



Eastern Connecticut State University

A Unit of the Connecticut State University System

Faculty Handbook

General University Policies

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AFFIRMATIVE ACTION POLICY STATEMENT

The Affirmative Action Policy Statement issued by President David G. Carter states:

The leadership of Eastern Connecticut State University is committed to advancing social justice and equality by exercising affirmative action to remove all discriminatory barriers to equal employment opportunity and upward mobility. Accordingly, the University will strive to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, minorities, people with disabilities, and any other protected groups found to be underutilized in the work force or adversely affected by University policies or practices.

Thus, Eastern Connecticut State University will review its employment policies and procedures to ensure that barriers, which unnecessarily exclude protected groups, and practices, which have an illegal discriminatory impact, are identified and eliminated. The University will explore alternative approaches if any policy or practice is found to have a negative impact on protected groups and establish procedures for any extra efforts that may be necessary to achieve labor market parity.

Equal opportunity means employment and promotion of individuals without consideration of race, color, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, disability, past or present history of a mental disorder, or other protected status unless there is a bona fide occupational requirement which excludes persons in one of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action under Sections 46a-68-31 through 46a-68-74 of Connecticut General Statutes.

The role of affirmative action in each step of the employment process is detailed in the following pages and incorporated by reference herein. Additionally, the University shall administer all terms, conditions and benefits of employment in an equitable manner. We also recognize the hiring difficulties experienced by people with disabilities and many older individuals and will undertake measures to remove any physical or attitudinal barriers which may exist to achieve the full and fair utilization of such persons in the work force.

Eastern's policy of non-discrimination will not be limited to employment practices but will extend as well to services and programs provided by the University. Consequently, it shall be a violation of University policy for any member of the University community to discriminate against any individual or group with respect to any terms, conditions, or privileges relating to employment or attendance at the University on the basis of race, color, sexual orientation, religion, sex, national origin, age, disability, or any other condition established by law.

All executive, administrative, and supervisory personnel are expected to discharge their affirmative action responsibilities in word and deed consistent with this agency's objective of establishing and implementing affirmative action and equal employment opportunity.

As President of Eastern Connecticut State University, I pledge to make every good faith effort to realize our goals within the timetables set forth in this plan and as required by pertinent state and federal legislation. The person responsible for overseeing affirmative action and equal employment opportunity is Ms. Constance Belton Green, Executive Assistant to the President/Director of Equity and Diversity.

Role of the Office of Equity and Diversity

The Office of Equity and Diversity is responsible for a number of University functions. One is the coordination (with the Executive Vice President) of institutional legal matters, including advising members of the University community on employment issues, hiring procedures, and interpretation of various state and federal statutes, regulations, and policies.

The Office of Equity and Diversity is also responsible for ensuring the University's compliance with all federal and state laws including Title VII and Title IX of the Civil Rights Act, state employment and affirmative action laws and regulations, the Americans With Disabilities Act, the Age Discrimination in Employment Act, and the Family Medical Leave Act. The Executive Assistant to the President/Director of Equity and Diversity serves on the President's Staff and informs the staff and all other University officials on affirmative action goals and developments in affirmative action law.

Another function of the Office of Equity and Diversity is to conduct training on sexual harassment and diversity for University staff and students and to investigate complaints of sexual harassment and discrimination in accordance with state law. The Director also serves as the monitor for the Americans with Disabilities Act (ADA). The office advises staff with disabilities, maintains files on staff, and makes recommendations for accommodations for employees when necessary and in accordance with University guidelines.

AFFIRMATIVE ACTION SEARCH PROCEDURES

FULL-TIME INSTRUCTIONAL FACULTY

The following procedures are designed to ensure a smooth search process and to provide clear documentation of efforts undertaken by all who serve Eastern Connecticut State University to support its affirmative action policy and goals. Any additional questions and concerns can be addressed by the Executive Assistant to the President/Director of Equity and Diversity, ext. 55791.

I. TO INITIATE A SEARCH

Upon consultation with the President, the Vice President for Academic Affairs (VPAA) will notify the Academic Dean, the Executive Vice President, and the Executive Assistant to the President/Director of Equity and Diversity that a faculty hiring search is to be initiated. The notification will include rank, starting date, areas of specialization, and responsibilities.

1. The Academic Dean will notify the department chair that a position has been authorized and request the drafting of a position description. Once the department drafts this description, it shall be endorsed or revised by the Dean and sent to the VPAA and the Executive Assistant to the President/Director of Equity and Diversity. Final ad copy will be reviewed by the department if any changes have been made. The Office of the Executive Vice President will advertise the position.
2. Each department after consultation with the Academic Dean shall recommend a search committee.
3. Once appointed the search chair will prepare a search plan that will contain the endorsed position announcement, a statement of required application credentials, a timeline for the search, a recruitment log, and the name and address of the individual to whom all search correspondence should be sent. The plan should be submitted to the appropriate Dean and then to the Executive Assistant to the President/Director of Equity and Diversity for approval.

II. THE SEARCH PROCESS

1. The Executive Assistant to the President/Director of Equity and Diversity and the Academic Dean will meet with the search committee to review affirmative action guidelines.
2. The search committee will seek a diverse pool of finalists. Committee members are responsible for pursuing the recruitment strategies outlined in the search plan including the personal recruitment of candidates. The efforts will be documented in the Affirmative Action recruitment log form.

3. Initial screening of applications will be conducted by the search committee. The search chair will be responsible for: acknowledging all applications, sending out affirmative action response sheets, ensuring that application documents are complete, and maintaining a master list of the names and addresses of all applicants.

Complete records are to be kept of all activities related to the search for submission with the search report, including recruitment lists, letters, and telephone calls.

After reviewing all applications, the search committee shall recommend to the department three to five candidates to be interviewed. Following endorsement by the department, the search committee chair will submit to the Dean the applications of all candidates, the names of those recommended for interviewing, and a brief summary of the reasons why they are recommended. The Dean will review the finalists with the Director of Equity and Diversity. The Executive Assistant to the President/Director of Equity and Diversity will certify that the pool of candidates is consistent with affirmative action guidelines.

4. The Academic Dean will recommend a pool of candidates for interview to the VPAA. The VPAA will seek the President's approval of the slate of candidates. If modifications to the pool are necessary, the Dean will meet with the search committee, review the candidates, and make suggestions for increasing the pool. If a satisfactory pool is not realized, the search may be closed.

III. THE INTERVIEW PROCESS

1. If the VPAA gives approval to proceed with interviewing, the Dean will notify the search chair to invite candidates to the campus. Candidates may be asked to teach a class, conduct a faculty seminar or demonstrate their teaching ability through some other appropriate means. The search chair shall organize the search visit which shall include meetings with the search committee, students, the department faculty, the Academic Dean, the VPAA, and the President.
2. The search chair will arrange reimbursement of any candidate's travel expense or other interview-related expenses up to the amount approved by the Dean. Allowable expenses include transportation, overnight accommodations if necessary, and meals for candidates and the search chair for each day a candidate is on campus. All expenses must conform to state expenditure limits.
3. The search committee should provide candidates with as much detailed information about the institution and position as is practicable prior to the interview.
4. The search committee should prepare a list of interview questions as a guideline.

IV. HIRING PROCESS

1. Upon completion of interviews, the search chair will submit a search report which recommends three or more unranked candidates to the department. Following endorsement by the department, the search report will be submitted to the Dean. Detailed information on all interviewed candidates would be provided, with a brief description of the strengths of each.
2. The Dean will approve the search report and send it to the Executive Assistant to the President/Director of Equity and Diversity for final approval. If accepted, the Dean will send the report and his/her recommendation to the VPAA. The choice of candidate, rank, and salary offers will be determined by the President.
3. If none of the finalists are deemed appropriate, the VPAA will confer with the Academic Dean and the search committee about whether to reconsider applicants in the pool, expand the candidate pool or initiate a new search.
4. Once a candidate has been selected to receive an offer, the Academic Dean will be responsible for contacting the candidate, conducting any necessary negotiations, and informing the chairs of the search committee and the department of the results. After an offer has been accepted, the search chair will be responsible for completing the hiring process and informing all other candidates that the position has been filled. The department chair then assumes responsibility for all further communication with the new faculty member regarding his or her departmental responsibilities.

AFFIRMATIVE ACTION SEARCH PROCEDURES

FULL-TIME ADMINISTRATIVE FACULTY

The following procedures are designed to ensure a smooth search process and to provide clear documentation of efforts undertaken by all who serve Eastern Connecticut State University to support its affirmative action policy and goals. Any additional questions and concerns can be addressed by Ms. Constance B. Green, Executive Assistant to the President/ Director of Equity and Diversity, ext. 55792.

I. TO INITIATE A SEARCH

1. Upon consultation with the President, the appropriate Vice President or Dean will notify the The Associate Vice President for Human Resources and the Director of Equity and Diversity that an administrative hiring search is to be initiated. The notification will include a position description and starting date.
2. The The Associate Vice President for Human Resources shall notify all campuses of a vacancy if the position is in the SUOAF bargaining unit. Members shall have 10 working days to submit their credentials to the designated campus official. After consideration of these candidates, the search may proceed if no one is appointed at this step. The designated official shall inform all candidates of the decision to proceed with a search.
3. In accordance with University Senate By-Law 6.13., when a vacancy occurs in an administrative position such as Director, Dean, or Vice President, the University President or designee shall confer with the Personnel Policies Committee of the University Senate and discuss the establishment of the search committee. The Personnel Policies Committee shall then submit nominations for faculty representatives to the Senate for selection. The president, Vice President or designee may add members to the committee and shall appoint a search chair and convene the first meeting of the committee.
4. For positions below the rank of Director, the appropriate Vice President or Dean shall appoint a search committee and chair and convene the first meeting. For all administrative faculty positions, the current SUOAF President shall appoint one committee member if it is a bargaining unit position.
5. The search chair will prepare a search plan that contains the position announcement, a timeline for the search (a negotiable closing date may be indicated), job advertisement copy, intended recruitment sources, and the name and address of the individual to whom all search correspondence should be sent. The plan should be submitted to the appropriate Dean or Vice President and then to the Director of Equity and Diversity for approval. The Associate Vice President for Human Resources is responsible for placing the job advertisement.

II. THE SEARCH PROCESS

1. The Director of Equity and Diversity will meet with the search committee to review affirmative action guidelines and university recruitment policies.
2. The search committee will seek a diverse pool of candidates. The committee members are responsible for pursuing the recruitment strategies outlined in the search plan, including the personal recruitment of candidates. These efforts will be documented in the affirmative action recruitment log form.
3. Initial screening of applications will be conducted by the search committee. The search chair will be responsible for: acknowledging all applications, sending out affirmative action response cards, ensuring that application documents are complete, and maintaining a master list of the names and addresses of all applicants.

Complete records are to be kept of all activities related to the search for filing with the search report, including recruitment lists, letters, and telephone calls.

After reviewing all applications, the search committee may recommend three to five candidate to be interviewed. The search chair will submit the applications of all candidates and the names of those recommended for interviewing to the appropriate Dean, Director or Vice President, who will review these credentials in conjunction with the Director of Equity And Diversity.

4. If approval to interview is denied at this point, the committee will be directed to work further with the candidate pool or reopen the search.

III. THE INTERVIEW PROCESS

1. If the appropriate management official gives approval to proceed with interviewing, candidates will be invited to campus. The interview process may include meetings with students and faculty.
2. The search chair will arrange reimbursement of any candidate's travel expense or other interview-related expenses up to the amount approved by the Vice President or Dean. Allowable expenses include transportation, overnight accommodations if necessary, and meals for candidates and the search chair for each day a candidate is on campus. All expenses must conform to state expenditure limits.
3. The search committee should provide candidates with as much detailed information about the institution and position as is practicable prior to the interview.
4. The search committee should prepare a list of interview questions as a guideline.

IV. THE HIRING PROCESS

1. Upon completion of interviews, the search chair will submit a search report which recommends three or more unranked candidates to the appropriate management official and the Director of Equity And Diversity for approval.

Detailed information on all interviewed candidates should be provided, with a brief description of the strengths of each.

If none of the finalists are deemed appropriate, the Vice President or Dean will confer with the search chair about whether to reconsider applicants in the pool, expand the candidate pool or initiate a new search.

2. Once a candidate has been selected to receive an offer, the Vice President or Dean will be responsible for contacting the candidate and conducting any necessary negotiations. After an offer has been made, the search chair will be responsible for completing the hiring process and informing all other candidates that the position has been filled.
3. **Announcement**
The Vice President or Dean will make a formal announcement of new hires to the university and to the Office of Public Relations for external release.

AFFIRMATIVE ACTION SEARCH PROCEDURES

MANAGEMENT AND CONFIDENTIAL UNCLASSIFIED PERSONNEL

The following procedures are designed to ensure a smooth search process and to provide clear documentation of efforts undertaken by all who serve Eastern Connecticut State University to support its affirmative action policy and goals. Any additional questions and concerns can be addressed by the Executive Assistant to the President/Director of Equity and Diversity, ext. 55791.

I. TO INITIATE A SEARCH

1. The President will notify the Executive Vice President and the Executive Assistant to the President/Director of Equity and Diversity that a management hiring search is to be initiated. The Executive Vice President will draft a position description and advertisement.
2. In accordance with University Senate By-law 6.13, when a vacancy occurs in an administrative position such as Director, Dean or Vice President, the University President or designee shall confer with the Personnel Policies Committee and discuss the establishment of the search committee. The Personnel Policies Committee shall then submit nominations for faculty representatives to the Senate for election.
3. The President or designee may add additional members to the committee, appoint the search chair and convene the first meeting of the search committee.
4. The search chair will prepare a search plan that will contain the position announcement, a timeline for the search (a negotiable closing date may be indicated), intended recruitment sources, job advertisement copy, and the name and address of the individual to whom all search correspondence should be sent. The plan should be submitted to the President or designee and then to the Executive Assistant to the President/Director of Equity and Diversity for approval. The Executive Vice President is responsible for placing the job advertisement.

II. THE SEARCH PROCESS

1. The Executive Assistant to the President/Director of Equity and Diversity will meet with the search committee to review affirmative action guidelines.
2. The search committee will seek a diverse pool of candidates. Committee members are responsible for pursuing the recruitment strategies outlined in the search plan including the personal recruitment of candidates. These efforts will be documented in the Affirmative Action recruitment log form.
3. Initial screening of applications will be conducted by the search committee. The search chair will be responsible for acknowledging applications, sending out affirmative action response sheets, ensuring that application documents are complete, and maintaining a master list of the names and addresses of all applicants.

Complete records are to be kept of all activities related to the search for submission with the search report, including recruitment lists, letters, and telephone calls. A list of interview questions asked of all candidates should be attached.

After reviewing all applications, the search committee shall recommend to the President or designee three to five candidates to be interviewed. If approval to interview is denied at this point, the committee will be directed to work further with the candidate pool or reopen the search.

III. THE INTERVIEW PROCESS

1. If the President or designee gives approval to proceed with interviewing, candidates will be invited to the campus. The interview process should include meetings with students, faculty, and members of the President's staff.
2. The search chair will arrange reimbursement of any candidate's travel expense or other interview-related expenses. Allowable expenses include transportation, overnight accommodations if necessary, and meals for candidates and the search chair for each day a candidate is on campus. All expenses must conform to state expenditure limits.
3. The search committee should provide candidates with as much detailed information about the institution and position as is practicable prior to the interview.
4. The search committee should prepare a list of interview questions as a guideline.

IV. HIRING PROCESS

1. Upon completion of interviews, the search chair will submit a search report that recommends three or more unranked candidates to the President or designee and the Executive Assistant to the President/Director of Equity and Diversity for approval. Detailed information on all interviewed candidates would be provided, with a brief description of the strengths of each.
2. If none of the finalists are deemed appropriate, the President or designee will confer with the Executive Assistant to the President/Director of Equity and Diversity and the search chair to decide whether to reconsider applicants in the pool, expand the candidate pool or initiate a new search.
3. Once a candidate has been selected to receive an offer, the President or designee will be responsible for contacting the candidate and conducting any necessary negotiations. After an offer has been accepted, the search chair will be responsible for completing the hiring process and informing all other candidates that the position has been filled. The Executive Vice President will inform the successful candidate of all pertinent personnel information and actions.
4. The President will make a formal announcement of new hires to the University and to the Office of Public Relations for external release.

Procedures for Interim Administrative Appointments

Effective 9/29/2000

The following procedure is to be used in the selection of in-house interim administrative appointees and is intended to provide reasonable opportunity for the presentation of nominations and individual candidacies prior to such appointments. When interim appointments are made from the outside, standard University search procedures will be used.

Notification:

1. When a decision is made to fill an administrative position at the level of Dean or above on an interim basis, the President or designee shall announce such action to the campus community via email or hard copy. Such notice shall include a brief summary of the job description along with a call for nominations or expressions of individual interest.
2. Such notice shall provide no fewer than ten calendar days for the submission of nominations or expressions of interest and shall indicate a project effective date for the appointment.
3. By the date specified, candidates shall submit a letter of interest indicating the fitness of the candidate for the position as well as a resume. In the case of nominations, candidates shall have five days to respond to a communication of acknowledgment of the nomination.

Review Process:

1. The President or designee shall consult the President of the University Senate, two appropriate administrative faculty members, along with two faculty members and two department heads from the Schools of Arts and Sciences and School of Education and Professional Studies respectively when the position is that of a vice president or academic associate vice president. The purpose of this consultation is to obtain comments concerning those being seriously considered for the interim appointment.
2. The President or designee shall consult with at least three faculty members and two department heads within the appropriate school if the position is that of an academic dean for the same purpose contained in #1 above.
3. The President or designee shall consult with two appropriate administrative faculty members, along with two appropriate faculty members for positions that are non-academic in nature for the same purpose contained in #1 above.
4. Following the appropriate consultation as provided above, the President or designee shall announce the interim appointment.

Emergency Appointment:

Notwithstanding the above procedure, the University President may make an emergency interim appointment for a period not to exceed 45 days in the event circumstances require the immediate filling of a vacant position. Upon the announcement of such emergency appointment, the interim review process as cited above shall immediately commence.

AIDS and other Sexually Transmitted Diseases

The following policy regarding AIDS and other sexually transmitted diseases applies to all employees and students.

1. The AIDS policy for State Personnel promulgated by the Director of Personnel and Labor Relations (April 1989) is adopted by Eastern Connecticut State University and incorporated herein by reference. In addition, this policy conforms to the “Guidelines for Development of AIDS Policies at Connecticut Colleges and Universities” as adopted by the Board of Governors for Higher Education and the AIDS policy promulgated by the Board of Trustees for The Connecticut State University.
2. Eligible employees with AIDS and HIV Complex may have conditions that are considered disabilities covered by the Americans with Disabilities Act of 1992. Eligible employees seeking reasonable accommodations may contact Constance Belton Green, Ext. 55791.
3. The Director of University Counseling and Health Services is charged with regular dissemination of current information on AIDS and other sexually transmitted diseases to University faculty, staff and students. Such educational programs shall be adapted to the diversity of student populations and be sensitive to legal, ethical and moral values of our society. In developing such programs, the Director shall be assisted by the AIDS Advisory Committee.

The Director shall submit an annual report to the Vice President for Student Affairs and Executive Vice President each June 15th containing information on the dissemination of information and statistics on cases reported in the previous fiscal year.

4. The Executive Vice President shall evaluate the effectiveness of information dissemination programs and shall communicate the results of his evaluation to the President no later than August 15th of each year.
5. Questions and concerns from employees should be directed to the Director of Human Resources, the Director of Equity and Diversity or staff of the Employee Assistance Program. Questions and concerns from students should be directed to the Director of Health and Counseling Services.
6. No later than October 1st of each year, the Director of Health and Counseling Services shall issue a statement for publication regarding the University’s provisions for health services and related support services, the extent of support in providing care, limits of health coverage, and availability of referral services. This statement shall be regarded as policy, shall be consistent with regulations of appropriate state authorities, and shall contain reference to AIDS and other sexually transmitted diseases. The statement shall be widely disseminated to faculty, staff, and students and shall be published in the *Campus Lantern* and *News Digest*.

7. Mandatory testing of students or employees shall not be undertaken. In addition, HIV or AIDS status of prospective students shall not be used as a consideration in admissions decisions.
8. The Director of Health and Counseling Services shall adopt procedures to handle voluntary testing or appropriate referral for such purpose.
9. The Director of Health and Counseling Services shall provide and update policies and guidelines consistent with current safety precautions for health care personnel who provide medical treatment to protect such personnel from exposure to blood borne pathogens, especially the Human Immunodeficiency (HIV) and Hepatitis B (HBV) viruses. In addition, all other employees who may have occupational exposure to blood-borne pathogens will receive training as required by the Blood borne Pathogen Standard (1910.1030) of the Occupational Safety and Health Administration (OSHA).
10. Officers of the institution shall ensure that all employees and students understand the University's policy on AIDS and other sexually transmitted diseases.

Death Notification Procedures

Notification Policy in Regard to Death of Faculty Member and/or Immediate Family Member

Human Resources, once notified, would communicate this information (following verification) via email to:

1. President's Office
2. Campus Ministry
3. Department Chair
4. Vice President for Academic Affairs and appropriate Academic Dean
5. Public Relations Officer
6. Payroll Office
7. Vice President for Student Affairs

Notification Policy in Regard to Death of Administrative and Classified Staff

Human Resources, once notified, would communicate this information (following verification) via email to:

- President's Office
- Appropriate Supervisor
- Campus Ministry
- Public Relations Officer
- Payroll Office

Notification Policy in Regards to Death of Alumni or Emeritus Faculty

Human Resources, once notified, would communicate this information (following verification) via email to:

- President's Office
- Public Relations Officer
- Campus Ministry
- Office of Institutional Research

Discrimination and Sexual Harassment

It is the policy of Eastern Connecticut State University that unlawful discrimination be prohibited. Consequently, it shall be a violation of University policy for any member of the University community to discriminate against any individual with respect to any terms, condition, or privileges relating to employment or attendance at the University because of such individual's race, color, religion, sex, national origin, age, sexual orientation, or any other conditions established by law.

Sexual harassment is a type of discriminatory behavior. It is the policy of Eastern Connecticut State University that no member of the academic community may sexually harass another. The following definition of sexual harassment, consistent with federal and state laws, is adopted to help individuals recognize such behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance or advancement; (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or academic environment.

Gender harassment is a form of sexual harassment, which consists of discriminatory behavior towards an individual based on gender. It includes the use of sexist language, illustrations, examples, and gestures that demonstrate discriminatory behavior.

Anyone alleging harassment or discrimination by an Eastern employee should contact Constance Belton Green, Director of Equity and Diversity, ext. 55792. Complaints should be filed as soon as possible after the incident(s), and in all cases must be filed within thirty (30) days of the alleged action(s) or within thirty (30) days of the complainant's knowledge of the act(s). Complaints may be pursued on an informal or formal basis at the choice of the complainant. All complaints must be filed, processed, and resolved within a ninety (90) day time frame.

Any employee with a discrimination or harassment complaint also has the right to file a complaint with the Connecticut Commission on Human Rights and Opportunities, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor, or any other agency that enforces laws concerning discrimination in employment.

Claims of discrimination or harassment by students are investigated by the Office of Student Affairs according to "Guidelines for Student Rights and Responsibilities" as outlined in the *Student Handbook*. (Contact Dr. Kirk Peters, Associate Dean for Student Affairs, at ext. 55282.)

DRUG AND ALCOHOL FREE WORKPLACE

Employees are Eastern Connecticut State University's most valuable resource, and the University is committed to ensuring the personal health and safety of all members of the ECSU community. To that end, the University will provide a drug free environment for students and employees in accordance with the Federal Drug-Free Workplace Act of 1988.

Prohibited Activity

- Being under the influence of alcohol, unauthorized controlled substances or illegal drugs on University premises or in University-owned vehicles. "Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.
- The use or possession of alcohol, unauthorized controlled substances, or illegal drugs while on the job or subject to duty.
- The possession, use, manufacture, distribution, dispensation, or sale of illegal drugs away from University premises which adversely affect the employee's work performance, or his/her own or others' safety at work.
- Use of University property for the storage of any illegal drug, drug paraphernalia, or unauthorized controlled substance.
- Conviction under any criminal drug statute for a violation occurring in the workplace. "Workplace" includes any locations owned, operated, or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.
- Failure to notify the employer of any criminal drug conviction relating to illegal drug activity in the workplace within five (5) days of conviction, in accordance with the requirements of the Act. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any state agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

A list of legal sanctions for certain types of prohibited activity is available from the University Police Department.

PROCEDURES FOR DEALING WITH ALCOHOL AND DRUG RELATED PROBLEMS INVOLVING EMPLOYEES OF THE UNIVERSITY

The following procedures shall be utilized in dealing with alcohol and drug related problems involving employees of the University.

Voluntary Referral

The University recognizes that early treatment of alcohol and drug abuse is critical in order to maximize the chances for successful rehabilitation. Whenever possible, ECSU will assist employees in overcoming drug and alcohol dependency, keeping in mind that the decision to seek diagnosis and accept treatment for substance abuse is the individual responsibility of the employee. Employees who wish to seek voluntary treatment for alcohol and drug related problems should contact the ECSU Employee Assistance Program (1-800-526-3485) for confidential assistance regarding counseling and treatment referral services. The Employee Assistance Program (EAP), provided by Solutions EAP, Inc., will provide assessment services and, if necessary, refer employees to an appropriate treatment provider in the area.

Mandatory Referral

When a supervisor has a reasonable suspicion that declining job performance or abnormal on-the-job behavior is due to an employee's use of drugs or alcohol, he/she should refer the employee to the Employee Assistance Program prior to initiating other personnel actions to deal with the prohibited behavior or activity.

If an employee does not seek assistance through the EAP, the supervisor shall follow appropriate progressive disciplinary or evaluative procedures after consultation with Human Resources. If the employee does seek treatment, disciplinary or other action will be precluded as long as the employee maintains satisfactory participation in a recognized, accredited rehabilitation program and maintains satisfactory job performance. Employees who undergo treatment or counseling must continue to meet all established standards of conduct and job performance.

Disciplinary Action

Disciplinary action may be warranted under the following circumstances:

- a) For violations of this policy for which treatment or counseling would be inappropriate.
- b) In cases where an employee refuses to seek treatment for declining job performance or abnormal on-the-job behavior which can be attributed to the use of drugs and/or alcohol.
- c) For repeated violations of this policy following treatment.

Standard progressive disciplinary measures should be applied in accordance with collective bargaining agreements and State statutes. Such disciplinary action will take place only after consultation with Human Resources regarding the appropriate action to take in each circumstance. The Drug Free Workplace Act requires personnel action within 30 days after learning of an employee's conviction for drug activity in the workplace. Discipline may also be warranted in cases involving illegal activity outside the workplace. Since drug addiction or alcoholism may constitute a handicapping condition, any personnel action must be consistent with the provisions of the Americans with Disabilities Act (ADA) of 1992 and Section 504 of the Rehabilitation Act of 1973.

In addition, Eastern must notify the appropriate federal agency and the Office of Labor Relations in writing, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

SUBSTANCE ABUSE AWARENESS PROGRAM

As a member of “Drugs Don’t Work,” The Governor’s Partnership to Prevent Substance Abuse in the Workforce, ECSU provides prevention and intervention training programs for students and employees, through the use of workshops, symposiums, written materials, and flyers. Faculty, staff, and students serve on ECSU’s Substance Abuse Task Force. Residence hall staff members have been trained in identification and intervention techniques, and the Employee Assistance Program provides similar training for supervisors.

Health Risks

Substance abuse may cause physical and psychological problems, which can contribute to difficulties at home, at school, and in the workplace. Common physical problems associated with substance abuse include fatigue, nausea, headache, poor motor control, organ damage, hallucinations, personality disorders, and increased risk of infection and disease.

Substance abuse may also cause impaired judgment, poor concentration and reasoning, loss of memory, or exaggerated feelings of anger, fear, and anxiety. Employees who are experiencing these symptoms and who believe that substance abuse may be the cause are urged to seek treatment through their personal physician(s), or by following the voluntary EAP referral procedures in this policy.

For more information, please contact the Employee Assistance Program or the Director of Human Resources at Eastern Connecticut State University at the following numbers:

Employee Assistance Program
(800) 526-3485

Director of Human Resources
(860) 465-5118

ADA and Section 504 Coordinator
(860) 465-5791

Smoking

Smoking is prohibited in all public buildings.

Electronic Mail and Voice Mail Privacy Issues

Use of the information technology infrastructure has become commonplace at Eastern, as it has in virtually all businesses and institutions. It is in the best interest of the University community that it periodically be advised about privacy issues and legal considerations regarding the use of the various information technology devices. Please read carefully the following statement, which was released from the CSU System Office. All employees are asked to refer to the official CSU policy statement and Public Act 98-142 presented below.

CSU Policy Statement

The Connecticut State University System deems it necessary and advisable and in the best interest of the university communities of Eastern, Central, Southern and Western Connecticut State Universities and the System Office, to again raise awareness and re-emphasize legal considerations concerning information technology devices in use throughout the system.

There are several information technology devices in use in the CSU System. These devices are the property of the State of Connecticut and use thereof by the user is restricted to the performance of official State business or activities approved through the collective bargaining process. Information related to usage and utilization of these devices and the overall CSU technological environment is constantly being collected.

The Connecticut State University System information technology infrastructure includes a telephone system, a communications network, Internet access, computer servers and computer workstations. Information related to the usage of this infrastructure is collected and logged. All users of these devices are hereby advised and notified that these devices produce data and reports related to information stored, sent and retrieved for the purposes of recording usage and utilization. While system personnel do not review the contents of this material except when necessary in the course of the discharge of official duties and as permitted by law, each user should know and is hereby notified that all such information is subject to subpoena, discovery, the Connecticut Freedom of Information Act and such other disclosure processes as may be authorized by law.

Public Act 98-142 (Approved June 4, 1998)

AN ACT REQUIRING NOTICE TO EMPLOYEES OF ELECTRONIC MONITORING BY EMPLOYERS:

Be it enacted by the Senate and House of Representatives in General Assembly convened:

(NEW) (a) As used in this section:

(1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive, of the general statutes. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

Emergency Response/Medical Assist Guidelines

1. Action to be taken when staff, faculty and/or students need emergency medical assistance:

With respect to the need for medical assistance, faculty, staff and students should act immediately to request such assistance. Please dial 911 to request emergency medical assistance. A request for medical assistance is not to be denied or restricted in any way.

2. Process to be followed when a campus police officer and/or emergency medical services professional arrives at the scene of the incident:

Once a campus police officer reaches the scene of a medical emergency, control of the situation is immediately relinquished to the officer and any instructions given by such individual are to be followed immediately. If an officer has not yet arrived, but an emergency medical technician is present, University personnel shall be guided by instructions of the EMT.

Campus police officers and certified EMT personnel are specifically trained to deal with emergency or medical assist situations. University personnel and students should cooperate with these individuals in such situations, as necessary, and provide the appropriate assistance and support to help them deliver service.

All accidents should be reported to the University Police Department as soon as possible.

Connecticut State University System

Ethics Statement

April 2006

PURPOSE

It is important that members of the Board of Trustees of the Connecticut State University System and all Connecticut State University System employees conduct themselves with the highest degree of honor and integrity and understand that public service is a public trust. Ethical conduct in our relationships with each other, members of the public, our students, other state agencies, and private entities is of critical importance.

This Ethics Statement has been prepared pursuant to Section 1-83 of the Connecticut General Statutes, which mandates the development and implementation of an Ethics Statement by each state agency. It applies to the members of the Board of Trustees and to all employees of the Connecticut State University System. This Statement is intended to serve as a general guide to assist you in identifying and avoiding prohibited conduct. It does not contain a complete listing of prohibited conduct nor is it intended to replace or supersede the Code of Ethics for Public Officials (set forth in Chapter 10 of the Connecticut General Statutes), other applicable sections of the Connecticut General Statutes, or the regulations of the Office of State Ethics.

It is your responsibility to become familiar with the provisions of this Statement and comply with them. It is also your responsibility to maintain high ethical standards and alert your supervisor of any suspected violation of ethical standards, whether or not specifically described in this Ethics Statement. You should be aware that violations may result in the imposition of sanctions by agencies or systems external to the Connecticut State University System. Whether this occurs or not, the System retains the right to independently review and respond administratively to violations.

DEFINITIONS

1. A "business with which you are associated" means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not-for-profit is conducted in which you or a member of your immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust, or holder of stock constituting five per cent (5%) or more of the total outstanding stock of any class. Neither you nor a member of your immediate family will be deemed to be associated with a not-for-profit entity solely by virtue of the fact that you or a member of your immediate family is an unpaid director or officer of such entity. The term "officer" refers only to the president, executive or senior vice president, or treasurer of such business.

2. A "gift" is defined as anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. Among the sixteen (16) exceptions to the definition of "gift" set forth in Section 1-79 of the Connecticut General Statutes, a "gift" does not include:

A certificate, plaque or other ceremonial award costing less than one hundred dollars (\$100.00);

(b) A rebate, discount or promotional item available to the general public (items such as pencils, ball point pens, note pads and similar items used as advertisement "give-aways" fall within this category);

(c) Food or beverage or both, costing less than fifty dollars (\$50.00) in the aggregate in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for your food or beverage, or his representative, is in attendance;

(d) Admission to a charitable or civic event, including food and beverage provided at such event (but excluding lodging or travel expenses), at which you participate in your official capacity, provided such admission is provided by the primary sponsoring entity; and

(e) Anything having a value of not more than ten dollars (\$10.00), provided the aggregate value of all things provided by a donor to you under this subsection in a calendar year does not exceed fifty dollars (\$50.00).

3. Your "immediate family" consists of your spouse, your children, and any dependent relatives who reside in your household.

4. "Necessary expenses" are necessary travel expenses, lodging for the nights before, of and after an appearance, speech or event, meals, and any related conference or seminar registration fees.

5. A "person" means an individual, sole proprietorship, trust, corporation, limited liability company, union, association, firm, partnership, committee, club or other organization or group of persons.

6. You have an interest that is in "substantial conflict" with the proper discharge of your duties as a public official or state employee if you have reason to believe or expect that you, your spouse or dependent child, or a business with which you are associated, will derive a direct monetary gain or suffer a direct monetary loss, by reason of your official activity.

You do not have an interest which is in substantial conflict with the proper discharge of your duties as a public official or state employee, if any such gain or loss accrues to you, your spouse or dependent child, or a business with which you, your spouse or dependent child is associated, as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group.

7. You have a "potential conflict of interest" when you would be required to take an action that would affect a financial interest of yours, your spouse, parent, brother, sister, child or child's spouse, or of a business with which you are associated (other than an interest of a de minimis nature), an interest that is not distinct from that of a substantial segment of the general public, or an interest in substantial conflict with the performance of your official duties.

PROHIBITED ACTIVITIES

As a public official or state employee you may not:

1. Knowingly accept any gift from any person who: (a) is known to be a registered lobbyist or a lobbyist representative; (b) is doing business with or seeking to do business with the System, your university or your department; (c) is engaged in activities which are directly regulated by the System, your university or your department; or (d) is a contractor prequalified under section 4a-100 of the Connecticut General Statutes. (A list of registered lobbyists may be found on the website maintained by the Office of State Ethics.) If an employee is offered a benefit from someone whom is not a prohibited donor as described above (that is, a non-regulated donor), and the benefit is offered because of the employee's position with the System, the total value of benefits received from one source in a calendar may not exceed \$100.00.

2. Knowingly accept, directly or indirectly, any gift costing one hundred dollars (\$100.00) or more either from a state employee under your supervision or from your supervisor. Nor may you knowingly give such a gift. The prohibition against accepting such gifts applies also to members of your immediate family.

Enter into a contract with the state, valued at one hundred dollars (\$100.00) or more (other than a contract of employment as a state employee), unless the contract has been awarded through an open and public competitive process. This prohibition applies also to members of your immediate family and businesses with which you are associated. According to the Office of State Ethics, an immediate family member may not be hired as an independent contractor through special payroll unless there has been an open and public process.

4. Accept a fee or honorarium for an article, appearance, speech, or for participation at an event in your official capacity. However, you may accept payment or reimbursement for necessary expenses incurred for any such activity. If payment or reimbursement is received for lodging or out-of-state travel or both, you must report the payment or reimbursement to the Office of State Ethics within thirty (30) days of receiving such payment or reimbursement, unless the payment or reimbursement is provided by the federal government or another state government. You may also accept admission to, and food and beverages provided by the sponsor of, an in-state event that you attend in your official capacity and as a principal speaker.

Generally, if you are asked to participate in an event, speak, appear or write an article primarily as a result of your official position or authority, then it will be deemed to be in your official capacity. If, however, you have developed an academic expertise in a particular field and you are asked to participate in an event, speak, appear or write an article as a result of such expertise, then you are not prohibited from accepting a fee or honorarium. Note that these situations are very fact specific and you are encouraged to contact the Office of State Ethics, as necessary, for clarification and guidance. Note also that services for which compensation is claimed must be provided on your own time.

5. Use your official position for personal financial benefit, or the financial benefit of a family member or a business with which you, or a family member, are associated. Further, you may not use state time, personnel or materials, including telephones, computers, e-mail systems, fax machines, copy machines, state vehicles, and any other state supplies, for personal, non-state related purposes. You may refer to the System Office or your university's Computer Use Policy, as applicable, for information relating to hardware and software use.

6. Engage in partisan political activities while on state time or use state funds, supplies, materials, equipment, vehicles or facilities for such purposes.

CONFLICTS OF INTEREST

1. You may not have a financial interest or engage in a business or professional activity that is in substantial conflict with the proper discharge of your duties as a public official or state employee, nor may you take any official action in connection with a matter in relation to which you have a substantial conflict.

2. You may not accept any other employment that will impair the independence of your judgment in carrying out your official duties or induce you to disclose confidential information acquired by you in the course of performing your official duties. Accordingly, you should never accept employment with any consultant, contractor, appraiser or any other organization or individual that has a contract or other agreement with the Connecticut State University System or any System university without full exploration of any potential conflicts of interest.

3. In accordance with the "CSU Policy Regarding Nepotism in Employment," you should not play any role in hiring, promotion, demotion, or other personnel action affecting your relative (defined to include your father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, domestic partner, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister), nor should you take any action, directly or indirectly, to coerce, command, or require a state employee to improperly obtain an appointment for any individual to a position in state service.

You should be aware that your signing of certain documents may result in a violation of the State Code of Ethics if such action results in a financial benefit being received by a relative. Examples of such documents include personnel forms (including performance appraisals) and vouchers. Caution should be exercised, so that unintended violations do not occur.

4. You may not disclose, for financial gain, confidential information acquired by you in the course of performing your official duties or use such information to obtain financial gain for yourself, your spouse, your child, your child's spouse, your parent, your sibling or for a business with which you are associated.

5. You may not solicit or accept anything of value (including a gift, loan or promise of future employment) based on an understanding that your official action will be influenced thereby.

PROCEDURE GOVERNING CONFLICTS OF INTEREST

If, in the discharge of your duties, you are required to take any action that would present either a substantial or potential conflict of interest, you must prepare a written statement, signed under penalty of false statement, describing the matter requiring action and the nature of the conflict and deliver a copy of the statement to your immediate superior, who will assign the matter to another employee, or, if you have no immediate superior, you shall take such steps as the Office of State Ethics shall prescribe or advise. You may not take any official action whatsoever on a matter with which you have a substantial conflict of interest.

With regard to members of the Board of Trustees, the Chairman of the Board shall determine whether a trustee with a substantial or potential conflict may simply recuse him or herself from the proceeding in question, or if reassignment to another committee is necessary. If the Chairman is personally faced with such a conflict, he or she should deliver a written statement to the Office of State Ethics for guidance as to how to proceed.

POST-EMPLOYMENT ACTIVITIES

The Code of Ethics for Public Officials contains several provisions regarding post-state employment. Before leaving employment with the System, all employees should review the applicable rules and, if necessary, seek guidance from the Office of State Ethics. Once you have separated from state service, you may not:

1. Disclose or use confidential information acquired in the course of and by reason of your official duties for financial gain for yourself or any other person. This is a lifetime prohibition.

"Confidential information" is any information not generally available to the public, and may be memorialized in any form (e.g., written, photographic, tape recorded, etc.).

2. Represent any person in connection with any matter: (i) in which participated, personally and substantially, while in state service; and (ii) in which the state has a substantial interest.

3. For a period of one year after leaving state service, represent anyone before your former agency, for compensation.
4. Accept employment with any person (including an individual, sole proprietorship, corporation, limited liability company, partnership, association or any other organization or group of persons) who was a party to a contract or agreement: (i) valued at an amount of fifty thousand dollars (\$50,000.00) or more; and (ii) in the negotiation or award of which you substantially participated, for a period of one year after resigning from state service, if your resignation occurs less than one year after the contract or agreement was signed.

CODE OF ETHICS FOR PUBLIC OFFICIALS

The Code of Ethics for Public Officials is set forth in Chapter 10 of the Connecticut General Statutes. Should you have a question regarding whether certain conduct constitutes a violation of the Code of Ethics, you should consult with your immediate supervisor, the Ethics Officer at your institution, or the Office of State Ethics. The Office of State Ethics is located at 18-20 Trinity Street, Suite 205, Hartford, Connecticut 06106-1660. The Office of State Ethics may be contacted by telephone at (860) 566-4472, by facsimile at (860) 566-3806, and by e-mail at ose@ct.gov. The Office of State Ethics maintains a website at "<http://www.ct.gov/ethics>."

REVIEW BY AUDIT COMMITTEE OF THE BOARD OF TRUSTEES

In accordance with its Charter, the Audit Committee of the Connecticut State University System Board of Trustees will periodically review the administration of the conflict of interest provisions set forth herein as well as the performance of Connecticut State University System management and operating personnel under the Code of Ethics for Public Officials. The Connecticut State University System Ethics Officer will apprise the Audit Committee of issues arising under this Statement, including, to the extent permitted by law, those matters reported to the Office of State Ethics.

May 10, 2006

Requests for Information Under the Freedom of Information Act (HRPR-0005)

Effective 11/01/2001

As a public agency, Eastern Connecticut State University will, on occasion, be contacted by individual(s) requesting information under Freedom of Information (FOI). The University will provide the requested information in accordance with Section 1-213 of the Connecticut General Statutes.

Procedure Action Steps:

All persons requesting information should be advised that:

1. In order for the University to respond fully to a request for information, the request should be reduced to writing. The written request must specifically identify the information requested. This identification is vital so that the University can make a determination of the volume of information that must be collected. In addition, the department must review all documents in order to insure the removal of any confidential information, which the University is not, by law, at liberty to disclose. Although a written request is not required under the statute, it is preferred. Refusal to provide a written request should be honored and every effort made to compile the requested information.
2. If the person is seeking copies of documents, he/she may be required to reimburse the University for printing costs in the amount of \$.25 per page. Should the total cost of printing exceed \$10.00, he/she will need to provide payment, preferably in the form of a personal check, prior to the release of the information by the University. The University will provide written confirmation of the printing cost so that the person may submit a check with the correct amount owed. Please note that payment by personal check is preferable in order to facilitate University accounting procedures.
3. If the person is not seeking copies, there will be no cost associated with the request. Once the information is gathered, the department will schedule a date and time during which the person may review the information in the presence of a staff member.

Requests for information must be handled on a timely basis to insure compliance with the FOI Act. Failure to do so could result in the imposition of monetary fines against the University.

Statutory/BOT Resolution/Administrative Regulation/ECSU Policy Reference:

Connecticut General Statute 1-213

Policy and Procedure for Handling of Gifts

The ECSU Office responsible for soliciting, receiving and acknowledging gifts on behalf of the University is the Institutional Advancement Office.

When the University receives a gift payable to the University directly, whether solicited or unsolicited, such receipts will be promptly transmitted to the Cashiers Office, Hurley Hall, following the steps outlined in this policy and procedure document. An ECSU Gift Acceptance Form will be completed by the University area first receiving the gift. The completed form is sent to the Institutional Advancement Office for reporting to the State Treasurer and the Trustees. A copy of completed form and the funds received should be sent to the Cashiers Office, Hurley Hall. From time to time, as required by DHE and CSU policies (Resolution 87-192 and Section 10a-150 of the Connecticut General Statutes) the Institutional Advancement Office prepares reports for the State Treasurer and the Board of Trustees and requests that the Executive Dean draft resolutions for the acceptance of major gifts by the Trustees. Like gifts, such as those of a minor nature for scholarships, can be combined on one gift form. The records reporting gifts to the State Treasurer's and the Trustees are made available by the Institutional Advancement Office for inspection by CSU and State Auditors.

After completion of all reporting requirements the Gift Acceptance Form is sent to the Office of Fiscal Affairs to determine the proper fund and account in which to deposit the gift receipt. This office consults with the Institutional Advancement Office and other concerned ECSU offices (such as the Financial Aid Office in the case of scholarship gifts) to determine the appropriate level of accounting control. At the conclusion of this review process, the now complete deposited by the Cashiers Office in the proper fund and account.

Special Situations:

Stock powers should be in favor of the ECSU Foundation.

Contacts concerning gifts of tangible real and personal property are usually made directly to an academic department. In these cases, the Institutional Advancement office should be contacted immediately. Before acceptance, issues such as transportation and installation must be considered and funded. For assistance with estimated costs for transportation, maintenance and storage call Facilities Management at ext. 55348. For assistance with estimated costs for insurance call the Director of Public Safety at ext. 55313. For assistance with estimated costs for the operating expense for the donated property call Fiscal Affairs at ext. 55291.

Under no conditions should we value the gift we receive. The value of a gift should come from the donor or a third, impartial party.

HIRING PROCEDURES

Authority to Hire

1. All positions at Eastern Connecticut State University must be described in a written position description prepared by the supervisor and approved by the Executive Vice President and Executive Assistant to the President/Director of Equity and Diversity. Certain classified positions have state specifications, which serve as official job descriptions. In such instances, it is not necessary to write original descriptions. With respect to student workers, the Student Employment Section of the Financial Aid Office performs this function. No hire can take place before this process is completed. Supervisors having questions about proposed position descriptions should contact either the Executive Vice President at ext. 55215 or Executive Assistant to the President/Director of Equity and Diversity at ext. 55791.
2. In consultation with the appropriate Vice-President or designee, the Human Resources Office sets appropriate, fair and competitive rates of compensation based upon duties described in the approved position description. With respect to student workers, the Student Employment Section of the Financial Aid Office performs this function. No hire can take place before the process of ensuring that a rate falls within appropriate guidelines is completed.
3. All positions to be filled must be funded in the institution's current budget plan or by outside sources (grants and contracts). No hire can take place before this is assured or the express permission of the Vice-President for Finance and Administration and President or designee is obtained in advance of the hiring on the "Request for Position Action Form" (CSU-2).
4. Except for student workers and in emergencies or situations of short duration, all employees are hired after completion of an Affirmative Action Search approved by the Executive Assistant to the President/Director of Equity and Diversity or state recruiting procedures for classified positions. A waiver of affirmative action search procedures may be granted by the Director for emergencies, but positions filled via waiver can be filled only temporarily. Following appropriate recruitment, an officer of the institution may submit a "Request for Letter of Appointment Form" to the Associate Vice President of Human Resources for the purpose of preparing an appointment letter.
5. The President or appropriate designee at the Vice-President level is the appointing authority for all appointments to positions in the Unclassified Service. For all other employees except student workers, the Human Resources Office is the only office that can appoint personnel at the University. With respect to student workers, the Student Employment Section of the Financial Aid Office performs this function.
6. Supervisors cannot engage employees, nor can prospective employees begin work, until the President or Human Resources Office issues an appointment letter or the Student Employment Section approval has been issued.

7. Due to budgetary considerations, increases in the rates paid employees may be made only with the express permission of the President or appropriate designee at the Vice-President level or by virtue of collective bargaining agreements.
8. Grantor agencies award grants and contracts to Eastern Connecticut State University because they have confidence that the institution has and will use appropriate procedures to administer the award fairly and in accordance with state and federal law. Accordingly, positions established under grants and contracts are not exempt from these policies except in extraordinarily special situations agreed to by the President or appropriate designee at the Vice-President level in advance.
9. Individuals can be engaged on a State Personal Services Agreement only when there is no employer/employee relationship as defined by the Internal Revenue Service. When contemplating the offer of a service that involves engaging personnel, a personal services agreement may be used only when the personnel office provides certification that an employer/employee relationship does not exist. Supervisors should check with that office prior to making commitments for PSAs to ensure that IRS standards are met.

Procedure Related to Employment Applications (HRPR-0002)

Effective 4/1/2001

Introduction/Purpose:

Eastern Connecticut State University requires any individual for a position to complete an employment application form for Eastern's records.

Procedure Action Steps:

1. Any individual applying for a classified position at Eastern shall complete an employment application, providing all required information, prior to being considered for an interview. The Office of Human Resources will make a copy of the application. Copies of the application will be made available to the search committee for review. The originals will be retained in the Office of Human Resources.
2. Any individual applying for a classified position at Eastern shall complete an employment application, providing all required information, as part of the hiring process. When the candidate is offered the position, the employment application will be mailed with the appointment letter. The new employee shall bring the employment application with them to their intake appointment with the Office of Human Resources. He original applications will be included in the Personnel File.
3. Any individual who wishes to complete an employment application for a position not currently vacant may do so by contacting the Office of Human Resources. The completed application will be filed under the appropriate job title. When a position becomes vacant, a copy of these applications will be made available to the search committee for review. The originals will be retained in the Office of Human Resources.
4. Employment applications will be kept n file for two (2) years.

Under no circumstances are candidates to be interviewed until the following materials are on file and reviewed by the committee:

1. An application or letter of application from the candidate. In the case of a nomination, a letter from the candidate affirming formal candidacy must be on file.
2. A current resume from the candidate.
3. No less than three current letters of recommendation on each candidate.

Following the receipt of the above information, the Director of Equity and Diversity must approve the proposed list of candidates to be interviewed.

Interviews scheduled in advance of completion of the above process will be devoted and the search delayed or cancelled.

Procedures For Determining Faculty Credentials*

The Board of Governors for Higher Education specifies in its Licensure and Accreditation regulations, CGS §§10a-34-13(b) *that faculty members in the constituent institutions shall have appropriate degrees from regionally accredited institutions, or they shall demonstrate an equivalent level of competence in the specific subject areas they are assigned to teach. In accordance with written institutional policy, the master's degree shall be the minimum qualification for teaching undergraduate courses. In the case of graduate programs, each faculty member shall have a terminal degree in an appropriate field of study, or they shall demonstrate an equivalent level of competence in the specific subject areas they are assigned to teach.*

Initial Credentials Review

In order to be in compliance with the aforementioned regulation, the University is required to review faculty credentials when necessary. Such review shall be undertaken by tenured full and associate professors (senior faculty) absent the member in question. This committee shall make a recommendation to the appropriate Dean, who shall make the final determination. The affected member shall have the opportunity to appear before the committee prior to its deliberation.

Equivalency Review

When faculty are found not to meet the degree standard cited above, the University is required to demonstrate that such faculty possess an equivalent level of competence in the specific subject areas that are being considered to teach. Factors to be considered in determining equivalent level of competence may include advanced academic study, graduate courses, scholarship, prior teaching experience, other related professional experience, and experience in business, industry, or other professional work. Evidence to be examined should include a curriculum vita along with other supporting materials such as articles, books, or other creative material, evidence of experience in the specific or related fields to the course in question, evaluations, and any other evidence which can support the equivalency. Such evidence may include material from a dossier which has been developed for evaluation and special assessment purposes.

The following procedure is intended to meet the equivalency requirements of the above policy when the Board of Governors' standard regarding the appropriate degree is not met.

Procedures - Current Faculty

1. At least seven weeks prior to registration or at any other pertinent time, the Dean, Department Chair, or affected member may request that a review of credentials be undertaken to determine whether a faculty member possesses an equivalent level of competence to teach in specific subject areas at the University.
2. Evidence to be examined shall be submitted to the Department Chair. A review of the evidence will be undertaken by tenured full and associate professors (senior faculty) in the department. Prior to preparing the departmental recommendation, an

opportunity will be afforded the member to appear and discuss his/her case. The affected member shall not engage in deliberations on his/her case.

3. The recommendation and justification shall be communicated to the appropriate Dean by the Chair ten days following the receipt of all materials with a copy sent to the member.
4. The appropriate Dean shall review the recommendation and justification and shall consider all accompanying materials. In considering each case, the Dean shall meet with the Department Chair, the Member (if requested), and may consult with outside experts if necessary.
5. Within ten working days after receiving the recommendation from the department, the Dean shall provide the faculty member with a written decision. The final decision shall designate the specific subject areas for which the equivalency has been granted.
6. The recommendation and justification of the department and the Dean shall be placed in the member's personnel file.
7. In the event that the Dean decides an equivalency cannot be granted, the faculty member shall retain the right to submit additional materials at any time and to reopen consideration using the above procedures.

Procedures - Candidates for Hiring

1. As part of the hiring process, the academic credentials of candidates shall be assessed.
2. When a department wishes to recommend a candidate who does not possess the necessary degree required by CGS §10a-34-13(b) for a teaching position, it shall determine whether an equivalency exists and, as part of its hiring recommendation, shall submit a justification to support such equivalency.
3. The Dean shall review the justification and recommendation and shall make a decision regarding equivalency as part of the hiring process. If a candidate is hired on the basis of such equivalency, the specific subject areas for which equivalency has been granted shall be designated.
4. The recommendation and justification of the department and the Dean shall be placed in the personnel file of the appointed candidate.

Timeline for Instructional Faculty Searches

The following timeline for anticipated full-time instructional faculty searches should be followed to coordinate search-related activities to increase the likelihood of obtaining successful search outcomes.

This timeline may be altered to meet the educational and operational needs of the University to address exigent circumstances created by unanticipated resignations, retirements, or increases in enrollment. The Benchmark Dates noted below are intended to serve as guidelines to enable prompt actions related to searches.

<u>Benchmark Dates</u>	<u>Activity</u>
February 15 th	After consultation with the Dean, departments will submit formal requests for faculty positions to the Dean for searches to be initiated during the fall of the following academic year.
April 1 st	Contingent upon budgetary approval, the Dean will inform departments, in writing, of approved requests for faculty positions and will authorize the initiation of affirmative action searches.
April 15 th	In consultation with the Dean and appropriate administrators, department representatives will meet to form search committees, develop advertisements, job descriptions, and affirmative action search plans. The Dean shall provide the templates for national and journal advertising to the departments.
May 5 th	The department will submit to the Dean: (a) final advertisements for journals; (b) final advertisements for the University's annual advertisement; and, (c) affirmative action search plans.
May 15 th	Final advertisements and affirmative action search plans are approved in accordance with the established instructional faculty search procedures.
August 15 th	The Vice President for Academic Affairs transmits to the Office of Human Resources the final consolidated advertisements for placement in appropriate national publications in early September. This will enable departments to conduct screening and interviews of candidates in the Fall Semester, if possible.

Before an offer is extended, the Dean will inform the search committee chair or the department of the candidate to whom an offer will be made. The department may request a meeting with the Dean to discuss the Dean's decision.

Media Inquiry Policy

During the course of the year you may well be the recipient of a call from the media asking you to comment on any number of issues related to Eastern. Often times the media inquiry is a simple request for additional information or background pursuant to a story that is in progress. However, on other occasions the inquiry is in response to a non-existent issue or is made with no discernible objectives or focus.

Our media policy calls for all inquiries to be forwarded to Mark Levine, Director of University Relations, or in absence, Dwight Bachman, Public Information Officer. This is our standard procedure. Mr. Levine or Mr. Bachman will get in touch with the media to establish what information is being sought and then discuss the request with appropriate university administrators. At that time an appropriate response with the assistance of the proper campus resource will be communicated to the media. If it is determined that the university administrators will be placed in contact with the press, arrangements will be made through the University Relations office.

If additional questions involving the response to the press remain, Mr. Levine or Mr. Bachman will get in touch with Dr. Carter or Dr. Pernal.

Medical and Family Leave Without Pay

It is the policy of Eastern Connecticut State University to grant medical and family leaves in accordance with the provisions of Connecticut General Statutes Section 5-248(a), the federal Family and Medical Leave Act of 1993, and applicable collective bargaining agreements. Leaves will be granted so as to provide the most generous benefits under the state and federal statutes.

The law allows for unpaid medical or family leave for up to 24 weeks in a two year period for permanent employees, with a guarantee of returning to the same position or a comparable position upon expiration of the leave. An employee with an end date position must be granted a leave only through the end date for the position.

A permanent employee may request a Medical Leave in the event of a serious personal illness, or a Family Leave for the birth, adoption, or serious illness of a child, or the serious illness of a spouse or parent.

Serious illness means “an illness, injury, impairment or physical or mental condition that involves (1) inpatient care in a hospital, hospice or residential care facility or (2) continuing treatment or continuing supervision by a health care provider.”

Procedures

Employees may request a Medical Leave because of a personal illness or injury after exhaustion of medical leave provisions (including maternity leave) in the appropriate collective bargaining agreements and the current State regulations.

A Family Leave for the Birth or Adoption of a Child must be contiguous with maternity or other contractual leave benefits granted for the birth or adoption of a child.

In the case of all other Family Leaves, employees may choose to use accrued vacation, PL or compensatory time (not sick leave) prior to going on a leave without pay in order to care for an ill parent, spouse, or child.

Requests for Medical or Family Leaves of Absence must be submitted to the Associate Vice President for Human Resources on a “REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY” form. The following information must accompany the form:

1. *Birth of a Child*

A copy of the child’s birth certificate; a statement from the employee of the need for absence from work; the beginning and ending dates on the leave desired; and a statement of the intent to work upon completion of the leave.

2. *Adoption of a Child*

A letter from the adoption agency establishing the date of adoption. Early submission may be made upon receipt of notification of impending adoption to be effective on the actual date of adoption.

3. *Serious Illness of a Child*

A statement from the child's physician stating the diagnosis and prognosis; a statement from the employee of the need for absence from work to care for the child, the beginning and anticipated ending dates of the leave desired; and a statement of intent to return to work upon completion of the leave. Family leave for illness of children may not exceed 24 weeks in a two year period, regardless of the number of children in the family.

4. *Serious Illness of Spouse or Parent*

A physician's statement of diagnosis of the spouse or parent, certification that the medical condition of the spouse or parent is a serious illness as defined under the regulations, and an estimate of the anticipated length of the serious illness of the employee's spouse or parent; a statement from the employee of the need for absence from work to care for the spouse or parent, the beginning and ending dates of the leave desired, and a statement of intent to return to work upon completion of the leave.

5. *Serious Illness of the Employee*

An official Medical Certificate (form P-33), which states the diagnosis and prognosis and an estimate of the anticipated length of the illness.

Note: Classified employees who are ready to return to work upon completion of a leave but who are medically unable to perform the duties of the position they left will be assisted in finding other suitable work in state service by the Personnel Division of the Department of Administrative Services.

Pluralism

Eastern Connecticut State University recently adopted a policy statement on pluralism which forbids acts of violence or harassment reflecting bias or intolerance based on an individual's race, religion, gender, sexual orientation, disability, and ethnic or cultural origin. The University has also adopted procedures for investigating complaints of acts of intolerance brought by students or staff.

Eastern Connecticut State University endorses the Connecticut State University Policy Regarding Racism and Acts of Intolerance. That policy states:

“Institutions within the Connecticut State University have a duty to foster tolerance. The promotion of racial, religious, and ethnic pluralism within the University is the responsibility of all individuals within the University community. Every person within the University community should be treated with dignity and assured security and equality. Individuals may not exercise personal freedoms in ways that invade or violate the rights of others. Acts of violence and harassment reflecting bias or intolerance of race, religion, gender, sexual orientation, disability, and ethnic or cultural origins are unacceptable. The University shall take appropriate corrective action if such acts of violence or harassment occur.”

Anyone who has a complaint alleging an act of violence or harassment based on race, religion, gender, sexual orientation, disability or ethnic or cultural origin should contact Constance Belton Green (860) 465-5792.

Guidelines for Reasonable Accommodations in Employment

Eastern Connecticut State University is committed to the goal of achieving equal educational opportunity and full participation for persons with disabilities. Thus, no qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity on this campus.

A physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

As this University strives to accommodate people with disabilities, services and programs which best promote full participation and integration of people with disabilities may be necessary to complement and support the regular services and programs of the institution.

Therefore, Eastern Connecticut State University commits itself to the process of identifying barriers to the full participation of people with disabilities and of developing strategies to overcome those barriers.

As part of the University's compliance with the Americans with Disabilities Act, the University has designated Constance Belton Green (Executive Assistant to the President/Director of Equity and Diversity) as its ADA Coordinator. An employee with a disability that requires reasonable accommodation should contact the Office of Equity and Diversity at (860) 465-5791, Shafer Hall. Students with disabilities should contact Pamela Starr, the Counselor for Special Services for Students with Disabilities.

Eastern Connecticut State University is committed to providing equal educational and employment opportunity for persons with disabilities. A policy statement and guidelines for reasonable accommodations for persons with disabilities is provided that is consistent with the University commitment to nondiscrimination for all persons.

Only in the rarest of instances i.e., when undue hardship genuinely exists, will the University decline to make reasonable accommodations in keeping with the law and the spirit of this policy.

Explanation of Terms:

Disability: The term "disability" means, with respect to an individual: a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; b) a record of such an impairment; or c) being regarded as having such an impairment. 42 U.S.C. sec. 12102(2).

Substantially limits: The term "substantially limits" means: a) unable to perform a major life activity that the average person in the general population can perform; or b) significantly restricted as to the condition, manner or duration under which an individual

can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform that same major life activity. 29C.F.R. sec. 1630.2 (j.).

Reasonable accommodation: A reasonable accommodation is required if determined that the claimed impairment substantially limits one or more “major life activities”. The term reasonable accommodation may include: a) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and b) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities. 42 U.S.C. sec. 12102(9). A reasonable accommodation is any adjustment to a job, employment process or practice, or to the work environment that permits a qualified applicant or employee with a disability to participate in University employment.

The ADA requires reasonable accommodations in three aspects:

- the application process;
- performance of duties; and,
- the benefits and privileges of employment.

Applicant/Employee Responsibility:

- Applicant or employee must meet the threshold of determination that: a) the physical or mental impairment substantially limits one or more of the major life activities of such individual; b) a record of such an impairment; or c) being regarded as having such an impairment. 42 U.S.C. sec. 12102 (2).
- Applicant or employee must present documentation that identifies that the individual: a) is unable to perform a major life activity that the average person in the general population can perform; or b) is significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major activity. 29 C.F.R. sec. 1630.2 (j.)
- Applicant or employee must be qualified i.e., must satisfy the prerequisites for the position, including the appropriate educational background, work experience, skills, certification, or licenses.
- Applicant or employee must be able to perform the *essential functions* of the position held or desired with or without reasonable accommodation.
- Applicant or employee must notify employer that an accommodation is needed for full participation in the employment process.
- Applicant or employee should be willing to discuss possible ways for providing a reasonable accommodation.

- Applicant or employee requesting “reasonable accommodation” in accordance with the Americans with Disabilities Act of 1990 should contact the Office of Equity and Diversity.

Employer Responsibilities/Procedures for Documentation Review:

- When a reasonable accommodation is requested, the applicant or employee should be available to discuss the specific job related limitations imposed by the person’s disability and the manner in which the limitation may be overcome with a reasonable accommodation.
- In a request for a reasonable accommodation, applicants/employees must meet the threshold determination that the physical or mental impairment substantially limits one or more of the major life activities of such individual. That the individual is unable to perform a major life activity that the average person in the general population can perform; or significantly restricted as to the condition, manner, or duration under which the average person in the general population can perform that same major life activity. 29C.F.R. sec. 1630.2 (j.).
- As needed, the University may request that the following documentation be provided when a request for reasonable accommodation is made. Requests for documentation must relate strictly to the request for reasonable accommodation.

I. Identification of qualified professional: Provide the name, title, and professional credentials of the medical evaluator. Professionals conducting the assessments and rendering diagnosis must have training in differential diagnosis and the full range of psychiatric disorders.

II. Current documentation: Provide current documentation related to evaluations completed since the condition was diagnosed. Include relevant testing and diagnostic reporting, as appropriate.

III. Overall Comprehensive documentation:

1. Historical documentation: Provide historical documentation establishing the medical condition, or evidence of ongoing behavior indicative of having the disorder. Provide relevant history of your condition and date of diagnosis.
2. Evaluative summary: Provide an evaluative summary based on the completed medical documentation.
3. Statement of presenting problem: Provide an interpretative summary of the effect of the ongoing behavior on an ability to perform job responsibilities.
4. Reasonable accommodation: Provide recommendations for work place accommodations that address the impairment as substantiated by the comprehensive evaluation.

Notation: The University reserves the right to request a medical evaluation by a University designated medical representative.

- The employer will provide a determination of whether an individual meets the threshold in accordance with the Americans with Disability Act of 1990, as demonstrated by the documentation submitted.
- Reasonable accommodations are recommended for those individuals meeting the threshold determination.
- Consideration is given to the individual's preference in selecting and implementing the reasonable accommodation that is most appropriate for the applicant or employee and the employer.

Resignation or Retirement

Procedures for the acceptance of resignation or retirement notifications are as follows:

1. All notifications by employees of resignations and retirements must be submitted in writing and signed.
2. For administrators, the notification may be addressed to the Associate Vice President or Director of Human Resources, the appropriate supervisor, or to the President of the University.
3. For faculty members, the notification may be addressed to the Associate Vice President or Director of Human Resources, the appropriate dean, Vice President for Academic Affairs, or to the President of the University.
4. The notification must contain a definitive statement that the member will resign or retire and an effective date.
5. Anyone receiving such written notification is to ensure that a copy is sent to the other officials as identified above in the respective listings.
6. If the notification is incomplete or unclear, it should be immediately referred to Human Resources, at which time clarification will be sought from the employee.
7. The President will provide official acknowledgment of the notification.

Vacancies which develop as the result of resignation or retirement announcements revert to the appropriate Vice President for refill consideration. Directors or department chairs may make recommendations about refill (with or without position change), but refill determination will be made by the appropriate Vice President or President.

Separation from Employment

1. Upon official notice that an employee has been separated from employment for any reason, Human Resources contacts the employee to schedule an exit interview. At the exit interview, the employee is informed of any outstanding obligations and requested to meet his/her obligations prior to issuance of the final paycheck. The employee is given instructions for the return of his/her access cards, keys, and Employee ID. Employees are also given information regarding continuation of retirement, medical, and other benefits upon leaving state employment.
2. Human Resources notifies the Library, Police Department, Mail Room, and Physical Plant of each employee's separation date.

SEXUAL ASSAULT POLICY AND PROCEDURES

University Policy

A primary concern of the University is the health and well being of each student; therefore, Eastern is committed to creating a community that is free from acts of sexual violence. Sexual violence includes any unwanted, unwelcome, forceful or coercive sexual contact.

Sexual assault, as defined for purposes of this policy and procedures, is a crime. Degrees of sexual assault range from unwanted or coercive sexual contact to forced or coerced sexual penetration (Conn. General Statutes, sec. 53a-70 to sec. 53 a.-74). Acts of sexual assault are not tolerated at Eastern Connecticut State University.

A victim/survivor of a sexual assault has the right to pursue legal proceedings against any alleged offender through the criminal or civil proceedings of the Connecticut courts. A victim/survivor of a sexual assault has the right to pursue disciplinary action against an accused student assailant through the judicial procedures of the University Student Conduct Code, or against an alleged offender who is a University employee through University disciplinary procedures.

University Procedures

The University supports a student's right to exercise an informed choice about actions taken in cases of sexual assault; however, it urges any victim/survivor to contact the University police immediately if a sexual assault occurs. The Eastern Connecticut State University Police work collaboratively with the Office of the Vice President/Dean of Student Affairs to provide an immediate response to a victim/survivor of sexual assault. Any University faculty, staff member, administrator, or student who is made aware of a sexual assault involving a member of the Eastern Connecticut University community has the responsibility to report the sexual assault to the University Police.

Where to Get Help

A victim/survivor of sexual assault can get immediate help by contacting the University Police. The University maintains a twenty-four-hour-a-day University Police service. If a sexual assault victim/survivor contacts a faculty, administrator, staff member, student employee, or student, the first assistance and response is to get help for the victim/survivor by notifying the University Police of the incident. The University Police response to the incident requires confidentiality, as permitted by law, for both the victim/survivor and alleged offender.

At the time of initial contact, the University Police give first priority to the emotional and physical condition of the victim/survivor. This includes transporting the victim/survivor to the hospital, if desired or required. The victim/survivor is also notified of options for legal, medical, and counseling support, available through on-campus or community-related services. An emergency sexual assault notification card is given to the

victim/survivor by the University police that describes the available services. Copies of the notification card are also available at the following campus offices:

- University Police Department: 465-5310 (Emergency Hotline: 888 or 911)
- Residential Housing: 465-5369
- Counseling and Health Services Center: 465-5263
- Women's Center: 465-4313
- Office of Student Affairs: 465-5288
- Office of Equity and Diversity: 465-5792

Confidentiality/Rights

The University maintains confidentiality, as permitted by law, in matters pertaining to a victim/survivor of sexual assault or an alleged offender. No personal identifying information is included in any statistical reports and in informational reports concerning sexual assaults that are provided by the University, as required by the Campus Security Act of 1990.

The victim/survivor has a right to choose among available services, and the right to choose to take judicial action (criminal/civil action, or action in accordance with the University Student Code or disciplinary procedures) against the alleged offender. The victim/survivor has the right to have the sexual assault treated seriously and with dignity by the University.

Sexual Assault Team

Any questions concerning the University sexual assault policies and procedures should be referred to the Sexual Assault Team. The members of the Sexual Assault Team are the Vice President of Student Affairs or designee, the Director of Public Safety or designee, and a representative of Health and Counseling Services. The Sexual Assault Team is to provide an ongoing assessment and review of the University's sexual assault policies and procedures, evaluate these policies and procedures, and advise the University on educational programs for sexual assault awareness, prevention, and community safety. The Sexual Assault Team review is to include input from faculty, staff, and students.

Sexual Assault Awareness

During each fall orientation, and at planned sessions throughout the academic year, students are presented information designed to create student awareness of circumstances leading to sexual assault, including acquaintance rape. Sessions are also planned for faculty, staff members, and administrators. Each entering student is also given an emergency sexual assault notification card that explains available services for victims/survivors of sexual assault, as well as the immediate response role of the University Police.

WEAPONS AND WORKPLACE VIOLENCE

Executive Order No. 16

All state agency personnel, contractors, subcontractors and vendors must comply with Executive Order No. 16 issued by Governor John G. Rowland regarding Workplace Violence. Executive Order No. 16 must accompany all contracts, including PSAs. This order states:

“This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 and, as such, the contract may be canceled, terminated or suspended by the state for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order.

STATE OF CONNECTICUT BY HIS EXCELLENCY JOHN G. ROWLAND EXECUTIVE ORDER NO. 16

WHEREAS, the State of Connecticut recognizes that workplace violence is a growing problem that must be addressed; and

WHEREAS, the State is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and/or violent acts; and

WHEREAS, violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties.

NOW, THEREFORE, I, John G. Rowland, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby ORDER and DIRECT:

1. That all state agency personnel, contractors, subcontractors, and vendors comply with the following **Violence in the Workplace Prevention Policy**:

The State of Connecticut adopts a statewide zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment --

- μ No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- μ No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- μ No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

2. That each agency must prominently post this policy and that all managers and supervisors must clearly communicate this policy to all state employees.
3. That all managers and supervisors are expected to enforce this policy fairly and uniformly.
4. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager, or human resources office.
5. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor.
6. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.
7. That all parties must cooperate fully when questioned regarding violations of this policy.
8. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace.
9. That this order applies to all state employees in the executive branch.
10. That each agency will monitor the effective implementation of this policy.
11. That this order shall take effect immediately.

Dated in Hartford, Connecticut this 4th day of August, 1999.

John G. Rowland, Governor

Filed this 4th day of August, 1999

Susan Bysiewicz, Secretary of the State”

Policy on Workplace Threats and Violence

Eastern Connecticut State University values the safety and security of its employees and students. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests, or other individuals by anyone on Eastern Connecticut State University property will not be tolerated. Violations of this policy can lead to disciplinary action which may include suspension, dismissal, expulsion, or criminal prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Eastern Connecticut State University property shall be subject to removal from the premises as quickly as safety permits, and shall remain off the campus pending the outcome of an investigation. Eastern Connecticut State University will initiate an appropriate response. This response may include investigation, disciplinary suspension or expulsion of students, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All Eastern Connecticut State University personnel are responsible for notifying the management representative(s) designated below of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which could be perceived as threatening or violent, when that behavior is job related or might be carried out at the university, or is connected to university employment or academic study. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and

the person or persons who were threatened or were the focus of the threatening behavior. If the designated management representatives are not available, personnel should report the threat to their supervisor or another member of the management team.

All individuals who apply for or obtain a protective or restraining order which lists university locations as being protected areas, must provide to the designated management representatives a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Eastern Connecticut State University understands the sensitivity of the information requested and will respect the confidentiality of the reporting employee(s) to the extent permitted by law.

Designated management representatives are

Name:	Mr. Lewis Perry	David P. Trainor
Title:	Director of Public Safety	Assoc. VP for Human Resources
Phone:	(860) 465-5513	(860) 465-5342
Location:	264 High Street	Shafer Hall, Room #101

Warning Signs of Potentially Violent Individuals

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems.

- Irrational beliefs and ideas
- Verbal, nonverbal or written threats or intimidation
- Fascination with weaponry and/or acts of violence
- Expressions of a plan to hurt himself or others
- Externalization of blame
- Unreciprocated romantic obsession
- Taking up much of supervisor's time with behavior or performance problems
- Fear reaction among coworkers/clients
- Drastic change in belief systems
- Displays of unwarranted anger
- New or increased source of stress at home or work
- Inability to take criticism
- Feelings of being victimized
- Intoxication from alcohol or other substances
- Expressions of hopelessness or heightened anxiety
- Productivity and/or attendance problems
- Violence towards inanimate objects
- Stealing or sabotaging projects or equipment
- Lack of concern for the safety of others

Recognizing Inappropriate Behavior

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees and students who exhibit the following behaviors should be reported and disciplined in accordance with university policy:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace due to anger regardless of the size or type of object being thrown or whether a person is the target of a thrown object
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.

Threat Incident Report

University policy requires employees to report all threats or incidents of violent behavior, which they observe or are informed about to Mr. Lewis Perry or Mr. David P. Trainor. One of them will take the steps necessary to complete a threat incident report as quickly as possible, including private interviews of the victim(s) and witness(es). The following facts should be included in the threat incident report, if possible:

- Name of the threat-maker and his/her relationship to the university and to the recipient
- Name(s) of the victims or potential victims
- When and where the incident occurred
- What happened immediately prior to the incident
- The specific language of the threat
- Any physical conduct that would substantiate an intention to follow through on the threat
- How the threat-maker appeared (physically and emotionally)
- Names of others who were directly involved and any actions they took
- How the incident ended
- Names of witnesses
- What happened to the threat-maker after the incident
- What happened to the other employees directly involved after the incident
- Names of any supervisory staff involved and how they responded
- What event(s) triggered the incident
- Any history leading up to the incident
- The steps which have been taken to ensure that the threat will not be carried out
- Suggestions for preventing workplace violence in the future

PERSONAL CONDUCT TO MINIMIZE VIOLENCE

Do

- Project calmness: move and speak slowly, quietly and confidently.
- Be an empathetic listener: encourage the person to talk and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Acknowledge the person's feeling.
- Indicate that you can see he or she is upset.
- Ask for small, specific favors such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics that will give the person time to calm down.
- Be reassuring and point out choices.
- Break big problems into smaller, more manageable problems
- Ask for his/her recommendations.
- Repeat back to him/her what you feel he/she is requesting of you.
- Arrange yourself so that a visitor cannot block your access to an exit

Do Not

- Use styles of communication that generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms.
- Avoid any physical contact, finger-pointing or long periods of fixed eye contact.
- Make sudden movements that can be seen as threatening. Notice the tone, volume and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual's personal space.
- Make sure there is a space of three feet to six feet between you and the person.

Information adapted from "Guidelines for Employers and Law Enforcement," distributed by the U.S. Bureau of Justice Assistance.

WEATHER CLOSING POLICIES

I. Announcements Prior to Opening During Day Classes (Monday – Saturday)

When weather conditions necessitate a decision regarding the opening of the University, the following procedure will take place. When individuals indicated below are not available, appropriate designees will act.

- A. The Director of Facilities will review all available information and make a recommendation to the Vice President for Finance and Administration. On Saturdays, the Dean of Continuing Education will confer with the Director of Facilities.
- B. The Vice President for Finance and Administration will make the decision on Mondays – Fridays. On Saturdays, the Dean of Continuing Education will make the decision.
- C. Following the decision, the Director of Facilities will notify the Public Relations Officer who will inform the media. The Director of Facilities will also notify the Police Dispatcher at (860) 465-5310 and the Campus Switchboard (465-5352).
- D. The Public Relations Officer will relay the information to the appropriate media. The Police Dispatcher will place an announcement on Eastern's WEATHER HOT-LINE (1-800-578-1449 or 465-4444). Immediately upon placing the Hotline message, the dispatcher shall test the message by placing a call. The message will indicate that information on evening classes will be announced no later than 1:00 p.m. and the message will begin with the date and time.
- E. The following options will be used in framing the decision:
 1. Eastern is open as usual.
 2. Eastern is open, but the start of classes delayed until _____ o'clock. All employees are to report to work at regular time.
 3. Eastern is open, but classes are cancelled. All employees are to report to work at the regular time.
 4. Eastern is closed until _____ o'clock. Only designated personnel report to work at the normal time.
 5. Eastern is closed all day. Only designated personnel report to work at their normal time.

- F. Employees are advised that news media often do not announce Eastern's weather messages exactly as delivered. For this reason, employees are advised to call the following employee hotline number, (860) 465-5025, when they hear a "no work" message on the radio or television.
- G. University Police will remove the announcement from Eastern's WEATHER HOT-LINE at the appropriate time.

II. Announcement Regarding Evening Classes (Monday - Friday)

- A. The Dean of Continuing Education and the Director of Facilities will confer regarding a recommendation.
- B. The Director of Facilities will call the Vice President for Finance and Administration and forward the recommendation.
- C. Following the Vice President's decision, the Director of Facilities will notify the Public Relations Officer, who will inform the media of the decision. The Director of Facilities will also notify the Director of Public Safety.
- D. The Public Relations Officer will relay the decision to the appropriate media, and University Police will place an announcement and test such announcement on Eastern's WEATHER HOT LINE (1-800-578-1449 or 465-4444). (See I.D.)
- E. The following options will be used in framing the decision to be announced no later than 1:00 p.m.
 - 1. Evening classes at all locations scheduled to begin at 4:00 p.m. or later will be held as scheduled.
 - 2. Evening classes at all locations scheduled to begin at 4:00 p.m. or later are cancelled.
 - 3. Eastern will close at _____ o'clock at all locations.

III. Notification Regarding Early Closings (University Already Open)

- A. The Vice President for Finance and Administration will confer with as many offices as necessary (including those handling evening operations) to determine whether all or part of the institution shall close early and then make a decision. In the event the Vice President is not available, the above decision shall be made by the Director of Facilities or Director of Public Safety.

- B. After the decision is made, the telephone tree for notification shall be implemented (see attached schedule).

IV. Essential Operations

- A. Essential operations scheduled to remain open regardless of weather conditions are: Campus Police, Food Service, Facilities, Student Center, Sports Center, Library, and Residence Halls.
- B. Designated personnel as identified above are employees notified in advance that they are not affected by these policies. Such employees report for work regardless of weather conditions. Supervisors are required to maintain these lists and update them annually.

V. Special Events

The cancellation of special events scheduled such as plays, athletic contests and/or exhibits shall be determined by the University administrator in charge of the activity. When a decision is made to cancel, it should be communicated to the (1) Director of Facilities who will notify the police dispatcher and campus switchboard and (2) Public Relations Officer, who will notify the Media.

VI. Identification of Implementers of the Policy

The following individuals are current incumbents of the positions responsible for implementation of the policy.

TITLE	CURRENT INCUMBENT	CURRENT BACK-UP
Director of Facilities	Nancy Tinker 872-1471	William Postemsky 228-0717
Dean of Continuing Educ.	Jerry Lamb 536-4763	Carol Williams 423-5931
V.P. for Finance & Admin.	Dennis Hannon 456-7593	Nancy Tinker 872-1471
Public Relations Officer	Dwight Bachman 677-4645	Mark Levine 486-4875
Director of Public Safety	Lewis Perry 669-9152	On-Call Sergeant 340-2529 Pager

12/5/95
 (ed.) 8/1/97
 (ed.) 12/10/98
 (ed.) 11/4/99
 (Rev) 3-10-00

EARLY UNIVERSITY CLOSINGS - TELEPHONE TREE

***** CALL COMES FROM *****	OFFICE RECEIVING CALL *****	NOTIFIES THE FOLLOWING *****	NOTIFIES THE FOLLOWING *****
Board of Trustees	President's Office	Executive Offices HR Administration	
President's Office	Academic Affairs	All offices reporting to the Academic Vice-President (Library, Media, various academic centers)	
Academic Affairs	Library	Center for Connecticut Studies	
Academic Affairs	Offices of the Academic Deans	All departments and offices assigned to the Academic Deans and each school. Also includes any notification regarding extension and graduate classes and other academic activities as appropriate.	
HR Administration	Sports Center Office	Any necessary notification regarding cancellation of sports events in consultation with President's Office and Office of Inst. Advancement	
HR Administration	Facilities Office	All Housekeeping and Maintenance, Mailroom and Capital Projects Office	
HR Administration	Akus Gallery Equity & Diversity Office University Relations Public Affairs Office Switchboard (0)	All Media for purpose of advising on status of employees and students. Copy center	
HR Administration	Fin. & Administration	Director of Fiscal Affairs or Bursar's Office	All areas of Fiscal Affairs, Accounting, A/P, Bursar/SAPIO, Purchasing, Payroll, Shipping and Receiving
		Auxiliary Enterprises and Institutional Support, and Data Center.	
Fin. & Administration	Institutional Adv. Office	Campus Police, Switchboard	
Fin. & Administration	Student Affairs VP	Student Affairs Staff	VA, Counseling, Placement, Housing, Financial Aid, Student Activities Area, Health Services, Head Residents, Bookstore, Snack Bar, Co-op Education Office, etc.

The above telephone schedule is to be used when a decision has been made to close the University or cancel classes. Notice regarding the cancellation of classes does not necessarily imply that The University has closed. When the President decides to close the institution, the above schedule is to be regarded as the official vehicle for transmitting the message to employees. Please do not regard the University as closing unless the message is received in accordance with the above tree. (January 13, 1998 11:07 AM)

Policy Concerning the Assigning of Faculty Authored Textbooks and Other Instructional Materials To Students Taught by Same Faculty

Assignment of Textbooks and Other Instructional Materials:

Section 1-84 of the Connecticut General Statutes prohibits public officials and other state employees from using their public office or position to obtain a financial gain for themselves or their family members or any business with which they are associated. A faculty member's assignment of a textbook authored or developed by the faculty member could be considered as "obtaining financial gain" for the faculty member in violation of the Connecticut State Ethics Code. Before requiring students to purchase a textbook or intellectual property for a course that the faculty member authored or developed, the faculty member must obtain prior approval for such use. The prior approval process is not necessary if the faculty member directs any financial gain to a University fund from which that faculty member derives no personal financial benefit, or to a recognized 501c entity.

Pursuant to the State of Connecticut Ethics Commission's requirement in Advisory Opinion 2001-7, Eastern Connecticut State University requires that there be established a review panel that will rule on requests to utilize a professor's text or other instructional materials for his or her class.

Review Panel Composition

The review panel is appointed by the Vice President for Academic Affairs and shall include no less than five (5) members including tenured faculty members recommended by the Deans of their respective Schools. Faculty shall represent different departments.

Terms of Appointment

Members on this panel serve for two-year staggered terms. Initially, half of the members will be appointed for a period of one year. New Members are selected in late Spring. The term of office concludes at the end of the academic year in late August.

Operating Procedures

The review panel selects a chair for a two-year period who is responsible for all communications with the faculty and administration. The review panel considers requests, justification and evidence submitted by full-time or part-time faculty members who have authored a textbook or other instructional materials and wish to assign that textbook to students in courses they teach at the university. After considering all appropriate materials, the review panel rules and can approve requests if the requests meet one or both of the following requirements:

- a) the text or materials are recognized as the standard in the field, or
- b) offers a unique perspective on the topic of study

The panel informs the faculty member in writing of its decision indicating the reason for approval or disapproval, no later than 30 days from the day the request is received by the panel. A copy of the decision is transmitted to the Vice

President for Academic Affairs. All decisions require a majority vote. A panel member who represents the department of the faculty member whose request is under consideration may not vote on that request.

All materials submitted to the panel and any other materials produced by the panel will be appropriately archived within the university at the end of each academic year.

Failure to comply with this Policy constitutes a violation of the State Ethics Code and University policy and subjects the faculty member to an enforcement action by the State Ethics Commission and disciplinary procedures by the University.

SAMPLE LETTER TO THE STATE ETHICS COMMISSION

Mr. Raymond B. Green
Interim Director
State Ethics Commission
18-20 Trinity Street
Hartford, CT 06106

Dear Mr. Green:

As a faculty member at Eastern Connecticut State University, I assigned a textbook (or other instructional materials) for use by my class(s) during the period of (semester and year).

I derived financial benefit in the amount of (\$XXX) from the sale of these materials. Enclosed is a copy of a check, payable to [insert 501c entity] or the Eastern Connecticut State University [insert student scholarship or other fund name] which demonstrates the forfeiture of any financial benefit gained from this activity.

Sincerely,