all rights traditionally associated with the doctrine of employment at will, the University may, using its discretion, apply the standards of progressive discipline as a supervisory tool in an effort to address, correct and sustain acceptable job performance for staff. The following shall serve as guidance only and shall not convey any procedural rights to any employee. The University reserves the right to deviate from these standards as it deems necessary.

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. Standards of Progressive Discipline

Supervisors are authorized to act upon any conduct which may be detrimental to the orderly function of the University, and to take necessary corrective and/or disciplinary action as deemed appropriate to correct such conduct. If applied, the objective of progressive discipline is that it be timely, administered without undue delay, and that it be progressive and appropriate. The severity of the current offense, weighed along with the employee's past work and attendance record as a whole, determines, in the final analysis, any given disciplinary action.

Any level of discipline may be initiated depending upon the degree and circumstances of the infraction. Each situation, therefore, must be judged on its own set of facts and may include the following steps:

1. verbal warning;
2. written warning;
3. suspension and/or final written warning;
4. dismissal.

The **criteria** for effective discipline includes:

- a. communicating to the employee the seriousness of a wrongful course of conduct;
- b. communicating to the employee what is expected as acceptable conduct;
- c. informing the employee of the consequences of continued wrongful conduct; and
- d. allowing reasonable time and providing assistance, feedback and a time frame for the employee to improve and sustain acceptable conduct.

Where appropriate, a meeting should be held between the supervisor and the employee to discuss the discipline. However, when it is not possible or appropriate to meet, discipline will be mailed to the employee's last known address.

Pursuant to the Connecticut Personnel Files Act, if an employee disagrees with the disciplinary action taken, he/she has the right to submit a written statement explaining his/her/their position, which shall be maintained as a part of the official personnel file.

The standards of progressive discipline do not apply to an employee on orientation status (or any extension thereof).

HRD should be contacted for advice concerning the progressive steps of the disciplinary process.

2. Disciplinary Measures - The Progressive Steps

The reasons for taking disciplinary measures at the University are twofold: to correct unsatisfactory work-related behaviors and thereby improve overall job performance; and, as a general deterrent to conduct that interferes with the effectiveness of others and/or the University as a whole. There are four recognized levels of discipline; each is progressively more severe, with dismissal as the final measure. The University reserves the right to combine or skip levels of discipline depending on the circumstances.

a. Verbal Warning

This is the least severe, and has no permanency if the desired change of behavior is effectuated. It should be documented but is not considered part of the official personnel file unless or until subsequently incorporated into a written warning. (See also **6.11, Access/Disclosure - Employee Records/University Property**).

b. Written Warning

The severity of a written warning depends upon the infraction, the seriousness of the conduct in question and the employee's overall job performance record, including prior discipline. It is documented and becomes a part of the employee's official personnel file.

c. Suspension (With or Without Pay) and/or Final Written Warning

The severity of this action speaks for itself, and varies with the length of suspension. Suspension for more than three days is considered severe, and may suggest that dismissal might be in order. Any unpaid suspension deemed necessary and/or appropriate will comply with applicable federal and/or state wage and hour laws.

An employee on a suspension and/or a final written warning is not eligible to participate in the job posting process except when warranted and with the advance written approval of the supervisor, HRD and the appropriate Officer.

d. Dismissal

The University may, at its sole discretion, deviate from the order of progressive disciplinary actions and utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate dismissal.

Title: 6.0 Employee Relations

Chapter: 6.09 Grievances

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. General Policy

- a. It is the policy of the University of Hartford to encourage the airing of employee dissatisfactions so problems can be resolved as quickly as possible, either informally or, at the discretion of the employee, as a formal grievance. No matter which avenue an employee chooses, there shall be no reprisal against that employee for complaints brought in good faith.
- b. Supervisors are charged with the responsibility of maintaining an open door to employee complaints, resolving them according to their merit and cooperating with the grievance procedure in cases of formal complaints.
- c. A grievance will be deemed to have merit when it is apparent that the employee has been denied treatment or benefit that can commonly and rightly be expected in the course of one's employment at the University. Incidents or issues that are not raised within 30 calendar days of the time the employee knew, or reasonably should have known, of the event or condition giving rise to it are not considered under this procedure.
- d. Complaints involving sexual and/or other harassment are specifically covered under **6.14, Sexual and Other Harassment Prevention**.
- e. When a grievance is determined to be valid, an equitable, prompt and practical remedy will be offered at the discretion of the University.
- f. Retaliatory action of any kind taken by any employee of the University of Hartford against any other employee of the University of Hartford as a result of that person's seeking redress under these procedures or participating in any proceedings under these procedures is prohibited and may result in disciplinary action, up to and including termination of employment.
- g. In the event that it is determined that a grievance was not brought in good faith but was submitted in a reckless, capricious or malicious manner, the complainant may be subject to disciplinary action, up to and including termination of employment.

- h. An employee will not be eligible to file a grievance utilizing this grievance process if terminated during orientation status.
- i. Second or third party grievances will not be heard under this procedure.

2. Procedure

When an employee wishes to pursue a formal complaint under this procedure, he/she may do so by taking the steps described below.

The non-union staff member (provided he/she is an active member of the Staff Council) may request assistance from the University of Hartford Staff Council in composing the statement of grievance and preparing appeals. A designee of the Staff Council, who is also a staff member, may attend meetings at Step Three and Step Four of the procedure as an observer, but not a participant, if requested by either the employee or the University.

Suspension and dismissal grievances are presented directly to **Step Three**. Employees will not be eligible to submit a grievance regarding their termination if terminated during their orientation status.

a. **Step One: Immediate Supervisor or Department Head**

When informal efforts fail to produce a settlement and the employee wishes to pursue a formal grievance, he/she may do so by filing a written grievance on the grievance form, available on the HRD website. This written grievance is presented to the immediate supervisor, or the department head if serving as the immediate supervisor. A meeting will be arranged between the supervisor and the employee to discuss the grievance as fully and openly as possible. Supervisors are expected to make every reasonable effort to resolve the issue at this step. After the meeting, the supervisor will respond to the grievance in writing with his/her/their disposition and attach this disposition to the grievance form.

The employee may either accept the immediate supervisor's disposition, or appeal to **Step Two**. If the immediate supervisor is the Department Head, the employee will appeal directly to Step Three.

b. **Step Two: Department Head**

If an employee wishes to appeal a grievance to **Step Two**, he/she must present all documentation from **Step One** to the department head. A meeting will be arranged between the department head (or designee) and the employee to discuss the grievance further. After the meeting, the department head (or designee) will respond to the grievance in writing with his/her/their disposition and attach this disposition to the grievance form.

The employee may either accept the department head's (or designee's) disposition, or appeal to **Step Three**.

c. **Step Three: Assistant Vice President of Human Resources (or Designee)**

If an employee wishes to appeal a grievance to **Step Three**, he/she must present all documentation from **Steps One and Two** to the Assistant Vice President of Human Resources (or designee). A meeting will be arranged with the employee to

discuss the grievance further. The Assistant Vice President of Human Resources (or designee) may invite others to the meeting for their possible contributions to settlement of the matter. After the meeting, the Assistant Vice President of Human Resources (or designee) will respond to the grievance in writing with his/her/their disposition and attach this disposition to the grievance form.

The employee may either accept the Assistant Vice President of Human Resources (or designee's) disposition, or appeal to **Step Four**.

d. **Step Four: President's Review Panel**

If an employee wishes to appeal a grievance to **Step Four**, he/she must make the request to the Assistant Vice President of Human Resources (or designee). The President maintains a panel of individuals, from which the employee may select one Review Officer to review the grievance. HRD will coordinate this process. A meeting will be arranged between the employee and the Review Officer to review the grievance and discuss the issues. The Review Officer may invite others to the meeting for their possible contributions to settlement of the matter. After the meeting, the Review Officer will present a final report of the grievance to the President, with a recommendation for disposition. The President will either endorse the recommendation, or make an alternative disposition, which may include an option for binding arbitration. The entire grievance package must then be returned to the Assistant Vice President of Human Resources (or designee), who will then communicate the final decision to the grievant, and notify the Review Officer of the President's decision.

e. **Time Scheduling for Processing Grievances**

- An employee must file a grievance no more than 30 calendar days from the date that he/she knew, or reasonably should have known, about the incident giving rise to the grievance.
- Immediate supervisor arranges a meeting with the employee generally within five workdays of the date the grievance was filed.
- Immediate supervisor must respond in writing to the grievance generally within five workdays of the meeting.
- If resolution is not satisfactory to the employee, he/she has five work days to appeal to the department head.
- Department head or designee arranges a meeting with the employee generally within five workdays of receipt of the appeal.
- Department head or designee must respond in writing to the grievance generally within five workdays of the meeting.
- If resolution is not satisfactory to the employee, he/she has five work days to appeal to the Assistant Vice President of Human Resources.
- Assistant Vice President of Human Resources (or designee) arranges a meeting with the employee generally within seven workdays of receipt of the appeal.
- Assistant Vice President of Human Resources (or designee) must respond in writing to the grievance generally within seven workdays of the meeting.
- If resolution is not satisfactory to the employee, he/she has 15 work days to appeal to the President's Review Panel.
- Once a representative from the President's Review Panel is selected, he/she must schedule a meeting with the employee generally within 15 work days.

- Representative from the President's Review Panel must respond in writing to the President with recommendation regarding the grievance generally within 15 workdays of the meeting.
- The President either endorses or issues an alternative response to the grievant generally within 15 workdays. The resolve is forwarded to HRD for appropriate distribution.

The time frames noted herein may be extended by mutual agreement.

An appeal not taken within the specified time limits noted herein will indicate acceptance by the employee of the disposition rendered at that step of the procedure.

f. **Management Rights**

Any settlement of a grievance affecting terms and/or conditions of employment does not prevent the University from making future changes in terms and/or conditions of employment at its discretion, nor does it imply that there has been any forfeiture of the University's absolute right to manage its affairs within appropriate legal constraints.

3. Suspension and/or Dismissal

Grievances concerning a suspension and/or dismissal may be presented only to **Step Three** of the procedure. HRD will generally schedule a meeting within 10 workdays. Following the meeting, HRD will generally response in writing to the grievance within 10 workdays. **Step Four** is not available if the action is suspension and/or dismissal.

4. Sexual Harassment or Discrimination Complaints

Any person can also contact the Regional Director, Office of Civil Rights, U.S. Department of Education, 550 12th Street SW, Washington, DC 20202 regarding the University's compliance with regulations implementing Title VII, Title IX and Section 504. The Connecticut Commission on Human Rights and Opportunities (CHRO), 999 Asylum Avenue, Hartford, CT 06105 can also be contacted. Filing with the latter must be within 300 days of the date when the alleged incident occurred.

Title: 6.0 Employee Relations

Chapter: 6.10 Termination of Employment

Issuance Status and Effective Date: January 2025

Note: The terms and conditions of faculty employment are governed by the Faculty Policy Manual. For employees covered by a collective bargaining agreement, in cases where a conflict exists between the union contract and this policy, the union contract shall prevail.

1. General

Terminations are broadly classified into four categories: dismissals, involuntary terminations, voluntary terminations and expiration of a contractual appointment. Every non-contractual employee has the right to terminate his/her/their employment at will, i.e., voluntarily. Conversely, the University reserves the discretionary right to terminate an employee's service at its will, i.e., involuntarily. The University strives, however, to maintain practices and conditions which motivate employees to continue their employment and which lessen the need for involuntary terminations.

2. Dismissal

- a. Dismissal is defined as involuntary termination associated with an employee's conduct, job performance, fitness for the work or ability. Dismissal implies failure or inability on the part of the employee to correctly respond to the requirements of the job or the needs or policies of the University. This failure may be willful or it may be through no fault of the employee.
- b. Ordinarily there are no instant dismissals. This is for the University's protection as well as the employee's. An employee may be immediately removed from the premises when the situation dictates, or when it is impossible to continue the employee in his/her/their normal duties. An employee may be suspended from duty (with or without pay) to allow orderly review and consideration of the dismissal. The final act of termination generally follows the completion of this review process. Some examples that would warrant immediate suspension and/or dismissal are gross insubordination, moral turpitude, theft, possession of illegal drugs, threats against the enterprise, physical violence or the threat of physical violence and fraud including, but not limited to, padding claims and expense accounts. This list of offenses is not all inclusive. Management retains the right to decide the level of discipline which is appropriate based upon relevant facts and circumstances.
- c. HRD, Public Safety and/or internal or external resources may be requested to assist in the investigation of any serious case of employee misconduct.
- d. All dismissals must be approved by the Human Resources.
- e. Under Connecticut State Law, an employee dismissed from his/her/their employment is entitled to all pay due before the end of one business day following dismissal. (See also **4.02, 7. Pay Procedures**)

3. Involuntary Termination

- a. Involuntary terminations are terminations caused by University business needs, not the employee's conduct or job performance. This can include, but is not limited to, terminations due to a reduction in staff, expiration of contractual appointment, or organizational consolidation. The University will generally provide a reasonable notice period to employees being terminated involuntarily when practicable to do so. Pay in lieu of notice may be granted at the discretion of the department head with approval from HRD.
- b. The employee's supervisor will inform the employee of the termination and the circumstances relating to it.
- c. Eligibility for severance payments, if any, is in accordance with **5.18, Severance Pay**.

4. Voluntary Termination

- a. Employees voluntarily resigning from their position are generally expected to provide a reasonable notice period. For employees in exempt positions, a notice period of one month or more is encouraged. For all other employees, a two week notice of resignation is expected. The University reserves the right to accept or refuse part or all of the amount of notice a resigning employee offers and make the resignation effective immediately, in which case the employee will be paid for all pay due before the end of one business day following the dismissal. Pay in lieu of notice may be granted at the discretion of the department head with approval from HRD.
- b. An absence of three consecutive working days without notification or failure to report to work on the first working day without approval following any type of leave of absence may be considered a voluntary resignation.

5. Exit Interview

HRD conducts exit interviews, as appropriate, and coordinates related procedures for terminations of employment. Exit interviews serve to discuss benefit continuation options as well as solicit and/or receive feedback which may contribute to improved conditions of employment at the University of Hartford. The employee's immediate supervisor, at the discretion of HRD or as requested by the terminating employee, may be informed of the content of the exit interview.

Terminating employees should consult HRD to determine the appropriate procedures to return keys, parking permits, identification cards, P-cards and/or any and all University-issued property. All access to University email, Banner and voicemail systems will be terminated upon separation of employment.

6. Unemployment Compensation

HRD is responsible for monitoring unemployment compensation claims. The University is self-insured and pays all claims on a dollar-for-dollar basis while the State of Connecticut administers the program according to law.

7. Letters of Recommendation

A letter of recommendation which is not reviewed and approved by an Officer of the University does not represent the University's recommendation, but only the personal views of the author. Such recommendations are unauthorized. If a supervisor wishes to give a personal recommendation, it should clearly be stated that it is a personal recommendation,

and it should not be written on University letterhead. (See also **6.11, 2. Verification of Employment.**) In all other instances, HRD will only verify name, dates of employment, and title of the position held while employed at the University of Hartford.

Title: 6.0 Employee Relations

Chapter: 6.11 Access/Disclosure - Employee Records/University Property

Issuance Status and Effective Date: January 2025

1. Personnel Files

Policy

The University complies with all relevant laws as they relate to employee records and access. University administrators and supervisors will make every reasonable effort to maintain accurate personnel records. Such records will be kept confidential to the greatest extent possible without impairing the usability of the information in the proper conduct of the University's affairs, particularly in making and/or processing decisions to hire, promote, compensate, transfer, train, discipline and/or terminate employment.

Under Connecticut State Law, an employee may, upon written request to HRD, inspect his/her/their personnel file or obtain a copy of its contents. (See Connecticut General Statutes, chapter 563a, the Personnel Files Act). The University reserves the right to limit personnel file reviews to twice per year.

- i. HRD maintains an official personnel file for each regular full-time and regular part-time employee.
- ii. Information about any employee or applicant that is not relevant to a personnel decision or other supervisory function will not be solicited or, if inadvertently obtained, will not be kept as a part of the official personnel file.
- iii. Employees are to be notified prior to any external information gathering except as the situation requires otherwise.
- iv. Employees who make a written request to HRD to inspect or copy their personnel files will generally be permitted to do so within a reasonable time, no more than seven business days after receipt of the request. Inspection will occur in the presence of an HRD representative so that the integrity of the file can be maintained.
- v. Former employees: The University shall, not more than 10 business days after receipt of a written request from a former employee, permit such former employee to inspect, and if requested, copy his/her/their personnel file, provided the University receives such written request not later than one year after the termination of such former employee's employment. Such inspection will take place during regular business hours at a location mutually agreed upon by the University and former employee. If the University and former employee cannot agree upon a location to conduct the inspection, the University may satisfy its obligations under the Personnel Files Act by mailing a copy of the former employee's personnel file to the former employee not more than 10 business days after receipt of the written request.

Inclusions to the Personnel File

The following, in part or in whole, generally comprise the contents of the personnel file:

- Applications;
- Resumes and/or vitaes;
- Performance reviews;
- Compensation data and/or related correspondence;
- Employment status changes;
- Disciplinary letters and/or notations (including employee rebuttals);
- Appropriate benefits data and/or related correspondence;
- Letters of commendation; and/or
- General correspondence relative to any of the above.

As noted above, copies of materials from the employee's personnel file will be made available upon request by an employee or representative who has obtained the employee's written authorization. HRD will charge a reasonable rate for copies.

Employees are responsible for informing the University in writing of changes in their personal status, including name, address, telephone number, dependents, beneficiary, and/or emergency contact information. All confidential changes should be brought directly to the attention of HRD as soon as reasonably possible.

Exclusions to the Personnel File

The following is a non-exclusive list of University records that are not considered part of the official personnel file:

- Recommendations from former employers;
- Letters and/or reports from a physician, psychiatrist or psychologist affecting the individual's employment status;
- Pre-employment physicals and/or drug screen reports;
- Records on investigations, or convictions for federal or state crimes;
- Documents being prepared for or in anticipation of possible civil, criminal or grievance proceedings; and/or
- Any other document(s) not included in Section 1b.

Retention of Personnel Files

Personnel files are retained for six years following separation of employment. When an employee terminates, any personnel files maintained by a department should be forwarded to HRD for their review and disposition consistent with the University's records retention policy.

Corrections to Personnel Files

An employee may request a correction to his/her/their personnel file. The Assistant Vice President of Human Resources or designee will investigate the circumstances and decide if the file should be corrected. If the decision is not to change the file, the employee may submit a written statement of position with respect to the document(s) affected, such as performance evaluations or disciplinary records, and this then will become a permanent part of the file as an attachment to the document(s) in question.

Verification of Employment

Under state law, there are strict limitations on information that can be provided regarding past and present employment. The safest procedure to handle parties requesting employment verification and related information is to refer such inquiries to HRD.

Recommendations, character references and/or professional references should not be given in the name of the University. Personal references should be clearly identified as such, and not as an official statement of the University, nor written on University letterhead.

Title: 6.0 Employee Relations

Chapter: 6.12 Health and Safety

Issuance Status and Effective Date: January 2025

It is the policy of the University of Hartford to provide a healthful and safe environment for its students, employees and visitors. The means of accomplishing this is through obtaining broad safety involvement and defining associated responsibilities. The goal is to minimize the number of accidents, injuries and cases of occupational illness on its campus and properties. It is the responsibility of all employees to cooperate.

1. Safety Committee

The University Safety Committee consists of representatives from the various schools, administrative offices and other appropriate third party vendors. The Safety Committee supports and monitors the University's on-going safety program; issues general safety rules; communicates safety-related information campus-wide; monitors the inspection of areas for hazards; directs the investigation of accidents; and monitors the correction of unsafe conditions. In addition, the committee also suggests safety training programs for supervisors and employees; monitors compliance with applicable laws and regulations; and creates ways to maintain an active, campus-wide safety program.

2. Responsibilities of the Department Manager

- a. Maintaining healthful and safe conditions is a responsibility shared by everyone in management. The tasks associated with this responsibility range from detecting hazards to taking appropriate preventive and/or corrective measures. Enforcement of safe practices and safety rules through education and disciplinary measures is essential.

All employees are expected to comply with the University's safety policies, practices and rules. Failure to comply may lead to appropriate disciplinary action, up to and including termination of employment.

- b. The University provides Workers' Compensation insurance for all employees, subject to the University's right to contest claims through the Workers' Compensation Commission's standard procedures. In the event of a work-related accident or injury, this insurance provides medical care and income payments in accordance with Connecticut state law. The University will pay, without prejudice, up to three full days of compensation following the work-related accident/injury if an employee is medically certified unable to work. Any claim for lost earnings will be adjudicated and, if appropriate, paid by the Workers' Compensation insurance carrier directly to the affected employee.
- c. The immediate reporting of any work-related accident or injury involving an employee is required. The supervisor of the injured employee is accountable for reporting the circumstances surrounding the work injury immediately to Public Safety by calling 860.768.7985 as well as alerting HRD by completing an Accident Investigation Form.

This form must be immediately be sent to HRD. HRD, in turn, will process a First Report of Injury (which should be done within 24 hours of the incident) and coordinate claims processing with the insurance carrier.

- d. The University participates in the Connecticut Medical Managed Care Plan, with approved network providers available to treat work-related injuries/illnesses. Failure to use a network provider for a work-related injury/illness may result in denial of medical and/or lost wage benefits. Contact HRD or visit the HRD website for the list of network providers.

3. Responsibilities of the Employee

All University employees have a three-fold obligation regarding safety:

- to follow established safe practices and safety rules;
- to report to the supervisor any hazards to themselves or to others of which they become aware; and
- to immediately report any accident or injury, no matter how slight, to the supervisor.

4. Physical Examinations and Fitness for Duty

The University may require medical certification of fitness for duty for any given position. The decision of whether or not an employee can fulfill the physical efforts of the position will be based upon the limitations/restrictions, if any, identified by the treating physician, compared to the requirements of the job. The University recognizes that, in some cases, medical limitations may require reasonable accommodation for the employee to perform the essential functions of his/ her position. The University will comply with requirements under applicable federal and state law in this regard.

5. Non-Smoking Rules

Non-smoking rules have the same important weight and are enforced as vigorously as any other health and safety rule. They relate to fire, safety, Connecticut statutes and general sanitation. All employees are expected to treat these rules as seriously as any other health and safety rule. (See also **6.13, Smoking/Non-Smoking**).

Title: 6.0 Employee Relations

Chapter: 6.13 Smoking/Non-Smoking

Issuance Status and Effective Date: January 2025

1. Policy

The University is required by Connecticut statute to maintain and post a policy on smoking and non-smoking of pipes, cigars and cigarettes, including e-cigarettes as well as vaping and similar devices. For purposes of this policy, references to “smoking” shall include all of these forms. It is the University's policy to establish, communicate and enforce restrictions on smoking in University areas based on the following criteria:

- a. to comply with a specific code, regulation or law, including the Connecticut Indoor Clean Air Act; and
- b. to prevent deterioration and/or damage to surroundings, equipment and materials adversely affected by smoke.

2. General Smoking Prohibitions

Smoking is not permitted in any building or vehicle of the University. There is no formal break period for those employees who have the opportunity to take refreshment in the normal course of their duties without interference with their work. If absolutely necessary, an employee, with supervisor's approval, will be allowed one 10-minute break in the morning and the afternoon to smoke. These breaks are to be taken on an individual, rather than group, basis in any given department.

At all times, courtesy to non-smokers must be observed by staying away from all building entrances and exits to avoid complaints of secondhand smoke. At no time will smokers loiter around any University building entrance or exit. All entrances and exits should remain clear for University traffic, which includes visitors, students and employees.

3. Specific Smoking Prohibitions

Specific prohibitions against smoking are posted in accordance with the policy criteria stated above. Management is responsible for ensuring compliance with specific smoking policies in facilities or areas under their responsibility. (See also **6.12, Health and Safety.**)

4. "No Smoking" Signs

Uniform signs are provided and installed by the Facilities Department to affect this policy.

5. Enforcement

Infractions of smoking/non-smoking rules subject the offender to disciplinary action as deemed appropriate in each case. Such discipline is recommended and/or administered by the supervisor or any other campus authority responsible for implementation of rules and practices. (See also **6.02, General Expectations.**)

Title: 6.0 Employee Relations

Chapter: 6.14 Sexual and Other Discriminatory Harassment Prevention

Issuance Status and Effective Date: January 2025

1. Policy

The University of Hartford affirms its commitment to providing an environment for all employees and students which is fair, humane and respectful - an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately insert sex, sexuality or any other protected trait into the workplace or educational environment or which treat persons differently based on sex, sexuality or any other protected trait which create hostile or unwelcoming conditions are damaging to this environment.

Further, harassment of an employee or student on the basis of inclusion in a protected class under law creates a harmful environment and is illegal under state and federal law. It is the policy of the University to maintain an environment free from harassment based on an employee's or student's sex, pregnancy, sexual orientation, gender identity or expression, race, color, religion, creed, marital status, national origin, ancestry, genetic information, present or past history of mental disability, intellectual disability, learning disability, physical disability, veteran status or age. The University will take all reasonable measures to ensure that no employee or student is exposed to any discrimination or discriminatory harassment and will take prompt steps to conduct a thorough and impartial investigation upon learning of any information which indicates that sexual or any other type of discriminatory harassment has taken place. At the conclusion of its investigation, the University will take prompt remedial action (if appropriate) to correct and prevent harassment of its employees and students in an effort to end discrimination, prevent its reoccurrence and to remedy the effects upon our community and its members.

Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The University of Hartford applies the same protection to students in the academic learning environment. The Office for Civil Rights, U.S. Department of Education's memorandum, "Title IX and Sexual Harassment Complaints," defines sexual harassment as follows: "Sexual harassment consists of verbal, nonverbal or physical conduct of a sexual nature, imposed on the basis of sex by an employee or agent of a recipient that denies, limits, provides different or conditions the provision of aid, benefits, services or treatment protected under Title IX." The Title IX Coordinator is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504 for students.

The University of Hartford deplores all forms of discrimination and harassment, and thus it is an official University policy that sexual harassment and all other forms of discriminatory harassment on or by either employees, students or others will not be tolerated. The University accepts that sexual and other forms of discriminatory harassment, like any civil rights violation, generates a harmful atmosphere. The University will act promptly to investigate alleged harassment, and to implement remedies when warranted.

The University's Sexual and Other Discriminatory Harassment Prevention Policy is posted on employee communication centers located in the Auerbach Computer and Administration Center, the Handel Performing Arts Center, the Facilities building, the office of HRD as well as the HRD website at www.hartford.edu/hrd.

2. Complaint Procedure

Any employee or student of the University of Hartford who experiences or observes sexual or other forms discriminatory harassment, as defined in the University policy statement included in this chapter, should report the incident(s) immediately or as soon as feasibly possible.

In order to make sure that all employees are able to report any discriminatory harassment that they experience or observe to a University official to whom they are comfortable making such a report, the University has established a reporting system which offers multiple complaint alternatives. Employees should report discriminatory harassment to any of the following University representatives:

- **Title IX Coordinator (860.768.4800)**
- **Assistant Vice President of Human Resources (860.768.4665)**
- **Dean of Students (860.768.4165)**

The University encourages that all complaints be in writing. When making a report of sexual or discriminatory harassment, it is important to provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist, the names of all employees involved in the harassment, any other employees who may have experienced similar harassment, and any individuals who observed or witnessed the harassment.

If an individual who has experienced sexual or discriminatory harassment requests that the University not respond or investigate, the University will decide whether to conduct an investigation based several factors, including the seriousness of the reported incident. The University may also take appropriate corrective action if warranted. The University will protect the confidentiality of the information provided to the extent possible consistent with our commitment to investigate and eliminate any harassment or discrimination from our workplace. In certain circumstances, however, the investigation may disclose the identity of those employees who claim to have been harassed and/or other employees involved.

3. Complaint Investigation

The following steps will be taken by the appropriate office in response to all complaints of sexual or discriminatory harassment:

- a. Implement an investigation to ascertain the pertinent facts.

Note: If a complaint is filed by a reporting individual, cooperation is expected by all parties. Failure to do so may result in the inability to complete the investigation or a negative inference being made regarding what a particular party may have done or said.

- b. Make a good faith effort to resolve the complaint or underlying situation through mediation and/or informal processes where appropriate.
- c. In the event that informal resolution fails, or is not appropriate, take one of the following courses of action:
 - (1) If the underlying situation investigated is based upon the actions of an employee and, if based upon the investigation, the underlying situation involves conduct which constitutes a violation of the Sexual and Other Harassment Prevention Policy, HRD, in consultation with the Title IX Coordinator if applicable, shall recommend corrective action to the appropriate Officer, up to and including termination of employment.
 - (2) If the underlying situation investigated is based upon the actions of a student, and, if based upon the investigation, the underlying situation involves conduct which constitutes a violation of the Student Code of Conduct (as stated in The Source), the Title IX Coordinator or the office of the Vice President for Student Affairs shall recommend corrective action, up to and including expulsion from the institution.
 - (3) If there is insufficient evidence to support the complaint, the investigator shall dismiss the complaint and provide the complainant with a brief written statement of reasons for the dismissal.

4. Action Taken at the Provost / Vice President Level

- a. If the underlying situation investigated is based upon the actions of an employee, upon receipt of the investigatory record, the Provost or appropriate Vice President shall conduct a thorough review of the record and a decision shall be rendered within a reasonably prompt period.
- b. The Provost or appropriate Vice President may:
 - (1) Affirm the recommended corrective action; or
 - (2) Request an additional investigation be conducted; or
 - (3) Reject the recommended corrective action, in whole or in part, based upon the relevant facts disclosed by the investigation and, after conferring with relevant offices in the situation where sexual and other discriminatory harassment has occurred, determine appropriate corrective action.
- c. Based upon these activities, the Provost or appropriate Vice President may take any one or more of the following courses of corrective action:
 - (1) Disciplinary action, up to and including termination of employment, as is deemed appropriate for an employee violation of University policy;
 - (2) Referral to the appropriate dismissal procedures, under the **Faculty Policy Manual** in the event the respondent is a member of the full-time faculty;
 - (3) Initiation of procedures intended to restore or rectify a loss suffered by the complainant.
- d. The Provost or appropriate Vice President shall, with reasonable promptness, notify the

President, HRD, the complainant and the respondent that corrective action(s) has been taken.

5. Appeal Process

The complainant or the respondent may appeal the decision of the Provost or appropriate Vice President, in writing, to the Title IX Coordinator no later than 45 calendar days after the Provost/Vice President renders his/her/their decision. The Title IX Coordinator shall, with reasonable promptness, make the final determination based upon the entire record and notify HRD, the complainant and the respondent of any action(s) taken. The decision of the Title IX Coordinator shall be final.

6. General Provisions

- a. **Transfer of Function** - If a complaint is directed against the Provost, a Vice President, a staff member in the office of the Dean of Students, the office of the President, or the office of HRD, the functions assigned to the person by these procedures transfer to the Title IX Coordinator or his/her/their designee.
- b. **Retaliation Prohibited** - Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee or student of the institution as a result of that person's seeking redress under these procedures or participating in any proceedings under these procedures is prohibited by law as well as University policy. Any employee who believes that he or she has been retaliated against in violation of this policy should report the situation to an appropriate management representative immediately. Any individual who is found to have retaliated against any employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.
- c. **Full-time Faculty** - As discussed herein, full-time faculty refers to those persons covered by the University's Faculty Policy Manual.
- d. In the event that it is apparent that the complaint against the respondent was not brought in good faith but was intended in a capricious or malicious manner, grounds exist for instituting formal disciplinary action against the complainant.
- e. Nothing in this policy prevents a complainant or a respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts. Any person can contact the Regional Director, Office of Civil Rights, U.S. Department of Education, 550 12th Street SW, Washington, DC 20202-1100 regarding the University's compliance with regulations implementing Title VI, Title IX and Section 504. The Commission on Human Rights and Opportunities (CHRO), 999 Asylum Avenue, Hartford, CT 06105 can also be contacted. Filing with the latter must be done within 300 days of the date when the alleged sexual or other discriminatory harassment occurred.

Title: 6.0 Employee Relations

Chapter: 6.15 Drug-free and Alcohol-free Workplace

Issuance Status and Effective Date: January 2025

1. Policy

The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also subscribes to the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989.

2. Prohibitions

The manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on the campus and properties of the University of Hartford.

In accordance with federal law, the University does not permit the possession, use or distribution of marijuana. As such, employees are not permitted to use or possess marijuana on University property or as part of University activities regardless of whether the marijuana was purchased legally or was lawfully prescribed.

The unsanctioned/unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages is prohibited on the campus and properties of the University of Hartford. University employees are expected to comply with all laws and regulations governing alcoholic beverages, including laws prohibiting the furnishing or serving of alcoholic beverages to minors.

3. Certifications/Notifications

- a. The Office of Sponsored Research oversees the University's compliance efforts as it relates to federal grants and contracts.
- b. Any University employee receiving a federal grant and/or contract greater than \$25,000 will be required to certify that they will conform to the Drug-free and Alcohol-free Workplace Policy.
- c. Any person receiving funds through a federal grant and/or contract totaling \$25,000 or more who is convicted of a drug offense in the workplace shall notify the University within five days of conviction. The University is required to notify the funding agency of the conviction within 10 days of receiving such notice from the employee, or of otherwise receiving actual notice of such conviction.

4. Sanctions

In cases where an employee is found to be in violation of this policy, the University will take one of the following actions within 30 days of receiving notice:

- a. Take appropriate disciplinary action, up to and including termination of employment and/or criminal prosecution; or
- b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The University's EAP may serve this function (See also **5.13, Employee Assistance Program**).

Title: 7.0 Policy Statements

Chapter: 7.01 University Statements

Issuance Status and Effective Date: January 2025

The Office of Human Resources Development updates, posts and/or distributes the following statements and policies as required under applicable law:

- Equal Employment Opportunity
- Nondiscrimination
- Invitation for Persons with Disabilities to Self-Identify
- Invitation for Veterans and Special Disabled Veterans to Self-Identify
- Sexual and Other Harassment Prevention
- Drug-free Workplace
- Accommodations in the Workplace
- Electronic Monitoring
- Conflict of Interest

In addition to the above, other policies may be found on the University's website.

Title: 8.0 Children on Campus

Chapter: 8.01 Minors and Children in the Classroom and On-Campus

Issuance Status and Effective Date: January 2025

1. Children in the Classroom

Children are defined as those under the age of 18 who are dependents of students.

Children of students are allowed in the classroom under the supervision of the parent or guardian in the following limited circumstances:

- a. Those limited occasions where alternative arrangements are impractical or impossible, such as the illness of a day care provider; AND
- b. The faculty member responsible for the classroom has given specific advance approval.

This practice should only be utilized sparingly and if there are no other options reasonably available. Alternatives such as the student arranging to record a particular session should be considered. Students requiring longer-term arrangements related to their child-care needs should contact the Dean of Students to discuss and examine available options. Students must avoid bringing children to classrooms on days of examinations and children are not permitted to participate in field trips or retreats.

2. Children On-Campus

Parents or guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on the University campus unless caused by the sole negligence of the College, its officers, agents or employees.

Parents and guardians are responsible for ensuring that children behave appropriately while on campus. If, in the view of the faculty or administrator responsible for the class, event, and program etc. a child is disruptive, the parent must remove the child from the situation.

Pre-teen children on campus must be accompanied by a parent, guardian or other responsible adult at all times. Unaccompanied pre-teen children will be escorted to Public Safety.

Teenagers are welcome to visit and tour the campus so long as such visits are compatible with the University's mission.

3. **Minors as enrolled students**

Students under the age of 18 may enroll full or part time at the University. When they do, FERPA rights shift from their parents to them, and privacy protections attach to their education records.

4. **Abuse Involving Minors**

In addition to having students who are minors enrolled, the University of Hartford hosts minors as guests and as campers. Connecticut law narrowly imposes duties to report on mental health professionals, counselors, clergy and law enforcement to report certain crimes involving minors, and abuse, to appropriate officials.

The University of Hartford's protocol is that all employees will report all suspected child abuse, sexual abuse of minors, and criminal acts by minors to Public Safety without delay. Clery Act reporting of offenses for statistical purposes occurs whether victims are minors or adults.

Title: 8.0 Children on Campus

Chapter: 8.02 Child Abuse Reporting Policy

Issuance Status and Effective Date: January 2025

PURPOSE

This Policy is designed to educate University of Hartford community members regarding the requirements under Connecticut law for reporting suspected cases of child abuse. This Policy explains under what circumstances suspected child abuse must be reported and the process for reporting. This Policy is not intended to replace procedures for responding to or reporting imminent danger to a child, an emergency or crime in progress. In the event of imminent danger to a child, an emergency or a crime in progress, you should contact University of Hartford's Public Safety (860) 768-7985, or call the local police (911) if occurring off-campus, and then follow the procedures for reporting suspected child abuse in this Policy. The University of Hartford is committed to the protection and safety of minors. In evaluating an incident of suspected abuse, the safety and welfare of the child is paramount. Any uncertainty about whether reporting is required should always be resolved in favor of making a report.

SCOPE

Pursuant to state law, all University employees (except for student employees) are Mandated Reporters of Child Abuse and/or Child Neglect and must comply with the reporting requirements under Connecticut's mandated reporting laws. (Connecticut General Statutes Section's 17a-101a to 17a-101d). The following members of the University of Hartford community are mandated reporters in that they have a duty to report suspected child abuse, as outlined below:

- **University of Hartford employees** – All full, part-time and temporary faculty and staff who come into direct contact with a child as part of their employment with University of Hartford.
- **University of Hartford students and volunteers** – Those members of the community who accept responsibility for a child as an integral part of a program, activity or service sponsored by University of Hartford. This includes all University of Hartford students and volunteers, whether paid or unpaid, participating in service programs, athletic or other camp programs, outreach and enrichment programs, or other programs associated with University of Hartford that involve contact with children.
- **Clergy** - Priests and other spiritual leaders of a regularly established church or other religious organization.
- **Vendors and Independent contractors** – Those individuals who provide services to the University relating to the care, supervision, guidance or control of a child and who have direct contact with a child in such role.

Connecticut state law, requires that reports of known or suspected child abuse or neglect be made orally, as soon as possible, but no later than **12 hours** to law enforcement or the Department of Children and Families (DCF), and followed up in writing within **48 hours**.

DCF's 24-hour hotline for reporting suspected Child Abuse or Child Neglect is (800) 842-2288, and additional guidance on these reporting requirements may be found here: <http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314384>.

University employees are protected under state law for the good faith reporting of suspected Child Abuse or Child Neglect, even if a later investigation fails to substantiate the allegations.

In addition to this statutory reporting requirement, University employees must also comply with any other University policies that impose additional reporting obligations, such as the University's Policy Against Sexual and Gender-Based Interpersonal Violence and Harassment.

DEFINITIONS

Child Abuse: A non-accidental physical injury to a minor, or an injury that is inconsistent with the history given of it, or a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

Child Neglect: The abandonment or denial of proper care and attention (physically, emotionally, or morally) of a minor, or the permitting of a minor to live under conditions, circumstances, or associations injurious to the minor's well-being. (Connecticut General Statutes § 46b-120(6))

Minor: Any individual under the age of 18, who has not been legally emancipated.

Mandated Reporter: An individual designated under Section 17a-101(b) of the Connecticut General Statutes as someone who is required to report or cause a report to be made of Child Abuse or Child Neglect. All employees of the University, except student employees, are Mandated Reporters under state law.

POLICY STATEMENT

What Must I Report

In general, reportable child abuse encompasses intentional or reckless actions or omissions that cause, or are reasonably likely to cause: bodily injury, death or serious mental injuries to a child; sexual abuse/sexual exploitation of a child; or serious physical neglect of a child. A "child" is any individual under 18 years of age, which may include certain University of Hartford students. When, in connection with your work or volunteer service for University of Hartford, you reasonably suspect an act of child abuse, you must report it. You must report child abuse you actually know about, see or have a reasonable cause to suspect based on your own observations or knowledge, or based on information shared with you by the child or any other individual about an identifiable child.

PROCEDURE

How Do I Report

If you see, know of or suspect child abuse, you must act immediately by making a report to the appropriate state authorities. In deciding whether or not to report, you are not required to have proof that abuse has occurred. Any uncertainty in deciding to report suspected abuse should be resolved in favor of making a report.

To make a report, take the following steps:

- First, immediately report the information to the Department of Children and Families (DCF). Connecticut state law, requires that reports of known or suspected child abuse or neglect be made orally, as soon as possible, but no later than 12 hours to law enforcement or the Department of Children and Families (DCF), and followed up in writing within 48 hours. For your report, you are not expected to investigate or gather any information you do not already know. The role of investigation lies with DCF and/or law enforcement.
- Second, immediately after your first notification to DCF, you must report the suspected child -abuse to University of Hartford's Chief or Captain of Public Safety. Contact Information: Phone 860.768.7985; Chief of Public Safety email: kaselousk@hartford.edu. These officials are designated to receive these reports on behalf of the institution. The designated official will then have the obligation to facilitate the cooperation of the institution with the investigation of the report and maintain records of all reports made.
- You must also send a copy of the reporting form you submit to DCF to the Public Safety Chief or Captain.
- Third, if you are a University employee and also a certified medical professional or other licensed or certified professional with additional reporting obligations, you must comply with any concurrent obligation to directly report injuries caused by suspected child abuse to the local or state police.
- Fourth, after you have finished making these reports, you are encouraged, but not required, to report the information to your immediate supervisor. Non-University of Hartford Programs. If you reasonably suspect child abuse independent of your role at University of Hartford – such as, for example, your connection with a children's local community organization -- you are encouraged to report such abuse as a private citizen to the Department of Children and Families. If someone makes a specific disclosure to you that an identifiable child is the victim of child abuse, or if someone who is 14 or older tells you that he or she has committed child abuse, independent of your role at University of Hartford, you must report such abuse to the Department of Children and Families ("DCF").

Prohibition on Discrimination or Retaliation in Employment

Any person who makes a good faith report of child abuse may not be subjected to discharge from employment or employment discrimination or retaliation on the basis of such report. Penalties for Failure to Report Failure by any member of the University of Hartford community to report information related to suspected child abuse in accordance with this Policy will result in disciplinary action up to and including termination for employees and dismissal for students.