



GOODWIN COLLEGE

**Information Handbook
for
Administration/Staff
of
Goodwin College**

Revised: *September 27, 2011*

This Handbook is the property of Goodwin College and must be returned upon request or at time of separation from employment. In addition, this handbook is intended for use by Goodwin College employees only and therefore may not be shared with individuals outside Goodwin College without express consent from a member of Goodwin College's Executive Cabinet or Human Resources.

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WELCOME TO GOODWIN COLLEGE

Dear Employee:

I would like to extend a very warm welcome to you as you begin your employment at Goodwin College. Thank you for joining us! As a member of our educational community, we want you to embrace our philosophy and mission, recognize your individual authority and responsibilities, as well as understand our policies, practices, and benefits. To be effective, even experienced faculty must continuously strive to stay acquainted with the dynamic institution that we serve.

Goodwin College offers, we believe, a very special environment. We are dedicated to personal and professional growth for our students as well as our staff and faculty. We honor public service to others – both inside and outside the walls of the College. First and foremost, we are a learning community. We believe that we are *all* students, seeking greater awareness, greater understanding, open to all sides of a question. Since we are all students, it makes it easier to properly regard our largely adult student body as our equals, even as we mentor and guide them through their programs.

While employment is a specific objective of each career program, we are also committed to each student's total development, which includes academic, social and creative talents. The curriculum, therefore, is directed toward enabling each student to attain proficiency in skills and to achieve the knowledge, self-confidence, critical thinking skills and poise necessary to meet the demands and challenges of today's work environment. The coursework is challenging. It needs to be – all the more reason why we seek to always be compassionate, human, and caring to students and to each other.

If this view of a College seems a bit unusual, we've done our job. I extend to you my personal best wishes for your success and happiness at Goodwin College.

Sincerely,

Mark Scheinberg, President

OUR EMPLOYEE HANDBOOK

This handbook is an outline of your responsibilities and a general overview of Goodwin College's employment policies and benefits. It is not intended to be a complete explanation, nor should it be construed as a contract of employment. Nothing in this handbook or any other human resources document, including benefit plan descriptions, creates a promise of continued employment. Neither this handbook nor any other practice or communication creates an employment contract, term or obligation of any kind on the part of Goodwin College. Only the President has the authority to make promises or statements to the contrary. You are encouraged to seek any necessary clarification from your supervisor.

All Goodwin College employees are employed on an “at will” basis, which means that both you and Goodwin College have the right to terminate employment at any time for any reason or no reason, with or without cause and with or without notice.

The current handbook contains Goodwin College's policies and practices that are in force at the time of publication. Please read this handbook thoroughly because this supersedes all previously issued handbooks, any inconsistent memos and policy statements. An electronic version of the handbook will always be stored in a location that is intended to be easily accessed by employees. Questions about the location of the handbook can be directed to the Provost's office.

As an employee, you are responsible for abiding by the College's rules and policies. Further, Goodwin College reserves the right to revise, modify, delete and/or add to any and all policies, including but not limited to compensation, work content, benefits, employment practices or procedures described in this handbook at any time, with or without advance notice, at the College's sole discretion. Your continued employment after any of these policy changes indicates your agreement with these policies.

This handbook may not contain all the information you will need during the course of your employment. As such, you may receive additional information and instructions from the College. If you have any questions regarding this handbook or any College policies, please direct your concerns to your supervisor.

AN OVERVIEW OF GOODWIN COLLEGE

Employees can expect that Goodwin College will:

- Operate an ethical educational institution that adheres to the policies and procedures stated in this handbook and our College catalog.
- Provide services to the community through our educational programs.
- Select people on the basis of skill, training, ability, attitude and character.
- Respect individual rights and treat all employees with courtesy and consideration.
- Communicate to our employees Goodwin College's overall goals and objectives and our progress toward meeting those objectives.
- Develop competent people who understand our mission and are committed to achieving our goals.

- Do all these things in a spirit of friendliness and cooperation so that Goodwin College will continue to be known as “a great place to work!”

What Goodwin College Expects From You:

- Understand your responsibilities and know how to perform them promptly, correctly and in the spirit of friendliness and cooperation.
- Cooperate with management and your fellow employees, maintaining a good team attitude. How you interact with fellow employees and those whom Goodwin College serves, as well as how you accept direction, can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Goodwin College. Consequently, whatever your position: **Perform every task to the best of your ability.** The result will be better performance for the College overall and personal satisfaction for you.
- Grasp every opportunity offered for personal and professional development. This handbook offers insight on how you can positively perform to the best of your ability and meet or exceed Goodwin College’s expectations.
- Take a proactive role in matters that concern you and impact your life. We are dedicated to making Goodwin College a College where you have direct access to management and can approach your supervisor or any manager to discuss your concerns or answer your questions.
- Remember, you help create the healthful, pleasant and safe working conditions that Goodwin College intends for you. The dignity that you, your fellow employees and our students hold is important. Goodwin College needs your help in making each working day enjoyable and rewarding.

SECTION 1

GENERAL EMPLOYMENT

EMPLOYMENT-AT-WILL

Your employment with Goodwin College is “employment-at-will”. This means that you have the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. The College also has the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. No manager or employee of the College has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

EQUAL EMPLOYMENT OPPORTUNITIES

Goodwin College is committed to Equal Employment Opportunity (EEO). Providing "equal employment opportunity" is one of the most important personnel policies of this College. Our goal is to try to provide equal employment opportunity to applicants and employees in all phases of our operation.

It is this College’s policy to try to comply with all relevant federal, state and local laws with respect to equal employment opportunity for employees and applicants in all aspects of employment, including the terms or conditions of employment, recruitment, hiring practices, benefits, discipline and termination. If you feel that you may have been discriminated against, please contact your supervisor, manager or the Vice President. A timely investigation will be conducted and, depending upon the results, appropriate action will be taken if necessary. It is the College’s policy not to retaliate against employees because they make claims of discrimination or participate in an investigation of claims of discrimination.

AMERICANS WITH DISABILITIES ACT (ADA)

Goodwin College complies with the Americans with Disabilities Act (ADA) and will not discriminate against any qualified applicant or employee with respect to any terms, privileges or conditions of employment because of a person’s physical or mental disability.

Based on ADA requirements, the College provides reasonable accommodation to qualified individuals with a disability, provided they can perform the essential functions of the job whether or not an accommodation is necessary to enable them to do so. Under the ADA, a “qualified individual with a disability” is defined as a person with a disability who, with or without reasonable accommodation, can perform the essential functions of the job. Goodwin College makes a factual determination of the essential functions of a particular position on a case-by-case

basis. Reasonable accommodation does not include action that constitutes an undue hardship to the College requiring significant difficulty or expense.

Whenever an issue concerning an employee's physical or mental ability to perform a job arises, please contact the Benefits Administrator who will review the issue and, with the assistance of the supervisor and in consultation with the employee, determine the necessary action.

SEXUAL AND OTHER HARASSMENT

Goodwin College is committed to providing a collegial work and learning environment in which individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other forms of discriminatory harassment.

Sexual and other harassment of Goodwin College's employees is prohibited by Title VII of the Civil Rights Act of 1964 and the Connecticut Discriminatory Employment Practices Law. Together, federal and state laws prohibit harassment based on an individual's race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry, past or present history of mental disorder, mental retardation, learning disability or physical disability, including but not limited to blindness. This College prohibits harassment based on protected class status. Further, it is the policy of this College to comply with the requirements of state and federal law.

Sexual harassment, a form of prohibited conduct, means any unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature 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.

Sexually harassing conduct includes, but is not limited to:

- Verbal conduct such as suggestive or offensive comments, lewd remarks, and sexual propositions.
- Non-verbal conduct such as derogatory or pornographic displays, cartoons or drawings, sexual gestures, leers or stares.
- Physical conduct such as touching, kissing, patting, brushing up against someone, or assault.

Harassment can include behavior that is perceived as threatening or hostile. Goodwin College prohibits attempts to harass, intimidate, or threaten the physical safety of any employee, student, vendor or partner of the College. Prohibited behavior could occur in a single egregious incident, or in a series of smaller incidents that have a cumulative effect of causing harassment.

If you believe that you have been harassed in any manner, you should immediately contact your supervisor or manager. If you believe that your concerns are still not resolved, contact the Provost or Human Resources. All complaints of sexual and/or other harassment will be treated

with appropriate confidentiality. Goodwin College will not tolerate any retaliation against any complaining employee or witness.

Any supervisor who is aware of possible sexual and/or other harassment involving any employee or student must immediately bring it to the attention of the Vice President for Academic Affairs, the Provost or Human Resources.

The College will not condone, permit or tolerate discrimination as cited above. Individuals found to have engaged in sexual and/or other harassment will receive appropriate disciplinary and corrective action, up to and including termination.

In addition to disciplinary action taken as to the harasser, federal and state laws include a variety of remedies which may include cease and desist orders, back pay, compensatory damages, hiring, promotion, or reinstatement. Harassers may be subject to civil or criminal penalties.

NON-DISCLOSURE

All Goodwin College administrators, faculty and staff are required to sign the College's Non-Disclosure Agreement. Disclosure of any confidential information is a serious breach of trust and potential legal violation. Copying, maintaining duplicates or sharing student or College information or proprietary procedures with others who do not have an expressed need-to-know is strictly forbidden and may be grounds for disciplinary action, up to and including termination and legal action, even if the person does not actually benefit from the disclosed information.

When separating from Goodwin College, the employee must return any and all confidential information belonging to the College and will not discuss or disclose any of this information in any form or manner. Legal action may be taken against former employees who do not comply.

Your signed acknowledgment of this document serves as a non-disclosure agreement and is a condition of your employment.

PROFESSIONAL CONDUCT

Fraternization with students

Goodwin College's strict policy is that administrators, staff and faculty members must maintain a professional distance in personal relations with other staff members and students. Social meetings with students either individually or in a group are not permitted except for school-sponsored events. Violation of this policy may be grounds for dismissal.

Dress code

All employees are expected to dress and groom themselves in a manner that conveys an appropriate level of professionalism for their position. All clothing should be clean, not unusually revealing, and free of slogans and/or images that may be considered offensive.

Prohibited conduct

Employees are expected to always demonstrate professional conduct while at work. We ask for your full cooperation in keeping Goodwin College a civil, positive work place. The following are examples of prohibited conduct; however, this is not intended to be an exhaustive list. Therefore, Goodwin College reserves the right to take disciplinary action, up to termination of employment, in response to any behavior that we believe compromises our commitment to a professional, positive work place.

- Falsification of time records
- Obtaining employment or other benefits on the basis of false information
- Improper or unauthorized use of Goodwin College resources including electronic, internet and telephone systems
- Possessing, consuming, or performing work under the influence of alcoholic beverages or illegal drugs
- Removing any property of the College from the premises without proper authorization, or engaging or participating in theft or dishonesty; damaging or destroying College property, or the property of any employee, vendor, student or sub-contractor; failing to report damaged property, no matter how slight
- Engaging in insubordination or disobedience of any kind; refusing or inducing other employees to refuse a work assignment or the instructions of a supervisor
- Fighting
- Possessing or handling of firearms, explosives, or weapons of any kind
- Being absent for 3 consecutive days without prior authorization
- Using profane, abusive or threatening language with employees, students or vendors
- Acting in any manner which might endanger the health and/or safety of others
- Disclosing confidential or proprietary information to unauthorized persons
- Performing careless work, or work that is otherwise unsatisfactory
- Sleeping, loafing or otherwise abusing time during assigned working hours
- Performing unauthorized personal work on Goodwin College time or with Goodwin College resources
- Engaging in any other conduct which, in the sole opinion of Goodwin College, violates the standards it may reasonably expect from employees
- Smoking in unauthorized areas
- Failing to maintain personal hygiene or proper dress
- Failing to immediately report a work place injury, no matter how slight, to a supervisor

SUBSTANCE ABUSE

This College has a strong commitment to provide a safe and efficient place to work and learn for all of its employees and students as well as to promote high standards of employee health. Goodwin College's policy is to provide a campus free from substance abuse.

If an employee reports to work under the influence of alcohol or illegal drugs, exhibits inappropriate behavior, demonstrates performance problems or evidences other symptoms that

may lead the College to suspect the employee is under the influence of controlled substances or alcohol, the employee may be subject to an immediate medical evaluation and, depending upon the results, performance action up to and including employment termination.

INTRODUCTORY PERIOD

Your first 60 days of continuous employment with Goodwin College are considered an **introductory period**. During this time you will become familiar with your responsibilities, get acquainted with your fellow employees and determine whether you are satisfied with your job. Also, during this time, your supervisor will closely monitor your performance.

Upon completion of your introductory period, Goodwin College will decide whether to continue your employment. Completion of the introductory period does not entitle you to continued employment with the College for any definite period of time. Both you and the College remain free, at any time, and for any or no reason, with or without notice or cause, to end the employment relationship.

During this introductory period, employees are ineligible to participate in any benefit programs. **Please note that if a holiday falls during the introductory period, the employee is not entitled to be paid for that day.**

ORIENTATION PROGRAM

Employee orientation promotes safe and effective job performance and familiarizes the employee with the work environment. All new employees complete this program during their introductory period. The supervisor conducts the new employee orientation, the content of which includes, but is not limited to:

- ✓ Goodwin College's mission, values and culture
- ✓ Receipt of this Information Handbook for Employees
- ✓ Completion of new hire paperwork
- ✓ Review of job duties and performance expectations
- ✓ Tour of the office / campus and review of the College's systems
- ✓ Review of the College's general policies and procedures

SENIORITY

Seniority is the length of time an employee works at Goodwin College. Employee-initiated separation results in loss of all accrued seniority. Company-initiated separation results in retention of all accrued seniority upon employee's return to the College after a separation period.

SECTION 2

WORK HOURS, PAY AND PERFORMANCE

EMPLOYEE STATUS DEFINITIONS

Full-time Employees are those who are employed at least 40 hours per week. Generally, full-time employees are eligible to participate in Goodwin College's benefit programs, subject to the terms, conditions and limitations of each benefit program. All Goodwin College Department Heads are expected to work a minimum of 45 hours weekly.

Part-time Employees are those who work fewer than 40 scheduled hours per week and are ineligible to participate in Goodwin College's benefit programs.

Introductory Employees are full or part-time employees in their first 60 days of employment and are ineligible for holiday pay or participation in benefit programs.

Temporary Employees are those who work temporary assignments with beginning and end dates and are ineligible for any benefits. Temporary employees cannot work more than 999 hours in a calendar year.

Exempt Employees are those excluded from the overtime exemption of the Fair Labor Standards Act (FLSA). The "exempt" status is determined by the nature of the work performed and requirements needed to perform the job as defined by FLSA.

Non-exempt Employees are those who are not exempt from overtime and record keeping provisions of the Fair Labor Standards Act (FLSA). The "non-exempt" status is determined by the nature of the work performed and requirements needed to perform the job as defined by FLSA.

EMPLOYMENT PAPERWORK

Employment Applications

Goodwin College relies on the accuracy of information contained within the employment application and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in Goodwin College excluding the individual from further consideration for employment or, if the person has been hired, terminating his/her employment.

Transcripts

Goodwin College employees with higher education degrees are requested to submit copies of their College transcripts for their employment files.

PERSONNEL FILES

In order for employment information, paychecks, and W2 forms to be delivered to you expediently, your personnel file must contain an accurate record of your current home address and telephone number or another number where you can be reached. It is also important that the College has the same information for the person to contact on your behalf in case of emergency. The College will not be held responsible for not having current address and phone number information.

Access to the personnel files is restricted and the information in them is considered confidential. If you want to access your own file, contact Human Resources to arrange a date and time that is convenient for both of you. Employees may not remove material from their files but may add comments on file material as long as the comments are dated and signed in the presence of Human Resources.

Employment References

On occasion, Goodwin College may receive requests for employment references and will only verify dates of employment and position held. Additional information, such as salary, can be provided as long as we are presented with a signed release from the employee or former employee.

PAYROLL

Goodwin College follows Federal and State laws regarding employee pay for hours worked. Employees are paid biweekly on Friday, one week in arrears. Unless other arrangements are made, all paychecks are mailed to your home address on. The employee is responsible to make certain that Human Resources have the correct current home address.

Goodwin College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. The accuracy of time recorded is important and any misrepresentation is subject to performance action up to and including termination. Any payroll discrepancy should be brought to the attention of your supervisor immediately so that correction can be made as quickly as possible.

Direct Deposit

All employees may choose to have a portion or all of their paycheck directly deposited into a bank or credit union account. Please see Human Resources for a direct deposit authorization form.

WORK HOURS

Regular attendance and punctuality are critical to employee success and Goodwin College's ability to provide the necessary service level for student satisfaction and effective operations.

An explicit work schedule is provided to all employees. Every employee is required to be in attendance during his/her scheduled hours unless expressed permission is granted by the supervisor. All employees are required to use Goodwin College timesheets (or timecards) to record actual hours worked. Any falsification of timecards or records will be met with disciplinary action up to and including termination from employment.

Overtime

Please punch in for your assigned hours only. There will be times when employees may be required to work overtime, and any additional hours worked must be approved by your supervisor with a notation on your timecard or timesheet.

The Fair Labor Standards Act and applicable State laws require employers pay overtime to all non-exempt employees for hours *actually* worked over 40 hours in one payroll week. Overtime is paid at one and one-half times the employee's current hourly rate. For the purposes of calculating overtime, the "40 hours" does not include any hours not worked or paid benefit hours, such as holiday, personal time, vacation, sick leave, bereavement leave, etc.

Meal Break

All full-time employees are required to take and record their designated half-hour lunch break on their timecards or timesheets. Lunch breaks must be coordinated so that every department has coverage during this time.

Absence

When you cannot report to work, you are expected to inform your supervisor or his/her designee at least one hour before the start of your workday. In addition, you are expected to make a reasonable attempt to speak with your supervisor to discuss any outstanding work due that day, and when you expect to return to work. Reasonable attempts include calling during business hours and, if leaving a voice message, providing a phone number where you can be reached. Any other forms of contact, such as emails or messages conveyed through co-workers, must be in addition to the phone call to your manager or their designee. Employees who do not call or who are excessively tardy or absent will be subject to performance action up to and including employment termination.

A physician's note is required for employees who are absent from work for three (3) or more scheduled workdays. The note should be provided to your supervisor, in a sealed envelope, addressed to Human Resources and should be reviewed only by Human Resources. Management reserves the right to require a physician's note at any time during an absence.

Severe Weather

If classes must be canceled or postponed due to severe weather, it will be noted on WRCH, WCCC, WTIC, WVIT and other stations. If there is a late opening, all employees, other than essential personnel, will arrive for work at the time indicated. If all day classes are canceled, non-essential personnel do not have to report to work. If evening classes are not canceled, all employees who are scheduled for evening hours are expected to be at work.

Extreme weather conditions may require Goodwin College to close either before the workday begins or during the course of the day. The employee is responsible for calling the office to clarify if the College offices are closed, opening late, or closing early due to severe weather.

Children

In no situation may employees bring their children to work with them, except during school-designated events in which children may be included.

PERFORMANCE MANAGEMENT

Goodwin College is strongly committed to excellence and depends upon its employees to uphold the highest professional standards. The College strives for an environment of trust, unquestioned integrity and genuine concern for the welfare of itself and others. Employees are expected to meet the performance standards, and Goodwin College retains the right to administer performance action in any manner it sees fit if these standards are compromised.

This policy does not modify the status of employees as employees-at-will or in any way restrict the right to bypass the performance action plan. Given certain actions or situations, Goodwin College reserves the right to digress from the steps outlined below.

The performance review program is an annual process in which employees receive written, formal feedback regarding their performance for the previous year. The intent of the performance review is to recognize an employee's efforts during the year, to provide an opportunity for career enhancement and to correct performance that is not meeting standards.

In the event that an employee's performance is not meeting standards, management should take action to make the employee aware of the performance gap, and provide resources to support the employee's performance improvement. The following procedures are a guideline to assist management in the performance action plan. These actions should be taken promptly and a detailed record of the infraction, circumstances and action(s) taken should be maintained. When a serious violation occurs, the performance improvement plan may not be appropriate and immediate discharge may result.

Verbal Warning: Except for seriously improper conduct or rule/regulation violation (which may result in immediate discharge) verbal warning is usually the first step in the performance action plan.

Written Warning: For more serious infractions (except those which result in immediate discharge) and/or repeated performance issues where performance improvement is not sustained, a written warning will be given.

Discharge: Immediate discharge will result from serious violations of conduct or incidents which result from a lack of continuous or sustained improved performance.

PERFORMANCE REVIEW PROGRAM

The performance review program is an annual process. The intent of the performance review is to recognize an employee's efforts during the year, to provide an opportunity for career enhancement and to correct performance that is not meeting standards.

SUGGESTIONS AND GRIEVANCES

We all experience times when questions or concerns arise that must be discussed and resolved. In any environment, whether school or business, it is important to know the person with whom we should speak and the procedure for obtaining resolution to our concerns.

Goodwin College seeks to treat **all** employees as fairly as possible. For that reason we ask that any complaint or suggestion be discussed first with your immediate supervisor. If your supervisor is unable to satisfactorily address the problem, please make an appointment to meet with the Executive Vice President & Provost, or Human Resources.

If all other methods are exhausted and you are still not satisfied, the last arbiter of problems is the President. A written statement outlining the disagreement and current attempts to resolve it must be forwarded to the President's office. Upon review of the facts presented and subsequent investigation conducted, the President will render the final decision.

PAID TIME OFF

Goodwin College recognizes that everyone needs to balance the time and energy we commit to our jobs and other parts of our lives. The College believes that you can provide the best service to our students when you take care of yourselves. To give you time to enjoy your other interests, Goodwin College provides you with paid time off benefits. **We encourage you to use your time off benefits, with advance planning to avoid disrupting or delaying the completion of work.**

Full-time employees are eligible for vacation, sick, holiday, bereavement and personal time off. Individuals employed on a part-time or temporary basis, regardless of the number of hours worked per week, are not eligible for any paid time off.

At the beginning of the calendar year, all existing full-time employees are advanced two (2) sick and six (6) personal days. If an employee terminates employment during the year, earned time used but not earned will be computed and subtracted from the final paycheck

Annual Vacation Leave

Employees must complete six (6) months of continuous employment to take any earned vacation time. All full-time employees earn annual vacation leave at the rate of 6.33 hours per month commencing on the first day of the month following the date of employment.

Vacations must be taken at a time convenient to College operations and approved by your supervisor in advance for purposes of coordination. Forms to request time off can be obtained from your department head and must be submitted at least three months prior to the requested time.

Employees who so elect may receive \$100/day for each vacation day not used at the end of the calendar year, or elect to carry forward up to one week five (5) days of vacation time into the following calendar year. This option allows employees the ability to take vacations early in the calendar year before new vacation time is earned.

Employees who complete five (5) years of continuous full-time service at Goodwin College earn an additional five (5) days of annual vacation leave. At fifteen (15) years of service, an additional (5) days is earned. This additional vacation time is added to the employee's annual vacation leave on January 1st of the sixth and sixteenth year of service.

Sick Days

Eligible full-time employees earn sick days at the rate of 1.33 hours per month (based on an eight-hour work day) commencing the first day of the month following the 60-day introductory period to an annual maximum of two (2) days. Sick days can only be used for medical reasons.

At the end of the calendar year, employees may elect to carry forward all earned sick time into the following calendar year or elect to be reimbursed for this time at a rate of \$100/day.

Personal Days

Eligible full-time employees earn personal days at the rate of four (4) hours per month (based on an eight-hour work day) commencing the first day of the month following the 60-day introductory period to an annual maximum of six (6) personal days. Personal days must be approved one week in advance with the employee's immediate supervisor.

While we do encourage employees to take paid time off, employees may elect to carry up to one week (five days) of personal time into the following year in anticipation of personal needs for the next year.

At the end of the calendar year, employees may elect to carry forward up to one week of personal time into the following calendar year or elect to be reimbursed for this time at \$100/day.

Holidays

Goodwin College observes the following holidays each year and reserves the right to change and/or alter the holiday schedule annually based upon the way in which holidays fall in a particular year. *Part-time and introductory employees are not reimbursed for these days.*

- ❖ New Year's Day
- ❖ Martin Luther King Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Day following Thanksgiving
- ❖ Christmas Day
- ❖ One floating holiday selected from Columbus Day, Presidents' Day, or Good Friday. Choice of holiday must be approved by your supervisor, one month in advance.

If 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. In order to be paid for the Holiday you must work your regularly scheduled workday immediately before and after a holiday or, if ill, you must present a note from a physician.

Bereavement Days

Goodwin College allows two (2) days of paid leave upon proof of the passing of an immediate family member, including and limited to spouse, mother, father, child, sibling, grandparent, mother-in-law or father-in-law. Please notify your supervisor immediately after learning that you need this leave. If you determine that additional time off is needed due to extenuating circumstances (e.g. travel), personal time off may be taken with management approval.

Jury Duty

If you should be called to serve on a jury panel, please notify your supervisor within 24 hours after receiving your jury duty notice. In accordance with current Connecticut law, you will not

suffer any loss of pay for up to the first five (5) days of jury duty leave. For those five (5) days you will be paid your regular wages or salary. Thereafter the state currently reimburses at the rate of \$50 per day of service. After the 5th day, the remainder of the jury duty leave will be [unpaid], with respect to your regular wages or salary, although employees may elect to substitute vacation for unpaid jury duty leave. To be paid for jury duty leave, the College will require proof of your attendance. While on jury duty leave, the College expects that you will come to work on any day you are released from jury duty before 1:00 in the afternoon.

Court Appearances

If an employee receives a subpoena or is required to appear in court other than on direct College business, the time must be taken as earned vacation or personal time.

MANDATORY BENEFITS

The following benefits apply to all full-time and part-time employees. Participation is compulsory, as a condition of employment:

Social Security

As required by law, the College provides every employee with the Social Security coverage for which he/she is qualified. Any questions regarding this coverage should be directed to Human Resources or the local Social Security office.

Worker's Compensation

In compliance with the Worker's Compensation Act, as well as federal and state regulations, Goodwin College provides employees with medical and income protection in the event of an occupational injury or disease sustained while in the course and scope of employment.

Any employee who experiences a work related injury or accident is expected to immediately report the incident, no matter how minor, to his/her supervisor AND Human Resources.

ELECTIVE BENEFITS

Goodwin College offers all eligible full-time employees the option of participating in our health, welfare and retirement programs. If you elect to enroll in any of the College's benefit programs, coverage begins the first of the month following the completion of your 60-day introductory period. Employees are encouraged to refer to the individual plan documents and other communication materials regarding plan coverage, eligibility, required contributions and other pertinent plan information.

The employee is responsible for notifying Human Resources to initiate coverage of any defined benefits. The notification must be in writing, one month in advance of the expected coverage date.

Employees are offered several opportunities to enroll in our health, welfare and retirement benefit programs: at the time of employment and at annual open enrollments where applicable. Open enrollment periods are communicated through mailings and the College's bulletin boards.

You may address enrollment or benefit inquiries to the Benefits Administrator.

Other events that may trigger a change in benefit status are:

- ✓ The birth or adoption of a child
- ✓ A child who is no longer a dependent
- ✓ A change in your spouse's benefits
- ✓ Marriage or divorce
- ✓ Death of a dependent

Upon employment termination, eligible participants may continue or convert the group insurance plan in accordance with the terms of the policy and/or law. See the section entitled Continuation of Group Medical Insurance (COBRA).

Goodwin College reserves the right to change any aspects of the elective benefit programs it offers to employees at any time for any reason at its sole discretion.

HIPAA

The College complies with federal regulations relating to the Health Insurance Portability and Accountability Act of 1997 (HIPAA). This law requires a Certificate of Health Insurance be issued to the employee and/or eligible dependents at the time coverage is lost, providing the employee and/or eligible dependents have been covered under the medical insurance plan for the time period specified by law.

CONTINUATION OF GROUP MEDICAL INSURANCE (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides employees and eligible dependents the opportunity to continue health insurance coverage under Goodwin College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- ✓ Resignation
- ✓ Employment termination
- ✓ Death of an employee
- ✓ Reduction or increase in employee's hours
- ✓ Leave of absence or return from a leave of absence
- ✓ Employee's divorce or legal separation
- ✓ Dependent child no longer meeting eligibility requirements

You must notify Human Resources of any changes in dependent status (loss of student status, divorce or other qualifying event) within 60 days of the event or the right of continuation of coverage may be lost.

Usually, continuation of coverage is available to employees and eligible dependents for up to 18 months. In some cases, however, coverage may extend to a maximum of 36 months.

Should an employee terminate after the first of the month, the employee is responsible for 35% of that month's health insurance bill. In the following month, the employee or beneficiary pays the full coverage cost for Goodwin College's group rates.

PARKING

Parking is available for employees and students. Goodwin College is not responsible for losses or damages to parked vehicles or their contents.

PROFESSIONAL DEVELOPMENT

Employees are required to attend workshops and professional meetings and the College strongly encourages all full-time employees to take advantage of courses it offers free of charge. Prior approval must be obtained from your supervisor when workshops and meetings conflict with work schedules. Appropriate expense reimbursements are determined in advance by the nature and extent of the meeting or workshop.

EDUCATION ASSISTANCE

Goodwin College encourages employees to continue their education. For more information about eligibility and approval, please contact the Provost's office, or Human Resources.

Tuition Remission at Goodwin College

After completing six months of employment, Goodwin College grants a tuition remission to full-time employees, their spouses and dependent children to attend classes at this College. Part-time faculty or adjunct faculty who have been employed by the College for a minimum of one year (12 months) may receive a 50% tuition remission for themselves, their spouses and dependent children. Tuition remission does not extend to the cost of books or other fees.

Hartford Consortium for Higher Learning

Full-time employees with at least 6 months of service are granted tuition remission at any of the member schools in the greater Hartford area. Tuition remission is limited to one course per semester, and require manager approval. For additional information, visit <http://www.hartfordconsortium.org/Home.aspx>.

SECTION 4

LEAVE OF ABSENCE AND EMPLOYMENT SEPARATION

LEAVE OF ABSENCE

Family and Medical Leave

Federal and Connecticut laws require certain employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, the leave provided by each must be taken concurrently. This policy will be interpreted to comply with the law(s) that apply to a particular leave.

The Leave Policy. Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12 month period. Under the Connecticut law ("CFMLA"), an eligible employee may take up to 16 weeks of unpaid leave within a two year period. The one or two year period, as the case may be, begins with the first day of a leave of absence. Our policy is to provide the amount of leave that satisfies the law(s) governing the leave.

Eligible Employees. For an FMLA leave, the employee must have worked for the College for at least 12 months, *and* worked for at least 1,250 hours in the last 12 months. For a CFMLA leave, the employee must have worked for the College for at least 12 months *and* worked for at least 1,000 hours in the last 12 months.

Reasons For Leave. Family/medical leave may be used for: (1) the birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child); (2) the placement of a child for adoption or foster care and in order to care for the newly placed child (must be taken within 12 months after the placement of the child); (3) to care for a "covered relation", which includes your spouse, child, parent, or, under CFMLA, parent-in-law, when that person has a "serious health condition", or (4) because of your own "serious health condition".

If both spouses are employed by the College, the combined leave cannot exceed the individual maximum, except that to care for a child or spouse with a serious health condition, or for the employee's own serious health condition, each spouse is entitled to the full leave.

Notice Of Leave. You should give the College as much notice of the need for a leave as is practicable. Where the need for leave is foreseeable, you should give the College at least 30 days advance notice of the need for the leave, when possible. Where the need for leave is not foreseeable, you must notify the College as soon as possible, certainly within two (2) business days, after learning of your need for leave, except in extraordinary circumstances.

Medical Certification. If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness. You may obtain a Medical Certification Form from the Benefits Administrator.

Required Use of Paid Leave. Family/medical leave is unpaid leave. Any accrued paid vacation, medical/sick leave, short or long term disability, worker's compensation, or other paid personal leave will be substituted for unpaid family/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law.

Benefits During Leave. Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by Goodwin College until the end of the month in which the approved family leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits are again provided by Goodwin College according to the applicable plans.

Benefit earnings, such as vacation, sick or holiday benefits are suspended during the leave and resume upon return to active employment.

The End Of Your Leave. At the end of your leave, you will be returned to work to your former position or one with similar pay and status in accordance with state and federal laws. If you are medically unable to perform your original job upon the expiration of your leave entitlement, you may be transferred to work suitable to your physical condition if such work is available. If your leave extends beyond this number of weeks (12 per year or 16 per two years), you may be returned to your former or a like position if one exists; however, the College cannot guarantee reinstatement.

If your leave is because of your own serious health condition, you must provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification Form from the Benefits Administrator. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the College may be terminated.

For Additional Information... If you have any questions about the College's FMLA policy, please contact Human Resources.

Procedure For Requesting Other Leaves

If you desire a leave of absence not covered by the Family and Medical Leave Policy, a request must be submitted in writing including the following information:

- (a) Period for which leave is desired;
- (b) Reason for leave; and
- (c) The dates on which the initial leave is anticipated to begin and to end.

The request must be submitted to the employee's supervisor who will recommend either approval or denial of the leave. Final approval for leave can only be granted by the Vice President.

Military Leave

Goodwin College grants an unpaid leave of absence to employees who participate in US Armed Forces Reserve or National Guard training programs and/or active military duty, in accordance with the provisions of the Universal Military Training and Service Act and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees must

keep their supervisors fully informed of pending military service, military address while on active service and a return-to-work-from-duty date.

For military leave when the employee is called to active military duty, the employee must submit copies of the military orders to his/her supervisor as soon as practicable. The employee will be granted a military leave for the period of military service, in accordance with applicable federal and state laws. An employee who is a Reservist or member of the National Guard will be granted time off without pay for required military training.

Reinstatement after military leave or completed training is determined in accordance with applicable federal and state laws. Benefits can be earned during this leave period.

NEUTRAL ABSENCE

Goodwin College recognizes that extended absences due to work and non-work situations do occur. The College provides, through its benefit programs, compensation for absent employees. There comes a time, however, when a decision must be made to end such absences, regardless of the cause, except for an employee on military or maternity leave, or protected by FMLA. **This policy is applicable to all employees who have been absent from work for a continuous one (1) month period.** Nothing in this policy is intended to preclude the proper application of referenced policies or the right of Goodwin College to terminate employment for legitimate business reasons.

SEPARATION

These procedures apply to voluntary and involuntary separations in a fair and consistent manner. In the absence of a specific written agreement, employees-at-will are free to resign at any time for any reason, and Goodwin College reserves the right to terminate employment at any time for any reason.

Voluntary Resignation

Staff - We require that staff members submit a resignation letter to their supervisor with at least two (2) weeks advance notice.

Administrators – Administrators are expected to submit written resignations at least four (4) weeks in advance of their expected date of separation.

The resignation statement should contain the effective date and the reason(s) for separation. Failure to comply with the resignation policy results in significant problems for students and the College. Please be considerate and supply the College with as much notice as possible.

If at any time during the notice period, the employee compromises the College's day-to-day operations, the employee will be terminated immediately and forfeit any unused vacation time.

On or before the date of separation, the employee must return any and all Goodwin College property. Upon employment termination, the employee is paid unused, accrued vacation, personal or sick time as of the date of termination.

Involuntary Termination

The Executive Vice President & Provost reviews and approves all involuntary terminations. All Goodwin College property must be returned to the employee's supervisor at the time of termination. The College later sends the terminating employee any relevant benefit paperwork including pension, HIPAA or COBRA within the required amount of time after the termination date.

Goodwin College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the College's health insurance plan. The notice contains important information about the employee's rights and obligations. Employees are required to sign off whenever possible, whether they want to continue coverage or not.

DEATH

In the event of an employee's death, the employee's survivors or estate will be paid:

- ✓ Wages earned to the date of death.
- ✓ Wages for unused paid time off earned to the date of death.
- ✓ Any other monies not listed above but otherwise properly owed to the employee, such as 401(k), life insurance, or expenses submitted for reimbursement.

SECTION 5 GENERAL POLICIES

MAILBOXES, BULLETIN BOARDS AND SOLICITATIONS

Mailboxes and bulletin boards provide an important means of communication; employees are asked to check for messages daily.

Goodwin College has an official employee bulletin board located in the Administration Building on the first floor for important information about the College and its policies, procedures and employee rights under federal and state laws. It is important for all employees to read this information on a regular basis. Since this board is for administrative use only, employees may not post or remove any information. Should you have any questions about these, please contact Human Resources.

Individuals not employed by the College may not solicit or distribute literature of any kind on the campus or in any buildings where Goodwin College does business. Employees may not solicit or distribute literature for any purposes during working hours in work areas to employees, contractors, agents or students of the College.

CARE OF EQUIPMENT

The College provides business equipment in order for the employees to carry out their job duties and responsibilities. It is expected that all employees will be familiar with the equipment and follow established instructions for the proper handling and preventive maintenance of any equipment used. No property may be removed from the premises without prior management authorization. Immediately report lost, broken or damaged property to your supervisor.

INSPECTION OF PERSONAL PROPERTY

The College wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the College prohibits the possession, storage, transfer, sale, solicitation or use of such materials on its premises. The College expects and requires your cooperation in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Goodwin College. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the College at any time, with or without prior notice. The College also reserves the right to inspect packages which may be carried onto or off of the premises.

COPYRIGHTS

The College expects employees to comply with all copyright laws while performing work and while using the College's systems. Users shall not use Goodwin College's computers or network to copy, download, modify or distribute copyrighted materials. This includes but is not limited to the following:

1. Music
2. Movies
3. Literature
4. Photographs
5. Software

Violations of this policy may result in disciplinary action by Goodwin College, local law enforcement and/or federal law enforcement.

INTERNET, NETWORK AND COMMUNICATIONS POLICY

Access to all computer systems, networks, and electronic devices owned by Goodwin College imposes certain responsibilities and obligations to all faculty, staff, and students (heretofore referred to as "users"). This policy will outline the acceptable usage for all computers and peripherals, network resources, telephones, and all other electronic devices owned and maintained by Goodwin College. Users failing to adhere to this policy may face disciplinary actions by Goodwin College and/or local and federal law enforcement agencies.

1. Hardware and Software:
 - a. Users are not allowed to add, remove, reconfigure, or deface any computer or electronic hardware.
 - b. Users are not allowed to add, remove, or reconfigure any software on the computer systems owned and maintained by Goodwin College.
 - c. Users shall not use, install, or download any games or gaming websites on any Goodwin College owned equipment.
2. Network Resources:
 - a. Users are to use computers, networks, and resources for conducting day-to-day business operations for Goodwin College or educational purposes relating to the education of students at Goodwin College
 - b. Network resources are not to be abused in any way for personal usage, profit making, or illegal activities.
 - c. Users are not allowed to use network resources to infringe on other users' privacy, rights, and materials. This includes but is not limited to the following:
 1. Trying to gain access to unauthorized resources.
 2. Copying or modifying others' work.
 3. Copying or modifying others' work with the intent to pass it off as your own.

4. Harassing, threatening, or demoralizing others.
 5. Taking, modifying, or viewing any personal information of others for any reason other than business-related.
3. Internet Usage:

The Internet is a very powerful tool when used properly. However, abuse of the Internet is very common and must be monitored for and controlled to protect Goodwin College from malicious attacks. Goodwin College reserves the right to monitor any internet activity including, but not limited to, E-mail, web browsing, and downloading on any computers owned by Goodwin College.

 - a. Users shall not access the Internet for the purpose of downloading or distributing unlawful offensive materials. This includes, but is not limited to, pornographic images, videos or sounds, copyrighted material of any kind, or malicious software of any type.
 - b. Users shall not use the Internet to harass, threaten, stalk, or otherwise violate anyone's rights. This is NOT limited to Goodwin College's users only.
 - c. Users shall not knowingly unleash programs such as trojans, worms, or download viruses that may cause damage, disrupt, disturb, or violate anyone's rights or damage or disrupt Goodwin College's network.
 - d. Users shall not use the computers for sending or receiving bulk e-mail or creating mass mailing lists.
 - e. Users shall not use unnecessary bandwidth for the purpose of downloading unnecessary files or use such programs that stream video or audio from the Internet to your computers. Such programs slow down the Internet for all users of Goodwin College's network.
4. Copyrights:
 - a. Users shall not use Goodwin College's computers or network to copy, download, modify, or distribute copyrighted materials. This includes, but is not limited to, the following:
 1. Music
 2. Movies
 3. Literature
 4. Photographs
 5. Software
5. Abuse of policy:
 - a. Any abuse of this policy should be immediately reported to the Director of Information Technology.
 - b. Abuse of this policy may result in disciplinary action by Goodwin College, local law enforcement, and/or federal law enforcement.
6. Policy Enforcement:
 - a. The Director of Information Technology is authorized to take actions to implement and enforce the network usage policy and provide system integrity and security

- b. The Director of Information Technology is authorized to suspend users' access rights if he has reason to believe that said users have violated the network usage policy.

PERSONAL TELEPHONE USE

Telephone calls are limited to College-related business and infrequent personal calls. Employees are required to charge all personal long-distance calls to either their home or cell phone number. Abuse of this privilege is subject to performance action up to and including employment termination.

SAFETY

Goodwin College strives to provide a safe work environment for all employees. Safety is each employee's responsibility and can only be achieved through teamwork and cooperation. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations and immediately reporting unsafe conditions to his/her supervisor.



Acknowledgment of Receipt and Understanding

Please Read and Sign Immediately

I acknowledge, understand and/or agree that:

- ✓ I have received a copy of the *Information Handbook for Employees of Goodwin College* and understand it is my responsibility to read the information outlined in the handbook, ask any questions I may have concerning its contents and comply with all policies and procedures.
- ✓ I acknowledge that my employment is ***at-will*** and that Goodwin College and I have the right to terminate employment at any time, with or without cause or advance notice.
- ✓ The statements contained in the *Information Handbook for Employees of Goodwin College* are intended to serve as general information concerning the College and its existing policies, procedures, practices of employment and employee benefits.
- ✓ Nothing contained in the *Information Handbook for Employees of Goodwin College* is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or to guarantee employment for a definite or indefinite term.
- ✓ From time to time Goodwin College may need to clarify, amend and/or supplement the information contained in the *Information Handbook for Employees of Goodwin College* and the College will inform me when the changes occur.

Employee's Name: _____
(Please Print)

Employee's Signature: _____

Date Signed: _____

Authorized Witness: _____