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## A Message From The President of the University

On behalf of Eastern Connecticut State University, the state's public liberal arts university, the members of the administrative team and your fellow employees, I am pleased to welcome you to the University and to wish you success with your employment here. I hope that you will enjoy all the satisfaction and personal reward that comes from a career in public higher education. Since I am aware of my first days at Eastern and the excitement that came with starting a new job with a new institution, I wish you the same sense of excitement.

This handbook describes some of the expectations the University has for its employees and outlines the policies, programs, and benefits that are available. You should familiarize yourself with the contents of the Handbook as soon as possible, for it will answer most questions you may have about employment at Eastern.

We believe that employees contribute directly to the University's ability to provide the best possible educational experience for our students. We hope that you will take pride in being a member of our team. I hope your experience with the University will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely yours,

Elsa Nuñez  
President

## **Introductory Statement**

This Employee Handbook is designed to acquaint you with Eastern Connecticut State University as an employer and to provide you with information about working conditions, employee benefits, and some of the policies effecting your employment. You should read, understand, and comply with all provisions of this Handbook, which describes many of your responsibilities as an employee and outlines the programs developed by the University to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Employee Handbook can anticipate every circumstance or question about policies. From time to time, the need may arise to change policies described in this Handbook. The University, therefore, reserves the right to revise, supplement, or rescind any policies or portion(s) of the Handbook it deems appropriate, through the appropriate process.

The Handbook will be updated periodically to reflect such changes.

This Handbook is meant to provide generalized guidelines for employees in collective bargaining units. For non-bargaining unit employees, this Handbook, in conjunction with approved CSU and Eastern Connecticut State University Human Resources Policies, reflects your benefits and rights.

Wherever discrepancies exist between this Handbook and collective bargaining agreement, i.e. union contracts, the agreement or contract will prevail. Employees should receive a copy of their collective bargaining agreement when hired. Contracts are available in the Office of Human Resources, Gelsi & Young Hall, Room 330, 83 Windham Street, Willimantic, CT 06226.

## Administrative Staff Directory

Elsa Nuñez

President

Gelsi & Young Hall, Room 242

x55222

William Salka

Vice President for Academic Affairs

Gelsi & Young Hall, Room 228

x55246

James R. Howarth

Vice President for Finance and Administration

Gelsi & Young Hall, Room 230

x54418

Walter Diaz

Vice President for Student Affairs

Gelsi & Young Hall, Room 220

x55247

Kenneth DeLisa

Vice President for Institutional Advancement; Chief Human Resources Officer

Gelsi & Young Hall, Room 126

x55269

Katherine Atkinson

Executive Assistant to the President/Director of Office of Equity and Diversity

Gelsi & Young Hall, Room 255

x55791

Stacey Close

Associate Provost/ V.P. for Equity and Diversity

Gelsi & Young Hall, Room 255

x55791

Garrett Bozylinsky

Chief Information Officer, ITS, Telecommunications and Planning  
Science Building, Room 521

X55372

Carmen R. Cid  
Dean of School of Arts and Sciences  
Webb Hall, Room 264  
x55295

Indira Petoskey  
Assistant Dean of Continuing Education  
Alvin B. Wood Support Services Center Room 100D  
x55066

Elizabeth Scott  
Interim Dean of School of Education and Professional  
Studies  
Webb Hall, Room 160  
x55293

Michelle Delaney  
Dean of Students  
Alvin B. Wood Support Services Center, Room 207  
x55247

Jennifer Brown  
Dean of Academic Analytics  
Gelsi & Young Hall, Room 227  
x50781

Amy Coffey  
Associate Dean of Arts and Sciences  
Webb Hall, Room 259  
x55383

Jianguo Zhu  
University HR administrator and Coordinator of  
Institutional Research  
Gelsi & Young Hall, Room 248  
x55344

Jeffrey A. Garewski  
Director of Public Safety  
264 High Street  
x54521

Edward Osborn  
Director of University Relations  
Gelsi & Young Hall, Room 129  
x55043

Lori Runksmeier  
Director of Athletics  
Sports Center, Room 227  
x55091

Lourdes Ardel  
Director of Human Resources  
Gelsi & Young Hall, Room 331  
x55118

Christopher Dorsey  
Director of Admissions  
Admissions Building, Room 115  
x54398

Janice Wilson  
Director of Library Services  
Library, Room 412  
x54466

Shirley Audet  
University Controller  
Gelsi & Young Hall, Room 340  
x55337

Candace DeAngelis  
Director of Student Center and Student Activities  
Student Center Room 224DE  
x54446

LaMar Coleman  
Director of Housing and Residential Life  
Alvin B. Wood Support Services Center, Room 245  
x50072

Jennifer Huoppi  
Registrar  
Alvin B. Wood Support Services Center, Room 126  
x54357

Clifford Marrett  
Director of Internships & Career Development  
Alvin B. Wood Support Services Center, Room 206  
x55577

Jennifer Horner  
Director of Financial Aid and Veteran's Affairs  
Wood Support Services Center  
x55775



Nicholas Messina  
Director of Media Services  
Communication Building Room 138  
x50209

Niloufar Rezai  
Director of Child & Family Development Resource  
Center  
CFDRC Room 112  
x55270

Alison Garewski  
Director of Academic Services and Advising Center  
J. Eugene Smith Library, Room 109  
x55578

Terry O'Brien  
Director of Fiscal Affairs for Acquisitions and  
Auxiliary Services  
Gelsi & Young Hall, Room 321  
x55395

R. Dwight Bachman  
Public Relations Officer  
Gelsi & Young Hall, Room 137  
x55114

Michael Stenko  
Director of Alumni Affairs  
Gelsi & Young Hall, Room 130  
x54509

Kristen Scavone  
Director of AccessAbility Services  
185 Birch Street  
x54667

Karyl Bulmer  
Director of Financial Planning  
Gelsi & Young Hall, Room 339  
x50688

Starsheemar Byrum  
Director of the Arthur L. Johnson Unity Wing  
Student Center, Room 109  
x54314

Kevin Gill  
Director of IT Support Services  
Communication Building Room 244  
x55793

Kimberly A. Silcox  
Director of Center for Community Engagement  
Alvin B. Wood Support Services Center Room 206  
x54426

Christopher Ambrosio  
Director of Student Conduct  
Alvin B. Wood Support Services Center Room 207  
x50063

Renee Theroux-Keech  
Director of Facilities Mgmt. & Planning Facilities  
Building x54596

### **CSU Campus Directory**

Connecticut State University Board of Trustees  
39 Woodland Street  
Hartford, CT 06105  
X30000

Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050  
X22345

Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226  
x55000

Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06515  
X25200

Western Connecticut State University  
181 White Street  
Danbury, CT 06810  
X78920

State Department of Higher Education  
61 Woodland Street  
Hartford, CT 06105  
860-947-1800

## **Section A**

### **Employment Policies**

#### **1. AFFIRMATIVE ACTION**

Eastern Connecticut State University, recognizing the right of an individual to work and to advance on the basis of merit, ability, and potential without regard to race, sex, color, religious creed, national origin, national ancestry, sexual orientation, marital status, veteran status, age, criminal record, disability including learning disability, past or present history of a mental disorder, genetic information or other protected status unless there is a bona fide occupational requirement, which excludes persons in one of the above protected groups, resolves to take Affirmative Action measures to ensure equal opportunity in the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation, in-service or apprenticeship training programs, and all terms and conditions of employment.

Non-discrimination and equal opportunity are the policies of Eastern Connecticut State University in all of its programs and activities. To that end, all University employees shall rigorously take affirmative steps to ensure equal opportunity in the internal affairs of all offices/functions, as well as in their interactions with all agencies and in their relations with the public. Each department within the University, in discharging its statutory responsibilities, shall consider the likely effects, which its decisions, programs, and activities shall have in meeting the goals of equality or opportunity.

Affirmative Action requires more than vigilance in the elimination of discriminatory barriers on the grounds of race, sex, color, religious creed, national origin, national ancestry, sexual orientation, marital status, veteran status, age, criminal record, disability including learning disability, past or present history of a mental disorder, genetic information or other protected status unless there is a bona fide occupational requirement, which excludes persons in one of the above protected groups. It must also entail positive and aggressive measures to ensure equal opportunity in internal personnel practices and in those programs, which can affect persons outside of the University. This Affirmative Action shall include efforts necessary to remedy the effects of present and past discriminatory patterns and any action necessary to guarantee equal opportunity for all people. For more information, please review information provided on the University's Office of Equity and Diversity's web page.

[\(http://www.easternct.edu/equityanddiversity/\)](http://www.easternct.edu/equityanddiversity/)

#### **2. AMERICANS WITH DISABILITIES**

The University acknowledges and affirms its commitment to provide a workplace with equal access for all employees. The University recognizes its obligations to make reasonable accommodation(s) to employees protected by the Americans with Disabilities Act and to prevent any inequitable treatment.

It is the policy of Eastern Connecticut State University that employment decisions be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices will not be influenced or affected by virtue of an applicant's or employee's race, sex, color, religious creed, national origin, national ancestry, sexual orientation, marital status, veteran status, age, criminal record, disability including learning disability, past or present history of a mental disorder, genetic information, or any other characteristic protected by law. In addition, the University intends to provide a work environment that is free of unlawful harassment of any kind. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. (<http://www.easternct.edu/equityanddiversity>)

### **3. SEXUAL HARASSMENT**

The University shall provide an educational and work environment free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined by law.

Sexual harassment may include, but is not limited to:

- Sexually oriented verbal harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate patting or pinching or other physical contact.
- Intentional brushing against a student's or employee's body.
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- Any sexually motivated touching.
- Displaying sexually suggestive pictures, objects, cartoons, posters, or other pornographic or offensive materials.
- Sexual remarks or jokes.

Employees who believe that they may have been subject to sexual harassment should report the incident immediately to their direct supervisor. If the complaint is against the direct supervisor or member of the University administrative staff, the employee should contact the Director of Equity and Diversity. A complete investigation and report will be made upon receipt of a complaint. If the complaint is found to be valid, the offending party may be subject to disciplinary action, up to and including termination.

Please refer to University Policy, Sexual Harassment for more information.  
(<http://www.easternct.edu/depts/aa/>)

### **4. CSU ETHICS STATEMENT**

#### **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) 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 pre-qualified 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 who 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.
3. 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](mailto: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.

## **5. CONSENSUAL RELATIONSHIP**

### **Consensual Relationships between Employees of CSU**

The University's educational mission is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the University confers managerial, supervisory, or evaluative responsibilities, carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the University's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a supervisor and employee. Such relationships are susceptible to an appearance of exploitation and can impair the trust and integrity of the employment relationship. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could possibly lead to sexual harassment charges.

Connecticut State University strongly discourages romantic, dating or sexual relationships between employees with supervisory or evaluative authority and the employees that they supervise or evaluate. If a romantic or sexual relationship exists or develops between such individuals, the employee with supervisory or evaluative authority is required to recuse his or herself from participating in any supervisory or evaluative decisions regarding said employee. If that is not practical, then the employee

with supervisory or evaluative authority is required to consult with the first appropriate manager in the chain of command who is not in any bargaining unit. The manager shall make arrangements for the unbiased supervision and evaluation of the employee. A case-by-case review shall be made by the manager and, in some circumstances, an employee may be transferred or reassigned.

### **Consensual Relationships between Employees and Students of CSU**

The University's educational mission is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the University confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the University's educational mission.

Because of the inherent imbalance of power and need for trust, Codes of Ethics for most professional associations forbid professional-client relationships. Similarly, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student. Such relationships are susceptible to an appearance of exploitation and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff member. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual given the inherent power differential between the parties, and could possibly lead to sexual harassment charges.

Romantic, dating, or sexual relationships between an employee and a student over whom said employee exercises supervisory or evaluative authority are prohibited at the Connecticut State University.

In addition, Connecticut State University strongly discourages romantic, dating, or sexual relationships between employee and students over whom the employee does not have supervisory or evaluative authority. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.

## **6. FACULTY AUTHORED TEXTBOOKS**

### **Assignment of Textbooks and Other Instructional Materials:**

Section I-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 Procedure**

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:

the text or materials are recognized as the standard in the field, or  
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, no less than 20 days from the day the requests 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.

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.

## **7. CSU PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY**

### **Introduction/Purpose**

The Connecticut State University ("CSU") System and its four universities value their reputation for honesty and integrity. Therefore, in order to ensure the hiring of employees of the highest integrity and to maintain a safe university community, the CSU System and its four universities will conduct pre-employment background investigations on all individuals for whom employment is to be tendered. This policy sets forth the requirements and guidelines for performing such background investigations.

### **Policy**

All regular, full-time and part-time external candidates for employment with a CSU university or the CSU System Office, as well as potential re-hires with a break in service, must undergo a pre-employment background investigation according to this procedure as part of the employment screening process. Full-time and part-time employees including University Assistants, Lecturers and other temporary and contracted employees are covered by this policy.

No external employment candidate may begin work for the University or the CSU System until the appropriate screenings have been completed. The background investigation may reveal certain information that may disqualify the candidate from further consideration for the position. Special circumstances may, on occasion, require an applicant to start work before all pre-employment background checks are completed. Such exceptions may occur only with prior approval by the Chief Personnel Officer at the University, or by the Chief Administrative Officer or Executive Officer for Human Resources at the CSU System Office. Written notification will be sent to the applicant that continued employment is contingent upon completion of a pre-employment background investigation acceptable to the university or the CSU System Office.

Elimination of a candidate from consideration for hiring on the basis of information revealed by the background investigation must be reviewed and approved by the Chief Personnel Officer at the university, or by the Chief Administrative Officer or Executive Officer for Human Resources at the CSU System Office. Access to the background investigation shall be limited to the President and the Chief Personnel Officer or their designees at the University or the Chancellor, Chief Administrative Officer or Executive Officer for Human Resources at the CSU System Office.

### **Procedure**

The CSU System has selected an approved background investigation vendor. All universities within the CSU System will utilize a background investigation vendor approved by the CSU System for pre-employment background investigations and shall comply with this procedure.

### *1. Notification & Authorization*

Candidates will be informed during the pre-employment process that selection is subject to completion of a background investigation acceptable to the university or the CSU System Office. Applicants who have been designated as finalists for positions will be required to complete a consent form, which requests specialized information for use by the approved background investigations vendor, and an application for employment. The Chief Personnel Officer or designee at the university, or the Chief Administrative Officer or Executive Officer for Human Resources at the CSU System Office, will initiate all background investigations.

### *2. Collecting Background Information*

Before awarding the position, the University or CSU System Office will conduct the following pre-employment background check on all candidates:

- Social Security Verification;
- Prior Employment Verification;
- Education Verification (highest level);
- Residence Verification;
- Criminal Background Investigation – Local, State, & Federal;
- Sexual Offender Database Search.

In addition, candidates for designated positions may also be subject to the following additional types of checks, depending on the requirements of the position:

- Motor Vehicle Record;
- Professional Reference Checks;
- State/Federal Civil Litigation, Lien & Judgments;
- Credit Verification;
- Corporate Filing and Status Search;
- Media Search;
- Professional Licensing Check.

University and CSU System Office human resources departments will maintain a summary of job classifications and applicable categories of inquiry that may be amended as necessary by the university or CSU System Office as needs and requirements may evolve.

### *3. Use of Background Investigation Results*

Listed below are examples of factors that may disqualify an applicant for employment (this is not an all inclusive list, merely examples):

- Inconsistency of information provided by the candidate versus that obtained by the background investigation. (Examples might include, but not be limited to, significant differences in prior employment dates, education obtained, or licenses held.)
- Omissions of significant information by the candidate. (Examples might include, but not be limited to, failure to disclose being dismissed for cause or loss of certifications qualifying the applicant for the position.)
- Unsatisfactory information uncovered by the background investigation. (Examples might include, but not be limited to the following: Recent felony or misdemeanor convictions related to the position applied for; unsatisfactory job performance on a prior job; poor attendance or disciplinary problems on a prior job; record of moving violations (for a job requiring driving a University or state vehicle); credit history that would indicate an inability to manage finances or which would create undue personal financial pressure (for jobs handling management of significant financial resources).

#### *4. Fair Credit Reporting Act ("FCRA") Compliance:*

The FCRA and the regulations promulgated there under are intended to give a candidate for employment the opportunity to correct any factual errors in his or her consumer report, as defined in the FCRA, before an adverse employment action is taken. The candidate must be provided notice of any disqualifying information revealed by the consumer report, including, but not limited to, credit history information, and a reasonable period of time to correct discrepancies.

When the university or CSU System Office receives information in a consumer report that will disqualify a candidate from consideration, the university or CSU System Office will comply with the following FCRA protocol:

- The candidate shall be sent a letter notifying him/her that the University or CSU System Office has received disqualifying information from the consumer report.
- To the letter shall be attached a copy of the report and a summary of the candidate's rights under FCRA.
- The notification shall be sent to the candidate before any adverse employment action may be taken based on the consumer report.
- After five (5) business days, barring the receipt of any new information that changes or clarifies the consumer report and eliminates any discrepancies, the university or CSU System Office shall send the candidate a second letter rejecting his/her candidacy based on the disqualifying information generated by the consumer report.

#### *5. Record Retention:*

All information obtained, as part of a background investigation, shall be held in strictest confidence. Documentation shall be retained for the appropriate retention period for employment records promulgated by the State of Connecticut and by university and CSU

System Office personnel search policies and procedures. Such records shall not be included in an employee's personnel file. Unauthorized disclosure of information gathered through the background investigation will not be tolerated and may subject the discloser to disciplinary action.

*6. Use/Review Criteria:*

a. Criminal Convictions: The universities and the CSU System Office will not knowingly hire applicants who have been convicted of job-related crime within the allowable reportable time period for reporting such offenses. This time period is normally seven (7) years. This also applies to those situations when the date of disposition, release, probation, or parole (whichever is most recent) relating to the crime occurred within the past seven (7) years.

Pursuant to Connecticut General Statutes Sections 46a-79 and 46a-80, in determining whether conviction of a criminal offense will disqualify an applicant for a particular position, the following factors will be considered:

- The nature of the offense and its relationship to the position;
- The degree to which the applicant has been rehabilitated; and
- The length of time elapsed since conviction.

Notification of rejection of employment will be sent via registered mail and will specifically describe the evidence presented and state the reason(s) for disqualification.

b. Pending Criminal Charges: If the university or CSU System Office becomes aware that the applicant has criminal charges that are currently pending, but no court disposition has yet been made, the university or CSU System Office shall assess the criminal charges on a case-by-case basis to determine if the charges are job-related.

Pursuant to Connecticut General Statutes Section 46-80(d), no record of arrest that was not followed by conviction, or record of conviction that has been erased, shall be considered in connection with an application for employment.

c. Accelerated Rehabilitation: The university or CSU System Office is not prohibited from considering accelerated rehabilitation or other alternative dispositions when evaluating an applicant. The university or CSU System Office shall consider the accelerated rehabilitation as it would a pending charge.

d. Motor Vehicle Records Check: Motor vehicle records which evidence a revoked or restricted driver's license, invalid driver's license, or traffic violations (including, but not limited to, alcohol-related violations) shall be reviewed as they relate to positions requiring driving duties and in conjunction with all other factors disclosed by the background investigation.

e. Credit History: An applicant's credit history shall be reviewed as it relates to jobs



requiring financial responsibilities. An applicant's credit history shall be considered in conjunction with all other factors disclosed by the background investigation and alone shall not be a determining factor in denying employment.

### **Statutory/Administrative Regulation**

Fair Credit Reporting Act

Connecticut General Statutes, Sections 31-51i, 46a-79, 46a-80, 46a-80(d), 46b-146, 54-760, 54-142a

### **Responsible Function Area**

Office of Human Resources

## **8. POLITICAL ACTIVITY AND EMPLOYMENT**

Political activity of state employees is governed by both federal and state law. Following is an abbreviated summary of the State's statutory limits, which apply to classified employees. Both faculty and staff are referred to Connecticut General Statute 5-266a for the complete text.

No person employed may:

- a. use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- b. directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purpose.

A person employed in classified service retains the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates and shall be free to participate actively in political management and campaigns; except that no such employee shall engage in such activity while on duty or within any period of time during which such employee is expected to perform services for which he/she receives compensation from the state. No such employee shall utilize state funds, supplies, vehicles, or facilities to secure support for or oppose any candidate, party or issue. Any person employed in the classified state service may be a candidate for a state or municipal office, in any political partisan election. Any person employed in the classified state service who leaves such service to accept a full-time elective municipal office shall be granted a personal leave of absence without pay from his/her state employment for not more than two consecutive terms of office or for a period of four years, whichever is shorter. Any person employed in the classified state service who accepts an elective state office shall resign from such employment upon taking such office.

If, upon the complaint of any citizen of the state, the Commissioner of Administrative Services finds that any employee in the classified service has violated any provisions, said commissioner may dismiss such employee from state service.

## **9. NEPOTISM IN EMPLOYMENT**

It is well recognized that employment of relatives in the same area of an organization may produce conflicts of interest and problems concerning disparate treatment, which can damage the integrity of the System and its universities. Under the Code of Ethics, Connecticut General Statutes, Section 1-84(c), a state employee may not use his or her position for the financial gain of himself or herself, his or her spouse, child, child's spouse, parent, brother or sister. But the Code of Ethics only addresses limited circumstances where conflicts of interest may occur. Other relationships may also give rise to a claim of disparate treatment.

In addition, conferring of benefits and privileges based on relationship, rather than on merit, and the appearance that benefits and privileges may have been so conferred, can harm the functioning of the institution(s). In these circumstances, all parties leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, time-off privileges, training and development opportunities, performance evaluations, salary increases, promotions, demotions, and disciplinary actions.

It is the policy of the CSU that relatives of persons currently employed by CSU may be hired only if they will not be working under the supervision of a relative, either directly or indirectly, or supervising a relative.

If two existing employees of CSU work together in a supervisory relationship, and become related, as herein defined, a case-by-case review shall be made. In some circumstances, one of the employees may be transferred or otherwise reassigned. Existing employees should not ordinarily be transferred or reassigned into a supervisory relationship with a relative. Exceptions will only be made when there is a management plan approved by the Chancellor or the President that is designed to eliminate the conflict of interest or the opportunity for favoritism.

In addition, the objective of the search procedures for new hires is to ensure that the best candidate for the position is the one selected. It is the policy of the CSU that any employee serving on a search committee must excuse themselves from consideration of the qualifications of a relative if one applies for the position and must further disclose to the search committee that said candidate is a relative. Further, no CSU employee shall vote, make recommendations or in any way attempt to participate in or influence decisions about any personnel matter which may affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, or other employment status or interest of a relative.

For purposes of this policy, “relative” means a connection between persons by blood, marriage, adoption, domestic partnership, or co-habitation. Relative includes, but is not limited to, spouses, parents, children, adopted children, brothers, sisters, brothers-in-law, sisters-in-law, father-in-law, mother-in-law, stepparents, stepsiblings, stepchildren, nieces, nephews, grandchildren, and grandparents.

## **10. OUTSIDE EMPLOYMENT**

Employees of Eastern Connecticut State University may hold a job with another organization as long as they satisfactorily perform their job responsibilities with the University. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be subject to the University’s scheduling demands, regardless of any existing outside work requirements.

All employees are required to disclose immediately any outside employment that may conflict or have the appearance of a conflict with their regular employment. All disclosures must be placed on file with the Office of Human Resources.

If the University determines that an employee’s outside work interferes with performance or the ability to meet its expectation, the employee may be asked to terminate the outside employment if wishing to remain employed by the University.

It should be noted that certain collective bargaining agreements contain special provisions governing outside employment. In such cases, these provisions constitute University policy.

For employees holding multiple positions at different state agencies, a dual employment form must be completed. Please contact Human Resources for more information.

## **11. IMMIGRATION LAW COMPLIANCE**

Eastern Connecticut State University is committed to employing only United States citizens and aliens who are authorized to work in the United States, and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must provide specified identification, properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Within three (3) days of commencing work, newly hired employees must also complete the form if they:

- have not previously filed an I-9 with the University;
- have previously filed an I-9 and is more than three years old; or,
- have previously filed an I-9 that is no longer valid.

## **12. WORKPLACE 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, 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 that 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. For more information, please refer to the Office of Equity and Diversity's web page. (<http://www.easternct.edu/depts/aa/>)

Designated management representatives are:

Mr. Jeffrey Garewski  
Director of Public Safety  
(860) 465-4521  
264 High Street

Dr. William Salka

Vice President of Academic Affairs  
(860) 465-5246  
Gelsi & Young Hall, Room 228

### **13. DRUG AND ALCOHOL FREE WORKPLACE POLICY**

#### **Statement of Policy**

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**

ECSU Policy prohibits the following:

- ◆ 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 prescription or according to 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 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**

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 the Personnel Office. 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 the Personnel Office 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 in writing, as well as the Office of Labor Relations, with 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 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.

Human Resources  
(860) 465-4650

ADA and Section 504 Coordinator  
(860) 465-5791

Employee Assistance Program  
1-800-526-3485

## **14. FIREARMS**

All members of the University community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state, and University regulations. The University prohibits employees and students or their guests from possessing or storing a firearm on campus. University Police are the only persons who are authorized to carry firearms on campus.

For purposes of this policy, definitions contained in the Connecticut General Statutes pertaining to firearms will apply. These Statutes define “firearm” as follows:

“Firearm” means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged.

Employees or others who have a concern about personal safety are encouraged to contact the Director of Public Safety (garewskij@easternct.edu) or the Office of Human Resources (delisak@easternct.edu).

## **15. HIV/AIDS POLICY**

The purpose of this policy is to provide guidance for dealing with work situations involving employees who have, or are perceived to be at risk of acquiring, any of the following:

- Acquired Immune Deficiency Syndrome (AIDS)
- Human Immunodeficiency Virus (HIV) Infection or
- HIV-related illness, as defined by the Connecticut General Statutes Section 19a-581.

The term HIV/AIDS as used here, should be understood as encompassing all of the above.

Eastern Connecticut State University recognizes its obligation to provide a safe and healthy work environment and to ensure nondiscriminatory treatment of all employees. It is our policy that individuals with HIV/AIDS will be treated with the same compassion and consideration given to any employee with a health problem. No person will be treated differently in the workplace as a result of having or being perceived as having HIV/AIDS. Employees are expected to work with co-workers and any other individuals



who have HIV/AIDS. Managers and supervisors should be sensitive to employee concerns about the transmission of HIV/AIDS in the workplace and assist in providing educational resources regarding this subject. Any employee, however, who has unwarranted fears of exposure to HIV/AIDS in the workplace will not be allowed to refuse to work with anyone with HIV/AIDS.

It is unacceptable for any employee to start or spread rumors regarding situations involving HIV/AIDS that may affect the privacy, dignity, and wellbeing of others. Behavior of this nature will not be tolerated at Eastern Connecticut State University.

Present or prospective employees will not be required to submit to a HIV-related test for the purpose of assessing their ability for employment or continued employment. Any employee with HIV/AIDS has the right to continue working as long as job duties can be performed satisfactorily. Under the guidelines of the Americans with Disabilities Act of 1990, managers and supervisors will make reasonable accommodations in job assignments as necessary for HIV/AIDS affected employees.

The University's policy is intended to be consistent with the Connecticut HIV/AIDS Testing and Confidentiality Law of 1989, C.G.S. Sections 19a-585 through 592, inclusive. The identity of any employee with HIV/AIDS will remain confidential. HIV/AIDS related information cannot be disclosed without the written consent of the employee.

If any HIV/AIDS-related information (i.e. HIV counseling and testing or AIDS-related information, records or diagnosis) concerning an employee is received at Eastern Connecticut State University, these records will be maintained in the Office of Human Resources in a secure area, apart from the employee's personnel file.

Disclosure of such information will be made only with the explicit authorization of the individual employee. Any unauthorized disclosure by an employee may result in disciplinary action consistent with collective bargaining agreements and State law and regulations.

## **16. ELECTRONIC MONITORING**

The statement below is released from the Connecticut State University System Office and includes the attached Public Act 98-142.

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.

This notice is issued pursuant to the provisions of Public Act 98-142.

*Substitute House Bill No. 5398*

*PUBLIC ACT NO. 98-142*

*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.*

*Approved June 4, 1998*

## **Section B**

# **Employment Status and Records**

### **1. EMPLOYMENT APPLICATIONS**

Eastern Connecticut State University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **2. EMPLOYMENT CATEGORIES**

It is necessary to clarify the definitions of employment classifications so that employees of the University understand their employment status and benefit eligibility.

Each employee is designated as either hourly or salaried. Hourly employees are entitled to overtime pay under the specific provisions of federal and state laws. Salaried employees are excluded from specific provisions of federal and state wage and hour laws. Employees who are covered under these provisions are compensated for overtime after forty (40) hours at the rate of time and a half (1 1/2) their regular hourly rate. Please review your union or employment contract for further information concerning your status.

#### **Hourly Employees**

Hourly employees are those employees who are covered under the Fair Labor Standards Act (FLSA) and are paid for hours actually worked. Employees who are covered under these provisions are compensated for overtime after forty (40) hours at the rate of time and a half (1 1/2) their regular hourly rate. Please review your collective bargaining contract for further information concerning your status.

#### **Salaried Employees**

Salaried employees are generally exempt from the overtime provisions of the FLSA. Salaried employees normally work a minimum of forty (40) hours per week, with the exception of SUAOF members, who normally work thirty-five (35) hours per week, but may be required to work additional hours without additional compensation. Please review the University policies and procedures and an applicable collective bargaining agreement for further information.

### **3. PERFORMANCE EVALUATIONS (SERVICE RATINGS)**

University administrators and employees are required to discuss job performance and goals on both a formal and an informal, day-to-day basis. Formal Service Ratings will be

conducted for every employee consistent with the applicable collective bargaining agreement or University policy. These evaluations will provide both administrators and employees with opportunities to discuss performance, assignment, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

Service Ratings are scheduled according to the administrator's schedule, individual collective bargaining agreement, or University policy. Please review your individual union contract for more specific information regarding your Service Rating.

#### **4. PERSONNEL DATA CHANGES**

Each employee shall promptly notify the University, in writing, of any changes in personal data, which may impact their employment. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status changes must be accurate and current at all times.

- Name change
- Change of address
- Change of phone number
- Change of marital status (for the purposes of tax withholding, retirement beneficiary, group life insurance beneficiary, health & dental insurance coverage)
- Change of beneficiaries for retirement or group life insurance
- Birth of a child (if you wish to add your child onto your health or dental insurance or as a beneficiary of life insurance or retirement benefits)

If you have questions please call the Office of Human Resources at x54650. Changes may be e-mailed to [decyk@easternct.edu](mailto:decyk@easternct.edu).

#### **5. PERSONNEL FILES**

Personnel files are the property of Eastern Connecticut State University, and access to information that they contain is restricted except as may be required by state or federal law or the judicial process. Only authorized representatives of the University, the employee, or the employee's designated representative with a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review material and/or request a copy of any or all of the materials in the employee's file, but only in the presence of the designated file custodian. With written authorization from the employee, the employee's representative may review and/or request copies of file contents.

An Access Log shall be maintained to record all reviewers of the records, other than the staff of the Office of Human Resources.

All personnel files are kept in the Office of Human Resources located in Gelsi & Young Hall. These files are locked after normal business hours with access limited as described above.

Please refer to your collective bargaining agreement for further information.

## **6. REFERENCE CHECKS**

It is the policy of Eastern Connecticut State University to check the employment references and educational credentials of all applicants, in order to ensure that individuals who join the University are well qualified and have a strong potential to be productive and successful.

Eastern Connecticut State University will respond to written reference check inquiries on current employees. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization signed by the individual who is the subject of the inquiry. Employment verifications are to be issued only by the Office of Human Resources.

## Section C

### Employee Benefit Programs

#### 1. EMPLOYEE BENEFITS

Eligible employees at Eastern Connecticut State University are provided a wide range of benefits. A number of the programs, such as participation in Social Security, Workers' Compensation, and Unemployment Insurance cover all employees in the manner prescribed by law. Some benefit programs require contributions from the employee.

Benefits eligibility is dependent upon a variety of factors, including the employee's classification, and collective bargaining agreement. The Office of Human Resources can identify the programs for which you are eligible.

The following benefit programs are available to eligible employees:

|   |   |
|---|---|
| Auto Mileage                            | Health Insurance                          |
| Meal Allowances                         | Tax-Sheltered Annuities                   |
| Benefit Conversion at Termination       | Deferred Compensation Plans               |
| Military Leave*                         | Jury Duty Leave*                          |
| Bereavement Leave*                      | Travel Allowances                         |
| Paid Holidays                           | Life Insurance                            |
| Paternity/Adoption/child Rearing Leave* | U.S. Savings Bond                         |
| Parking                                 | Maternity Leave*                          |
| Educational Leave*                      | Vacation                                  |
| Pension                                 | Workers' Compensation                     |
| Educational Financial Assistance        | Short Term/Long Term Disability Insurance |
| Personal Leave*                         | Course Privileges                         |
| Family Medical Leave                    | Dependent Care                            |
| Sick Leave *                            | Auto/Home Owner's Insurance               |
| Funeral Leave*                          | Long Term Care Insurance                  |
| Special Leave*                          |   |

\* Defined in *Section D, Leave Benefits*

#### 2. AUTOMOBILE MILEAGE

If during the course of duty an employee is required to utilize his/her own vehicle to attend a meeting or function, after receiving prior authorization for travel from his/her supervisor, the employee shall be paid at the rate determined by CSU unless an individual collective bargaining agreement states otherwise. Tolls and parking fees are reimbursable upon presentation of a receipt at face value. Employees authorized to travel on State business using his/her personal vehicle must submit the Declaration Page of their appropriate automobile insurance policy to the Travel Office prior to travel. The

document must show policy limits, name(s) of insured, and effective dates of coverage, and must meet the minimum liability of insurance required by the State of Connecticut's regulations governing the use of personally owned vehicles used for State business as published by DAS Fleet Operations (General Letter 115). (<http://www.das.state.ct.us/HR/om/GL115.PDF>)

Those minimums are:

Bodily Injury Liability: \$50,000 each person/\$100,000 each occurrence and \$5,000 in property damage, or in lieu of the above, \$100,000 minimum for bodily injury and property damage.

### 3. EDUCATIONAL WAIVER/REIMBURSEMENTS

Eastern Connecticut State University endorses professional development and growth including participation in continuing education. Employees may qualify for tuition reimbursement/waiver for courses. Please refer to your union contract for specific eligibility and rate of reimbursement. The University must authorize participation in educational programs in writing.

#### **Tuition Reimbursement/Waiver**

If you are a classified employee, you may be eligible for tuition reimbursement or tuition waiver for courses taken depending on your collective bargaining agreement and/or University policy.

Your collective bargaining agreement may provide tuition reimbursement at varying levels and with different stipulations. You must apply for these funds before classes begin. Tuition reimbursement forms are available in the Office of Human Resources. For more information regarding tuition reimbursement contact Doris Decyk at X54649 or [decyk@easternct.edu](mailto:decyk@easternct.edu).

Subject to the approval of the campus offering the instruction, if you are a member of AAUP (Instructional Faculty), SUOAF/AFSCME (Administrative Faculty) or are a Management and Confidential Professional Personnel, you, your spouse, and unmarried dependents under the age of 25 are eligible to have tuition and certain fees waived for coursework at any of the four university campuses within the Connecticut State University System on a space available basis. Space available means that there is space in the class without the displacement of a regular student or a fee-paying student. To determine what fees are waived and eligibility criteria, please refer to your collective bargaining agreement or CSU Human Resources Policies for Management and Confidential Professional Personnel.

Please be advised that, pursuant to IRS regulations, the amount of tuition and fees waived for spouses and dependents of employees/emeriti as an employee benefit for **graduate-level studies** is a taxable benefit to the employee. The University must report said



benefit on your W-2 Form and must deduct from your pay the amount of FICA due on this benefit.

**Graduate-level study** is defined as follows:

- If a student is in a **graduate** program of study, any course taken (whether graduate or undergraduate) by the student is considered graduate-level study, and is a taxable benefit.
- If a student is matriculated in an **undergraduate** program of study, any course taken (whether graduate or undergraduate) by the student is considered undergraduate-level study, and is not a taxable benefit.
- If a student is not **matriculated**, but possesses an undergraduate degree, any course taken by the student is considered graduate-level study, and is a taxable benefit.

If you exercise this benefit, the University will adjust your payroll records to reflect the amount of the taxable benefit. The amount of the benefit will appear on your Statement of Earnings and Deductions (pay stub) as Fringe Benefit, and, if applicable, your net pay will be reduced by the amount of FICA due on the benefit. Please note, if the student is part-time and withdraws from a course or if the student is full-time and withdraws from the University, you, as the employee, will still incur a taxable benefit on the non-refundable amount of the tuition and fees.

Federal or State taxes will **not be withheld** on the amount of this benefit through payroll. The benefit will appear as a separate earning on your W-2 form. You will be responsible for paying taxes on the benefit amount when filing Federal and State income taxes.

If you choose to exercise this benefit, you may wish to reexamine your tax withholding. If you wish to increase the amount of tax withheld, please contact the Payroll Office. If you have general questions regarding this benefit, please contact the Office of Human Resources. If you have questions regarding your tax liability, you should seek the advice of your accountant or professional tax preparer.

## 4. HEALTH INSURANCE

### General Information

#### Enrollment and Dependent Information

- Upon hire, new employees have thirty (30) days to enroll themselves and their eligible dependents in the health and/or dental insurance plan(s). Insurance becomes effective the 1st. of the month, following one full month of employment.
- Dependent children are allowed on the medical and dental insurance through the age of 19. (An allowance may be made for disabled dependents to remain on the medical and dental insurance beyond the age of 19. This allowance must be coordinated between the employee, the insurance company and the Human Resources Department).

- A dependent child's medical coverage may continue between the ages of 19 – 23 if the child is attending an accredited college full time and submits the proper documentation to the Human Resources Department. Medical coverage will terminate for dependent children at the age of 23. The dependent child will be offered the option of purchasing medical coverage through COBRA regulations.
- Dental coverage for dependent children must terminate at the age of 19. The dependent child will be offered the option of purchasing dental coverage through COBRA regulations.

### **Changes to Insurance**

Changes to insurance such as adding dependents, changing insurance company or changing plan level may only be made during the Open Enrollment period or through a Qualifying Event, according to the Office of State Comptroller's rules.

- **Open Enrollment:** The Office of State Comptroller annually conducts an Insurance Open Enrollment period, which allows employees to make changes to their insurance plans. This is a time for employees to make changes such as; changing insurance company, plan level or adding dependents. Open Enrollment normally takes place during the month of May, with an effective date of change on July 1st.
- **Qualifying Event:** During the year an employee may experience a Qualifying Event, which allows them a thirty (30) day open window to enroll a dependent and/or spouse onto their health and/or dental insurance. Employees must complete the required paperwork within thirty (30) days from the date of the event. Failure to do so will result in having to wait until an annual Open Enrollment period to make a change.

### **Qualifying Events**

- **Marriage:** Copy of marriage certificate required.
- **Birth/Adoption of Child:** Copy of adoption papers required.
- **Loss of Coverage:** Documentation required stating employment termination date and insurance end date.)
- **Other:** Court Orders: Documentation required.

An employee, who has an enrolled dependent on the state-sponsored insurance plan, has the responsibility to inform the State of Connecticut of a change in the dependents status, such as divorce, legal separation, or a child losing dependent status under the state sponsored group health plan.

Employees may cancel insurance coverage anytime during the year. Please contact La Shawn McBride, Human Resources Department for required paperwork.

Currently the State of Connecticut has three (3) medical insurance companies offering coverage to state employees; Anthem Insurance, Health Net Insurance, and Oxford Insurance. Employees select a company to provide benefits, and also select a Plan Level of care. The different Plan Levels are noted below, and refer to requirements such as in-network benefits only, out-of network services, or requirements such as gatekeeper coordination.

For employees who reside outside of Connecticut the State of Connecticut offers two (2) out-of-area plans. Employees may choose from Anthem Insurance or Oxford USA.

**Point of Service Plans (POS)**

Health care services are available both within and outside a defined network of providers; no referrals are necessary to receive care from participating providers; health care services obtained outside the defined network may require pre-authorization and are reimbursed at the rate of 80% of the plan allowable cost after the annual deductible has been met.

**Point of Enrollment (POE) – No Gatekeeper**

Health care services are available only from a defined network of providers; no referrals are necessary to receive care from participating providers; health care services obtained outside the defined network may not be covered.

**Point of Enrollment (POE) – Gatekeeper**

Health care services are available only from a defined network of providers; a primary care physician (PCP) must be chosen to coordinate all care; referrals are required from the PCP for all specialist services.

**Out of State Residents**

Employees who reside outside of Connecticut are allowed to choose from two Out-of-Area Plans. The Oxford USA Plan and the Anthem Out-of-Area plan will continue to be available.

**Dental Insurance**

Employees also have the opportunity to choose among the UniteHealthcare Basic Plan, the UnitedHealthcare Enhanced Plan, and the Aetna DMO plan, a dental HMO.

- Basic Plan - you can visit any dentist or dental specialist without a referral.
- Enhanced Plan - dental services are available both within and outside a defined network of dentists and dental specialists without a referral.
- DMO Plan - dental services are available only from a defined network of dentists; a primary care dentist (PCD) must be chosen to coordinate all care; referrals are required from the PCD for all specialist services.

**Prescription Drug Plan**

PharmaCare is the State of Connecticut pharmacy benefits provider for all covered employees, retirees, and their eligible dependents.

PharmaCare's prescription drug plan will enable you to:

- Obtain prescriptions through PharmaCare's network of over 52,000 chain and independent retail pharmacies.

- Obtain maintenance prescriptions through PharmaCare's mail service pharmacy - PharmaCare Direct. Your medications will be delivered directly to your home within seven to ten days. Co-pays will apply.
- PharmaCare's HealthLine, a telephone information and education center you can call for answers to common health and medication related questions.
- Utilize [www.pharmacare.com](http://www.pharmacare.com) to easily view your plan design and co-pay information, search for details on prescription medications, locate a pharmacy near you, review your claim history, and order your refills through PharmaCare Direct.
- Employees are only allowed to use an Out-of-Network pharmacy in an emergency situation or when overseas. Contact PharmaCare for further details.

### **Premium Conversion (Tax Benefit)**

A tax benefit is available to you by paying your health insurance premium by payroll deduction. The benefit, called premium conversion, provides that the employee share of health insurance premiums is taken from your paycheck on a pre-tax basis. This provides a legal way of avoiding income taxes on health insurance premiums by subtracting the cost from gross pay. It does not lower the figure used to determine retirement, disability insurance, or life insurance coverage.

### **COBRA (Consolidated Omnibus Budget Reconciliation Act): A Temporary Extension of Health Coverage**

Federal law requires that most employers sponsoring group health plans offer employees and their families a temporary extension of health insurance coverage (called "continuation coverage") at group rates in certain instances in which coverage would otherwise end.

#### **For a Covered Employee**

If you are an employee of the State of Connecticut covered by a state-sponsored group health plan, you may have the right to elect this continuation coverage if you lose your group health coverage because of termination of your employment or a reduction in your hours of employment

#### **For the Covered Spouse**

If you are the spouse of an employee of the State of Connecticut and are covered under his or her state-sponsored group health coverage, you may have the right to elect continuation coverage for any of the following reasons: 1) termination of your spouse's employment or a reduction of your spouse's hours of employment with the State of Connecticut; 2) death of your spouse; or 3) divorce or legal separation from your spouse

#### **For Domestic Partner\***

For purposes of the State Health Benefit Plan, enrolled domestic partners and their dependent children will be deemed qualified beneficiaries under COBRA. For example, COBRA continuation benefits would be extended to the domestic partner of an employee who advises the State Retirement & Benefit Services Division of the dissolution of his or her domestic partnership.

\* Domestic Partners are defined as: At least 18 years of age, of the same sex, have lived together at least 12 months, are not married to someone else and are jointly responsible for maintaining a common household.

### **For Covered Dependent Children**

If you are the dependent child of an employee covered by a state-sponsored group health plan, and are covered under the plan, you may have the right to elect continuation coverage if you lose such group health coverage for any of the following reasons: 1) termination of the employee's employment or reduction in the employee's hours of employment with the State of Connecticut; 2) death of the employee; 3) parent's divorce or legal separation; or 4) you cease to be a "dependent child" under the group health plan.

If you are a child born or placed for adoption with a covered employee during the continuation coverage period, you may also elect continuation coverage.

### **Notification Requirements for Covered Employees, Spouses, and Dependents**

Under the law, the covered employee, spouse, or other family member has the responsibility to inform the State of Connecticut through the University of a divorce, legal separation, or a child losing dependent status under the state-sponsored group health plan. This notification must be made within sixty (60) days from the date of the event or the date on which coverage would be lost because of the event, whichever is later. This notification must be made to the Office of Human Resources or the Payroll Office. Check the dependent eligibility rules of your plan carefully to determine when a child loses dependent status under the plan. If this notification is not completed in a timely manner, rights to continuation coverage may be forfeited. The University has the responsibility to notify the COBRA Administrator of your termination of employment, reduction in hours, or death.

If you have questions regarding notification requirements, please contact LaShawn McBride at [mcbritel@easternct.edu](mailto:mcbritel@easternct.edu), x55220.

### **Election Period**

Once the University is notified that a qualifying event has occurred, it will in turn notify covered individuals (also known as qualified beneficiaries) of their right to elect continuation coverage. Each qualified beneficiary has an independent election right and will have sixty (60) days from the date coverage is lost under the group health plan or from the date of notification to elect continuation coverage, whichever is later. If a qualified beneficiary does not elect continuation coverage within this election period the right to elect continuation coverage will end. If a qualified beneficiary elects continuation coverage and pays the applicable premium, the State of Connecticut is required to provide the qualified beneficiary with coverage that is identical to the coverage provided under the plan to similarly situated employees and/or covered dependents. If coverage is modified for similarly situated active employees, then continuation coverage may be similarly changed and/or modified.

### **Length of Continuation Coverage**

*Eighteen (18) Months*

If the event causing the loss of coverage is termination of employment or reduction in employment hours, then each qualified beneficiary will have the opportunity to continue coverage for eighteen (18) months from the date of the qualifying event.

*Disability Extension* – The eighteen (18) months of continuation coverage can be extended to twenty-nine (29) months if the Social Security Administration determines that a qualified beneficiary was disabled during the first sixty (60) days of continuation coverage according to Title II or XVI of the Social Security Act. It is the qualified beneficiary's responsibility to obtain this disability determination from the Social Security Administration and to provide a copy of the determination letter to the COBRA Administrator within sixty (60) days of the date of determination and before the original eighteen (18) months expire. It is also the qualified beneficiary's responsibility to notify the COBRA Administrator within thirty (30) days of a final determination by Social Security that the qualified beneficiary is no longer disabled.

*Secondary Events* – Another extension of the eighteen (18) month continuation period can occur, if during the eighteen (18) months of continuation coverage, a second qualifying event takes place (divorce, legal separation, death, Medicare entitlement, etc.). If a second qualifying event does take place, then the eighteen (18) months of continuation coverage can be extended to thirty-six (36) months from the date of the original qualifying event. If a second event occurs, it is the qualified beneficiary's responsibility to notify the University's designated COBRA Administrator LaShawn McBride (mcbridel@easternct.edu), x55220. In no event, however, will continuation coverage last beyond three (3) years from the date of the event that originally made the qualified beneficiary eligible for continuation coverage.

#### *Thirty-Six (36) Months*

If the original event causing the loss of coverage was the death of the employee, divorce, legal separation, or dependent child losing such status under the state-sponsored group health plan, then each qualified beneficiary will have the opportunity to elect continuation coverage for thirty-six (36) months from the date of the qualifying event.

#### **Eligibility, Premiums, and Potential Conversion Rights**

A qualified beneficiary does not have to show that he or she is insurable to elect continuation coverage. You must be covered under the plan at the time of the qualifying event to be able to elect continuation coverage. The State, through its COBRA Administrator, reserves the right to verify eligibility status and terminate continuation coverage retroactively if an individual is determined to be ineligible or if there has been a material misrepresentation of the facts. A qualified beneficiary will have to pay all of the applicable premium plus a 2% administrative charge for continuation coverage. The premium may change in the future when the premium for the active employee plan is changed. There is a grace period of thirty (30) days for the regularly scheduled monthly premiums. At the end of the continuation coverage period, a qualified beneficiary must be allowed to enroll in an individual conversion plan if one is available.

#### **Termination of Continuation Coverage**

The law allows continuation coverage to end prior to the maximum continuation period for any of the following reasons: 1) The State of Connecticut ceases to provide any group health plan to any of its employees; 2) Any required premium for continuation coverage is not paid in a timely manner; 3) A qualified beneficiary becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary; 4) A qualified beneficiary who extended continuation coverage due to a disability is determined by Social Security to be no longer disabled; 5) A qualified beneficiary notifies the COBRA Administrator that he or she wants to cancel continuation coverage.

### **Any Questions?**

If any covered individual does not understand any part of this summary notice or has questions regarding the information or his/ her obligations, please contact the Office of Human Resources or e-mail [mcbrield@easternct.edu](mailto:mcbrield@easternct.edu).

Links to health care options and rates comparison are available at the HR website <http://www.easternct.edu/depts/personnel/>

## **5. HOLIDAYS**

Eastern Connecticut State University is closed for business on holidays. Updated holiday schedule is available at the HR website at <http://www.easternct.edu/depts/personnel/>

**Holiday Pay:** If you question whether you are paid for any of the holidays listed above, please consult your individual collective bargaining agreement or CSU policy.

## **6. LIFE INSURANCE**

### **MEDICAL LIFE INSURANCE COMPANY**

Certain employees (not including part time lecturers and university assistants) are eligible for basic term life insurance by payroll deduction. The maximum is \$38,000 for all collective bargaining employees. For an employee not included in any collective bargaining unit contract, the maximum amount of coverage available is approximately \$3,500 more than his/her annual salary, up to \$85,000. The coverage automatically increases as salary increases. The State of Connecticut shares the cost of this group term insurance. The employee contributes 20 cents bi-weekly for each \$1,000 of insurance. If the employee enrolls during your first six (6) months of employment, coverage is guaranteed. Proof of insurability is required to enroll after that time.

Link: <http://www.osc.state.ct.us/empret/grouplife/index.html>

### **SUPPLEMENTAL LIFE INSURANCE**

Employees covered by a collective bargaining agreement, which allows for supplemental life insurance coverage, or employees exempt from collective bargaining with a yearly

gross compensation of \$45,000 or more may buy additional coverage up to a maximum of \$50,000. Generally, eligibility for supplemental insurance requires participation in the basic life insurance plan. The actual cost of the Supplemental Life Insurance coverage is fully borne by the employee.

An employee who terminates active work for any reason should contact the Employee Benefits Unit of the Office of the State Comptroller, to determine what arrangements, if any can be made to continue the insurance in force or to exercise any rights under the group policy when insurance terminates.

### **Term Life Insurance**

Dearborn National

(866) 858-1171

Available to full-time active employees, retirees, spouses and children interested in supplementing their life insurance coverage (employee/retiree must participate in the State's Basic Group Life Insurance Program).

### **Universal Life Insurance**

ING Employee Benefits

(888) 909-4274

Available to full-time, active employees working 17.5 or more hours per week, spouses, children and grandchildren (grandchildren who are residents of New York and under the age of 14 ½ are not eligible) interested in supplementing their life insurance coverage offered on a qualified issue basis. (Participation in the State's Basic Group Life Insurance Program is not required).

## **7. LONGEVITY**

Your collective bargaining agreement or CSU policy may provide for longevity. Please refer to such agreement(s) or policy for specific provisions of longevity payments. If you need assistance identifying your eligibility, please contact [ardell@easternct.edu](mailto:ardell@easternct.edu).

## **8. MEAL ALLOWANCES**

Employees may become eligible for reimbursement for meals if their duties require attendance at meetings, seminars, or programs that include meals. Employees required to work extended hours may also be eligible. Please refer to your union contracts or CSU policy.

## **9. RETIREMENT BENEFITS**

As an employee of the University, you are eligible to participate in one of three retirement plans, subject to eligibility requirements. The three plans are: State Employees' Retirement System, Alternate Retirement Program (ARP) and the Teacher's Retirement System.

### **STATE EMPLOYEES' RETIREMENT SYSTEM (SERS)**



SERS is composed of three (3) tiers commonly referred to as Tier I, Tier II, and Tier IIA. Tier I requires contributions from your salary of 2 or 5%. Tier II is a non-contributory plan. Tier IIA is also a contributory plan, with contributions of 2 or 5%. Retirement benefits are calculated based on a formula which uses the number of years of services and the average salary of three highest paid years.

### **TIER I PLAN ELIGIBILITY**

If you were hired on or before July 1, 1984 and elected to participate in the State Employees Retirement System you are a member of Plan A, Plan B or Plan C of the Tier I plan. Membership was elected between October 1, 1973 and December 31, 1973 if you were hired prior to April 1, 1973; mandated thereafter by statute if you were hired prior to July 2, 1984, or elected by you in lieu of membership, if eligible, from TIER II or another state system, through October 1, 1985, the last date on which a transfer membership was allowed.

### **TIER II PLAN ELIGIBILITY**

If you were first hired by the University (or the state) on or after July 1, 1984 you are a member of the non-contributory Tier II Plan, unless you were eligible to elect membership in another retirement plan.

### **TIER IIA PLAN ELIGIBILITY**

If you were first hired by the University on or after July 1, 1997, you are a member of the contributory Tier IIA Plan, unless you were eligible to elect membership in another plan.

### **ALTERNATE RETIREMENT PROGRAM**

Unclassified employees of the University are eligible to participate in the Alternate Retirement Program. Full time eligible employees must make a written election to participate in the plan within six months of employment. Those who fail to make a selection within the time period will be defaulted into Tier IIA. Eligible part time employees have 90 days from the date of employment to make a selection. Those who do not wish to join a retirement plan must sign an irrevocable waiver.

Currently ING Life Insurance and Annuity Company (ING) is the third-party administrator for the State of Connecticut Alternate Retirement Program. ING is responsible for counseling participants on asset allocations, financial education, and record keeping for the retirement account. The annual administrative fee is .12% for ING services.

The Alternate Retirement Program (ARP) is a defined contribution plan. Participants in ARP must contribute 5% of their gross salary and the State will match 8% based on the employee's gross salary.

The ING investment menu offers participants 24 different options to invest in. These 24 investment options fall into four categories.

- **A Stable Value Option:** provides a periodically declared rate and a guaranteed minimum rate of 3.00%.
- **Target Date Life Cycle Funds:** a portfolio of investment options that track to a certain date for retirement.
- **Passively Managed Index Funds:** designed to mirror a specific market index.
- **Actively Managed Funds:** receive the attention of a portfolio or team manager who monitors the individual stock positions in their fund on a daily basis.

The State of Connecticut Retirement and Benefits Services Division is responsible for the ongoing review of the Plan to make available developments in plan services, technology, education and investments.

Upon hire, participants in the ARP will have their asset allocations defaulted to the Connecticut Stable Value Fund. Upon receiving a confirmation letter of enrollment and PIN from ING, participants may make asset allocation changes via the website [www.CTdcp.com](http://www.CTdcp.com) and selecting Account Access, through a toll-free telephone number 1-800-584-6001, or through the agency's assigned ING representative. An ING representative visits Eastern Connecticut State University periodically and newly hired employees are encouraged to review their asset allocations with the representative.

Contact Information for ING:  
Toll-free telephone: 1-800-584-6001  
Via Internet: [www.CTdcp.com](http://www.CTdcp.com)

## **TEACHERS RETIREMENT SYSTEM (TRS)**

The Teachers Retirement System is available to AAUP members at the time of hire at ECSU. As part of membership in the TRS, state law requires that contributions of 7.25% of your annual salary be paid into the retirement fund. You contribute 6% of your annual salary to your personal retirement account and 1.25% of your annual salary to the Health Insurance Account used to fund health insurance benefits for retired members and their spouses.

## **RETIREMENT INFORMATION FOR PART TIME LECTURERS**

Part time lecturers must select a retirement plan or waive membership in a retirement plan within 90 days of your employment. If you do not make an election or sign a waiver form within 90 days, you will automatically become a member of SERS. No change of retirement plan membership is permitted after initial election or following 90 day default. Once membership in a retirement plan is waived the adjunct faculty member is no longer eligible to participate in a retirement plan in any subsequent part-time employment with CSU or the Board of Governors of Higher Education or any other of its constituent units

within the State of Connecticut including the Community Colleges. However, if you elect ARP membership and are subsequently employed in a position not eligible for ARP participation, you must be enrolled in SERS.

## **10. VACATION BENEFITS**

The following employee classifications are eligible for vacation benefits according to the guidelines set forth in CSU policy and in conformance with individual union contracts:

- Permanent Full-Time Employees
- Permanent Part-Time Employees
- Unclassified Probationary Employees
- Unclassified Temporary Employees

### **Non Bargaining Unit Employees**

Each Non-Bargaining Unit Employee of the University, including members of the administrative team, who are regularly employed by the University, shall be granted annual vacation in accordance with CSU policy.

### **Bargaining Unit Employees**

Bargaining Unit Employees shall be granted vacation leave in accordance with the applicable collective bargaining agreements.

### **Calculations**

Vacation pay will be calculated based on the employee's straight-time pay rates in effect when vacation benefits are used. Vacation pay does not include any special form of compensation with the exception of shift premium.

### **Requests**

Employees who have satisfied all eligibility requirements must submit vacation requests to their supervisor. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence. Vacation shall be approved at the discretion of the supervisor and at the convenience of the University.

## **11. WORKERS' COMPENSATION INSURANCE**

Workers' Compensation benefits are available to you if you suffer a work-related injury or work-related disease. These benefits provide income while you are unable to work and cover the cost of related medical care. If you are injured at work, no matter how slightly, or if you suspect a work-related disease, your supervisor must be notified immediately and proper medical attention should be sought. A delay in reporting injuries may result in denial of benefits.

## **MANAGED CARE SYSTEM**

The State of Connecticut provides a managed care program administered by GAB Robins, a specialist in work-related injuries. GAB Robins has created a statewide network of doctors, hospitals and rehabilitation services. GAB Robins staff members will call throughout your recovery to ensure that your progress is going well. GAB Robins may contact your doctor and work with the University to identify modified duties, which will allow you to return to work as soon as possible.

### **STEPS WHEN A WORKSITE INJURY OCCURS**

1. You must notify your supervisor and the Office of Human Resources of any injury immediately. You will get the Participating Provider Directory for Workers' Compensation from your supervisor and select a doctor or treatment center convenient to where you live or work. It is mandatory, under current State law, that an employee injured on the job receives medical treatment from a managed care network provider to be eligible for State Workers' Compensation benefits. Also the injured must use an approved pharmacy. The Directory is available with your supervisor or contact Human Resource.
2. Your supervisor shall call the Injury Hotline, 1-800-828-2717, to make the first report of injury. After seeking immediate medical attention for you in the case of an emergency, the supervisor will confirm the facts of the injury, and contact the Office of Human Resources (X54649). The Office of Human Resources will forward a First Report of Occupational Injury Form, to your supervisor to be completed and signed.
3. Your supervisor shall return the form to the Office of Human Resources, where it will be processed. All other necessary wage and personnel forms are completed and filed thereafter if lost time is involved.
4. Injured employee must bring documentation of any appointments, medical, physical therapy, etc. to Human Resources.

### **PAYMENT FOR LOST WAGES**

If your claim is found to be compensable under Workers' Compensation, compensation for lost wages is paid after you have been totally or partially incapacitated for more than three (3) calendar days, excluding the day of injury. Workers' compensation for lost wages begins with the fourth day of incapacity. Beginning with the seventh day, you will be eligible for workers' compensation for lost wages retroactive to the first day of incapacity.

### **THIRD PARTY CLAIMS**

If the workers' compensation injury results from the actions of a third party, and you take legal action or attempt to settle the claim, the law requires notification to the Attorney General's Office. Please notify the Office of Human Resources for details on reporting.

## **MEDICAL BILLS**

After you receive medical treatment from a provider within the managed medical care network, your physician or medical service provider will send reports to the third party administrator.

## **MEDICAL PROGRESS**

Specific questions concerning a workers' compensation claim, such as payment for lost time, percentage and accuracy of payment, overpayments, payment of medical bills or other benefits due should be directed to the Office of Human Resources. Detailed instructions on the preparation and transmission of forms and determination of benefits can be found in the Workers' Compensation Manual (<http://wcc.state.ct.usl>)

## **12. VOLUNTARY PROGRAMS**

The following voluntary programs are available to you. The University does not subsidize, match funds, or advocate any of these programs, but makes them available as a service.

### **CHARITABLE CONTRIBUTIONS**

You may make charitable contributions to the State Employee Campaign for Health and Human Services or the ECSU Foundation by deductions from your salary on a biweekly basis.

### **SHORT TERM DISABILITY INSURANCE**

Available to full-time, active employees, this product protects against the short-term loss of income due to a covered accident or illness. The policy holder is paid regardless of any other insurance he/she may have.

VENDOR: COLONIAL LIFE

CONTACT: (800)884-0689. (860) 645-8833

<http://connect.acpt.coloniallife.com/ct/>

VENDOR: DEARBORN NATIONAL

CONTACT: (866)858-1171

<http://www.osc.state.ct.us/empret/supplemental/dearbornSTD082010.pdf>

### **LONG TERM DISABILITY INSURANCE**

Available to full-time, active employees, this product protects against the long-term loss of income due to accident or illness. This offering should be of interest to members of Tier II of the state employee retirement system, as its disability provisions prior to completing ten (10) years of vested service do not cover them.

VENDOR: HARTFORD LIFE AND ACCIDENT  
INSURANCE COMPANY  
CONTACT: (888)723-8583

### **AUTO AND HOMEOWNERS INSURANCE**

Available to full-time, active employees, retirees, and spouses\*, this product protects against liability and damage to, or loss of, auto, home and other personal property.

VENDOR: MET LIFE  
CONTACT: (800) 438-6381

VENDOR: LIBERTY MUTUAL INSURANCE COMPANY  
CONTACT: (888) 257-4889

### **UNIVERSAL LIFE INSURANCE**

Available to full-time, active employees, retirees, spouses\*, children and grandchildren interested in supplementing their life insurance coverage.

VENDOR: ING EMPLOYEE BENEFITS  
CONTACT: (888) 909-4274

### **TERM LIFE INSURANCE**

Available to full-time, active employees, retirees, spouses\*, and children interested in supplementing their life insurance coverage. (Employee/retiree must participate in State's basic Group Life Insurance Program.)

VENDOR: DEARBORN NATIONAL  
CONTACT: (866) 858-1171

### **LONG TERM CARE INSURANCE**

Available to full-time, active employees, retirees, spouses\*, and children, this product protects against the cost of long-term health care, whether at home or in a convalescent hospital. This group policy is approved by the Connecticut Partnership and, as such, protects a subscriber's assets from depletion due to the cost of long-term care.

VENDOR: MET LIFE  
CONTACT: (800) 582-2889

### **DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)**

The Dependent Care Assistant Program (DCAP) is a flexible spending account (FSA) that offers significant tax advantages by allowing employees to pay qualified dependent care expenses with pre-tax earnings. An Employee may contribute up to \$5,000 of his/her salary to the DCAP (\$2,500 if married and filing separately). If the employee is married, his/her spouse must also work, be a full-time student, or be disabled. Any monies remaining in the DCAP account at the end of the Plan Year (December 31) will be forfeited.

Qualified dependents include Children under the age of 13, whom you are entitled to claim as dependents on your federal income tax return; and/or a disabled spouse or other disabled dependent who spends at least eight hours a day in your home.

Qualified dependent care expenses include:

1. Care at licensed nursery schools, day camps (not overnight camps) and child care centers providing day care.
2. Services from individuals - other than you or your spouse's dependent or children under age 19 who provide care in or outside your home.
3. Household services related to the care of your qualified dependent provided by a care provider who is responsible for the care of your qualified dependent

Employees can enroll in the program during the annual open enrollment period or within 31 days of a qualifying family status changes. Current participants are required to re-enroll each year to keep participation in the program.

Applications are available by download via the OSC web site:

[www.osc.state.ct.us/empret/dcapprog/index.html](http://www.osc.state.ct.us/empret/dcapprog/index.html), or the PBS web site at: [www.ctpbs.com](http://www.ctpbs.com)

VENDOR: PROGRESSIVE BENEFIT SOLUTION (PBS)

CONTACT: (866)906-8023

## **MEDICAL FLEXIBLE SPENDING ACCOUNT**

The MEDFLEX allows State of Connecticut Employees to pay for medical and dental care expenses not covered under the State's healthcare plan on a pre-tax basis. Expenses may be reimbursed for the employee, their spouse and their IRS eligible dependents. For Plan Year 2011, contribution limits are between \$520 and \$1500. The amount chosen will be deducted evenly from the employee's paycheck. Any monies not spent during the plan year will be forfeited.

MEDFLEX. Employees are entitled to enroll in the MEDFLEX during one of the following periods:

1. The annual open enrollment period;
2. Within thirty-one days of the hire date; and
3. Within thirty-one days of a change in family status which makes the employee eligible to participate.

Once enrolled, changes in elections are allowed only under the following circumstances:

1. Participant terminates employment;
2. Participant experiences a family status change that affects benefits eligibility, such as marriage, divorce, death of a spouse or dependent, birth or adoption of a child, changes in spouse's employment status.

Enrollment Form, Claim Form and Eligible Expenses Lists are available at the OSC web site: <http://www.osc.state.ct.us/empret/medflex/index.html> or PBS web site at [www.ctpbs.com](http://www.ctpbs.com)

VENDOR: PROGRESSIVE BENEFIT SOLUTION (PBS)  
CONTACT: (866)906-8023

### **CONNECTICUT HIGHER EDUCATION TRUST (CHET):**

This is a state-sponsored program for all families to save and invest for the expenses of higher education - college and even the graduate school of your choice. Contributions made to a CHET account are on an after-tax basis, and may be eligible for Connecticut income tax deduction, as well as federal estate and gift tax benefits. Moneys in your CHET account are invested in a stock and bond portfolio by some of the finest firms including several that have done an excellent job for the State's pension fund. There is no application fee, sales charge, or commissions. However, the trust charges a small annual management fee on invested assets. There are no annual federal or state taxes on your earnings, allowing your account to benefit from the compounding on all of your investment and its earnings. This money can be used to pay for qualified higher education expenses for the beneficiary at any eligible college, university, vocational school, or any post-secondary institution anywhere in the country (and even some outside the U.S.). Qualified expenses include tuition, fees, certain room and board costs, books, and equipment required for college enrollment or attendance, including expenses for graduate school.

### **CREDIT UNION SERVICES**

The Connecticut State Employees Credit Union is a cooperative thrift and loan association, which provides savings and checking accounts, money market certificates, and loans. Under most circumstances, a member may not be granted a loan until completing nine months of state service. Loans are repaid through payroll deduction. The credit union also provides home equity loans, money orders, traveler's checks, and Individual Retirement Accounts.

The Connecticut State Employees Credit Union is open to all employees and retirees. To join, employees fill out a payroll deduction authorization or make deposits by mail or in person. CSE Credit Union locations: Hartford, Middletown, New Haven, Newington, Norwich, Southbury and Storrs.

### **DEFERRED COMPENSATION PLANS (457)**



All State employees have the option of deferring a portion of their income by payroll deduction. The primary purpose of a DCP is to allow the employee to set aside a portion of salary for retirement. Federal or state income taxes are not paid on these deferrals until they are withdrawn. Interest and dividends are also not taxed as they accumulate. To participate in the plan, an employee must agree to defer a minimum amount of \$20 per pay period. An upper limit is set on such deferred earnings by Title 26, Section 457 of the Internal Revenue Code, which provides that the maximum amount which may be deferred under the plan for the taxable year shall not exceed the lesser of (i) the Applicable Dollar Amount, or (ii) the Participant's Includible Compensation for the calendar year. The applicable dollar limit is \$16,500 for 2010. A participant who will attain age 50 or older by the end of the calendar year is permitted to elect an additional amount of deferrals. The maximum dollar amount of the Age 50 Catch-up Contributions for 2010 is \$5,500. A Special Catch-up is available during the three years prior to your normal retirement age. You cannot elect both catch-up provisions during the same calendar year. The 457 Special Catch-up is not available to 403(b) plan participants. The total deferral limit including 457 Special Catch-up is \$33,000 in 2010. Contributions can be taken out of the Plan when the employee retires, leaves State employment, or in some emergency financial situations. A Plan participant may elect to use any portion of his or her account balance in the Plan to purchase past service credit in SERS or TRS without resulting taxable income. For more information on deferring compensation, please check the website [www.CTdcp.com](http://www.CTdcp.com)

#### INVESTMENT PROVIDERS:

ING Financial Advisers, LLC (800) 584-6001

#### **TAX SHELTERED ANNUITIES (403b)**

The State of Connecticut 403(b) Plan is a voluntary program that allows an eligible employee to make tax-deferred contributions into a custodial account. Any university employee, other than a non-resident alien, aged 18 or over is eligible to participate in the Plan.

The contributions are invested in the investment options selected by the employee. The contributions and any earnings that accumulate over the years are not taxed until they are distributed. Distribution events include retirement, severance from employment, death, disability, and financial hardship.

A Roth 403(b) option is available to employees who want to make contributions on an after-tax basis now and take tax-free distribution later.

Employees can choose to contribute to both the pre-tax 403(b) Plan and the Roth 403(b) Plan. The aggregate contributes cannot exceed the annual deferral limit, which is \$16,500 in 2010, or \$22,000 is you are eligible for Age 50+ Catch-up contributions. The minimum amount of contributions for 2010 is \$200.

Funds in the 403(b) Plan can be used to buy back service credit in SERS or TRS without resulting taxable income. However, funds in Roth 403(b) cannot be transferred to SERS or TRS.

**VENDORS:**

ING Financial Advisers, LLC (800) 684-6001

### **13. CAREER MOBILITY**

The University makes available information on education and training opportunities and provides notices of available positions and civil service examinations. The State's Department of Administrative Services (DAS) offers courses and Total Quality programs through its Human Resources Learning Center. Most courses are open to all employees, but some are specifically for managers. The courses are in a broad range of skill areas, which may be useful on the job, and are generally given during work hours. Courses are advertised through the Office of Human Resources for both Fall and Spring semesters.

*\* A "spouse" means a person legally married to or joined in a civil union with a state employee.*

## Section D

### Leave Benefits

#### 1. BEREAVEMENT LEAVE

Employees may be granted up to three (3) or five (5) days of paid leave for a death in the immediate family (depending on the applicable Union contract). "Immediate family" in this case is defined as husband, wife, father, mother, sister, brother, or child, and any relative who lives in the employee's household. This leave may be charged to sick leave balances and is recorded on the time report.

Employees may also use up to three (3) days of accrued sick leave per calendar year to attend funerals of persons other than immediate family members. Check your collective bargaining agreement to determine if this specific benefit is applicable.

#### 2. FAMILY MEDICAL LEAVE

The University abides by the provisions of the 1993 Family and Medical Leave Act (FMLA), Connecticut General Statute 5-248(a), and applicable collective bargaining agreements. All eligible employees may request FMLA leave for the following reasons:

- a. The birth or adoption of a child (Federal FMLA permits use of the leave for placement of a foster child in your home);
- b. To care for your spouse, son or daughter, or parent with a serious health condition; or
- c. Your own serious health condition.

##### **Eligibility**

Eligibility for the two types of leave differs. Federal law requires that you have worked twelve (12) months or one thousand two hundred fifty (1,250) hours over the previous twelve (12) months. Connecticut law requires that you be a permanent employee of the State to be eligible.

##### **Duration of Leave**

Federal FMLA permits a paid or unpaid leave of up to twelve (12) weeks in a twelve (12) month period. Connecticut law permits an unpaid leave of up to twenty-four (24) weeks in a two (2) year period.

You are eligible to request leave under either or both statutes. Federal law permits the use of paid time (vacation, personal or sick), while the Connecticut statute provides only for unpaid leave.

Use of FMLA requires that you make a written request for the leave, and supply medical documentation while stating your intent to return to work upon the completion of your leave.

Health insurance benefits remain intact during your use of FMLA.

Details regarding both Federal and State FMLA are available in the Office of Human Resources or you can e-mail [ardell@easternct.edu](mailto:ardell@easternct.edu).

### **3. MATERNITY LEAVE**

Paid and unpaid leave may be available for periods of disability due to pregnancy, childbirth, miscarriage, or abortion. If your physician certifies that you are medically unable to work due to one of these conditions, you may use accrued sick leave. If your sick leave has been exhausted, you may charge any other earned leave balance.

### **4. JURY DUTY LEAVE**

If you are called to serve as a juror, you will receive your regular pay, for each workday while on jury duty. When you receive a notice to report for jury duty, you should immediately inform your supervisor and the Office of Human Resources. Payments received for jury duty except for travel allowance must be turned over to the University through the Payroll Office. (C.G.S. Section 51-217 – 51-247c, inclusive.)

Accrual of benefits calculations, such as Vacation, Sick Leave, or Holiday benefits, will not be affected during paid jury duty leave.

### **5. MILITARY LEAVE**

If you are a member of the armed forces, or any reserve component of the armed forces of the United States, you are entitled to military leave with pay for active duty for required field training which fulfills the annual training requirement, provided the leave does not exceed three (3) calendar weeks in a calendar year. Some collective bargaining agreements also provide for additional paid and unpaid military leave. This provision does not apply to monthly weekend drills.

Individuals called to active duty as a result of current military conflicts should contact the Office of Human Resources to secure information on continued benefits.

### **6. EDUCATIONAL LEAVE**

#### **AAUP**

You may receive, at the discretion of the President, educational or professional leave with pay for up to five (5) working days for each occurrence, which may or may not be consecutive. Such leaves must be for the benefit of the University and may include such activities as attendance at conventions, professional meetings, or taking part in seminars devoted to an appropriate subject.

#### **SUOAF / AFSCME**

You may enroll in special seminars, workshops, or courses and engage in other activities, which lead to improved professional administration and enhance the stature of the institution. Where attendance at such functions requires release time, short or long-term leaves may be approved.

### **Management / Confidential**

The President may grant short-term leave with pay for not more than five (5) consecutive working days. Such short-term leaves may be taken only to improve individual professional competency or for the benefit of the University. You may take no more than two (2) such short-term leaves during any calendar year.

### **Classified**

A leave of absence, not to exceed one (1) year, may be granted to you with full or partial pay, or without pay, for educational purposes. Educational leaves are granted to enable you to study or receive technical training, which will increase your proficiency in your position.

## **7. PERSONAL LEAVE**

Three (3) personal leave days are made available each year to conduct private business, including the observance of religious holidays. Personal leave days are granted on January 1, or at the completion of the working test period (where applicable). If they are not used by Dec. 31 of the same calendar year, they expire. For some employees, receipt of personal leave benefit may be contingent on date of hire. Please check your collective bargaining agreement for further information.

## **8. SICK LEAVE BENEFITS**

Sick leave may be charged for a variety of medical reasons including your own illness, medical or dental appointments that cannot be scheduled outside regular working hours, the birth of a child, critical illness of an immediate family member, and to attend a funeral of an immediate family member. Generally, you may use from three (3) to five (5) days of sick leave for the last three reasons. You should read your collective bargaining agreement or CSU policy for specific limits.

There is no maximum accrual of sick leave. Thus, prudent use of this benefit permits you to build a bank of time available for use in the event of serious accident or illness.

### **ACCRUAL**

Sick leave is accrued for continuous service from the date of initial employment unless otherwise provided by state statute or superseded by an applicable collective bargaining agreement.

Sick leave begins to be credited to you at the end of the first full calendar month of employment. If you are a part-time employee, sick leave accrues at a rate proportional to

the number of hours you work as recorded in the attendance and leave records (up to the equivalent of full time employment) Sick leave continues to accrue in a month when sick leave is taken, but does not accrue for any calendar month in which you are on a leave of absence without pay for an aggregate of more than five working days consistent with the applicable collective bargaining agreement. Please refer to your collective bargaining agreement or personnel policies for additional sick leave accrual guidelines that may differ from those enumerated above.

## **USE**

Sick leave may be granted if you are ill or injured or recuperating from an illness or injury. Sick leave may also be granted during the period of time when you are disabled as the result of pregnancy, as certified by your physician.

## **SICK LEAVE ON VACATION OR HOLIDAY**

If you become ill while on scheduled vacation, you may request that the time be charged against accrued sick leave by submitting an acceptable medical certificate verifying the illness. A paid state holiday occurring when you are on sick leave will be counted as a holiday and not charged against your sick leave balance.

## **MEDICAL CERTIFICATE**

In the following circumstances you may be asked to substantiate the use of sick leave by providing an acceptable medical certificate. Provisions may vary according to bargaining unit contract.

- any period of absence of more than five (5) consecutive working days
- to support a request for sick leave during your scheduled vacation
- when excessive absenteeism or other circumstances give reasonable cause for requiring such a certificate
- when your presence at work will expose others to a contagious disease
- when there is an illness or injury in your immediate family creating an emergency requiring your presence
- to support a request for Parental or Family Leave
- to substantiate a request for use of the Sick Leave Bank
- to update extended leave of absence due to illness
- to provide medical clearance in order for an employee to return from a medical leave/workers' compensation

An acceptable medical certificate must be a written document containing the following information: dates of absence chargeable to sick leave, diagnosis of illness or injury, prognosis, anticipated date of return to work, and any restrictions on performing job functions as a result of the illness upon return to work. A licensed physician or other practitioner whose method of healing is recognized by the State must sign the certificate. The University reserves the right to require a medical certificate under any other

conditions not noted above in accordance with applicable collective bargaining agreements.

### **SICK LEAVE BANK**

Certain unions have established emergency sick leave banks to provide permanent bargaining unit employees with salary benefits during periods of catastrophic or extended long-term illness. Union employees are assessed a number of hours set by the contract to be donated to the emergency sick leave bank. These hours are for allocation to employees meeting the appropriate conditions. Please refer to your collective bargaining agreement to determine if an emergency sick leave bank covers you and what the conditions are for use.

### **DONATION OF LEAVE**

Employees in several bargaining units may donate vacation and personal leave accruals to a fellow bargaining unit employee who is absent as a result of a long-term illness or injury. Your collective bargaining agreement describes the conditions and requirement of leave donation.

## **9. VACATION LEAVE**

Vacation leave with pay is accrued for continuous service from the date of your initial employment unless otherwise provided by state statute or superseded by an applicable collective bargaining agreement. If you are a part-time employee, you accrue vacation time on a proportional basis equivalent to the number of hours you work.

Vacation leave with pay shall be granted to each full-time employee in a permanent position in state service following six (6) months of continuous employment. Eligibility for Management/Confidential employees differs from this requirement. Please consult CSU Human Resources Policies for clarification.

You are credited with accrued vacation leave upon completion of the first full calendar month of employment. Rates of accrual and maximum accruals depend upon your collective bargaining agreement. Vacation time must be requested in advance of its use, and the request may be denied if plans conflict with the operating needs of your department or the University and other arrangements cannot be made.

If vacation time is being taken during a period, which includes a paid State holiday, the time is recorded as a holiday and not charged to your accrued vacation leave.

You are encouraged to use vacation time in the year that it is earned. Some contracts limit carryover days (10 days) from one calendar year to the next, and there is a maximum number of vacation days (120 or 60 days), which can be accrued, based on your date of hire.

## **Section E**

## **Timekeeping and Payroll Policies**

### **1. COMPENSATORY TIME OFF**

#### **SUOAF/AFSCME**

Administrative Faculty positions often require work beyond the minimum workweek of thirty-five (35) hours depending on an employee's position. Compensatory time for extended hours of work on a workday or work on a legal holiday, a Saturday or a Sunday may be accrued only upon the approval of the first appropriate manager outside of the bargaining unit.

Such compensatory time shall be earned as follows:

- As of July 1, 2000, members shall be eligible for compensatory time only after working forty (40) hours in a week.

Such compensatory time shall be earned at the closest half-hour increment.

No member shall accrue more than ten (10) days or seventy (70) hours of compensatory time. The Chief Personnel Officer on each campus may authorize additional short-term accruals of fifteen (15) days, for a total of twenty-five (25) days or one hundred seventy-five (175) hours, in special emergencies. Annually, on August 15, any outstanding compensatory time balances shall be reduced to zero (0) for each member except that compensatory time earned between June 1 and August 15 may be used until the following January 15. Upon separation of the employee from the University, all accumulated compensatory time shall be paid to the member/estate as promptly as possible. However, due to recent changes in FLSA guidelines, some positions may be eligible for overtime compensation rather than compensatory time off.

#### **MANAGEMENT/ CONFIDENTIAL**

The Board of Trustees for Connecticut State University recognizes that Management and Confidential Professional positions are demanding and often require work beyond that normally expected of other employees. Compensatory time for unusually long hours of work (no less than 4 hours beyond the 8 hours workday) on a workday or work on a legal holiday, a Saturday or a Sunday may be granted at the discretion of the University President. Such compensatory time must be taken within one year of accrual. In no event will compensatory time be used as the basis for additional compensation. Management employees are referred to the University's policy on compensatory time for additional information and clarification.

### **2. OVERTIME COMPENSATION**

Overtime compensation is paid to all hourly employees in accordance with federal and state wage and hour restrictions. As required by law, overtime pay is based on actual



hours worked, except in those instances where provisions of a collective bargaining agreement may prevail. The University shall make every effort to pay overtime in the next payroll period but in no case later than the second payroll period after the hours are actually worked.

### **3. PAYDAYS**

Paychecks for employees are issued subject to a mandatory state two-week hold-back policy. Payroll periods begin on a Friday and end 14 days later on a Thursday. Paychecks are distributed on Thursday after 3:00 p.m. Paychecks are dated for Friday. Employees are paid for the time worked during one pay period at the close of the NEXT pay period. This means that for new employees who start work at the beginning of a pay period the first paycheck will be received after four weeks.

#### **Holidays**

In the event that a regularly scheduled payday falls on a day off (e.g. a weekend or holiday), employees will receive pay on the last day of work before the regularly scheduled payday.

#### **Direct Deposit**

Employees may have their pay directly deposited into an approved banking institution or credit union, if the University is provided with advance written authorization. Employees will receive an itemized statement of wages when the University makes direct deposits. The University strongly encourages employees to participate in the direct deposit program. Direct Deposit of your paycheck is available to both savings and checking accounts. The necessary forms are available in the Payroll Department. For employees with Direct Deposit, funds will be available at 9:00 a.m. on the Thursday preceding the check date.

### **4. PAYROLL DEDUCTIONS**

#### **Mandatory - Full-time**

The law requires that the University make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. The University also must deduct an eligible employee's share of retirement contribution according to the current rate set by law; Social Security and Medicare taxes on each employee's earnings up to a specified limit; and, for absences not covered by paid leave.

#### **Optional**

The University offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please do not hesitate to contact the University's Payroll Office at X50112 or e-mail [whitingg@easternct.edu](mailto:whitingg@easternct.edu).

## **5. TIMEKEEPING**

### **Hourly Employees**

Accurately recorded time worked is the responsibility of every hourly employee. Federal and State laws require the University to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period, in the manner prescribed by the University's Office of Human Resources. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination.

### **Salaried Employees**

All salaried employees are required to accurately and immediately report any absence, paid or unpaid, to appropriate University personnel as provided for in the procedures promulgated by Connecticut State University and/or the University's Office of Human Resources. All salaried employees are required to work for the aggregate number of days in a year for which they are contracted. The number of days of work per year is included in your union contract or CSU policy.

## **6. LONGEVITY PAYMENTS**

When you have completed the equivalent of ten (10) years of full-time state service you become eligible to receive semi-annual lump sum longevity payments on April 1 and October 1 of each year. Rules regarding creditable service vary by collective bargaining agreement. Please consult your contract, CSU Human Resources Policies, or the Office of Human Resources for rules that apply to your situation.

Certain periods of military service may be credited towards meeting the 10-year threshold for longevity payments.

To receive longevity credit for military service, you should present a copy of your discharge papers or forms DD214 to the Office of Human Resources.

Your salary and years of service determine the rate of longevity pay. Please check your collective bargaining agreement for the appropriate longevity payment rates.

## **7. INCLEMENT WEATHER**

ECSU has a Weather Hotline telephone service to obtain information on delays, changes or class cancellations due to inclement weather or emergencies.

When weather conditions necessitate a decision regarding the opening of the University, the hotlines will have information available no later than 6:15 a.m.

The hotline numbers are: (860) 465-4444; (800) 578-1449  
Information regarding evening classes will be available no later than 2:00 pm on the hotlines. The hotlines will be updated daily.

During inclement weather, the University encourages students, faculty and staff to continue listening to local radio and television stations for information that pertains exclusively to Eastern Connecticut State University.

## **8. TRAVEL REIMBURSEMENTS**

If the performance of official duties requires you to travel from your worksite, you may be eligible to be reimbursed for certain expenses incurred. Collective bargaining agreements have specific rate information and reimbursement policies, which should be consulted. Travel must be authorized in advance. Questions concerning travel reimbursement should be directed to the Travel Desk X55392 in the Accounts Payable Department of Fiscal Affairs. This function is also managed in accordance with the appropriate State Travel Regulations.

## **Section F Working Conditions**

### **1. ACCIDENTS AT WORK**

When an accident occurs at work, the employee should report the incident immediately to his/her supervisor and proper medical attention should be sought. A delay in reporting injuries may result in denial of benefits. A Report of Occupational Injury or Disease to an Employee Form must be forwarded to the Office of Human Resources within twenty-four (24) hours of the accident when possible, but not later than the next business day.

All accidents that result in injury must be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Such reports are necessary to comply with the laws and to initiate workers' compensation claims if necessary.

### **2. DRESS CODE**

All employees should report to work dressed appropriately for the duties they perform.

### **3. OVERTIME ASSIGNMENT**

When operating requirements or other needs of the University cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, certain employees may be required to accept overtime assignments when no volunteers are available. All overtime work must receive the University's prior authorization. Please refer to your collective bargaining agreement for additional information.

### **4. SMOKING IN THE WORKPLACE**

In keeping with the University's intent to provide a safe and healthful work environment and in conformance with Connecticut General Statute 31-40q, smoking is prohibited in all University owned or leased buildings and facilities and at the work place. This policy applies equally to employees and visitors.

### **5. SMOKING IN STATE VEHICLES**

Effective October 1, 2000, smoking will be prohibited in all state vehicles administered by the Department of Administrative Services. There is no smoking in any University vehicle.

## **6. USE OF EQUIPMENT AND VEHICLES**

### **Operation**

Equipment and vehicles essential to accomplishing work assignments are expensive and may be difficult to replace. When using University equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

### **Defects/Damage**

Employees are required to notify their supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair, in order to prevent deterioration of equipment and possible injury to employees or the public.

### **Neglect**

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and/or parking violations while using University vehicles, can result in disciplinary action, including discharge.

### **Accident**

If an employee is involved in a vehicle accident in a University vehicle, he/she must report the accident to his/her supervisor immediately and complete all required forms documenting such accident.

## **7. PUBLIC SAFETY**

In support of its educational mission, the University maintains its own 24-hour a day police department. The officers and student employees of the Department of Public Safety (University Police) are primarily concerned with the creation of a safe and secure environment in which members of the University community may learn, work, and live. Public Safety personnel are likewise concerned with meeting the campus' service needs in a friendly and cooperative manner.

Parking permits, crime prevention pamphlets, and other information may be obtained from the University Police Department, 264 High Street, Willimantic, CT 06226. In accordance with Section 10a-55a of the Connecticut General Statutes, a uniform campus crime report is published annually and available at the University Police Department.

## **8. OFFICES**

Offices are provided for faculty in which to conduct University professional and business activities. However, with the critical space shortage, it is sometimes necessary for two instructors to share a larger space. A basic principle of operation is that department members will be placed, whenever possible, in proximity in order to facilitate informal communications and convenient access to secretarial services.

## **Section G**

### **Employee Conduct and Discipline Policies**

#### **1. ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, Eastern Connecticut State University expects employees to be reliable and to be punctual in reporting for scheduled work. In the instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must notify the University as soon as possible in advance of the anticipated tardiness or absence. See Section E, Timekeeping and Payroll, Paragraph 7, for information on Inclement Weather.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

#### **2. HARASSMENT**

Eastern Connecticut State University is committed to providing a work environment that is free of all forms of harassment and discrimination. Actions, words, jokes, or comments based on an individual's physical capabilities, sex, race, ethnicity, age, religious creed, national origin, sexual preference, or any other legally protected characteristic will not be tolerated.

Any individual who has reason to believe that they are the victim of illegal behavior should promptly report the facts of the incident to the Director of Equity and Diversity. A prompt and confidential investigation will be conducted, and the University will take appropriate corrective action where it is warranted. Anyone engaged in any improper harassment will be subject to disciplinary action, up to and including termination.

#### **3. RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the University. Eastern Connecticut State University requests at least two (2) weeks notice, unless otherwise provided for in a collective bargaining agreement or CSU policy, in writing, of anticipated resignation of all employees. The University may, at its discretion, waive the two (2) week or other notice requirement. Please consult your collective bargaining agreement or CSU Human Resources Policies for clarification and additional information.

#### **4. RETURN OF PROPERTY**

Employees are responsible for all property, vehicles, materials, keys, computer data, or written information issued to them or in their possession or control. Employees must return all University property that is in their possession or control in the event of termination, resignation, layoff, or immediately upon request. The employee's final

paycheck may not be released until all property is returned or destroyed, or the University is reimbursed for any damaged property.

The University may also take any other action deemed appropriate to recover or to protect its property.

## **5. RULES OF CONDUCT**

### **Unacceptable Behavior**

To assure orderly operations and provide the best possible work environment, Eastern Connecticut State University expects its employees to follow Rules of Conduct that will protect the interests and safety of all. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of Rules of Conduct that may result in disciplinary action, including suspension or termination of employment:

- Possession, distribution, sale, transfer, or use of alcoholic beverages or illegal drugs in the workplace, while on duty, or while operating University-owned vehicles or equipment;
- Working under the influence of alcohol or illegal drugs;
- Theft or inappropriate removal or possession of University property;
- Falsification of timekeeping records;
- Negligence or improper conduct leading to damage to University property;
- Violation of any safety rules;
- Smoking in prohibited areas;
- Sexual or other unlawful harassment;
- Excessive absenteeism;
- Unsatisfactory performance or conduct;
- Falsification of employment applications.

Please note that the above is not an all-inclusive list. There may be other conduct deemed inappropriate by the University that is not referenced above.

## **6. SECURITY INSPECTIONS**

Eastern Connecticut State University wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the University prohibits the possession, transfer, sale, or use of such materials on its premises. The cooperation of all employees in administering this regulation is required. Offices, desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the University. Accordingly, any articles found within them, can be inspected by any agent or representative of the University at any time, either with or without prior notice with probable cause. To the extent possible, inspections will take place in the presence of the employee. Please consult your collective bargaining agreement for further information.

## **7. EMPLOYEE USE OF INFORMATION TECHNOLOGY**

Eastern Connecticut State University encourages the use of available technology by employees or approved users as a tool to assist them in performing their respective duties. The University's information technology is designed to promote both professional and personal development of all staff members.

The computer, electronic mail, internet access, and voice mail systems are University property and are intended for official business. University business includes but is not limited to communication between and among staff members and with individuals and professional or educational organizations outside of the University. Excessive or inappropriate personal use of these systems may result in disciplinary action and/or legal action. Under no circumstances is University information technology to be utilized to solicit, harass, or offend any other employee or individual, nor is it to be utilized for any inappropriate or unlawful purpose. Derogatory, defamatory, obscene, or otherwise inappropriate messages are strictly prohibited. University information technology shall not be used to send commercial messages.

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 record 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.

Employees or users are prohibited from sending highly sensitive or confidential University information related to any other employee, a University student, or any other matter. Under no circumstances may confidential information be transmitted outside the University without the express prior approval of the President or designee.



## **Section H**

### **Other Services for University Employees**

#### **1. PARKING**

Free parking is available to all faculty, staff, and students of the University. There are several parking lots on the campus designated specifically for faculty and staff. Parking requires a parking decal that can be obtained from the University's Office of Public Safety.

#### **2. SHUTTLE SERVICE**

The University Police Department operates a Shuttle Service between the hours of 7:30 am and 11:00 pm, Monday through Friday. The Shuttle makes regular stops at major parking areas, academic buildings, and residence halls on campus. Signs and schedules are posted at each stop, including the Arboretum parking lot where additional parking is available.

#### **3. I.D. CARDS**

I.D. Photos are taken at the Card Services Department, Alvin B. Woods Support Service Center. All students, faculty, and staff are required to have a current, validated I.D. card. I.D. cards are required for use of the dining services, Sports Center, Computer Labs and the Library. Normal hours of operation for the Card Services Department are Monday-Friday, 8:00 am-5:00 pm.

#### **4. KEYS**

A request for the issuance of a key other than a master key should be routed as follows: 1) Department Chairperson or Supervisor; 2) Academic Dean or Director of Department; 3) Director of Facilities. A request for a master key should be routed as follows: 1) Department Chairperson or Director of Department; 2) Academic Dean; 3) Vice President for Academic Affairs; 4) Vice President for Finance and Administration. Upon approval from the Vice President for Finance and Administration, the Director of Facilities issues the requested master key.

Before receiving a requested key, faculty and staff must sign a work order from the Facilities office to acknowledge receipt of the key. If a key is no longer needed, it should be returned to the Facilities Office.

When a faculty member or staff member leaves the University, he or she is provided an outprocessing sheet for return of the keys to the Administration Building. The member takes the keys to the Locksmith personally and hands them to one of the two key craftspersons. The keys are checked against the signature card and computerized inventory list for accuracy. Keys turned in are removed from the signature list.

If a duplicate key is required, it is requested as outlined above. Duplicate keys are not made until full authority has been granted, and will be made **ONLY** by University craftspersons. Under no circumstances are duplicate keys authorized to be made by non-University personnel or outside vendors.

Damaged or broken keys should be brought to the Facilities Office for repair or replacement. Lost or stolen keys should immediately be reported to University Police and the Facilities Office.

## **5. TELEPHONE**

All faculty and staff are provided with comprehensive telephone service for necessary professional calls. All long distance calls are to be made by the faculty member and staff directly from his or her desk. All personal long distance calls placed must be made "collect" or "charged" to a personal credit card.

The detail-recording software portion of the CSU's telephone system records long distance telephone calls automatically. Each Department Chairperson and Vice President receives a monthly listing of telephone usage in his or her department/area by the individual telephone for analysis and budget control.

**SPECIAL NOTE:** The Department Chairperson or Vice President is to review the monthly printouts to determine the possibility of telephone abuse. Should suspicion of abuse arise, the Director of Information Technology and I.T. Planning should be contacted immediately. In conjunction with the Director of Information Technology and I.T. Planning, the Department Chairperson is responsible for resolving the issue of misuse of telephone services.

Any request for telephone service change may be made by completing a *telecommunications Service Request Form*. Any questions concerning telephone service should be directed to the Telecommunications Office at Ext. 55150. To reach the CSU Telephone Repair Service, please call Ext. 611.

## **6. MAIL**

Outgoing mail is left with the department or office secretary, who forwards it, with appropriate computer card identification, to the University Mailroom in the green department bag. Incoming mail is delivered to a designated area in faculty and administrative offices, not to individual faculty or staff members.

The statewide Courier Service accepts letters and flat envelopes. It is not to be used for the transporting of supplies. Small parcels in excess of twenty-five (25) pounds may be sent via the statewide Courier Service.

In case of large mailings, please contact the Mailroom to schedule pick up because space is limited. Mail handled through the University Mailroom must comply with the following:

- a. Interdepartmental envelopes must have complete name of the recipient and department on the piece.
- b. Outgoing Mail should be sealed but if unsealed, the flaps must be folded over but not tucked in. Mail handlers are instructed NOT to pick up any mail that is not properly prepared for processing by central mail personnel.
- c. Interdepartmental mail should be bundled separate from first-class outgoing mail and placed in one of the following:
  - Manila envelopes (CO-500) with holes, if other large envelopes are used, they should be marked INTERDEPARTMENT.
  - Pink & White envelopes (STO-499) for letters and if other envelopes are used, the bundle should also be marked INTERDEPARTMENT.

## **7. BOOKSTORE**

The Campus Bookstore, operated by Barnes & Noble, is located in the lower level of the Student Center. The Bookstore provides a selection of computer software, book bags, greeting cards, snacks, cold drinks, posters, magazines & newspapers, as well as overnight photo developing. New York Times paperback bestsellers are discounted 25%. At the bookstore you will find a large assortment of clothing and giftware, all bearing the ECSU insignia. Regular hours are posted on the Bookstore website and change occasionally. <http://ecs.bkstore.com>.

## **8. LIBRARY SERVICES**

Library privileges are extended to all ECSU students, faculty, and staff, and are available to residents of Connecticut eighteen (18) years of age or older on presentation of identification. All CSU faculty, staff, and students are afforded borrowing privileges and use of each of the systems' computers.

## **9. HEALTH SERVICES**

The Health Services Office provides initial evaluation and recommendation for immediate medical concerns; administers Hepatitis B for those faculty and staff at risk of occupational exposure to Hepatitis B; and administers the flu vaccine during the Fall.

## **10. RECREATIONAL USE OF SPORTS CENTER**

The Sports Center, located on the North Campus, has numerous recreational facilities. These include three regulation basketball courts, two squash courts, four racquetball

courts, a large weight and exercise room, a dance studio, a 25-yard swimming pool, shower and locker facilities, and a sauna.

Each week, during the academic year, a Sports Center schedule is posted outlining the intramural, recreational and athletic schedule for the week.

- a. When using the Sports Center facilities, you must have your current, validated ECSU I.D. with you at all times.
- b. When the building is being monitored by Recreation Supervisors (Mon-Fri 3:00 p.m.- 10:00 p.m.), your I.D. will be exchanged in the ticket office for a building pass. When you are finished in the activity area please return to the ticket office, turn in your building pass, and pick up your I.D.
- c. When the building is not being monitored, you must have your I.D. on your person when using the activity areas. When spot checks are made, you will be asked to leave if you cannot produce your I.D.

This policy will apply to all members of the University community: students undergraduate, continuing education, graduate, faculty, staff, and alumni.

Each of the above mentioned members of the University community are permitted one guest each. You must accompany your guest at all times. Your guest must be registered in the ticket office with the gym supervisor and receive and wear a building pass. If you are a member of the University community you cannot be registered as a guest.

## **11. CHECK CASHING SERVICE**

The check cashing service is available to all ECSU students and employees with a valid ECSU I.D. Card, in the upper level of the Student Support Services. The checks must either be an ECSU or Food Service payroll check or a personal check made payable to ECSU. The amount of the personal check may not exceed \$75.25. The amount for payroll checks may not exceed \$500.25. A 25-cent service charge is applied to ALL checks. A \$10.00 fee will be charged for any returned check. The service is supported by VOICES, a subcommittee of the Student Government Association. The hours of operation are posted at the Cashier's windows. Call x54348 for more information.

## Appendix

### Who to Call If . . .

You have a question relative to the accuracy of your paycheck

- Gelsi & Young Hall, Room 325, Ext. 55746

You have a question relative to your health insurance or other similar benefits

- LaShawn McBride, Gelsi & Young Hall, Room 128, Ext. 55220

You have a question relative to your accrued leave time

- Ann Schulman for unclassified employees, Gelsi & Young Hall, Room 128, Ext. 50166
- Mary Ann Coughlin for classified employees, Gelsi & Young Hall, Room 128, Ext. 55131

You wish to make an appointment to see a member of the University's administrative team

- Call the office extension listed in the telephone directory

You have a question relative to open positions in the University

- Internet – <http://www.easternct.edu/humanresources/jobs.html>

For a University map and driving directions

- Check <http://www.easternct.edu/ecs/map/index.html>

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