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Introduction

Welcome to Eastern Connecticut State University!

This Employee Handbook has been developed to acquaint you with Eastern Connecticut State University, its mission and values, and its goals and expectations for you as an employee. It is designed to answer your questions about employment policies, procedures and practices.

This Employee Handbook is intended to be used for information purposes and does not represent a contract for employment, an extension of benefits, or legal protections beyond those already supplied in state and federal statutes, regulations, or collective bargaining agreements. This handbook may be amended in whole or in part at any time at the sole discretion of Eastern Connecticut State University.

No employee handbook can anticipate every circumstance or question about policy. When you require more detailed information on an issue, your immediate manager or Human Resources will be glad to “fill-in the gaps”.

The majority of employees are unclassified state employees whose benefits and working conditions are subject to collective bargaining. Seven (7) unions represent Eastern Connecticut State employees. Specific information about each union’s benefits and working conditions is found in their union contract. Those that are management/confidential (M/C) are exempt from collective bargaining. [Connecticut State Colleges and Universities \(CSCU\) Human Resources Policies for Management & Confidential Professional Personnel](#) provides information related to their benefits.

President's Message

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

Mission Statement

Eastern Connecticut State University engages students from diverse background in a transformative, liberal arts learning experience that provides knowledge and skills to lead enriching, purposeful lives.

Vision

Aspiring to be a public liberal arts college of first choice, Eastern Connecticut State University will create an unparalleled college experience for its students and achieve national distinction for its academic programs. Eastern's faculty, students and staff will enhance the University's position as an intellectual community, acknowledged for its engaged teaching, learning, research and creative work. Advancing its position as a model for social responsibility, environmental stewardship, and educational access, the University will be recognized as a resource that is responsive to the needs of the region and the state.

Our Core Values

As members of a learning and teaching community committed to academic excellence, we, the faculty, students, staff and administration of Eastern Connecticut State University, the state's public liberal arts university, share this set of values:

Academic Excellence

Eastern embraces rigorous academic standards and intellectual inquiry as a benchmark for all of its students, faculty and staff. This expectation informs every mode of learning on campus, from individual courses and degree programs to University presentations and cultural events.

Engagement

Members of the University community develop intellectually, creatively and socially through active and reflective learning in and outside the classroom, interdisciplinary studies, and individual and collaborative research.

Inclusion

Eastern is committed to providing educational access while building a campus community that embraces diversity and differences, enriched by a global perspective.

Integrity

Members of the University community are expected to behave ethically and honorably. Learning encompasses both intellectual and character development.

Empowerment

Eastern fosters a safe, nurturing environment that promotes intellectual curiosity, student achievement and lifelong learning. Through rigorous inquiry and personal interaction, members of the community grow confident as independent, critical thinkers.

Social Responsibility

Social responsibility is promoted and encouraged at Eastern through serving those in need; being active in the community; protecting our natural resources; and engaging in the democratic political process and other socially responsible actions. Social responsibility includes an ethical commitment to oneself and the community at large.

Section A

Employment Policies

1. AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY

[Policy Statement](#)

[Statement of Policy and Grievance Procedures on Discrimination and Sexual Harassment](#)

Eastern Connecticut State University is an affirmative action employer and is committed to promoting equal employment opportunity, for advancing social justice and equity and for removing all discriminatory barriers related to hiring, retention and promotion.

The objective of affirmative action is to achieve the full and fair participation of all persons, particularly those found to be underutilized in the work force or affected by employer policies and practices that have an adverse impact. It is our objective to make certain that employment is provided to all persons on an equal opportunity basis. Further, we remain vigilant that individuals are not excluded due to race, color, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, disability including learning disability, past or present history of a mental disability, genetic information, criminal record, or other protected status as designated by law unless there is a bona fide occupational requirement which excludes persons in one of the above protected groups. Equal employment opportunity and the goals of affirmative action under Sections 46a-68-31 through 46a-68-74 is supported in all our endeavors.

Eastern's policy of non-discrimination is not limited to employment practices but extends to services and programs provided by the University. All executive, administrative and supervisory personnel of the University are expected to discharge their affirmative action responsibilities in word and deed consistent with the objective of establishing and implementing affirmative action and equal employment opportunity. The purposes of the affirmative action program are to:

- Ensure equality,
- Avoid discrimination, and
- Develop a workforce that truly represents all segments of the population and improves the operation of agency services.

As a public document, the Affirmative Action Plan is available for review by employees, candidates for employment and the general public. Any employee who feels they have been discriminated against is strongly urged to contact the Office of Equity and Diversity.

2. AMERICANS WITH DISABILITIES

[Guidelines for Reasonable Accommodations for People with Disabilities](#)

Eastern Connecticut State University (ECSU) is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes

following the mandates of the Americans with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. ECSU also observes all Connecticut laws and regulations that apply to individuals with disabilities.

3. SERVICE ANIMALS FOR INDIVIDUALS WITH DISABILITIES

[BOR Policy 5.10 Animals on Campus Policy](#)

In accordance with Title II of the Americans with Disabilities Act, no individual with a disability shall be refused or denied access to ECSU programs, facilities, or services, because the individual is accompanied by a service animal.

4. ETHICS

[Ethics Statement](#)

[Public Officials and State Employees Guide to the Code of Ethics](#)

Ethics is a focal point for both ECSU and the State of Connecticut as a whole. The Guide to the Code of Ethics for Public Officials and State Employees, as well as ECSU's Ethics Policy, contain specific provisions that all employees must adhere to in order to ensure no conflicts of interest or even the appearance of impropriety during and post-state employment.

5. SEXUAL HARASSMENT

[Sexual Misconduct Reporting, Supportive Measures, and Process Policy](#) **[Statement of Policy and Grievance Procedures on Discrimination and Sexual Harassment](#)**

Sexual harassment and harassment of any kind including harassment based on race, religion, age, sex, marital status, national origin, ancestry, disability, sexual orientation, gender identity and any other legally protected class will not be tolerated. Harassment by anyone, including any supervisor, co-worker, vendor, client or customer is not tolerated whether in the workplace, at assignments outside the workplace, or at state-sponsored social functions.

Reports of harassment are taken seriously and all complaints are investigated. Retaliation against employees who report harassment or those participating in the investigation is forbidden. Employees are expected to participate in investigations when asked. Corrective action will be taken when necessary and may result in discipline up to and including dismissal from state service.

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 Office of Equity and Diversity.

6. WORKPLACE VIOLENCE

[CSCU Violence in the Workplace Prevention Policy](#)

Eastern Connecticut State University has a zero-tolerance policy for workplace violence. Therefore, except where required as a condition of employment:

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

All reports or alleged incidents of violent, threatening, harassing or intimidating behavior will be investigated. An employee suspected of violating this policy may be placed on administrative leave pending the results of the investigation. Violation of the above reasonable work rules will subject the employee to disciplinary action up to and including discharge from state service.

7. ACCEPTABLE USE OF STATE SYSTEMS

[Acceptable Use Policy](#)

State systems, including e-mail, electronic messaging, internet, intranet, computers, laptops, and related technologies and equipment is to be used for state business only. All information contained therein is State property; information created, sent, received, accessed, or stored using State systems is the property of the State. All activities involving the use of State systems are not personal or private; therefore, users should have no expectation of privacy in the use of these resources. All users must identify themselves clearly and accurately in all electronic communications.

Violation of this policy can involve discipline up to and including dismissal from state service.

8. ELECTRONIC MONITORING

[CSCU Electronic Communication Policy](#) [Electronic Monitoring Notice](#)

Employees' work activities and communications may be subject to electronic monitoring. Activities involving State computer equipment and computer and/or electronic documents, data, and communications, including email and internet usage, are subject to being monitored, recorded and reviewed. The fact that a document, data, or communication has been "deleted" does not mean that the item cannot be monitored or retrieved and reviewed.

9. CODE OF CONDUCT

[CSCU Code of Conduct for Regents, Employees and Volunteers](#)

Each employee shall engage in appropriate and ethical conduct while carrying out official duties or while engaged in off duty conduct that directly reflects on his or her ability to carry out assigned duties as an employee at ECSU.

10. CONSENSUAL RELATIONSHIP

[Consensual Relationships Policy](#)

Faculty members, as well as those individuals upon whom the institution 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 institution'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 faculty and or staff member and a student as well as when they occur between a supervisor and employee.

11. DRUG FREE WORKPLACE

[Drug and Alcohol Free Workplace Policy](#)

It is ECSU's policy that each employee has a right to come to work and perform their job in an environment that is free from the illegal use of drugs. This means, no employee will unlawfully manufacture, distribute, dispense, possess or use a controlled substance, not prescribed for him/her by a physician while on the job or in the workplace, or be under the influence of a controlled substance. Violations of this policy can include discipline up to and including dismissal from State service.

12. FACUTLY AUTHORED TEXTBOOKS

Assignment of Textbooks:

Section 1-84 of the Connecticut General Statutes prohibits public officials and other state employees from using their public office or position to obtain a financial gain for themselves or their family members or any business with which they are associated. A faculty member's assignment of a textbook authored or developed by the faculty member could be considered as "obtaining financial gain" for the faculty member in violation of the Connecticut State Ethics Code. Before requiring students to purchase a textbook or intellectual property for a course that the faculty member authored or developed, the faculty member must obtain prior approval for such use. The prior approval process is not necessary if the faculty member directs any financial gain to a

University fund or to a recognized 501(c)(3) entity from which that faculty member derives no personal financial benefit.

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 for his or her class.

13. FACULTY CONSULTING & RESEARCH WITH PUBLIC OR PRIVATE ENTITIES

[Faculty Consulting and Research Policy](#)

Faculty professional activities such as consulting or engaging in a research project for a public or private entity often are useful in maintaining and enhancing the faculty member's academic scholarship and competence. However, the primary responsibility of full-time faculty during the academic year is to the Board of Regents for Higher Education of the Connecticut State Colleges and Universities and their respective institution.

Faculty are expected to comply with the applicable provisions of their Collective Bargaining Agreement, state statute and regulation. As such, no faculty member may engage in consulting agreement or research project that (A) inappropriately uses the institution's proprietary information in connection with such agreement or project; (B) interferes with the proper discharge of his or her employment with the university; and/or (C) inappropriately uses such member's association with the institution in connection with such agreement or project.

14. 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. ECSU is required to complete and retain on file I-9 documentation and ECSU will coordinate the record-keeping requirements under the regulations.

If you are not a citizen of the United States, but have permission to work in this country, it is your responsibility to immediately report any changes in your visa status to Human Resources.

15. NEPOTISM IN EMPLOYMENT

[Policy Regarding Nepotism in Employment](#)

It is the policy of ECSU to hire, promote, and otherwise employ people on the basis of their job qualifications and individual merit including relatives of current employees of the University, except where the hiring or employment of a worker's relative would result in the types of prohibited employment relationships identified in this policy.

16. OUTSIDE EMPLOYMENT

Your job at Eastern Connecticut State University is your primary job. You may hold a second job as long as it does not interfere or conflict with your work at ECSU. 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.

17. POLITICAL ACTIVITY

[State Employees and Political Activity Policy](#)

General Letter 214D summarizes the statutes and regulations that govern what is permissible or impermissible political activity by classified state employees, including the prohibition on engaging in political activity while on duty, and the prohibition of using one's official authority or influence for the purpose of interfering with or affecting the results of an election.

18. PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY

[Background Verification Policy](#)

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 may also apply to situations involving a transfer, promotional opportunity or dual employment within the CSCU institutions.

19. DISPOSITION OF PUBLIC RECORDS

[Public Records Policy 05: Disposition of Public Records](#)

This policy provides guidance for the disposition of public records, including destruction or transfer. Pursuant to CGS §1-240 and §53-153, unauthorized removal or destruction of records, as defined in §1-200(5), is a misdemeanor or felony offense and is punishable by fine or imprisonment.

20. REPORTING SUSPECTED ABUSE OR NEGLECT OF A CHILD

[Policy Regarding Reporting Suspected Abuse or Neglect of a Child](#)
[Mandated Reporter Training - DCF](#)

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as “mandatory reporters” who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

21. 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 workplace. Smoking is also prohibited in any University vehicle. This policy applies equally to employees and visitors.

22. TRAVEL

[Policy for Motor Vehicles Used for State Business \(GL 115\)](#)

Use of personally owned vehicles for State business must be approved by ECSU. In addition, the employee must submit the declaration page from their auto insurance policy as proof of insurance coverage requirements defined in this policy. An employee who has been authorized to use his/her personally owned vehicle for conducting state business is reimbursed at an established mileage rate for travel on official state business, unless otherwise stated by the employee’s collective bargaining agreement.

This policy pertains to motor vehicles that are used for state business which includes state-owned vehicles, rental vehicles, or personally owned vehicles.

When using University vehicles, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines. Employees are required to notify their supervisor if vehicle appears to be damaged, defective, or in need of repair.

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.

Section B

Employment at Eastern Connecticut State University

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. EMPLOYEE I.D. CARDS

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

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

Employees shall promptly notify Human Resources in writing of any changes in personal data, including any change in eligibility status of dependents carried on their health insurance benefits. The following shall be accurate and current at all times:

- Name
- Address
- Phone number
- Marital status

- Beneficiaries and beneficiaries contact information (for purposes of retirement and/or group life insurance)

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. You may request to review your personnel files by providing reasonable advance notice to Human Resources. 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. You may also provide written authorization to allow another person, such as a union official, to review your files. Under state freedom-of-information (FOI) laws, ECSU must comply with written requests for employment information about its employees. If the agency receives a request to review your file and considers it a possible invasion of your privacy, you will be notified.

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

All information maintained in the personnel file is considered confidential and is kept in locked filing cabinets in Human Resources located in Gelsi & Young Hall.

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.

7. COLLECTIVE BARGAINING

Assignment to a collective bargaining unit is based on your job classification.

Managerial and confidential employees are excluded from the collective bargaining process.

8. EASTERN ALERT PROGRAM

[Eastern Alert Program](#)

[Frequently Asked Questions](#)

The Everbridge Mass Notification System provides accurate, immediate emergency notifications from ECSU to your Mobile, Work or Home Phone, via Text, E-Mail or Voice Message. To receive notifications about emergencies that may affect your workplace you must enter your contact information by logging in to SelfService (eWeb) or clicking on the link provided above.

9. 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.

10. ON-THE-JOB ACCIDENT OR INJURY:

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, you should report it to your supervisor 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. The Office of Human Resources will forward a First Report of Occupational Injury Form, to your supervisor to be completed and signed.
3. Supervisors are responsible for returning 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. Employees are responsible for providing human resources with documentation of all medical appointments related to the injury.

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.

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.

11. 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.

12. 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 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.

13. 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.

Section C

Employee Benefits at ECSU

1. 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.

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.

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.

2. IN-SERVICE TRAINING

[State In-Service Training Program](#)

In-Service training courses are offered in the Fall and Spring. Employees can apply for any classes with supervisor/agency head approval.

Questions may be directed to the Agency Training Approval Officer in Human Resources.

3. HEALTH INSURANCE AND BASIC GROUP TERM LIFE INSURANCE BENEFITS:

[State of Connecticut Employees Health Care Options Planner 2022/2023](#)

Medical insurance, dental insurance, the health enhancement program, and basic group term life insurance coverage are offered to all new employees. To qualify for these benefits, you must sign up within 30 days of your hire date. If you waive medical insurance, dental insurance, and/or participation in the health enhancement program, you will not be able to sign up for benefits until the next open enrollment period which occurs in the month of May into June with an effective date of coverage July 1. Employees are required to provide proof of relationship for each eligible dependent covered.

If you waive the basic group term life insurance, but decide to apply for coverage at a later date, you will be required to fill out an “Evidence of Insurability Form” and the insurance carrier may require you to have a physical examination. Human Resources will send you the Benefits Application form to enroll in any of these programs.

Employee medical and dental insurance premiums are considered pre-tax dollars.

Medical/dental insurance coverage for eligible employees who choose to enroll will be **effective the first of the month immediately following the employee's hire date or date of eligibility.**

- a) **Medical Insurance:** Employees may choose one of the medical insurance plans offered by Anthem. (Please refer to the Healthcare Options Planner.)

You may choose coverage for yourself, your spouse, or your eligible dependents. There are documentation requirements for enrollment of dependents. **Dependent children are eligible for medical insurance coverage up to age 26. Disabled children may be covered beyond age 26, with proper documentation.** It is your responsibility to notify Human Resources when any dependent is no longer eligible for coverage.

- b) **Dental Insurance:** Employees may choose Total Care DHMO, Cigna Basic Dental, Cigna Enhanced Dental, or Cigna DHMO Dental. (Please refer to the Healthcare Options Planner.)

You may choose coverage for yourself, your spouse, or your eligible dependents. Dental insurance coverage ends for dependent children at age 19 (unless disabled). **Effective July 1, 2022, children, stepchildren, and other dependent children will be allowed to remain on their parents' dental insurance plan until they attain the age of 26 or obtain substantive coverage through their own employer.**

- c) **Health Enhancement Program:** Employees need to choose whether or not to participate in the Health Enhancement Program. (Please refer to the Healthcare Options Planner.)

PLEASE NOTE: If you do not enroll in the Health Enhancement Program, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1400 per family) in-network medical deductible.

- d) **Basic Group Term Life Insurance:** For bargaining unit employees, the maximum term life insurance coverage is \$38,000. Your salary determines the amount of coverage. Please refer to Schedule 1 in the Group Life Insurance booklet. This is a guaranteed issue policy if you sign up when you are hired. The coverage becomes effective when you reach permanent status (six months) and insurance premiums will be deducted from your paycheck biweekly once you reach permanent status. The state and employee share the cost of premiums for basic group life insurance. Once you are participating in the basic group term life insurance plan, supplemental term life insurance is also available to you in increments of \$5,000 up to \$50,000 coverage. Premiums for supplemental term life insurance are totally paid by the employee. If you waive the basic group life insurance when you are hired, but decide that you want to purchase it at a later date, you will need to fill out an "Evidence of Insurability" form, which is sent to the insurance company for their review. They will determine whether they will issue you a policy or require you to take a physical examination before making a determination.

Non-bargaining unit employees should refer to Schedule 2 in the Group Life Insurance booklet. Supplemental term life insurance is also available in the amount of \$50,000.

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.
- During the year an employee may experience a Qualifying Life Event, which allows them a thirty-one (31) 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-one (31) 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 within thirty-one (31) days of a change in the dependent's status, such as divorce, dissolution of a civil union, death of a spouse or civil union partner, legal separation, or a child losing dependent status under the state sponsored group health plan.

Please contact LaShawn McBride, Human Resources Department for required paperwork.

4. COBRA**Group health Insurance Continuation Coverage – COBRA**

Continuation coverage is provided when a “qualifying event” occurs. Some qualifying events generate an 18-month eligibility period while others generate a 36-month eligibility period.

Qualifying events include:

- Termination of the employee's employment or reduction in the employee's hours of employment
- Divorce or legal separation
- Death of the employee
- A child who no longer qualifies as a dependent
- Leave of absence without pay

COBRA continuation coverage for an employee involved in a “qualifying event” shall be eligible for the same group health coverage received immediately before the “qualifying event”. Qualified beneficiaries of such employees will have a status similar to an active employee.

Information and premium rates for continued coverage can be obtained by contacting Human Resources.

5. SUPPLEMENTAL BENEFITS FOR EMPLOYEES:

[State of Connecticut Employee Benefits Guide](#)

The state also offers the following benefits (please refer to the link above for vendor contact/info):

- *Defined Contribution Plans (457, 403(b))*

- *Dependent Care Assistance Program (DCAP) (pre-tax benefits)*
- *Medical Flexible Spending Account (MEDFLEX) (pre-tax benefits)*
- *Qualified Transportation Account (QTA) (pre-tax benefits)*
- *Home and Auto Insurance*
- *Short-Term Disability Insurance*
- *Long-Term Disability Insurance*
- *Life Insurance*
- *Identity Theft Protection*

6. CONNECTICUT STATE EMPLOYEES CREDIT UNION

[CSE Credit Union](#)

Open to all employees and retirees. The Credit Union offers checking, savings, Christmas Club, Vacation Club, Special accounts through payroll deduction and personal loans, car loans, and mortgages. For more information on services offered and becoming a member of the Credit Union, please contact one of the following offices:

84 Wadsworth Street
Hartford, CT 06106
(860) 522-5388

12 North Eagleville Road
Storrs, CT 06268
(860) 429-9306

560 Whalley Avenue
New Haven, CT 06511
(203) 397-2949

Uncas on the Thames Hospital
Norwich, CT 06360
(860) 889-7378

Corner of Holmes & Silver St.
P.O. Box 2485
Middletown, CT 06457
(860) 347-0479

2434 Berlin Turnpike
Newington, CT
(860) 667-7668

7. CONNECTICUT HIGHER EDUCATION TRUST (CHET):

[CHET – 529 College Savings Program](#)

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. The program is managed through Fidelity Investments. 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.

For more information visit: <https://www.fidelity.com/about-chet/activate> or call a Fidelity College Planning representative at 800-544-1914

8. EMPLOYEE & FAMILY ASSISTANCE PROGRAM (EAP)

[Solutions](#)

This is a confidential counseling and referral service for assistance in coping with problems that may affect work performance. These may be emotional, alcohol and drug-related, family, marital, health, or financial areas of concern. You may call Solutions EAP at 1-800-526-3485.

9. RETIREMENT

[State Retirees](#)

[Higher-Ed Retirees](#)

[Empower – Defined Contribution Plan](#)

The State of Connecticut is comprised of several different retirement plans. Eligibility to participate is determined by your collective bargaining unit and date of hire.

If you are considering retirement in the near future, it is very important that you contact Human Resources at least two months prior to your anticipated retirement date so that the necessary paperwork can be completed in a timely manner. Failure to provide sufficient notice may result in a delay in receiving your retirement benefits.

RETIREMENT TIERS

SERS Tier I. You are a member of this retirement plan if you were hired on or before July 1, 1984.

SERS Tier II. If you were hired between July 2, 1984 – June 30, 1997, you automatically become a member of this plan.

SERS Tier IIA. If you were hired between July 1, 1997 – June 30, 2011, you are automatically a member of his plan.

SERS Tier III. If you were first hired into state service on or after July 1, 2011 you are automatically a member of this plan.

SERS Tier IV. Employees hired on or after July 1, 2017 you are automatically a member of this plan. The SERS Tier IV plan is comprised of both a traditional Defined Benefit component and a new Defined Contribution component. The Tier IV Defined Contribution component establishes an account consisting of an accumulation of employee and employer contributions, as well as investment gains or losses. Each Tier IV member will have an account with Prudential Retirement the current third-party administrator of the State of Connecticut 457 Plan, the 403(b) Plan and the Alternate Retirement Program (ARP).

Alternate Retirement Program (ARP). Unclassified employees of the University are eligible to participate in the Alternate Retirement Program. Those who fail to make a selection within the designated time period will be defaulted into Tier IV.

Teachers Retirement System (TRS). The TRS is available to AAUP members at the time of hire at ECSU.

Retirement Information for Part Time Lecturers

Part time lecturers must select a retirement plan or waive membership in a retirement plan upon hire. Employees that do not make an election or sign a waiver within the time period will automatically become a member of SERS. No change of retirement plan membership is permitted after initial election. 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 CSCU or the Board of Governors of Higher Education or any of the constituent units. However, if you elect ARP membership and are subsequently employed in a position not eligible for ARP participation, you must be enrolled in SERS.

Employee Contributions to fund Retiree HealthCare

All new healthcare eligible employees are required to contribute 3% of their compensation (pre-tax) for 15 years to the Retiree Health Fund.

Contributions are refundable to employees who leave employment prior to completing 10 years of service. If any such employee is reemployed, the employee shall be required to make contributions for 10 years starting with the date of reemployment.

Section D

Time Away from Work

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 would 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. HOLIDAYS

[Holiday Schedule](#)

Eastern Connecticut State University is closed for business on holidays. An updated holiday schedule can be found on the HR website listed above.

If a holiday falls on a Saturday or Sunday, the state generally designates the Friday preceding or the Monday following as the day on which it will be observed. You will be paid for a holiday if you are on the payroll immediately before and after the day it is celebrated; you will not receive holiday pay if on a leave of absence without pay before and after a scheduled holiday. Consult your collective bargaining agreement for information about compensation for work performed on a state holiday.

3. JURY DUTY

You will not lose your regular salary or benefits when summoned for jury duty. When you receive your notice to report for jury duty, you must immediately notify your supervisor. Whether you serve only one day or are selected for a trial, the court will provide you with verification of your attendance. Upon your return to work you must submit this verification to your Supervisor and Payroll. If you are not actively serving on jury duty, you must return to work.

Any fees paid to you for services as a juror, except for reimbursement of mileage and parking fees, must be returned to payroll.

4. FAMILY MEDICAL LEAVE

[Statewide Family and Medical Leave Policy](#)

Eligible employees may qualify for Family and Medical Leave under the State and/or Federal Family and Medical Leave Acts for the birth or adoption of a child, the placement of a foster child with the employee, the employee's serious illness, or to care

for a spouse, parent, child or family member with a serious health condition. State and federal family and medical leave acts also provide additional leave rights to family of members of the Armed Forces. Employees should contact Human Resources immediately if any circumstance arises that may require a Family and Medical Leave of absence.

5. FAMILY VIOLENCE LEAVE

[Family Violence Leave Policy](#)

This policy pertains to the leave rights available to employees who are victims of family violence and the procedures relating to such leave. The employee should contact Human Resources immediately if they wish to exercise their right to family violence leave, paid or unpaid, under this policy.

6. 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.

7. PERSONAL LEAVE

If eligible, 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). For some employees, receipt of personal leave benefit may be contingent on date of hire. Personal Leave days do not accumulate from year to year. Therefore, they must be used by December 31st or they will be lost. Please check your collective bargaining agreement for further information.

8. SICK LEAVE

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. If you are a part-time employee, sick leave accrues at a rate proportional to the number of hours you work. Sick leave balances are shown on your CORE-CT generated timesheet and your bi-weekly paycheck or direct deposit advise.

Absences without pay for more than five (5) working days in any one month will result in the loss of the leave credit for that month (per bargaining unit contract). The state medical certificate is required for absence of more than five (5) consecutive days or when the University has reasonable cause for requesting such. If you become ill or injured while on

vacation, you may request that the recovery time be charged to your sick leave balance rather than as vacation leave. A medical certificate to support your request must be submitted.

Sick leave accruals can be utilized when you are unable to come to work due to illness or injury. It is your responsibility to personally notify your supervisor. In addition to absence due to illness or injury, you may use sick leave for:

- Medical, dental, or optical examination or treatment when arrangements cannot be made outside working hours.
- Death in your immediate family.
- Attending funerals of friends or relatives who are not part of the immediate family.
- Serious illness in the immediate family which requires your presence (as outlined by your collective bargaining agreement).
- The birth, adoption, or taking custody of a child.

Note: The number of days allowed per calendar year that can be deducted from sick leave for the above reasons, may vary according to your collective bargaining contract.

Donation of Time for Classified Employees: In the event a bargaining unit member has a long term or terminal illness or disability, has at least six months service and has permanent status and has exhausted his/her paid accrued time, fellow bargaining unit employees may donate their accrued vacation/personal time to that member. Please refer to your union contract to see if this is an option and for guidelines.

Sick Leave Bank: Some bargaining units have a provision for an Emergency Sick Leave Bank that is to be used by full-time permanent employees. Please refer to your union contact to see if this applies to your bargaining unit and, if applicable, for guidelines for use and funding of the Emergency Sick Leave Bank.

Managerial Sick Leave Bank: Management and Confidential Professional employees who have been employed at least one year, exhausted their own sick leave and who have a catastrophic and extended illness shall be eligible to participate in the Sick Leave Bank. For additional information refer to the [HR Policies for Management & Confidential Professional Personnel](#) or contact Human Resources.

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. You are credited with accrued vacation leave upon completion of the first full calendar month of employment. 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.

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.

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 (60 or 120 days), which can be accrued, based on your date of hire. For information on eligibility and accruals for Management/Confidential employees please consult [HR Policies for Management & Confidential Professional Personnel](#).

Section E

Timekeeping and Payroll

1. OVERTIME AND COMPENSATORY TIME

Overtime is time worked beyond the normal workweek, usually under certain emergency situations or to meet special needs for increased work production.

Overtime assignments must be approved in advance by your management team.

Eligibility for paid overtime is governed by the Federal Fair Labor Standards Act (FLSA), State statute, and the provisions of your collective bargaining agreement. The FLSA applies to all public employees except for Managers, Confidential and Exempt employees.

Exempt employees who perform overtime work are entitled to receive Compensatory Time in lieu of paid overtime in accordance with your collective bargaining agreement.

Managers: The Board recognizes that Management and Confidential Professional positions are demanding and often require work beyond that normally expected of other employees. In unique situations compensatory time may be granted, provided that the employee has pre-approval from the President or designee.

For further details on Compensatory Time for Employees Exempt from Collective Bargaining please refer to [HR Policies for Management & Confidential Professional Personnel](#).

2. HOURS OF WORK

The standard work/pay week is 40 hours over five (5) consecutive days (8:00 a.m. to 5:00 p.m.) Friday through the following Thursday. (Note: Full-time P-4, AAUP and SUOAF employees work 35 hours per week; NP-2 employees work 37.5 hours per week).

Employees receive a fifteen (15) minute break in mid-morning and mid-afternoon and a minimum of thirty (30) minutes to a maximum of up to one (1) hour for lunch. Lunch or break times cannot be taken at the beginning or end of the workday for late arrival or early departure.

Employee's eligible for variations from the standard work weekdays or hours, such as Alternate Work Schedule (AWS) for P-5 employees, must be approved in advance and on file with Human Resources, in accordance with applicable union contract provisions or state policies.

Call-In Procedures: If absent unexpectedly due to illness, employees must contact their supervisor/manager or designated staff member prior to the employee's scheduled start time. Employees should make every effort to speak directly with his/her

supervisor/manager or designee and use voice mail only if those efforts fail. If leaving a voice mail, a call back number should also be provided in case it is needed. If absence is lengthy, notify your supervisor/manager or designee on a daily basis.

3. TIMESHEETS

[Welcome to Core-CT](#)

[ECSU CORE Self-Service time Reporting](#)

Eastern utilizes CORE-CT Self-Service for time reporting purposes. Timesheets are submitted via CORE-CT Self-Service (online) every payday. Employees are required to submit his/her timesheet on Thursday, the last day of the pay period. Supervisors are required to review and approve employee's time sheet the following Friday.

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.

4. PAYDAYS

Paychecks for employees are issued subject to a mandatory state two-week hold-back policy. New employees who start work at the beginning of a pay period will receive their first check four weeks later.

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.

5. 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 Accounts Payable Department of Fiscal Affairs. This function is also managed in accordance with the appropriate State Travel Regulations.

Section G

Employee Conduct

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.

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. PROFESSIONAL IMAGE

All employees should report to work dressed appropriately for the duties they perform. This provision applies to all staff, including temporary employees and student workers. Failure to comply with this policy may result in the employee being sent home.

4. 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.

5. 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 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.

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

Employee Services for your Convenience

1. LIBRARY SERVICES

Library privileges are extended to all ECSU 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.

2. PARKING

Free parking is available to all faculty, staff, and students at 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.

3. 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.

4. 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, 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 applies to all members of the University community, including faculty and staff.

Each member of the University community is 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.