

# **Employee Handbook**



**Bryant University**  
**1150 Douglas Pike**  
**Smithfield, Rhode Island 02917-1284**

Human Resources Department  
Telephone: 401.232.6010  
Fax: 401.232.6971

October 2010

## DISCLAIMER

This handbook has been prepared by the Human Resources Department to serve as a practical guide to University personnel policies. While this handbook does not represent a contractual agreement, it does offer valuable information on a wide variety of topics. It is only a summary of policies compiled for your convenience and is not intended to cover all topics or circumstances. Where there are differences between the provisions of this handbook and more specific statements contained in Bryant's contractual agreements, or records (such as insurance policies, plan documents or Collective Bargaining Agreements), the contractual agreements or records shall control.

No information in this handbook is intended to create a contract of employment, a guarantee of benefits, or a guarantee of procedures to be followed. It is merely a guide, and its provisions may be changed without notice. Bryant is an "employment-at-will" employer, which means that either the employer or the employee may terminate the employment relationship at any time with or without notice or cause.

While we do try to lend stability to our policies and procedures, we reserve the right to modify any condition of employment with or without notice.

The policies, rules, and regulations contained in this handbook supersede and replace all policies, rules and regulations contained in prior handbooks or policy statements. We suggest that you read them carefully.

*In some cases, Collective Bargaining Agreements may alter or modify personnel policies and benefits described herein. In these cases, the applicable provisions of the current Collective Bargaining Agreements will prevail.*

## TABLE OF CONTENTS

	PAGE
<b>I. <u>INTRODUCTION</u></b>	1
A. <u>Bryant Principles</u>	1
B. <u>Background of the University</u>	2
C. <u>Mission Statement</u>	3
D. <u>Commitment to Diversity</u>	4
<b>II. <u>EQUAL EMPLOYMENT OPPORTUNITY</u></b>	5
A. <u>EEO/AA Policy</u>	5
B. <u>Americans with Disabilities Act</u>	6
C. <u>Protection from Harassment</u>	7
1. <u>Reporting Procedures</u>	9
2. <u>Information/Counseling Resources</u>	11
3. <u>Internal Contact List</u>	11
<b>III. <u>GETTING STARTED</u></b>	12
A. <u>Confidentiality</u>	12
B. <u>Computer Code of Ethics</u>	12
C. <u>Copyright Ownership</u>	13
D. <u>Responsible Use of Electronic Mail, Voice Mail and the Internet</u>	13
E. <u>Employee Identification Card</u>	14
F. <u>Policy Against Alcohol and Drug Abuse</u>	14
G. <u>Smoking Policy</u>	14
H. <u>Vehicle Registration</u>	15
<b>IV. <u>EMPLOYMENT AND EMPLOYEE CONDUCT</u></b>	15
A. <u>Employment Classifications</u>	15
1. <u>Regular/Temporary &amp; Contingent</u>	15
2. <u>Full-Time/Part-Time</u>	15
3. <u>Exempt/Non-Exempt</u>	15
B. <u>Work Schedules</u>	16
1. <u>Normal Hours</u>	16
2. <u>Summer Hours/Flextime</u>	16
3. <u>Alternate Work Hours</u>	16
4. <u>Overtime</u>	16
5. <u>Lunch Period and Rest Period</u>	16
6. <u>Job Sharing</u>	17
7. <u>Flexible Work Arrangements</u>	18
C. <u>Attendance</u>	18

## TABLE OF CONTENTS

	PAGE
D. <a href="#">Unanticipated Absences</a>	18
E. <a href="#">Credit Information</a>	18
F. <a href="#">Employment of Relatives</a>	18
G. <a href="#">Guide to Mutual Respect/Professional Conduct</a>	19
H. <a href="#">Standards of Conduct</a>	19
I. <a href="#">Outside Employment</a>	19
J. <a href="#">Employment Opportunities and Transfers</a>	20
K. <a href="#">Personnel Records</a>	20
L. <a href="#">Problem Resolution</a>	21
M. <a href="#">Progressive Discipline</a>	21
N. <a href="#">Termination of Employment</a>	22
O. <a href="#">Release of Final Paycheck</a>	22
P. <a href="#">Retirement</a>	22
Q. <a href="#">Whistleblower Policy</a>	22
V. <a href="#">TIME AWAY FROM WORK</a>	25
A. <a href="#">Holidays</a>	25
B. <a href="#">Vacation</a>	26
1. <a href="#">Administrative Employees</a>	26
2. <a href="#">Full-Time Support Staff and Public Safety Supervisory Employees</a>	26
3. <a href="#">Service/Maintenance and Public Safety Employees</a>	27
4. <a href="#">Part-Time Support Staff, Service/Maintenance and Public Safety Employees</a>	27
C. <a href="#">Bereavement</a>	27
D. <a href="#">Jury/Witness Duty</a>	28
E. <a href="#">Military Leave</a>	28
F. <a href="#">Emergency Closings/Early Release</a>	28
G. <a href="#">Leaves of Absence</a>	29
1. <a href="#">Administrative Professional Leave</a>	29
a. <a href="#">Professional Leave Without Pay</a>	29
b. <a href="#">Professional Sabbatical</a>	30
c. <a href="#">Faculty Sabbatical</a>	32
2. <a href="#">Personal Leave</a>	32
3. <a href="#">Family and Medical Leave Policy</a>	32
<a href="#">Family and Medical Leave Act (FMLA)</a>	
<a href="#">RI Parental and Family Medical Leave Act (RIPFMLA)</a>	
<a href="#">RI Military Family Relief Act</a>	
H. <a href="#">Sick Leave (Personal, Family, Adoptive)</a>	38
1. <a href="#">Administrative Employees</a>	39
2. <a href="#">Support Staff and Public Safety Supervisors</a>	39
3. <a href="#">Faculty, Service/Maintenance and Public Safety Employees</a>	40
I. <a href="#">Personal Days</a>	40
J. <a href="#">Temporary Disability Insurance</a>	40

## TABLE OF CONTENTS

	PAGE
K. <a href="#">Return to Work Program</a>	41
<b>VI. <a href="#">COMPENSATION</a></b>	<b>41</b>
A. <a href="#">Compensation Philosophy</a>	42
B. <a href="#">Performance Management Program (Performance Evaluations)</a>	42
C. <a href="#">Pay Policy and Schedule</a>	43
D. <a href="#">Direct Deposit</a>	43
E. <a href="#">Earned Income Tax Credit</a>	43
F. <a href="#">Time Sheet Policy</a>	43
<b>VII. <a href="#">BENEFITS</a></b>	<b>44</b>
A. <a href="#">Benefits Overview</a>	44
B. <a href="#">Benefits Eligibility</a>	45
C. <a href="#">Domestic Partners/Spousal Equivalents</a>	45
D. <a href="#">Medical Plans</a>	45
E. <a href="#">Dental Plans</a>	45
F. <a href="#">Flexible Spending Accounts</a>	46
1. <a href="#">Dependent Care Assistance Plan (DCAP)</a>	46
2. <a href="#">Medical Reimbursement Plan (MRP)</a>	46
G. <a href="#">Voluntary Benefits</a>	46
1. <a href="#">Personal Accident Expense Plan</a>	46
2. <a href="#">Personal Short-Term Disability Insurance</a>	47
3. <a href="#">Personal Cancer Protection Plan</a>	47
4. <a href="#">Long Term Care Insurance</a>	47
5. <a href="#">College Savings Plan – 529 CollegeBoundfund</a>	47
H. <a href="#">Group Life Insurance and AD&amp;D Insurance</a>	48
I. <a href="#">Long-Term Disability Insurance (LTD)</a>	48
J. <a href="#">Workers’ Compensation</a>	48
K. <a href="#">COBRA</a>	48
L. <a href="#">Employee Assistance Program (EAP)</a> <a href="#">Child Care/Elder Care Services</a>	49
M. <a href="#">Executive Development Center (EDC)</a>	49
N. <a href="#">Fellowship Program</a>	50
O. <a href="#">Tuition Exchange Program</a>	50
P. <a href="#">Tuition Remission Program</a>	51
1. <a href="#">Employees</a>	51
2. <a href="#">Dependents</a>	52
Q. <a href="#">Retirement Program</a>	53
R. <a href="#">Savings Bonds</a>	53
S. <a href="#">Supplemental Retirement Annuity (SRA)</a>	53
T. <a href="#">Vision Care Insurance</a>	53

## TABLE OF CONTENTS

	PAGE
<b>VIII. <u>WORK AND LIFE AT BRYANT UNIVERSITY</u></b>	54
A. <u>Wellness Center</u>	54
B. <u>Athletic Events</u>	54
C. <u>ATMs</u>	54
D. <u>Bank at Work</u>	54
E. <u>The Bryant Center</u>	54
F. <u>Business Casual Dress</u>	54
G. <u>Library</u>	55
H. <u>Parking</u>	55
I. <u>Parking for People with Disabilities</u>	56
J. <u>Personal Property</u>	56
K. <u>Post Office</u>	56
L. <u>Solicitation</u>	56
<b>IX. <u>HEALTH SERVICES AND SAFETY</u></b>	57
A. <u>Health Services</u>	57
B. <u>Safety</u>	57
C. <u>Campus Security Act</u>	57
D. <u>Lost and Found</u>	58
E. <u>What To Do In Case Of An Accident</u>	58
<b>X. <u>GENERAL INFORMATION</u></b>	58
A. <u>University Relations/Media Contact</u>	58
B. <u>Employee Get-Togethers</u>	59
C. <u>Flowers for Employees/Trustees</u>	59
D. <u>Privacy</u>	60
E. <u>Telephone Calls</u>	60
F. <u>Trustee Illness/Death</u>	61

## I. INTRODUCTION

### A. Bryant Principles

Bryant believes that the most successful institutions of higher education work hard at building community. This effort is guided by several principles that shape our shared experiences. The fostering of these principles helps our University prepare its students to achieve their personal best in life and their chosen professions. To enter Bryant University is to become a member of a community, which is both a privilege and an opportunity. Participation in and support of this community is a responsibility shared by all. The search for community represents a process and a journey dedicated to helping students succeed. These guiding principles\* are as follows:

- Bryant University is an educationally purposeful community - a place where faculty, staff, and students work together to strengthen teaching and learning on campus.
- The campus is a place where high standards of civility are set and violations are challenged. Bryant University is a community whose members speak and listen carefully to each other.
- Bryant University is a place where the sacredness of each person is honored and where diversity is aggressively pursued.
- Bryant University clearly states both its academic and social expectations. All must accept their obligations as citizens of the Bryant community and expect to be held accountable for behavior as individuals and members of groups.
- The University is a caring community where the well-being of each member is supported and where service to others is encouraged.
- Bryant finds opportunities to affirm both tradition and change. Orientation, Homecoming, Commencement, and other activities are examples of celebratory activities. Good traditions must be preserved, new ones established, and others must sometimes end.

\*Principles outlined in Ernest Boyer's book *Campus Life: In Search of Community* form the basis for the Bryant Pledge. These principles represent the shared commitments of students and the institution's staff and faculty toward a successful learning experience.

## **B. Background of the University**

Founded in 1863, Bryant University is situated on a 420-acre, residential campus in Smithfield, Rhode Island. For a listing of “quick facts,” “accreditations,” and “memberships,” visit: [www.bryant.edu](http://www.bryant.edu) and click the “About Bryant” link.

### **C. Mission Statement**

Bryant University is a student-centered university focused on academic excellence that prepares its students to achieve their personal best in life and their chosen professions through:

- Challenging academic programs offered by faculty members prominent in their fields,
- A culturally enriching campus life that encourages personal growth,
- Corporate and business experiences and affiliations,
- The integration of advanced technology into the curriculum, and
- The cultivation of a global perspective through course work and student-life activities.

Bryant's Mission Statement is a product of the institution's community-wide strategic planning effort, which is an ongoing process; thus the mission will be subject to periodic review and revision as needed.

## **D. Commitment to Diversity**

Bryant University recognizes that its position as a leader in higher education is greatly determined both by the diversity of its campus community and its intellectual endeavors. Its commitment to link academic and social diversity for the benefit of the learning and living environment reflects its belief that excellence and diversity are mutually reinforcing objectives.

We also understand diversity as a global issue. We provide an education that offers our students the knowledge and skills to thrive in an age of global complexity and change. Our policies and programs nurture a pluralistic environment that honors human dignity, integrity, and the rights of others.

Bryant University encourages members of its community to be independent, tolerant thinkers who possess the courage and patience to grow in their understanding of differences – whether they be ethnic, intellectual, physical, political, cultural, sexual, religious or economic. Doing so on a personal level reaffirms the critical role that divergent voices play in making Bryant University a world-class institution dedicated to teaching, learning, and producing new knowledge.

## **II. EQUAL EMPLOYMENT OPPORTUNITY**

### **A. EEO/AA Policy**

Bryant University is committed to a policy and practice of equal opportunity and affirmative action. It is the intention of Bryant to make all efforts reasonably possible to live up to its EEO Policy and the commitments made in its Affirmative Action Program.

Bryant does, and will continue to, provide all applicants for employment and all employees with equal opportunity for employment and promotion regardless of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status. This commitment to equal employment opportunity includes all other personnel actions, such as, transfers, disciplinary actions and procedures, layoffs, Bryant-sponsored training, social and recreational programs or activities, rates of pay, educational assistance (tuition reimbursement), and all other conditions of employment. Management at all levels will abide by federally mandated regulations in incorporating affirmative action into its procedures. There will be a good faith effort to increase the consideration, promotion, hiring, and effective utilization of minorities and females in all job categories and organizational units/departments in accordance with the Affirmative Action Program. Minorities and females are encouraged to take the fullest advantage of the opportunities available at Bryant. Bryant intends to fulfill the spirit of equal employment opportunity and affirmative action by ensuring that its relationships with prospective and present employees are open and free from bias.

Employee inquiries should be directed to the Associate Vice President for Human Resources, ext. 6011. For disability-related concerns, inquiries should be directed to the Director of Health Services, ext. 6220.

The complete Equal Employment Opportunity Policy and Affirmative Action Program is available in Human Resources.

## **B. Americans with Disabilities Act**

Bryant University complies with the Americans with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination against qualified individuals with disabilities on the basis of that individual's disability in, among other things, job application procedures, hiring, promotion, transfers, discharge, layoffs, training, compensation and fringe benefits. Not only does Bryant comply with the ADA, but Bryant also considers this compliance to be a reaffirmation of the University's long-standing nondiscrimination policy. To this end, Bryant bases all of its employment decisions on an employee's qualifications to perform the essential functions of the job, with or without reasonable accommodations that do not impose an undue hardship on the University.

Issues concerning the ADA and/or reasonable accommodations should be brought to the attention of the Associate Vice President for Human Resources, ext. 6011.

## **C. Protection from Harassment**

### Policy Statement:

Bryant University is committed to maintaining a working and learning environment which supports respect for the individual and for academic freedom, where all members of the community can work and learn in an atmosphere that is free from sexual or other types of harassment.

It is the policy of Bryant University that no member of the University community, including faculty, staff, students, volunteers, interns, and third party contractors, may subject another to sexual or any other type of harassment. Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Bryant community and will not be tolerated.

Harassment is defined as unwelcome verbal and/or physical conduct directed toward an individual or regarding an individual's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status that has the purpose or effect of:

- 1) humiliating and/or intimidating an individual or
- 2) impeding and/or interfering with work performance, academic status, or college life.

In particular, sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature where:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn (situations that have the effect of substantially interfering with an individual's professional or academic performance by creating an intimidating, hostile, humiliating, or offensive working or learning environment, even if no job or promotion loss results).

Bryant University considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, or who

aids and abets or incites such conduct, will be subject to disciplinary action, up to and including termination of employment. Further, any retaliation against an individual for filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

### Examples of Sexual Harassment

Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct, which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- sexual advances - whether they involve physical touching or not;
- requests for sexual favors in exchange for actual or promised job or academic benefits such as favorable reviews, salary increases, promotions, grades, increased benefits, or continued employment;
- sexual jokes;
- use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, sexual activity, deficiencies, or prowess;
- displaying sexual objects, pictures, cartoons;
- leering, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one's sexual activities; and
- assault or coerced sexual acts.

The U.S. Equal Employment Opportunity Commission (EEOC) has observed that hostile environment sexual harassment takes a variety of forms, and that many factors affect this determination. The determination of a hostile environment is affected by:

- whether the conduct was verbal or physical or both;
- how frequently the conduct was repeated;
- whether the conduct was hostile and patently offensive;
- whether the alleged harasser was a co-worker or supervisor;
- whether others joined in perpetrating the harassment; and
- whether the harassment was directed at more than one individual.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive, and that fails to respect the rights of others. Conduct which may appear "voluntary" because a faculty or staff member or student does not seem to be forced to participate against his or her will is

still sexual harassment as long as the victim makes it clear that the advances are unwelcome. Whether an isolated remark or act or a course of conduct creates a sexually hostile work environment will depend upon the totality of the circumstances.

### Reporting Procedures

Bryant University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. To encourage persons to come forward, the University provides several channels of communication, information, and complaint resolution. A list of potential resources or contacts available at the University is provided at the conclusion of this policy.

### Complaint/Reporting Process

Complaints involving an employee of the University must be reported immediately either orally or in writing to the Associate Vice President for Human Resources (or his/her designee). If the complaint involves a faculty member, the complaint may be made to the Vice President for Academic Affairs (or his/her designee). Complaints of sexually harassing or discriminatory behavior by students may be made to the Vice President for Student Affairs/Dean of Students (or his/her appointed designee). Procedures for handling a student complaint or grievance are covered by certain provisions within the Bryant University Student Handbook and are administered by the Vice President for Student Affairs/Dean of Students.

The Associate Vice President for Human Resources will participate in the investigatory process with Student Affairs and/or Academic Affairs when a student alleges sexual harassment by faculty or staff, or when a faculty member alleges sexual harassment by faculty, staff, or a student. In any complaint situation where a student is involved, the Vice President for Student Affairs/Dean of Students (or his/her appointed designee) will participate in the investigatory process.

If a supervisor, manager or department chair of the University becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an individual coming forward, the supervisor, manager, or department chair should immediately report it to the Associate Vice President for Human Resources.

When a complaint is received, the University will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may include interviews with the person making the complaint, any witnesses, and the

person(s) alleged to have engaged in the harassment. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate that offending conduct and, where it is appropriate, the University also will impose disciplinary action. Appeals must be submitted in writing detailing the specific reason(s) for the appeal.

The President or his/her designee will serve as the appeal authority. The President or his/her designee shall have the power to affirm, reverse, or modify the decision and/or the penalty imposed (but not increase), or to remand the matter to the University official imposing the sanction for further consideration. The decision of the appeal authority is final.

#### Harassment by Visitors

The University does not condone harassment by individuals visiting students or attending University functions or by any other visitor on the University campus. If anyone is subjected to harassment by visitors, he or she should call Public Safety, who will escort the visitors off campus and/or take other appropriate action. If visitors' behavior is illegal (for example, disturbing the peace, vandalism, sexual assault, etc.), they are subject to arrest. All members of the community should make it clear to visitors that such behavior is not acceptable at Bryant University.

#### Harassment by Third Parties

The University does not condone harassment by third parties, including internship supervisors, donors, or consultants, with whom members of the Bryant community are dealing on or off campus in the course of their academic or employment responsibilities. If anyone is subject to harassment in these situations, he/she should report it to his/her supervisor or advisor as soon as possible in order that appropriate action can be taken.

#### Consensual Relationships/Fraternization

Romantic or sexual relationships between faculty/staff and students have potential for adverse consequences, including the filing of sexual harassment charges. The apparent consensual nature of a relationship may be inherently suspect when a situation of "unequal power" exists which may contain elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting privileges or favorable treatment in the working and learning environment. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others. Employees who have access to student residences due to the nature of their position at the University are expected to adhere to all departmental policies related to fraternization or access to student residences. Any violations of

departmental policies could result in disciplinary action, up to and including immediate termination of employment.

Romantic or sexual relationships between members of the Bryant community and third parties (e.g., internship supervisors, donors, consultants) with whom they are dealing off campus as part of their academic or employment responsibilities may also have potential for adverse consequences, including the filing of sexual harassment charges. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others.

### Information, Counseling and Advocacy

Anyone may seek advice, information or counseling on any matter, including matters relating to harassment, without having to lodge a complaint. Resources are listed under Information/Counseling Resources.

*Bryant University list of resources available to individuals who believe they have been subject to discrimination, harassment, or retaliation.*

### Information/Counseling Resources

Counseling Services	232-6045
Health Services	232-6220
Student Affairs	232-6046
LifeWatch: Employee Assistance Program	1-800-333-6228

### Internal Contact List

Vice President for Student Affairs/Dean of Students	232-6046
Associate Vice President for Human Resources	232-6011
Vice President for Academic Affairs	232-6060

### External Filing Remedies

While it is Bryant's goal to investigate and resolve harassment complaints internally, individuals who believe they have been subjected to sexual harassment, may also file a formal complaint with either or both of the following government agencies:

Rhode Island Commission for Human Rights 180 Westminster St. 3 <sup>rd</sup> Fl Providence, RI 02903 (401) 222-2661	United States Equal Employment Opportunity Commission (EEOC) John F. Kennedy Federal Building 475 Government Center Boston, MA 02203 (800) 669-4000
---	--

### **III. GETTING STARTED**

#### **A. Confidentiality**

In the course of working at Bryant University, employees may have access to confidential information about the University, its students and/or parents, co-workers or the public, including, but not limited to, information regarding student records, disciplinary matters, and development plans. As a matter of state and federal law and/or University policy, such information must be held in strict confidence and not divulged to persons either within or outside the University community, to protect individual privacy and University business.

If it is important for someone in the University to know the details of a confidential matter, then it may be appropriate for an employee to share it or discuss it. An employee should always check with his/her supervisor for specific instructions regarding who should have access to privileged information and how it should be handled.

Employees who have access to student information should refer to the student handbook for the detailed University policy regarding the Family Educational Rights and Privacy Act (FERPA), a federal law that provides students rights of access to education records and imposes regulations on the University in the release and disclosure of education records to third parties.

#### **B. Computer Code of Ethics**

Bryant University makes Information Technology resources (e.g., the Internet, e-mail, etc.) available to faculty, staff, students, alumni, and related constituent groups for conducting activities in support of the mission of the University. These resources are a privilege, not a right, and electronic records of information created through their use are the property of Bryant University. Bryant reserves the right to monitor the operation of these resources, to access information and data contained therein, and to retain or dispose of those records as it deems necessary.

Acceptable uses include, but are not limited to, official University business, academic research and academic discussion. Unacceptable uses include, but are not limited to, activities disrupting the effective operation of Bryant networks, operation and/or solicitation of non-Bryant commercial businesses, unauthorized copying and use of software and documentation, accessing internet sites or sending messages which could be construed as harassing, derogatory, inflammatory, or obscene, and activities interfering with an employee's productive work time. Employees' personal use of these resources is limited to incidental use that

does not interfere with the employee's productive work time and conforms with the policies set forth by the University.

Employees should refer to Information Technology's Policy and Procedures at: [http://web.bryant.edu/~commtech/it\\_policy.html](http://web.bryant.edu/~commtech/it_policy.html).

### **C. Copyright Ownership**

The law provides copyright protection to software developers. Unauthorized copying or use of software or documentation is prohibited, is against Bryant University policy, and can result in civil and criminal liability. Except as expressly provided for in the pertinent software license agreement, no individual is authorized to make copies of copyrighted material. Questions regarding licensing agreements should be directed to the Information Technology Department.

### **D. Responsible Use of Electronic Mail, Voice Mail and the Internet**

Bryant University provides voice mail, electronic mail (e-mail) and Internet access for use by Bryant University employees primarily for University business. All e-mail and voice mail messages or other communications sent internally or externally using University computers or communications systems are the property of Bryant University. Therefore, employees should not expect that any message transmitted using these systems is private.

As a tool provided by the University, any correspondence - either forwarded to a destination or retained locally on computer disks or tapes - shall be considered property of the University and subject to review, interception, access and disclosure by management with or without notice, at any time during or after working hours. Electronic correspondence is subject to review at any time and for any reason. An employee shall have no expectation of privacy with respect to e-mail or any other electronic communications and/or electronic files. We may, for example, need to review e-mail files for the purpose of conducting normal University business, trouble shooting computer problems, or determining whether an employee has failed to comply with important University policies.

In general, the creation of any correspondence - either internal or external - within an electronic mail application should be viewed as if the person were typing on University letterhead. Each email should be written with this in mind, i.e. the communication represents the employee, the department and the University. Please remember that the use of e-mail and electronic resources such as the Internet or the World Wide Web ("www") is for business purposes and that the University reserves the right to access and review all information on the system at any time. Persons using the e-mail system should understand that communications

on the internal network are subject to viewing by the University and are not confidential.

It is a violation of Bryant University policy to send harassing or obscene messages (both written and graphics) through the electronic mail (e-mail) system. Fraudulent, vulgar or obscene messages, or messages with derogatory or inflammatory remarks about an individual or group's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, physical attributes, veteran or marital status, is a direct violation of University, federal and state policy. Communications of these types will not be tolerated. All communications should be professional and e-mail should be used in an effective, ethical and lawful manner.

#### **E. Employee Identification Card**

All new employees receive identification cards. To obtain your card, complete the necessary form in the Human Resources office and bring it to the Department of Public Safety. Your I.D. card may be required when attending events and programs or when using various University services, including the library and the wellness center. The card remains the property of the University and must be returned upon termination of employment.

#### **F. Policy Against Alcohol and Drug Abuse**

Bryant University is committed to maintaining a work environment that is healthy, safe and secure for all colleagues. Employees needing help in dealing with alcohol or drug abuse problems are encouraged to seek assistance through the Employee Assistance Program or through their medical insurance provider.

Bryant University prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. Where there is evidence of violation of the law, law enforcement officials will be contacted immediately.

#### **G. Smoking Policy**

In order to maintain a healthy living, working and learning environment, Bryant University prohibits smoking in any building on campus or in any University owned/leased vehicle. This policy is designed in compliance with Chapter 23-20.10 of the Rhode Island General Laws entitled, "Public Health and Workplace Safety Act."

## H. Vehicle Registration

All vehicles parked on campus must be registered with the Department of Public Safety, at which time a parking decal will be issued. Your automobile registration and valid driver's license are required to register the vehicle. The parking decal remains the property of the University and must be returned upon termination of employment.

## IV. EMPLOYMENT AND EMPLOYEE CONDUCT

### A. Employment Classifications

Employment classifications at Bryant are defined as:

- **Regular:** An employee who holds a position, other than a temporary/contingent
- **Temporary/Contingent:** An employee whose employment is contingent upon the continuation of a grant, appropriation award, time-specific contract or agreement, or is conditioned by a special circumstance. Employment as temporary/contingent is designated at the time of the job offer

**Regular and Temporary/Contingent will be further defined in the following categories:**

- **Full-/Part-Time**  
**Full-time:** A position that is budgeted for 1,000 or more regular work hours per year  
**Part-time:** A position that is budgeted for less than 1,000 regular work hours per year
- **Exempt/Non-Exempt**  
**Exempt:** In accordance with federal law, a position that is excluded or exempt from overtime compensation for time worked over 40 hours per week:
  - \* Professional
  - \* Administrative
  - \* Faculty**Non-Exempt:** In accordance with federal law, a position that is compensated at time and one half hours for hours worked over 40 hours per week:
  - \* Service Employees
  - \* Public Safety
  - \* Support Staff

## **B. Work Schedules**

### **1. Normal Hours**

Regular office work hours are 8:30 a.m. to 4:30 p.m.

### **2. Summer Hours/Flextime**

During the summer months, regular office hours are 8:30 a.m. to 4:00 p.m. Specific dates vary and are published annually. During this time period, some departments of the University are able to allow the use of flextime while still meeting service needs. The ability to use flextime within a department is contingent upon all major functions and operational needs within the University being covered appropriately. The decision to offer the use of a summer flextime schedule to individuals within a department will be up to the department head.

### **3. Alternate Work Hours**

Due to the 24-hour per day, 7 day per week nature of Bryant's residential community, alternative work schedules may be utilized to operate the many departments of the University in accordance with the operational needs of the department to which an employee is assigned.

### **4. Overtime**

Bryant University compensates all non-exempt staff members for hours worked in excess of 40 during the work week at one and one half times their hourly rate. This is in compliance with federal and state law or in accordance with applicable collective bargaining agreements. Overtime should only be worked when approved by the direct supervisor. All hours up to 40 will be considered regular hours.

### **5. Lunch Period and Rest Period**

Under normal circumstances, employees are allowed one hour for lunch or a lunch period as defined within the employee's collective bargaining agreement. The scheduling of this break is to be determined by the department head. Departments must have sufficient coverage during lunch breaks.

For most employees a twenty-minute rest period or coffee break is permitted each morning, or in accordance with the applicable

collective bargaining agreement, to provide employees an opportunity to pause and relax for a few minutes during the workday. The scheduling of this break is determined by the department head and cannot be used for early release or coming in after normal starting time.

Activities during the lunch break and the rest period are a matter of individual choice, as long as a professional atmosphere is maintained and such activities do not interfere with the rights of others or the policies of the University.

## **6. Job Sharing**

The University will consider requests by employees to arrange for job sharing, i.e., two persons sharing one position. Job sharing decisions remain solely with the department head and the divisional vice president, and are subject to the following guidelines:

1. No additional expense will be incurred by the University, e.g. additional space or equipment.
2. Work times will be arranged by the department supervisor, taking into consideration the requests of the employees who will be sharing the position.
3. Only one employee may work in excess of 1000 hours per year and thus be benefits eligible.
4. In the opinion of the department head and the divisional vice president, if the job sharing relationship does not meet the needs of the department, the relationship may be rescinded at any time and the rescission will not be grounds for grievance by any party.
5. If one employee vacates the position, the department head and divisional vice president will decide whether or not to continue the shared position. If necessary, the employee holding the lesser-hour position may be required to work additional hours during a vacancy or during vacations to a maximum of 999 hours annually.

## **7. Flexible Work Arrangements**

There may be times when it is in the best interest of both the employee and the University to arrange a flexible work schedule. The employee and his/her supervisor should discuss the feasibility of a flexible work schedule, document the arrangement and seek approval from the divisional vice president. It may not be possible to accommodate flexible work arrangements in some departments or for some positions.

### **C. Attendance**

Bryant University expects all employees to maintain good attendance and to report on time. Excessive absences and tardiness hinder the effectiveness of a department and must be kept to a minimum. Excessive absences without good cause or repeated tardiness will result in disciplinary action.

### **D. Unanticipated Absences**

The University understands that there are times when an employee will have unanticipated absences. If it is necessary to be absent from work due to sickness or for any other personal reason, the employee must notify her/his supervisor before the start of her/his scheduled workday if possible, or as soon thereafter as possible. The Supervisor must also be contacted on each additional day of absence. An employee who is out sick for three or more consecutive work days may be required to bring in a physician's note. Failure to notify your supervisor of an absence for three (3) consecutive days will be considered a voluntary resignation.

### **E. Credit Information**

When the Human Resources Department receives a request for credit information from a bona fide agency, store, or bank, non-confidential information such as date of employment, position classification and name of department will be released once the agency is positively identified. However, confidential information such as pay rate and projected earnings will not be released to any agency without specific written authorization from the employee.

### **F. Employment of Relatives**

This policy applies to any individual who receives compensation from the University for services rendered. No spouse, parent, child, step-child, sibling or in-law of a Bryant University employee may be hired to work in the same work shift of the department as the employee, work in a capacity

where there would exist direct supervision or control, or work in any capacity where the University determines it would adversely impact on a rational business need. Questions regarding this policy should be directed to the Human Resources Department.

### **G. Guide to Mutual Respect/Professional Conduct**

It is important for all of us working at the University to conduct ourselves in a manner that is fair to each other and to our common objectives.

Over the years, our success has been achieved only because our employees have recognized this requirement and have demonstrated their commitment through their good conduct and work performance. However, as is true with any group of people working together, from time to time there are situations when a specific policy or an obvious rule of common sense is broken. In these cases, the University will take appropriate action.

We believe each employee should be treated and respected as an individual. For this reason, employee conduct is approached in a flexible, case-by-case manner. Some infractions are more serious than others and an employee's length of service, work record and prior conduct all are considered in determining the proper action to be taken.

It is our practice to use progressive counseling procedures. Of course, some serious incidents of misconduct may require immediate discharge from employment. Whenever appropriate, misconduct will be dealt with by counseling before termination of employment is considered.

### **H. Standards of Conduct**

Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated. Employees are expected to abide by all University policies and are expected to meet established performance standards. Conditions or circumstances that prevent an employee from performing effectively or from completing assigned tasks should be reported to the employee's supervisor.

### **I. Outside Employment**

Bryant University recognizes that employees may be employed outside of the University. Such employment is permitted as long as the outside employment does not:

- Coincide or conflict with the employee's hours of work for the University;
- Conflict with the employee's University job responsibilities;

- Cause an employee to arrive late for, or leave early from, any scheduled shift or work hours in the University job;
- Constitute a conflict with University interests;
- Occur on University property or utilize University resources.

Employees engaged in outside employment activities are also bound by the requirements of Bryant's non-solicitation policy, which prohibits employees from soliciting during their work hours and during the work hours of other employees, and from distributing literature or other materials during their work hours and during the work hours of other employees.

If an employee is unsure as to whether his/her outside employment is prohibited by this policy, the employee should in the first instance discuss the outside employment with his/her immediate supervisors.

Exceptions to this policy are only valid if approved in writing.

Compliance with this policy is the responsibility of the employee. When a supervisor has reason to believe an employee's outside employment is a violation of this policy, the supervisor shall consult with the Human Resources Department.

## **J. Employment Opportunities and Transfers**

All positions that become available on campus will be posted internally for a minimum of five (5) business days, and may also be posted externally. Should a current employee accept a transfer to another position on campus, s/he is expected to give the equivalent of one pay period's notice to her/his current department.

## **K. Personnel Records**

Bryant University maintains personnel files for all employees. Any employee who wishes to view his/her personnel file must contact the Human Resources Department for an appointment.

Employees should notify the Human Resources Department in writing of any changes in name, address, marital status, dependents, telephone number, or beneficiaries. This will enable the Human Resources Department to maintain accurate records, thus allocating your proper pay, deductions and benefits.

## **L. Problem Resolution**

Bryant University is committed to providing a positive working and learning environment for all members of the community and encourages all staff members to treat each other with mutual respect. We do understand that employment related issues may arise and it is our intent to resolve such concerns as they are brought forward. The University's problem resolution policy is designed to afford employees a method of resolution for issues concerning dissatisfaction with job related issues, feelings of unfair or disparate treatment, or perceived violations of written policies or procedures of the University.

Employees are encouraged to first discuss the issue with their supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to discuss the issue with him/her, the employee should discuss the issue with the next level of management or with a representative from Human Resources. If the employee is unable to reach a satisfactory resolution with their supervisor and/or next level manager, the employee may bring the issue to their division's Vice President and/or the Associate Vice President for Human Resources.

The University will make every effort to resolve issues in a timely fashion and will strive to ensure consistent, fair and equal treatment for all employee issues.

All employees may go directly to the Associate Vice President for Human Resources for issues concerning potential discrimination on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status.

## **M. Progressive Discipline**

Certain standards of performance and conduct must be maintained in any work group, e.g. businesslike behavior, observance of work hours, policies, procedures, satisfactory performance, etc. Generally these performance and conduct standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, counseling or a verbal reminder by a supervisor normally results in the employee doing so in the future.

When an employee does not respond to a verbal reminder, more formal discipline may be necessary. What is appropriate discipline cannot be decided in advance or with precision. No two cases are identical;

therefore, the immediate supervisor must decide based upon the circumstances in each case. Depending on the severity of the offense, disciplinary action may, among others, take the following forms: withholding salary/wage increases, verbal warning, written warning, demotion, suspension (with or without pay), or termination. Termination without prior warning, or suspension, may be justified for certain offenses as determined by the University.

#### **N. Termination of Employment**

Notice of intent to leave the employment of Bryant University should be submitted to the University in writing in the form of a resignation letter and should provide one pay period's notice before termination of employment. Before his/her final day of work, an exiting employee should contact the Human Resources Department to schedule an appointment for an exit interview. An employee's termination date shall be his/her last day of actual work. Accrued and unused vacation time will be paid upon termination and may not be used to extend the termination date.

#### **O. Release of Final Paycheck**

When a full-time employee leaves the employ of Bryant University, s/he must return all University equipment to various offices (keys and ID to DPS, library books to the library, computer equipment, payment of an advance to the bursar's office, etc.) in order for clearance forms to be sent to the Human Resources office. An employee's final paycheck will be released once the Human Resources Department has received all clearance forms. Supervisors are responsible for retrieving and returning equipment from part-time employees (including adjunct faculty).

#### **P. Retirement**

Questions regarding retirement plans or social security retirement benefits should be addressed to the Human Resources Department.

#### **Q. Whistleblower Policy**

Bryant University requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The University is committed to compliance with the laws and regulations to which it is subject. The University's internal controls and operating procedures are intended to detect and prevent or deter illegal or improper activities. However, even the best systems of controls cannot provide absolute safeguards against irregularity. The University has a responsibility to investigate and report to appropriate parties allegations of

suspected illegal or improper activities, and to protect those employees who, in good faith report these activities to the appropriate authority.

The University provides various mechanisms to assist and encourage employees to come forward with reports or concerns about suspected compliance issues. The University encourages this reporting of suspected wrongdoing on a timely basis.

Although the University encourages employees to report concerns to their immediate supervisor, there are times when an employee may feel it is necessary to report a concern of financial wrongdoing outside of the traditional reporting mechanism. The University has adopted a whistleblower policy for these instances. The whistleblower policy allows allegations to be made outside of the immediate area that the suspected employee is associated with and allows for a degree of confidentiality for the reporting person, if necessary.

The whistleblower policy governs only the reporting and investigation of suspected violations of law, external regulations or University policy of a financial nature or misuse of University resources. Such violations may include, but are not limited to, misappropriation or misuse of University resources; bribery; forgery or alteration of documents; fraudulent financial reporting; and authorizing or receiving compensation for goods not received, services not performed, or hours not worked. The policy is not intended for, and may not be used for, personal or employment grievances, general compensation and benefits complaints, opinion on policy, etc.

Employees who have knowledge of or information about misconduct in University operations should report the misconduct to the Associate Vice President of Human Resources. If the reporting person desires anonymity, the report should be in writing and delivered via regular mail, campus mail, or by hand, rather than via e-mail. Every attempt will be made to keep the whistleblower's identity confidential, unless

- the person agrees to be identified;
- identification is necessary to allow University or law enforcement officials to investigate or respond effectively to the report;
- identification is required by law;
- or the person accused of violations is entitled to the information as a matter of legal rights in disciplinary proceedings.

Persons reporting misconduct should not attempt to investigate the matter independently, as doing so may compromise the integrity of an official investigation and adversely impact both the reporting person and the University.

The Associate Vice President of Human Resources will promptly and discreetly investigate any report of misconduct in University operations, in consultation with the President and Vice President(s). However, such consultation(s) may be limited if necessary to preserve the integrity of the investigation. In addition, the Associate Vice President of Human Resources may seek the assistance of other University officials as appropriate. The Associate Vice President will report the results of their investigation and any recommendations for appropriate corrective and/or disciplinary action to the University President. The President will consult with the appropriate senior administrators in the affected division before implementing corrective or disciplinary action. The imposition of discipline, if any, will be made in accordance with the University's Employee Handbook, any applicable collective bargaining agreement (if the misconduct involves a union employee), and any other applicable University policies.

If the Associate Vice President of Human Resources or the University President is the subject of a report of misconduct in University operations, the chair of the Audit Committee of the Board of Trustees will be advised of the situation and will appoint individuals to substitute for the Associate Vice President or President in his or her investigative or decision-making role.

A confidential report will be made to the chair of the Audit Committee of the Board of Trustees at the conclusion of every investigation.

Employees should be aware that the filing of the statement acknowledges their understanding that an investigation may commence. Reports under this policy should be made as soon as possible, preferably within six months of the occurrence.

An employee who in good faith reports a suspected violation of law or University policy will be protected from retaliation under this policy. Good faith means that the person had reasonable grounds to believe that the reported allegations are substantially true. A person who intentionally makes a false report may be subject to disciplinary or other action. The failure of a report to result in a finding of misconduct is not alone evidence that the report was intentionally false.

In addition, employees are protected by *The Rhode Island Whistleblower's Protection Act - R.I. Gen Laws 28-50*. Specifically:

*28-50-3: Protection - An employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment (1) because the employee, or a person acting on behalf of the employee, reports or is about to report to a public body, verbally or in writing, a*

*violation which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the law of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false, or (2) because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action.*

*28-50-4: Relief and damages - (a) A person who alleges a violation of this chapter may bring a civil action for appropriate injunctive relief, or actual damages or both within (3) years after the occurrence of the alleged violation of this chapter. (b) An action commenced pursuant to subsection (a) of this section may be brought in the superior court for the county where the alleged violation occurred, the county where the complainant resides or the county where the person against whom the civil complaint is filed resides or has their principal place of business. (c) As used in subsection (a) "damages" means damages for injury or loss caused by each violation of this chapter. (d) An employee shall show by clear and convincing evidence that he or she or a person acting on his or her behalf was about to report to a public body, verbally or in writing, a violation which the employee knew or reasonably believed had occurred or was about to occur of a law of this state, a political subdivision, or the United States.*

The act provides for relief and damages for any adverse impact that may result from violation of Chapter 28-50-3 as noted above.

## **V. TIME AWAY FROM WORK**

### **A. Holidays**

The University provides days off with pay (holiday/presidential days) each calendar year. A schedule of these days is published annually and may include:

<u>Observed Holidays</u>	<u>Floating Holidays</u>	<u>Presidential Days</u>
New Year's Day	Martin Luther King	Designated each year
Memorial Day	Presidents' Day	
Independence Day	Victory Day	
Thanksgiving Day	Labor Day	
Christmas Day	Columbus Day	

*Floating holidays are reviewed each year to align with academic needs. Based upon the academic calendar, alternative days may be designated for all employees or within specific departments.*

**(Union employees should refer to their Collective Bargaining Agreement for a schedule of holidays/days off with pay.)**

When a specific department is required to remain open on a designated holiday, non-exempt employees required to work will have the option of receiving straight-time pay for hours worked plus their regular straight-time hourly holiday pay or they may schedule alternative time off (with supervisory approval) plus receive their regular straight-time pay for hours worked. Exempt employees required to work on a holiday should work with his/her department head to schedule an alternative day off. For both non-exempt and exempt staff, alternative days off should be scheduled as soon as possible after the holiday and must be taken within the same calendar year.

Part-time support staff employees (except for students and temporary/contingent) will be paid regularly scheduled hours for holidays.

Example: Normal work schedule is Tuesday, Thursday and Friday, five hours each day. If a holiday falls on Monday, the employee will not receive holiday pay. If the holiday falls on Friday, the employee will be paid five hours.

## **B. Vacation**

Bryant University provides paid vacation time for all regular employees within the following employment categories:

### **1. Administrative Employees**

The University expects every administrative employee to take advantage of his/her earned vacation as an opportunity to rest and relax away from administrative duties. Vacation is computed and earned at the rate of 1 2/3 days per month (pro-rated for employees who work less than 2,080 hours per year), and can be accrued up to 20 vacation days each year. At any one time, the maximum accumulation is 30 days. Since vacations are intended to provide rest and diversion from the regular work routine, payment in lieu of time off will not be granted. Regular holidays as published yearly by the University are not charged against vacation time.

### **2. Full-Time Support Staff and Public Safety Supervisory Employees**

Vacation covers regular full-time employees and is pro-rated for employees who work less than 1,820 regular hours per year. It is a benefit, which accrues on regular time hours (not overtime) and may

be taken only after it is earned. Payment in lieu of vacation will not be granted except if employment is terminated. Regular holidays as published yearly by the University are not charged against vacation time.

<u>Length of Service</u>	<u>Days per Year</u>	<u>Maximum Accumulation</u>
Less than 5 years	10	15
5 yrs or more, less than 10	15	22-1/2
10 years or more	20	30

**3. Service/Maintenance and Public Safety Employees covered by a Collective Bargaining Agreement should refer to their applicable agreement for current vacation schedules.**

**4. Part-Time Support Staff, Service/Maintenance and Public Safety Employees (except students and temporary employees)**

Part-time employees accrue a prorated share of the full-time vacation schedule. Maximum accumulation is one and one-half times the prorated allowance.

- Less than 5 years of service: Hourly accrual of .038461 x annual scheduled work hours.
- 5 or more but less than 10 years of service: Hourly accrual of .057692 x annual scheduled work hours.
- 10 years or more of service: Hourly accrual of .07692 x annual scheduled work hours.

Payment in lieu of vacation will not be granted except if employment is terminated.

Illness or death occurrences during a vacation: If an employee is hospitalized during vacation, vacation time can be returned to the employee. If a member of the employee’s immediate family (as defined in the Bereavement section below) dies during the employee’s vacation, vacation time can be returned. Requests for return of vacation time must be submitted to Human Resources. Under no other circumstances can vacation time be returned.

Accrued and unused vacation time will be paid upon termination of employment. However, vacation time may not be used to extend a terminating employee’s last day of employment.

**C. Bereavement**

Bryant University will grant up to a maximum of three (3) days with pay if there is a death in an employee's immediate family. The immediate family is understood to include parents, stepparents, children, stepchildren,

spouse, domestic partner or spousal equivalent, mother-in-law, father-in-law, siblings, or other member of your household. With the consent of the University, an employee's leave may be extended for an additional two days without pay.

Employees may also take one (1) day with pay to attend the funeral of other close relatives.

#### **D. Jury/Witness Duty**

Bryant University recognizes the civic duty of an employee to serve on a jury or as a court witness. If an employee is absent from work because he/she has been summoned to serve on a jury or has been required by subpoena to appear as a work-related witness, he/she should provide Human Resources with the appropriate certification from the clerk of the court. The University will pay the employee's regular straight time pay for the period of Jury/Witness duty.

Employees working an alternative work schedule (nights, weekends, etc.) should contact their manager and the Human Resources Department to discuss their work schedule in coordination with their jury/witness duty requirement.

#### **E. Military Leave**

The University will grant military leave in accordance with applicable federal and state laws. An employee who is a member of a reserve component of the armed forces of the United States shall be granted leave of absence during the time of his/her annual tour of duty as a member of such reserve component (maximum two weeks). In such case, the employee shall receive the difference between his/her regular daily pay and remuneration received for military training during the same period. The employee is required to submit certification and remittance of his/her military pay voucher before obtaining the adjusted salary. During periods of military leave due to a National emergency, effected employees should contact the Human Resources Department with questions regarding benefits coverage. For additional information regarding the Uniformed Services Employment and Reemployment Rights Act (USERRA), visit: <http://www.dol.gov/vets/programs/userra>.

#### **F. Emergency Closings/Early Release**

The University may from time to time find it necessary to close the campus due to inclement weather. If the campus is closed, all non-essential staff ordinarily will not be required to work or will be dismissed early and will be compensated for regularly scheduled hours for that day.

Broadcasts covering any delay/cancellation will be announced on radio and television stations in Rhode Island and Southeastern Massachusetts (published annually by the Office of University Relations). As media outlets provide only limited information on the University's schedule during periods of inclement weather, please call the Department of Public Safety Information Line at (401) 232-6002 for a more detailed message. Morning announcements are posted by 6:30 a.m. and evening announcements are posted by 3 p.m.

In the event of inclement weather during working hours, if a non-exempt employee elects to leave before an official closing of the University, he/she may use vacation time for those hours.

## **G. Leaves of Absence**

Bryant University believes the well-being of employees is tied to a careful balance of work, personal, and family responsibilities. Therefore, the University strives to provide a work environment which enables employees to be supportive parents and family members, well-rounded individuals, and responsible, effective employees.

The length of a leave of absence is determined by statute or by policy. Factors which may be considered in deciding whether or not to extend a leave beyond statutory entitlements or University policy could include support by an employee's supervisor and divisional vice president, the needs of the employee's department, the employee's length of service and work record, the reason the leave is being requested, etc.

### **1. Administrative Professional Leave**

The University recognizes the importance of continuing professional development to increase job-related knowledge and skills. Professional development benefits both the employee and the University: it provides the employee a greater opportunity for promotion, self-renewal and increased motivation while at the same time providing the University with a more skilled workforce of professionals who are better able to anticipate trends in their field.

The University provides two types of Professional Leave:

#### **a. Professional Leave Without Pay**

Eligibility: must be a full-time employee of the University for a minimum of 5 consecutive years

Length of Leave: up to one year

**b. Professional Sabbatical**

Eligibility: must be a full-time employee of the University for a minimum of 5 consecutive years

Length of Leave: up to 4 months at full pay, or up to 9 months at half-pay

University Contribution: Salary as outlined above. Medical and dental benefits: Bryant University will pay its share of the premiums for your health and dental insurance during your leave entitlement; you will be required to pay your share of those premiums. Other benefits are prorated according to salary, and subject to limitations.

Maximum Annual Number of Leaves: 4, with no more than 2 from any one division.

Maximum Individual Employee Leaves: Employees may apply for leave at five-year intervals.

Employee Replacement: Applicants and their supervisors are encouraged to develop proposals which will not require employee replacement, e.g. leaves during periods of lesser demand.

Application Procedure: The applicant must submit a written proposal to the appropriate vice president, usually one year before the leave is to commence.

Comments of the immediate supervisor and his/her recommendation should be attached. These comments should address issues such as covering the applicant's workload without additional expenditure.

The proposal should contain:

- a) The purpose of the leave and the benefits to the University.
- b) Type of leave and length of time desired.
- c) A plan for covering the applicant's workload during the leave.
- d) A description of the specific activities to be undertaken.

- e) If applicable, evidence of acceptance into a formal program, or fellowships, scholarships, grants or other outside support that might contribute to the success of the activities during the leave.

The appropriate vice president will consider each proposal and may recommend specific proposals to the President for funding approval.

Criteria for Selection:

- a. Quality of the proposal, to be determined by a number of factors, including:
  - 1. evidence that the applicant is qualified to take part in the activities and that they are realistically planned for the time and resources allotted.
  - 2. evidence that the proposed activities will have clear advantages for the University in terms of improved personnel skills and/or increased outside visibility, and
  - 3. evidence that the proposed activities will enhance the applicant's current skills, capacity for promotion, and overall value to the University.
- b. Length of service
- c. Number of people requesting leave
- d. Ability of unit to maintain performance within budget

Return: Individuals granted a professional leave must return to work for a full year. The returning position and salary will be comparable to the employee's position had there been no leave. Salary increases will be based on the employee's performance evaluation. If the employee is unwilling to work under these circumstances, then the University contribution to the professional leave must be repaid. (University contribution includes any contribution made by the University for salary and/or benefits during the leave.)

Report on Activities: The employee will submit a written report outlining the activities supported by the leave. This report must be submitted to the appropriate vice president no later than one month after the return to duty.

**c. Faculty Sabbatical**: and other leave provisions are covered in the applicable Collective Bargaining Agreement.

## **2. Personal Leave**

Bryant University will grant unpaid personal leaves of absence on the basis of two considerations: 1). the reason for the request and 2). the needs of the department. Personal leaves are usually only granted in compelling circumstances and generally do not exceed three months.

## **3. Family and Medical Leave Policy, Family and Medical Leave Act (FMLA), RI Parental and Family Medical Leave Act (RIPFMLA), RI Military Family Relief Act**

Bryant University provides eligible employees with leave entitlements in accordance with the federal Family and Medical Leave Act (FMLA), the State of Rhode Island Parental and Family Medical Leave Act (RIPFMLA) and the RI Military Family Relief Act. The University applies the provisions of the leave that provides the greater leave rights to employees. Leaves that qualify under each law will be counted towards an employee's entitlement under all. Outlined below are the provisions of each leave policy.

FMLA: In accordance with the federal FMLA, the University provides eligible employees with up to twelve (12) weeks of unpaid leave in any 12 month period. The 12 month period is a rolling 12 month period measured backward from the date leave is taken and continuous with each additional leave day taken.

Under the servicemember provisions of the FMLA the University provides eligible employees with up to 26 workweeks of leave during a single 12 month period to care for the covered servicemember.

RIPFMLA: In accordance with the state RIPFMLA, the University provides eligible employees with up to thirteen (13) weeks of unpaid leave in any 2 calendar years. Additionally, RIPFMLA also provides a total of ten (10) hours of leave during any 12 month period to attend school conferences or other school-

related activities for a child of whom the employee is the parent, foster parent or guardian.

Military Family Relief Act: Allows spouse or parent of persons called to military service lasting longer than 30 days to take up to 30 days of leave during the time the servicemember's orders are in effect.

ELIGIBILITY:

To be eligible for the FMLA leave, an employee must:

1. have worked for Bryant for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,
3. work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

To be eligible for the RIPFMLA, an employee must:

1. have worked an average of 30 or more hours per week for 12 consecutive months
2. work for an employer with 50 or more employees

To be eligible for Military Family Relief Act, an employee must:

1. have worked for Bryant for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months prior to the start of the leave.

ENTITLEMENT:

Under the FMLA, eligible employees may take leave for one or more of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition; and
- when the employee is unable to work because of a serious health condition

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a combined total of 12 workweeks of family leave for the following reasons:

- birth and care of a child; and,
- for the placement of a child for adoption or foster care, and to care for the newly placed child

The servicemember provisions of the FMLA, the eligible employee may take leave for one or more the following reasons:

- A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan. In this instance, an immediate family member (spouse, child or parent of active-duty service members) may take up to 12 workweeks of leave during any 12-month period.
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating. In this instance, an eligible employee (spouse, child, parent or next of kin of service member) may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Such leave, when qualified with other FMLA-qualifying leaves, may not exceed 26 weeks in a single 12-month period.

Under the RIPFMLA, eligible employees may take leave for one or more of the following reasons:

- for the birth of a son or daughter;
- for the placement with the employee of a child sixteen (16) year of age or less for adoption;
- to care for an immediate family member (spouse, child, parent, mother-in-law, father-in-law) with a serious illness; and
- when the employee is unable to work because of a serious illness

Under the Military Family Relief Act, eligible employees may take leave if a spouse or child is called to military service for more than 30 days.

*Intermittent/Reduced Schedule Leave:*

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule when medically necessary to care for a seriously ill family member or because of the

employee's serious health condition. The servicemember provisions allow employees to take leave on an intermittent basis or to work a reduced schedule when necessary to support a covered servicemember FMLA situation.

Under the RIPFMLA there are no provisions for intermittent leave specified.

*Substitution of Paid Leave:*

Under the FMLA employees may choose to use or may be required to use accrued paid leave to cover some or all of the FMLA leave taken. Employees may choose, or may be required to substitute accrued paid vacation or personal leave for any of the situations covered by FMLA. The substitution of accrued sick time would be limited to sick usage as outlined in the Bryant's sick leave policies.

Under the Military Family Relief Act, employees MUST exhaust accrued vacation, personal leave, or other time off (but not sick time or disability leave) before taking unpaid leave under the act.

Under the RIPFMLA there are no provisions for substitution of paid leave specified.

DEFINITIONS:

*Serious Health Condition/ Serious Illness:*

Under the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three consecutive, full calendar days of incapacity from work, school, or other regular daily activities plus two visits to a health care provider. The two visits must occur within 30 days of the beginning of the period of incapacity and the first visit must take place, in person, within 7 days of the first day of incapacity, and the second visit must be at the request of the healthcare provider; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.), that requires "periodic visits" (at least two visits per year) for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than continuing periods of incapacity; or

- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer’s, stroke, terminal diseases, etc.); or
- any absences to receive multiple treatments (including any period of recovery there from) by, or on referral by, a health care provider for a condition that likely results in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)

Under the RIPFMLA, a “serious illness” means a disabling physical or mental illness, injury, impairment, or condition that involves inpatient care in a hospital, a nursing home, or a hospice, or outpatient care requiring continuing treatment or supervision by a health care provider.

Covered Servicemember:

Under the servicemember provisions of the FMLA, a “covered servicemember” is a member of the Armed Forces, including the National Guard and Reserves, “who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on temporary disability retired list for an injury or illness incurred by the member in the line of duty on active duty that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.”

REQUESTING LEAVE:

FMLA and/or RIPFMLA:

The University requires a request for leave of absence under the FMLA, and/or RIPFMLA for any period of absence that exceeds, or will exceed, five (5) scheduled days of work.

Employee requests should be made by contacting their immediate supervisor or by notifying the Human Resources Department. The request should include the reason for the leave (sufficient information to understand that the employee needs leave for FMLA and/or RIPFMLA qualifying reasons) and the anticipated duration.

If the need is foreseeable, the notice for leave should be made at least thirty days prior to the beginning of your leave. If the leave is not foreseeable, the notice should be made as soon as practicable.

*Military Family Relief Act:*

Employees must give 14 days prior notice if the leave is expected to last for five or more consecutive workdays. If the leave is expected to last fewer than five days, the employee must give notice as soon as practicable.

CERTIFICATION REQUIREMENTS:

*FMLA/RIPFMLA:*

Employees are required to submit certification from a health care provider supporting the need for the leave for a serious health condition of the employee or the employee's immediate family member. A "Certification of Health Care Provider" form will be given to the employee upon notification of leave. The form should be completed and returned to the Human Resources Department within 15 calendar days of the employee's leave request. Employees may be required to provide subsequent recertification's on a reasonable basis.

*Military Family Relief Act:*

Employees are required to provide certification from the military regarding the family members call to active duty.

BENEFITS:

*FMLA and RIPFMLA Leave:*

Health and Dental benefits will be continued while an employee is on an approved FMLA and/or RIPFMLA leave. Employees will be responsible for paying their premium portion (copay) for such coverage during the leave and should discuss payment arrangements for this with Human Resources. Continuation of benefits during an approved FMLA and/or RIPFMLA leave may be terminated if the employee's premium payment is more than 30 days late. If the leave extends beyond the entitlement under the FMLA or RIPFMLA leave, the employee will be notified of their right to continue health and/or dental insurance under COBRA.

If the University pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the University for such payments (on a payroll deduction schedule) upon return from leave.

If the employee fails to return from an approved FMLA or RIPFMLA leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control, the

University may seek reimbursement from the employee for the portion of the premiums (employer contribution) paid by the University on behalf of that employee during the period of leave.

*Job Restoration:*

Upon return from a FMLA and/or RIFFMLA leave, an employee will be restored to his/her original position, or to an equivalent position with the same pay, benefits and other employment terms and conditions.

An employee's use of FMLA and/or RIFFMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using (but not necessarily during) the leave. An employee's restoration rights are the same as they would have been had the employee not been on leave. Had an employee's position been eliminated or had the employee been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Additionally, the University may deny job restoration to certain "key employees" as defined by the FMLA. The University would notify the employee of their status as a "key employee" in writing at the time of the request for leave, the reasons for denying job restoration, and provide the employee a reasonable opportunity to return to work after notification to the employee.

## **H. Sick Leave (Personal, Family, Adoptive)**

Sick leave is a benefit, which is provided to prevent a financial loss to the employee who is occasionally ill. Sick leave cannot duplicate payments made under Workers' Compensation or long-term disability insurance. An employee may use sick leave to cover the first three (3) days of a work related injury/illness, not covered by Workers' Compensation.

The University recognizes that there may be times when an employee needs to be absent due to the illness of an immediate family member. Up to three (3) days of your available paid sick leave can be used to care for ill members of your immediate family. Up to two (2) additional days of your available sick leave can be used to care for ill members of your immediate family that reside in your household.

For childbirth related leave, employees may use paid sick leave available prior to the commencement of their leave during the period they are certified as medically disabled. In addition, natural fathers may use five (5) days of their available paid sick leave to care for a newborn child, provided the leave is taken within five (5) days after the birth of the child.

The University also recognizes that there may be times when an employee needs to be absent due to the placement with that employee of a minor child for adoption, and to care for the newly adopted child. Employees who are the primary care giver for a newly adopted child may use up to thirty (30) days of available paid sick leave for this purpose, provided the leave is taken within thirty days before or after the placement of the adopted child. In addition, non-primary care giver adoptive parents may use five (5) days of their available paid sick leave to care for a newly placed adoptive child, provided the leave is taken within five (5) days after the placement of the child. If both adoptive parents are employees of the University, the total number of paid sick days available to them under this policy shall not exceed thirty (30) days.

### **1. Administrative Employees**

Administrative employees are provided ten (10) paid sick days per year; up to a total of ninety (90) days per 12-month period (on a rolling calendar as defined in the FMLA policy) of salary continuation is provided for certified medical leave. For employees working less than 2080 hours per year (40 hours per week/12 months), sick leave will be pro-rated on the basis of regularly scheduled hours. The sick leave does not carry over from year to year.

### **2. Support Staff and Public Safety Supervisors**

For Support Staff and Public Safety Supervisors, sick leave is accrued on a pay period basis and may be taken only after it has been accrued. For employees working less than 1820 (35 hours per week/12 months), sick leave and maximum accumulation are pro-rated on the basis of regularly scheduled hours.

Paid sick leave accruals are as follows:

<u>Days per Year</u>	<u>Maximum Accumulation</u>
10 (70 hours)	65 (455 hours)

#### Example: Part-time accrual

A person assigned to work 17.5 hours per week or 910 hours per year would accrue 35 hours of sick leave per year.  
(910/1820 = .5 full time equivalency x 70 hours)

Beginning on January 1<sup>st</sup>, an employee's unused sick leave for the preceding year will be carried forward until the maximum

accumulation has been reached. Paid sick leave may be used only to the extent accumulated. Vacation days or absent without pay may be alternatives for extended illness if sufficient sick days have not been accrued.

Award of Personal Days: For employees in this category with one year or more of service, two personal days shall be awarded to those employees who have used three (3) or fewer sick days in a calendar year. Employees in this category with at least six months of service, but less than one year of service, shall be awarded one (1) personal day if they have used three (3) or fewer sick days in that period of employment. (Personal day awards will be prorated on the basis of regularly scheduled hours.) These personal days are in addition to regular sick pay and may be used at any time during the ensuing year with supervisory approval. Days off without pay will be counted as sick days in determining total sick time used. Also, employees may not substitute vacation or any other paid time off to reduce sick time taken.

**3. Faculty, Service/Maintenance and Public Safety Employees covered by a Collective Bargaining Agreement should refer to their applicable agreement for current sick leave schedules.**

### **I. Personal Days**

Bryant University provides employees with 1/2 personal day (for full-time employees equivalent to 4 hours/administrative, 3.5 hours/support staff) each year to be taken at the employee's discretion, with supervisory approval. Personal days must be used within the calendar year. Unused personal days cannot be carried over into the next calendar year.

**Service/Maintenance and Public Safety Employees covered by a Collective Bargaining Agreement should refer to their applicable agreement for personal day entitlements.**

Public Safety, Service/Maintenance, and Support Staff employees may also earn two additional personal days if they use three or fewer sick days in a single calendar year as outlined in the sick leave policy.

### **J. Temporary Disability Insurance**

The State of Rhode Island provides Temporary Disability Insurance (TDI) to eligible employees who are out of work due to illness or injury for seven (7) consecutive days. An employee may either complete an application form online at <http://www.dlt.ri.gov/tdi> or call the Rhode Island Department of Labor and Training at 401-462-8420. For additional information, visit: <http://www.dlt.ri.gov/tdi/tdifaqs.htm>.

## **K. Return to Work Program**

Bryant University has a Return to Work (RTW) Program designed to assist employees in returning to useful, productive work as soon as possible after a period of disability. The program works in coordination with federal and state laws including FMLA, RIFFMLA, ADA, Workers' Compensation and TDI. The RTW efforts are designed to allow an employee to return to his/her job using his/her existing skills, including restrictions and/or limitations.

Upon notice of an employee's disability, the operational needs of the department and the employee's situation are reviewed to determine if a RTW plan is feasible. If it is determined that a RTW plan is appropriate, the RTW options will be reviewed and discussed with the employee by a Human Resources (HR) Department representative.

As part of the RTW process, the HR representative will request information from the employee's doctor on any restrictions and/or limitations the employee may have in returning to work. Additionally, the employee's manager is consulted and asked to identify short-term accommodations that can be made to an employee's current job. As the projected end of the employee's disability nears, both the employee and manager will develop a RTW plan given the restrictions and/or limitations provided by the physician. Generally, the RTW plan may be up to 30 days in length and may be extended based on operational needs.

The RTW plan is monitored weekly by the manager to ensure the employee is progressing according to schedule. If the manager feels that the employee's recuperation is faster or slower than anticipated, the manager should contact the HR representative to determine whether the RTW plan needs adjustment. Additionally, an employee whose recovery is faster than expected should contact the HR representative to discuss his/her return to work.

Employees who have been released to go back to work without restrictions would not be eligible for the RTW program.

## **VI. COMPENSATION**

A Bryant University employee's total compensation includes: 1) annual base salary; 2) merit awards, bonuses and overloads; and 3) the value of the University's employee benefits, such as health, dental, life and long term disability insurance, retirement plan contributions and plans such as tuition remission, employee assistance, professional development opportunities, etc.

## **A. Compensation Philosophy**

Bryant University is committed to excellence in undergraduate and graduate education and research, as well as in executive development programs. The Human Resources Department, along with the President, divisional Vice Presidents and/or designees, develops strategies, policies, and programs to support the University's mission and, therefore, has developed a compensation philosophy for employees.

The Bryant University compensation philosophy is to:

1. Manage pay through a simple, clear program that is consistent with the University's strategic and organizational objectives and that enables the University to:
  - Recruit, retain and reward staff
  - Provide competitive pay opportunities
  - Provide fair, consistent pay administration across all divisions of the University, and
  - Reward staff for skill development and high performance
2. Provide managers with sufficient guidelines to make consistent, appropriate pay decisions while also providing flexibility to meet the business and staffing needs of their areas.
3. Provide the Bryant University community with clear, accurate information about the compensation program and how pay is managed.

## **B. Performance Management Program (Performance Evaluations)**

The Bryant University Performance Management program has been designed to build and sustain a performance culture by:

- Engaging staff in Bryant's mission, strategy and goals and building commitment to the institution
- Aligning individual and group performance with Bryant's expectations and needs, and reinforcing excellence
- Developing and enhancing skills and competencies required to support Bryant's mission, strategy and goals

The program consists of 4 major activities:

1. Define - What is excellent performance at Bryant University?
2. Plan - What do I plan to accomplish this year?
3. Review - How have I done?
4. Reward - What rewards can I expect for my performance?

This process provides an opportunity for an employee and his/her supervisor to have in depth, individualized discussions that formalize job performance expectations, documents performance results, and offers an opportunity for joint development of performance objectives for the coming year.

The review portion of the program usually occurs in late spring, early summer. Salary increases, if awarded, are normally effective in October of each year. Rewards (pay increases, merit awards and career advancement) are linked to performance.

**C. Pay Policy and Schedule**

Bryant University prohibits improper pay deductions from an employee’s salary. If an employee believes that an improper deduction has been made from their salary/wages, they should notify the Human Resources Department immediately. The University will thoroughly review the pay discrepancy and immediately remedy the situation when appropriate.

Bryant University employees are paid according to the following schedule:

- Administrators/Faculty..... monthly
  - Support Staff..... bi-weekly
  - Public Safety/Service/Maintenance..... weekly
- Exact pay dates are published annually.*

**D. Direct Deposit**

Bryant University encourages all employees to have their pay direct deposited. Direct deposits may be made into savings and/or checking accounts through any New England Automated Clearing House (NEACH) member bank. Contact the Human Resources Department for verification of a member bank.

**E. Earned Income Tax Credit**

Eligible employees may apply for advance payments of their earned income tax credit by filing a W-5 Form annually. Contact the Human Resources Department for additional information regarding the earned income tax credit or any other deductions.

**F. Time Sheet Policy**

**1. Support Staff, Service/Maintenance and Public Safety**

All time sheets must be regularly submitted to the Human Resources Department by the specified deadline. The Human Resources Department publishes payroll schedules annually.

Timesheets, when submitted, should be completed in ink and signed by the employee and his/her supervisor. In order to meet a specified deadline, in the absence of the supervisor or employee, a photocopy of the time sheet may be submitted with the available person's signature. The original time sheet should be submitted with both signatures prior to the release of the paycheck.

LATE TIMESHEETS: Time sheets received after the specified deadline will be processed with the next regularly scheduled payroll.

## **2. Administrative and Executive**

All administrative and executive staff are required to submit monthly time reports to their designated divisional record keeper by the specified deadline. The Human Resources Department publishes a schedule annually.

# **VII. BENEFITS**

## **A. Benefits Overview**

The following is intended to provide a brief overview of the benefit plans offered by the University. For additional information on each plan, employees may refer to the summary plan descriptions and/or access the HR website at: <http://hr.bryant.edu>, select Employee Pay and Benefits.

Employees must complete the appropriate paperwork to enroll in each benefit, if applicable.

Under the Health Insurance Portability and Accountability Act (HIPAA) and under Internal Revenue Code, which allows organizations to make deductions for certain employee benefits on a pre-tax basis, an employee may make changes to his or her benefits only because of a "qualified family status change." The changes defined in the law are:

- If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage of group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment within "30 days" after you or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).
- In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to

enroll yourself and your dependents. However, you must request enrollment within “30 days” after the marriage, birth adoption, or placement for adoption.

If a “qualified family status change” occurs, the employee may make changes, which are consistent with the event within “30 days.” Failure to make changes within the required time will result in the employee forfeiting the right to make the change until the next open enrollment period for that benefit.

## **B. Benefits Eligibility**

Benefits are available to full-time regular staff and faculty members who work 1000 hours or more per calendar year (1456 hours per year for disability insurance).

## **C. Domestic Partners/Spousal Equivalents**

Bryant University extends medical and dental insurance, tuition remission, tuition exchange, and Employee Assistance Program benefits to spousal equivalents and same sex domestic partners of all benefits-eligible colleagues, subject to the eligibility requirements set forth by the insurance program providers. Specific requirements for medical coverage can be obtained through Blue Cross Blue Shield of Rhode Island at the employee’s time of enrollment. Specifics for enrollment in the dental plan can be obtained through the Human Resources Department. It is important to note that domestic partner benefits are taxable to the employee unless the domestic partner meets the IRS’s definition of a dependent.

## **D. Medical Plans**

Bryant University presently offers multiple health plan options through Blue Cross Blue Shield of Rhode Island. Eligibility begins on the first of the month following an employee’s date of hire. The employee’s contribution toward the cost of the plan(s) is published annually in a co-payment schedule. When permitted by law, health insurance costs may be paid on a pre-tax basis through payroll deduction.

## **E. Dental Plans**

Bryant University presently offers Delta Dental U.S.A. coverage through Delta Dental of R.I. Two plan options are available. Eligibility begins on the first of the month following an employee’s date of hire. The employee’s contribution toward the cost of the plan(s) is published annually in a co-payment schedule. When permitted by law, health insurance costs may be paid on a pre-tax basis through payroll deduction.

## **F. Flexible Spending Accounts**

There are certain federal regulations governing Flexible Spending Accounts of which you should be aware. Once you make your spending account election for a calendar year, you cannot change it (unless you have a qualifying event). You are required to use all of the money in your account during the period of the plan year for which you enrolled, plus a 2 and ½ month grace period. If you do not use all of the money in your account by the end of the grace period, the balance will be forfeited.

### **1. Dependent Care Assistance Plan (DCAP)**

The Dependent Care Assistance Plan (DCAP) allows you to set aside a portion of your salary from each paycheck (up to a maximum of \$5,000 per year) into a special account. This money is not taxed and may be used to reimburse you for dependent care expenses for children (daycare) or older dependents who are physically and/or mentally incapable of self care. You must submit the appropriate supporting documents to receive reimbursements. Contributions must be made in consecutive months starting with your first paycheck of the year.

### **2. Medical Reimbursement Plan (MRP)**

The Medical Reimbursement Plan (MRP) allows you to set aside a portion of your salary from each paycheck (up to a maximum of \$3,000 annually) into a special account. This money is not taxed and may be used to reimburse you for the eligible out-of-pocket medical expenses you incur throughout the year. You must submit the appropriate claims and supporting documents to receive reimbursements. The MRP allows you to pay for certain health and dental expenses that are not covered by insurance such as co-payments, deductibles, orthodontia, eyewear and hearing devices.

## **G. Voluntary Benefits**

### **1. Personal Accident Expense Plan**

AFLAC's Personal Accident Expense Plan pays direct cash benefits for emergency treatment, hospitalization, specific-sum injuries, wellness, and more. You and your family are covered for accidents at and away from work for such non-traditional items such as physical therapy, ambulance services and lodging benefits. Additionally, this plan pays you and your family members \$60 each per year to undergo routine examinations or other

preventative testing. The premiums for this coverage are deducted from your paycheck on a pre-tax basis.

## **2. Personal Short-Term Disability Insurance**

AFLAC's Personal Short-Term Disability plan provides you with a source of income in the event of a disability that keeps you from earning your full-time income. This plan pays only in the event of a non-job-related injury or illness as you are covered by Workers' Compensation insurance at work. You decide the benefit period (up to 24 months), and the elimination period (0-90 days) which best coincide with any other disability plans under which you are currently covered. The premiums for this coverage are deducted from your paycheck on an after-tax basis.

## **3. Personal Cancer Protection Plan**

AFLAC's Personal Cancer Protector Plan provides benefits for you and your family members, which most traditional insurance policies do not. Benefits are paid for experimental treatments, nursing services, National Cancer Institute evaluations/consultations, bone marrow transplants and much more. Additionally, the plan pays \$75 per year to any covered member for any preventative cancer screening such as a mammogram or PSA (blood test for prostate cancer). The plan also provides a Specified Disease Benefit Rider for over 20 diseases including cerebral palsy, bacterial meningitis and multiple sclerosis. The premiums for this coverage are deducted from your paycheck on a pre-tax basis.

## **4. Long Term Care Insurance**

Long term care insurance offers employees and eligible family members protection of assets and retirement savings from the high cost of long-term health care services. The insurance program covers costs associated with nursing homes, assisted living, durable medical equipment, etc. Employees are able to obtain discounted rates through Metropolitan Life Insurance.

## **5. College Savings Plan – 529 CollegeBoundfund**

The 529 College Savings Plan is a tax advantaged college savings program managed by Alliance Capital. The plan offers tax free earnings growth on contributions, no initial sales charge for corporate plans, no income limit restrictions, a choice of investments, and a high contribution limit. Assets in a 529 plan can be used at any accredited institution of higher learning in the U.S. plus many foreign institutions.

## **H. Group Life Insurance and AD&D Insurance**

At no cost to the employee, Bryant University provides Group Life Insurance equal to two (2) times the employee's annual salary, with coverage to age 70 to all benefits-eligible employees. The policy also provides for accidental death and dismemberment coverage.

The amount of life insurance provided is reduced by 33% when the employee attains age 70, 33% when the employee attains age 75, 33% when the employee attains age 80, 33% when the employee attains age 85, and 33% when the employee attains age 90. Life insurance terminates upon retirement.

## **I. Long-Term Disability Insurance (LTD)**

When an employee becomes disabled, long-term disability insurance provides 60% of an employee's monthly base salary up to \$14,000 (less Social Security, Rhode Island Temporary Disability and Worker's Compensation payments, etc.), up to age 65. If applicable, the long-term disability insurance carrier may also make payments to the employee's retirement fund. Employees who work over 1456 hours per calendar year are eligible to participate in this plan after one year of service. Participants contribute to the cost of the plan.

## **J. Workers' Compensation**

Bryant University employees are covered by Workers' Compensation insurance for work-related personal injuries or occupational illnesses arising out of, or in the course of, their employment. Every work-related illness or accident must promptly be reported to the employee's supervisor and the Human Resources Department should be notified. An accident/injury report form must be completed and will be submitted by the Human Resources Department to the University's Workers' Compensation insurance carrier for processing of the claim. Workers' Compensation insurance benefits include payment of medical and hospital-related bills and compensation for lost wages. Since Workers' Compensation insurance does not cover the first three (3) days of any work-related injury/illness claim, an employee may use accrued sick time for those days.

## **K. COBRA**

In compliance with federal law, Bryant University offers optional continuation of health and dental insurance coverage to employees who are no longer eligible for coverage under these plans due to termination of

employment (other than by reason of gross misconduct) or because of a reduction of hours. An option for continuation of health/dental insurance coverage for a dependent child is provided if, under the plan, the dependent would lose eligibility for coverage upon attaining a specified age, or for a spouse who is no longer eligible for coverage.

This law is designed to ensure that health insurance coverage continues to be available to employees after they leave their employment. The cost of this coverage, plus administrative charges, is paid in its entirety by the employee, spouse or dependent child.

#### **L. Employee Assistance Program (EAP)**

The Employee Assistance Program is a free and confidential service that an employee and/or members of the employee's household may use at any time. The University presently retains RIEAS to administer the University's Employee Assistance Program. Employees can use the EAP by calling 1-800-445-1195 or 401-732-9444 or logging on at [www.rieashelp.com](http://www.rieashelp.com) (username is: Bryant University). The EAP is available to assist employees in resolving personal or emotional difficulties. Regardless of the problem or issue, the professional staff at RIEAS is not permitted, by law, to speak with an employer unless the employee requests such in writing. Employees are encouraged to take advantage of the EAP services provided through RIEAS.

#### **Child Care/Elder Care Services (Information through the EAP)**

The University's EAP provider, RIEAS, provides employees with information and referral services for licensed child care and elder care services. Representatives from RIEAS can be reached at 1-800-445-1195 or 401-732-9444.

#### **M. Executive Development Center (EDC)**

The EDC provides a wide range of non-credit professional and business education programs. Individual courses, certificate and certification preparation programs are designed to meet the needs of Bryant employees and the business community. The EDC provides training programs for individuals and companies offering instructor-led on-campus, onsite corporate programs as well as online programs as part of our e-learning community.

Participation of a full-time employee in a job related seminar or course at the EDC is dependent upon approval by a supervisor and department head, and available funding in a vice president's budget.

Employees are eligible for a discount on selected courses, excluding books. A listing of courses and schedules can be found on their website at <http://edc.bryant.edu>. Employees should contact the EDC at ext. 6200 for more information.

## **N. Fellowship Program**

Full-time, benefits eligible, administrative employees, seeking to participate in a Ph.D. or master's degree program at other institutions, are eligible to participate in the Fellowship Program. As part of this program, Bryant University will pay tuition and fees for a work-related master's or doctoral program (at an accredited institution) not offered at Bryant. The following will apply:

- A limit of three (3) new fellowships will be granted per year.
- The criteria for determining work relatedness will be determined by the employee's department head and reviewed by the employee's division Vice President.
- Employees must complete an Administrative Fellowship Application Form (available from Human Resources) which will include the following:
  - How the degree will enhance their job performance.
  - How they will manage the balance of work and their academic program.
  - The expected duration of the program.
- Administrative Fellowship Applications must be submitted to division Vice Presidents for tentative approval by September 30<sup>th</sup> of the year prior to the start of the academic program.
- Employees will be notified of acceptance into a Fellowship Program by October 15<sup>th</sup> of the year prior to the start of the academic program.
- Approved employees will be required to work at Bryant University for a minimum of one (1) year following the receipt of their degree or they will be responsible to reimburse Bryant University for the tuition and fees associated with the academic program.
- Continued participation in the Fellowship Program will be contingent upon meeting the Program's guidelines.

Special degree type programs will be reviewed on a case-by-case basis.

Faculty members should refer to the collective bargaining agreement for information pertaining to the faculty fellowship program.

## **O. Tuition Exchange Program**

Bryant University offers benefits eligible employees an opportunity to participate in the Tuition Exchange scholarship program wherein

dependent children may be able to attend member institutions on an exchange basis. The term “dependent children” shall follow IRS guidelines for these purposes. Participation in an undergraduate program shall be limited to dependent children through the academic year in which they turn age 23. A two-year waiting period shall apply; other restrictions may apply.

The Tuition Exchange Program places restrictions on institutions, and student eligibility and scholarship availability are not automatic. When appropriate, a lottery will be held to determine scholarship recipients.

## **P. Tuition Remission Program**

### **1. Employees**

Bryant University offers full tuition remission for undergraduate and graduate studies (two courses per semester, up to five courses per year) during hours outside of normal work hours for regular full-time employees (1000 or more regular work hours per year) who meet and maintain the University's admission requirements. Occasionally, additional courses may be allowed subject to divisional Vice President approval and funding. Employees enrolled in Bryant's MBA program are offered tuition remission for six courses per year.

In all cases, regular employees may not concurrently be full-time Bryant students. Credit hours per semester will be subject to the course limitation policy of the undergraduate and graduate schools. Contact admission, undergraduate or graduate schools directly for further information.

In addition to registering for courses through the undergraduate or graduate school, course tuition remission forms must be obtained through the Human Resources Department on-line forms list.

### **Lunch Time Courses 12:00 p.m. to 2:00 p.m.**

It is the policy of the University to allow employees to take an undergraduate course during lunchtime hours as follows:

1. the person must be a full-time employee;
2. the department head must verify that the lunch hour course will not interfere with the normal operation of the office; that only the specified lunch hour will be used; and that the individual does not eat at his/her desk;

3. no homework assignments or studying will be allowed during working hours;
4. the course can be taken only on a space available basis (a regular day session student will always get preference, to include relinquishing of the seat by the staff member if classes have started and the space is needed); and
5. if the class is scheduled outside of the normal lunch hours, that is, earlier than 12 noon or later than 2:00 p.m., the employee must charge vacation time to attend class.

In all cases, regular employees may not concurrently be full-time Bryant students. Credit hours per semester will be subject to the course limitation policy of the undergraduate and graduate schools. Contact admission, undergraduate or graduate schools directly for further information.

## **2. Dependents**

### **Employees hired on, or before, September 1, 2009:**

Dependent children and spouses or domestic partners/spousal equivalents of regular full-time employees (1000 or more regular work hours per year) who meet and maintain the University's admission requirements, are eligible for full tuition remission for Bryant University undergraduate and graduate studies. For dependent children, this benefit will be applicable only through the academic year in which a dependent child turns age 23. Subject to federal and state tax regulations, dependent and spousal (domestic partner/spousal equivalent) tuition for graduate school may be taxable to the employee.

### **Employees hired after September 1, 2009:**

Dependent children and spouses or domestic partners/spousal equivalents of regular full-time employees (1000 or more regular work hours per year) who meet and maintain the University's admission requirements are eligible for full tuition remission for Bryant University undergraduate and graduate studies based upon the following:

- Employees will have a two year waiting period for dependent tuition remission eligibility.
- Dependent tuition remission will be based on a pro rated schedule based on length of service:
  - 0-2 years, Not eligible

- 2-5 years, 50% of tuition
- 5-10 years, 75% of tuition
- 10+ years, 100% of tuition

For dependent children, this benefit will be applicable only through the academic year in which a dependent child turns age 23. Subject to federal and state tax regulations, dependent and spousal (domestic partner / spousal equivalent) tuition for graduate school may be taxable to the employee.

**Employees covered by a Collective Bargaining Agreement should refer to their Collective Bargaining Agreement.**

#### **Q. Retirement Program**

Bryant University employees who work over 1000 hours in a calendar year are eligible to participate in a retirement program with Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF), and/or with Fidelity Investments, after two full years of continuous service at Bryant (or without a break in service at another eligible employer). There is no contribution required of employees. The University's current annual contribution is eight percent (8%) of the first \$39,000 of an eligible employee's base annual salary and ten percent (10%) on the employee's base annual salary that exceeds the breakpoint of \$39,000, in a calendar year. Breakpoints are adjusted annually.

#### **R. Savings Bonds**

Employees can purchase Series EE and Series I Savings Bonds in various denominations through payroll deductions. Information can be obtained by contacting the Human Resources Department.

#### **S. Supplemental Retirement Annuity (SRA)**

The SRA program is a tax sheltered annuity program, which can be joined at any time. An employee can contribute up to a maximum dollar amount based upon criteria established by the Internal Revenue Service. The University does not contribute to this plan.

#### **T. Vision Care Insurance**

Bryant University presently offers vision care insurance through Employers Vision Trust. Eligibility begins on the first of the month following thirty (30) days of employment. The employee's cost of the plan is published annually. The premiums for this coverage are deducted from your paycheck on an after-tax basis.

## **VIII. WORK AND LIFE AT BRYANT UNIVERSITY**

### **A. Wellness Center**

The Elizabeth and Malcolm Chace Wellness and Athletic Center is an important part of the Bryant University campus providing students with a wide range of fitness/sports participation choices. Students and employees are encouraged to utilize the facilities. Intercollegiate, intramural or club sports activities have priority in the scheduled use of the facilities.

### **B. Athletic Events**

Employees enjoy free admission to selected athletic events. Contact the Athletics and Recreation Department for further details.

### **C. ATMs**

There is an ATM located on the first floor of the Unistructure, and an ATM located on the second floor of the Bryant Center.

### **D. Bank at Work**

Workplace banking programs are offered to Bryant employees through several local/regional banks. Employees who have their paycheck direct deposited into an account at one of these institutions are eligible for benefits such as low or no cost checking, discounts on mortgages or installment loan rates, reduced ATM fees and more. Further information can be obtained through the Human Resources Department or by contacting the participating bank.

### **E. The Bryant Center**

The Bryant Center is home to the University's bookstore and other venues including, food service establishments, information desk and a hair salon. Meetings rooms are also available. Contact the Bryant Center Operations Office at ext. 6117, for further information.

### **F. Business Casual Dress**

Bryant University affords its employees the opportunity to enjoy a more relaxed dress code on Fridays and during certain designated periods (primarily academic break periods) during the year. For some individuals, there may be times when more formal business attire is required and it is the University's position to trust each individual to make the appropriate choice. On all other days, proper business attire is required. The

following guidelines are offered to assist employees in making the appropriate clothing choices for casual dress days:

Business Casual Attire for Men

Casual slacks (cotton twill or corduroy)  
Bryant University polo shirts (available at Support Services)  
Polo shirts/shirts with a collar  
Business casual footwear and socks

Business Casual Attire for Women

Casual slacks (cotton twill or corduroy)  
Bryant University polo shirts (available at Support Services)  
Polo shirts/shirts with a collar  
Divided skirts (knee length)  
Casual dresses, blouses/sweaters and skirts  
Matching slacks and tops  
Dress sandals or other business casual footwear

UNACCEPTABLE ATTIRE

Jeans  
Shorts  
Mini-skirts  
Stretch or Spandex-type clothing  
Workout clothing/sweat suits  
Halter, tube or cropped tank tops, T-shirts  
Tank tops for men  
Sneakers, athletic shoes or flip-flops  
T-shirts (with or without slogans)

**G. Library**

The services and facilities of the University library are available for use by all employees. Contact the Library at ext. 6125 for hours and services available.

**H. Parking**

As required by campus policy, it is essential that you register your vehicle with the Department of Public Safety (DPS) in order to prevent unnecessary and costly citations. It is important to observe “No Parking” and “Fire Zone” areas.

## **I. Parking for People with Disabilities**

Bryant University provides designated disabled parking for those displaying the appropriate placard. State-issued handicapped permits are honored on campus provided that it is appropriately displayed.

1. Permanent Handicap: Permanently handicapped individuals may receive permanent handicap parking status on campus upon presenting to the Department of Public Safety (DPS) a state handicapped parking decal which has been assigned to them.
2. Temporary Handicap: Temporary handicapped parking privileges are awarded to persons who present a doctor's note indicating that a temporary health concern is present that requires handicap parking. The duration of the permit cannot exceed 90 days. Requests for longer periods not covered by the Today Only pass, below, require an updated doctors' certification letter. Thereafter, a state permanent pass must be presented.
3. Today Only: A "Today Only" permit may be issued to a person with an obvious need (e.g. crutches, cast on foot/leg, etc.) without a doctor's certification. The Today Only pass can be re-issued but for no more than 5 days. Thereafter, a doctor's certification is needed.

Any unauthorized vehicle parked in a handicapped space is subject to a citation and immediate towing at the expense of the driver/owner.

For additional parking rules and regulations, visit the DPS website at: <http://dps.bryant.edu>.

## **J. Personal Property**

The University is not responsible for theft of, or damage to, personal property of employees and/or guests who are performing work on or off the campus.

## **K. Post Office**

General postal services are available to employees at the Post Office located on the second floor of the Unistructure. Call ext. 6244 for hours and services available.

## **L. Solicitation**

All Bryant University employees are entitled to perform their work without being bothered or disturbed by solicitors. Accordingly, we have adopted the following solicitation and distribution rule:

Persons who are not employed by the University are prohibited from soliciting and from distributing literature or other materials, for any purpose and at any time, within the University's buildings or anywhere on its property.

Employees are prohibited from soliciting during their work hours and during the work hours of other employees, and from distributing literature or other materials during their work hours and during the work hours of other employees. Employees are also prohibited from distributing literature or other materials at any time in the work areas of the University.

## **IX. HEALTH SERVICES AND SAFETY**

### **A. Health Services**

The University maintains a Health Services Center to which students, faculty and staff may go for first aid, blood pressure screening and throat cultures. Registered nurse practitioners are on duty during working hours during the academic year. Health Services (ext. 6220) is located in Residence Hall 16.

### **B. Safety**

Bryant University has maintained an excellent safety record over the years and depends on the cooperation of its employees to uphold it. It is each employee's responsibility to avoid careless habits and indifference toward safety. Any employee who observes a potentially dangerous condition should report it to his/her department head who will see that it is corrected.

### **C. Campus Security Act**

The Student Right to Know and Campus Security Act (Public Law 101-542) was passed into law in 1990 and impacts all colleges and universities receiving financial assistance from the federal government. In 1998 the name was changed to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act is a legislative effort to encourage colleges and universities to inform their campus communities of specific crimes occurring on their campuses.

Bryant University maintains an open communication policy by publishing crime and incident statistics in *The Archway*, the student newspaper. Crimes that pose an immediate threat to the community may be reported by such methods as leaflets, voice mail, electronic mail, public announcement messages, and personal contacts. Each October, the crime

statistics for the three most current years are distributed to the community. Anyone wishing a copy of this report at any other time may obtain one from the Department of Public Safety.

#### **D. Lost and Found**

The Department of Public Safety (DPS) serves as the lost and found department at Bryant University. All articles found should be turned in to DPS. Inquiries about lost articles should be made to DPS, which is located on the lower level of the Unistructure.

#### **E. What To Do In Case Of An Accident**

Every accident or injury, no matter how slight, must be reported to the department head immediately. All work related accidents must be reported to the employee's department head and Human Resources.

To assist with more serious accidents and emergencies, the services of the Bryant University Emergency Medical Technicians (EMTs) should be utilized. This group is composed of fully trained and equipped public safety personnel who are state licensed EMTs and who act as the first responder unit for ALL first aid related incidents on campus. The main objective of the EMT is to provide a prompt, efficient, and skilled first aid response to Bryant's first aid needs.

The following procedure should be followed in ALL EMERGENCY FIRST AID situations:

- 1) Contact the Department of Public Safety IMMEDIATELY at **ext. 6911 (232-6911)** and provide the officer with the **location of the injured person** and the **type of injury or illness**.
- 2) The Public Safety officer will dispatch an EMT and a Public Safety unit to the scene where they will determine the next course of action.

This procedure is for EMERGENCY FIRST AID ONLY, such as sprains, dislocations, severe illness, bleeding, or respiratory or heart problems.

### **X. GENERAL INFORMATION**

#### **A. University Relations/Media Contact**

##### Communication procedures

Overview: Because it is the responsibility of the Office of University Relations to provide information internally and externally to constituents,

it is important that all members of the University keep the Office informed of events and activities happening in their areas. Contact can be made in person, by telephone, e-mail, or written memo.

Media: Faculty and staff are asked to contact the Office of University Relations for specific guidance when contacted by the media. Unless an employee is designated in advance as a "media expert" in a particular field or qualified as a spokesperson, s/he must advise University Relations of all media inquiries prior to making statements or answering questions. If an employee is contacted directly by a media representative, he/she should limit his/her initial responses and follow these steps:

- Identify the reporter and the medium
- Determine the topic/subject matter
- Ask the reporter about their line of questioning and what kind of resource/expert they want to interview
- Ask the reporter about their deadline requirements
- Advise the reporter that you or a University Relations representative will call them back
- Act friendly and courteous
- Contact University Relations and share information, Ext. 6120

Based upon the nature and scope of the media inquiry, and after consultation with other appropriate university personnel, a determination will be made as to how to respond. If appropriate, a spokesperson will be designated, facts gathered, and a statement, guideline, or response formulated.

If the scope of the inquiry addresses institutional issues, policies, or news, the Executive Director for the Office of University Relations (or designee) serves as principal spokesperson for the University.

## **B. Employee Get-Togethers**

Employee get-togethers, i.e. office parties (birthday, holiday, etc.) are permitted after normal working hours.

## **C. Flowers for Employees/Trustees**

In the event of serious illness and/or death in an employee's immediate family, Human Resources is the only department authorized to expend University funds for flowers, contributions to a selected charity, or get well cards.

Flowers or contributions are sent when:

1. an employee dies
2. there is a death in the immediate family of an employee (spouse, domestic partner/spousal equivalent, parent, child, step-child, adopted child, sister, brother, mother-in-law, father-in-law).

Cards are sent when an employee is seriously ill or hospitalized.

These are the only cases when flowers, contributions or cards are sent in the name of the University.

Procedure: If an employee is out of work because of a serious illness or death in his or her immediate family, the supervisor is usually the first to know, having been informed by reason of employee accountability. At that time, the supervisor should ask the employee whether or not he or she would like the University community notified, and after assessing the sensitivity of the situation, determine the form of acknowledgement which should be sent by the University. **Note: Because of requirements under the family leave policy, it is critical that supervisors notify Human Resources of any employee absence.**

The supervisor then informs a Human Resources Department representative of the type of acknowledgement that should be forthcoming from the University community. The Human Resources Department responds accordingly. The President and other appropriate offices are then notified by a Human Resources Department representative.

#### **D. Privacy**

The University has the right to access, at any time, any of its property, including, but not limited to, computers and hard copy files, e-mail, voice mail, desks, lockers, and other University property.

#### **E. Telephone Calls**

The telephone call gives an employee the opportunity to further good public relations for Bryant University. It is expected that employees will be courteous to the individual contacted or contacting by telephone. Due to the heavy demands on University telephone facilities, personal calls should be kept to a minimum. If you find you must make a personal call, it will be reflected in your department recharges for the month. Reimbursement for personal calls can be made at the Bursar's office during business hours.

## **F. Trustee Illness/Death**

Colleagues should notify the President's Office as soon as any trustee/family illness or death is known. A member of the President's Office will notify the President's Cabinet, and notify Human Resources who will send an appropriate gift (such as a card and/or flowers).

Normally, the President is the only officer who sends gifts to trustees or their families. If in a particular case it is appropriate for another employee to send a gift, to prevent duplication and to avoid disparity, please inform the President's Office before doing so.