



EMPLOYEE HANDBOOK



Southern Connecticut
State University

Table of Contents

A Message from the President of the University	5
Welcome Message from the Associate Vice President for Human Resources and Labor Relations	7
University Mission Statement	9
History	11
Purpose of Employee Handbook	13
Right to Change Policy	15
Administrative Staff Directory	17
CSUS Mission	19
Board of Trustees	21
CSUS Directory	23

Section A **Employment Policies**

1. Affirmative Action	25
2. Americans with Disabilities Act/ Equal Opportunity Employer	28
3. Sexual Harassment Prevention	28
4. Ethics Statement	29
5. Consensual Relationship	39
6. Faculty-Authored Textbooks	41
7. Pre-Employment Background Verification Policy	43
8. Political Activity and Employment	48
9. Nepotism in Employment	50
10. Dual Employment/Outside Employment	51
11. Human Research Protection Program	53
12. Immigration Law Compliance	53

TABLE OF CONTENTS

13. Workplace Violence	54
14. Drug-Free and Alcohol-Free Workplace Policy	55
15. Smoke Free Campus	60
16. Firearms	60
17. HIV/AIDS Policy	60
18. Electronic Monitoring	62
19. Policy Related to Employment University Residence	64
20. Whistleblower Policy	66
21. Network Security Policy and Procedures	68

Section B Employment Status and Records

1. Employment Applications	71
2. Employment Categories	71
3. Performance Evaluations	73
4. Personnel Data Changes	73
5. Personnel Files	74
6. Wage/Employment Verification	74

Section C Employee Benefit Programs

1. Employee Benefits	77
2. Health and Dental Insurance	78
3. Retirement Benefits	90
4. Holidays	95
5. Workers' Compensation	96
6. Supplemental Programs	98

Section D Leave Benefits

1. Bereavement Leave	105
2. Family Medical Leave	105
3. Maternity Leave	112
4. Jury Duty Leave	112
5. Military Leave	113

6. Educational Leave	116
7. Personal Leave	117
8. Sick Leave Benefits	117
9. Vacation Leave	120
10. Paid Leave	121
11. Parental Leave	127
12. Sabbatic Leave	127

Section E
Timekeeping and Payroll Policies

1. Compensatory Time Off	129
2. Overtime Compensation	130
3. Paydays	130
4. Payroll Deductions	131
5. Timekeeping	132
6. Longevity Payments	133
7. Inclement Weather	133

Section F
Working Conditions

1. Dress Code	135
2. Overtime Assignment	135
3. Use of Equipment and Vehicles	135
4. Public Safety	136
5. Green Campus Initiatives	141

Section G
Employee Conduct and Discipline Policies

1. Attendance and Punctuality	143
2. Harassment	143
3. Resignation	144
4. Return of Property	145
5. Rules of Conduct	145
6. Security Inspections	148
7. Employee Use of Information Technology	148

TABLE OF CONTENTS

Section H **Other Services for University Employees**

1. Parking	151
2. Shuttle Service	152
3. I.D. Cards	152
4. Keys	153
5. Telephones	154
6. Mail	155
7. Bookstore	156
8. Library Services	156
9. Health Services	157
10. Lactation Room	157
11. Recreational Use of Sports Center	157
12. What's Open When	158
13. Campus Map	161

A MESSAGE FROM THE PRESIDENT OF THE UNIVERSITY

Welcome to Southern Connecticut State University!

"It is time for a new generation of leadership, to cope with new problems and new opportunities. For there is a new world to be won." John F. Kennedy

You are now employed on a campus undergoing a dramatic transformation. With the massive campus construction now taking place, it is easy to see that the University is in the midst of a major period of positive change or, as the *New York Times* called it, "A Renaissance on Campus at Southern."



By joining us at Southern Connecticut State University, you will work alongside other employees who will help launch the University into the future with a commitment to excellence and student success that will benefit both the University and the community within which it resides.

A university should always have as one of its primary goals the enhancement of the surrounding region. Southern has already made progress toward that goal, thanks to initiatives in areas such as nursing, education, social work, and business. Because so many of our graduates enter the workforce in our state and make southern Connecticut their home, the stronger we become in both our educational quality and our outreach initiatives, the greater the economic vitality of the region.

The dual focus of my work is to support excellence in our institution and to encourage all employees to share in this goal.

I wish you a successful career at Southern and hope that your experience with the University will be challenging, enjoyable, and rewarding. Your efforts will contribute to the continuing achievements at Southern, an institution recognized as an exceptional institution leading the way in urban education.

A MESSAGE FROM THE PRESIDENT OF THE UNIVERSITY

Let us begin on this journey together, with a goal of enhancing our own professional careers while we enrich those around us.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Cheryl J. Norton', written in a cursive style.

Dr. Cheryl J. Norton
President

WELCOME MESSAGE FROM THE ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES AND LABOR RELATIONS

Welcome to the SCSU community!

As an employee, you are part of an institution that is proud of its history and the undertakings that have been made to date. Southern, as an employer, recognizes the value of providing a working atmosphere that is beneficial to carrying out the University's mission. For employees, this means the administration of personnel policies as well as benefit and compensation programs that are competitive, fair, and understandable. Please refer to your collective bargaining agreement for further information.



This handbook provides important information relative to many features of your employment, but it cannot be used as the source for all decisions. To that end, you should consult with your supervisors, your collective bargaining agreement, and the members of the Human Resources staff. The Office of Human Resources is structured to provide a full range of personnel services, including benefits administration, recruiting and placement, classification and compensation, and employee relations.

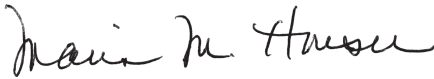
The human resources policies and practices reflected in this handbook are internal guidelines and are not promises, representations, or a contract of employment. The University reserves the right to amend or alter the conditions and terms contained in this handbook as it deems necessary. When new policies, or revisions to current policies are necessary, they will be available on the Human Resources Web site.

I hope that this handbook will prove to be a valuable reference and a source of current and consistent information for the entire University and is available to all University employees. Please take the necessary time to familiarize yourself with the complete handbook.

**WELCOME MESSAGE FROM THE ASSOCIATE VICE PRESIDENT
FOR HUMAN RESOURCES AND LABOR RELATIONS**

We invite your comments on the contents of this handbook, as well as any other observations that may be helpful in the delivery of services. On behalf of the entire Human Resources staff, I would like to express our best wishes for success at Southern Connecticut State University.

Sincerely,

A handwritten signature in black ink that reads "Maria M. Houser". The signature is written in a cursive, flowing style.

Maria M. Houser

Associate Vice President for Human Resources and Labor Relations

University Mission Statement

Southern Connecticut State University provides exemplary graduate and undergraduate education in the liberal arts and professional disciplines. As an intentionally diverse and comprehensive university, Southern is committed to academic excellence, access, social justice, and service for the public good.

Fulfilling the Mission

“Pursuing Excellence, Fostering Leadership, Empowering Communities”

As a student-centered institution, Southern regards student success as its highest priority. We seek to instill in all students the value of liberal arts and sciences as a foundation for professional development and life-long learning. Our students receive exemplary professional training and are inspired by the research, scholarship, and creative activity of our teacher-scholars. Through tradition and innovation, Southern strives to empower every undergraduate and graduate student with the knowledge, skills, and perspectives essential for active participation and impassioned ethical leadership in our rapidly changing global society. Within the Connecticut State University System, Southern leads the way in graduate education and produces the largest number of graduates in health/life sciences, education, and social/public services.

History

Southern Connecticut State University, a fully accredited institution of higher education, is authorized by the Connecticut General Assembly to offer courses and programs leading to bachelor's and master's degrees in the arts and sciences and in various professional fields. Southern also offers a sixth year diploma in several special areas and a doctorate in education. One of four institutions governed by the Board of Trustees for the Connecticut State University System (CSUS), Southern receives its major support from legislative appropriations.

Founded in 1893 as the New Haven State Normal School, Southern became a four-year college with degree granting powers in 1937. Ten years later, Southern joined with Yale University's Department of Education to offer a graduate program leading to a Master of Arts degree. In 1954, with Southern changing and growing to meet the needs of its students, the Connecticut Board of Education authorized the institution, then known as the New Haven State Teachers College, to assume complete responsibility for its graduate program. As a result, Southern made its name during the 1950's and 1960's preparing teachers in virtually every major scholastic area.

In 1959, six years after the institution had moved to its present campus, State legislation expanded Southern's offerings to include liberal arts curricula leading to bachelor's degrees in the arts and sciences, as well as career-oriented degree programs in fields such as nursing, social work, business, and computer sciences. The expanded curricular offerings also resulted in the legislature changing the institution's name to Southern Connecticut State College.

HISTORY

Since then, Southern has continued its growth as a modern, diversified center of higher learning, expanding both its undergraduate and graduate programs and opening up entirely new fields of study and research. In March 1983, Southern became a university, completing its evolution. Today, the University is composed of six academic schools:

- > School of Arts and Sciences
- > School of Business
- > School of Communication, Information, and Library Science
- > School of Education
- > School of Graduate Studies
- > School of Health and Human Services

On April 30, 2004, Dr. Cheryl J. Norton began her tenure as Southern's 10th president, and the first woman to lead the institution in its 111-year history. With its strong and healthy identity intact and its fine traditions for support, Southern can look to a future as varied, dynamic, responsive, and responsible as its past.

Purpose of the Employee Handbook

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

Please be aware that no written statement can cover all possible situations or be an effective substitute for direct and regular contact with your supervisor. This handbook is intended to give you some guidance as to the various topics contained herein. For more detailed information, consult with the Office of Human Resources. Separate benefit booklets are available to you that describe in detail the University's benefit plans, which are only briefly summarized here. Your specific rights and benefits under these plans are governed by each benefit plan or contract.

The Employee Handbook is a general guide to Southern Connecticut State University's policies. It is meant to provide generalized guidelines for employees in collective bargaining units. For non-bargaining unit employees, this handbook, in conjunction with approved CSUS and Southern Connecticut State University Human Resources Policies, reflects your benefits and rights.

PURPOSE OF THE EMPLOYEE HANDBOOK

Because no two employment situations are ever exactly alike, the University reserves the right to revise, supplement, or rescind any policies or portion(s) of the handbook it deems appropriate through the appropriate process when it determines that particular circumstances warrant individualized consideration.

Wherever discrepancies exist between this handbook and collective bargaining agreement, i.e. union contracts, the agreement or contract will prevail. Employees should receive a copy of their collective bargaining agreement when hired. Contracts are available in the Office of Human Resources in the Wintergreen Building.

Right to Change Policy



Southern Connecticut State University reserves the right to interpret, add, delete, or modify all provisions contained in this handbook. Revisions and updated information regarding changes in a policy will be available on the Southern Web site under Human Resources. Hard copies of a revised or updated policy will be available in the Office of Human Resources. If you have any questions, please contact the Office of Human Resources at 203-392-5567.

Southern Connecticut State University Cabinet Staff

Dr. Cheryl J. Norton

President
Engleman, A211
392-5250

Dr. Selase W. Williams

*Provost and Vice President
for Academic Affairs*
Engleman, A210
392-5350

Mr. James E. Blake

Executive Vice President
Engleman, A213
392-5450

Dr. Ronald D. Herron

*Vice President for Student
and University Affairs*
Engleman, A212
392-5550

Ms. Megan A. Rock

*Vice President
for Institutional Advancement*
Engleman, A215
392-6192

Ms. Maria M. Houser

*Associate Vice President
for Human Resources
and Labor Relations*
Wintergreen
392-5152

Ms. Marcia Smith-Glasper

*Executive Assistant
to the President,
Director of Diversity
and Equity Programs*
Schwartz Hall, 100
392-5899

Dr. W. Alvin Chai

Chief Information Officer
TE-7
392-5019

The Connecticut State University System Mission

The four comprehensive universities of the CSUS—Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University—are Connecticut’s universities of choice for students of all ages, backgrounds, races and ethnicities.

The CSUS provides affordable and high-quality, active-learning opportunities, which are geographically and technologically accessible. A CSUS education leads to baccalaureate, graduate, and professional degrees consistent with CSUS’s historical missions of teacher education and career advancement, including applied doctoral degree programs in education.

CSUS graduates think critically, acquire enduring problem-solving skills, and meet outcome standards, which embody the competencies necessary for success in the workplace and in life.



Board of Trustees for the Connecticut State University System

Lawrence D. McHugh

Chairman

Middletown

Karl J. Krapek

Vice Chairman

Avon

Theresa J. Eberhard-Asch

Secretary

Danbury

Richard J. Balducci

Deep River

John A. Doyle

Southington

Elizabeth S. Gagne

Hartford

Angelo J. Messina

Farmington

John H. Motley

Burlington

L. David Panciera

Hartford

Mark Parrott

Hamden

Ronald J. Pugliese

Naugatuck

Peter M. Rosa

New Britain

Andrew Russo

Wethersfield

John R. Sholtis, Jr.

Marlborough

Brian Sullivan

East Hartford

Rev. John P. Sullivan

New Haven

Andrew Wetmore

Danbury

Gail H. Williams

Danbury

CSUS Directory

**Connecticut State University
System Office**

39 Woodland Street
Hartford, CT 06105
(860) 493-0000

Dr. David G. Carter

Chancellor
Chancellor's Office
(860) 493-0011

**Central Connecticut
State University**

1615 Stanley Street
New Britain, CT 06050
(860) 832-3567

**Eastern Connecticut
State University**

83 Windham Street
Willimantic, CT 06226
(860) 465-5000

**Southern Connecticut
State University**

501 Crescent Street
New Haven, CT 06515
(203) 392-5200

**Western Connecticut
State University**

181 White Street
Danbury, CT 06810
(203) 837-8200

**State Department
of Higher Education**

61 Woodland Street
Hartford, CT 06105
(860) 947-1800

Employment Policies

► 1. AFFIRMATIVE ACTION

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

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

Affirmative Action requires more than vigilance in the elimination of discriminatory barriers on the grounds of race, sex, color, religious creed, national origin, national ancestry, sexual orientation, marital status, veteran status, age, criminal record, disability including learning disability, past or present history of a

mental disorder, genetic information or other protected status unless there is a bona fide occupational requirement, which excludes persons in one of the above protected groups. It must also entail positive and aggressive measures to ensure equal opportunity in internal personnel practices and in those programs that can affect persons outside of the University. This Affirmative Action shall include efforts necessary to remedy the effects of present and past discriminatory patterns and any action necessary to guarantee equal opportunity for all people. For more information, please review information provided on the University's Office of Diversity and Equity Web page, www.SouthernCT.edu/diversityequity/.

Non-Discrimination Policy

Southern Connecticut State University does not discriminate on the basis of sex, sexual orientation, age, disability, race, color, religious creed, or national origin in admission to, access to, employment in, and treatment in its programs and activities. Discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other relevant State and Federal laws.

Anyone who has a complaint alleging an act of violence, discrimination, or harassment should contact the Executive Assistant to the President for Diversity and Equity Programs, Schwartz Hall, Suite 100, (203) 392-5899.

A complaint against a University employee alleging a violation of this policy should be filed with either the Office of Diversity and Equity Programs in Schwartz Hall or the University Police Department in Granoff Hall. Any complaint filed against a university employee must be filed within 30 days of the alleged violation.

Inquiries regarding the application of the non-discrimination policy may be referred to the Office of Diversity and Equity, Southern Connecticut State University, 501 Crescent Street, New Haven, CT 06515. The telephone number is (203) 392-5491. Inquiries may also be addressed to the Assistant Secretary for Civil

Rights, U.S. Department of Education, Washington, D.C. 20202; or the Regional Office, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA, 02110.

Statement on Pluralism

Southern Connecticut State University adopted a policy Statement on pluralism that forbids acts of violence or harassment reflecting bias or intolerance based on an individual's race, religious creed, gender, sexual orientation, disability, and ethnic or cultural origin. The university has also adopted procedures for investigating complaints of acts of intolerance brought by students and staff. Southern Connecticut State University endorses the Connecticut State University Policy Regarding Racism and Acts of Intolerance. That policy is:

The Connecticut State University declares:

Institutions within the Connecticut State University have a duty to foster tolerance;

The promotion of racial, religious creed and ethnic pluralism within the university is the responsibility of all individuals within the university community;

Every person within the university community should be treated with dignity and assured security and equality;

Individuals may not exercise personal freedom in ways that invade or violate the rights of others;

Acts of violence and harassment reflecting bias or intolerance of race, religious creed, gender, sexual orientation, disability, and ethnic or cultural origins are unacceptable; and

The University shall take appropriate corrective action if such acts of violence or harassment occur.

Anyone who has a complaint alleging an act of violence or harassment based on race, religious creed, gender, sexual orientation, disability, or ethnic or cultural origin should contact the Office of Diversity and Equity Programs, Schwartz Hall, (203) 392-5491.

► 2. AMERICANS WITH DISABILITIES/ EQUAL OPPORTUNITY EMPLOYER

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

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

► 3. SEXUAL HARASSMENT PREVENTION

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

Sexual harassment may include, but is not limited to:

- > Sexually oriented verbal harassment or abuse.
- > Subtle pressure for sexual activity.
- > Inappropriate patting or pinching or other physical contact.
- > Intentional brushing against a student's or an employee's body.
- > Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.

- > Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- > Any sexually motivated touching.
- > Displaying sexually suggestive pictures, objects, cartoons, posters, or other pornographic or offensive materials.
- > Sexual remarks or jokes.

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

For further information: www.SouthernCT.edu/diversityequity/

The Women's Center

The Women's Center is a place for women to gather together and to explore and celebrate the richness and diversity of their lives. The center provides information, support groups, referral, and services to facilitate education on issues related to feminism, women, men, and gender. The center organizes events of interest to women and men such as discussion groups, speaker series, workshops, concerts, and films. The center also maintains a resource room with information on health, sexual harassment, sexual assault, AIDS, drug and alcohol abuse, and gay, lesbian, and bisexual issues. The Women's Center is located in Schwartz Hall, Garden Level. For further information, call 203-392-6946 or visit the center's Web site at www.SouthernCT.edu/womenscenter/

► 4. ETHICS STATEMENT

Purpose

It is important that all Southern Connecticut State University employees conduct themselves with the highest degree of honor

and integrity and understand that public service is a public trust. Ethical conduct in our relationships with each other, members of the public, our students, other State agencies, and private entities is of critical importance.

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

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

Definitions

1. A “business with which you are associated” means any sole proprietorship, partnership, firm, corporation, trust, or other entity through which business for profit or not-for-profit is conducted in which you or a member of your immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust, or holder of stock constituting five percent (5%) or more of the total outstanding stock of any class. Neither you nor a member of your immediate family will be deemed to be associated with a not-for-profit entity solely by virtue of the fact that

you or a member or your immediate family is an unpaid director or officer of such entity. The term “officer” refers only to the president, executive or senior vice president, or treasurer of such business.

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

- > (a) A certificate, plaque, or other ceremonial award costing less than one hundred dollars (\$100.00);
- > (b) A rebate, discount, or promotional item available to the general public (items such as pencils, ball point pens, note pads, and similar items used as advertisement “give-aways” fall within this category);
- > (c) Food or beverage or both, costing less than fifty dollars (\$50.00) in the aggregate in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for your food or beverage, or his representative, is in attendance;
- > (d) Admission to a charitable or civic event, including food and beverage provided at such event (but excluding lodging or travel expenses), at which you participate in your official capacity, provided such admission is provided by the primary sponsoring entity;
- > (e) Anything having a value of not more than ten dollars (\$10.00), provided the aggregate value of all things provided by a donor to you under this subsection in a calendar year does not exceed fifty dollars (\$50.00).

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

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

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

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

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

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

Prohibited Activities

As a public official or State employee you may not:

1. Knowingly accept any gift from any person who: (a) is known to be a registered lobbyist or a lobbyist representative; (b) list of registered lobbyists may be found on the Web site maintained by the Office of State Ethics); (c) is doing business with or seeking to do business with the System, your university, or your department; (d) is engaged in activities that are directly regulated by the System, your university or your department; or (e) is a contractor pre-qualified under section 4a-100 of the Connecticut General

Statutes. If an employee is offered a benefit from someone whom is not a prohibited donor as described above (that is, a non-regulated donor), and the benefit is offered because of the employee's position with the System, the total value of benefits received from one source in a calendar may not exceed \$100.00.

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

The Code of Ethics permits a separate category of gifts between State employees under the "major-life event" exception. This category specifically includes birth or adoption of a child, a wedding, funeral, or ceremony commemorating induction into religious adulthood (e.g., bar mitzvah or confirmation). Of note, there is *no* dollar limit for this type of gift.

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

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

by, the sponsor of an in-state event that you attend in your official capacity and as a principal speaker.

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

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

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

Conflicts of Interest

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

2. You may not accept any other employment that will impair the independence of your judgment in carrying out your official duties or induce you to disclose confidential information acquired by you in the course of performing your official duties. Accord-

ingly, you should never accept employment with any consultant, contractor, appraiser, or any other organization or individual that has a contract or other agreement with the Connecticut State University System or any System university without full exploration of any potential conflicts of interest.

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

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

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

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

Procedure Governing Conflicts of Interest

If, in the discharge of your duties, you are required to take any action that would present either a substantial or potential conflict of interest, you must prepare a written statement, signed under

penalty of false statement, describing the matter requiring action and the nature of the conflict and deliver a copy of the statement to your immediate superior, who will assign the matter to another employee, or, if you have no immediate superior, you shall take such steps as the Office of State Ethics shall prescribe or advise. You may not take any official action whatsoever on a matter with which you have a substantial conflict of interest.

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

Post-Employment Activities

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

1. Disclose or use confidential information acquired in the course of and by reason of your official duties for financial gain for yourself or any other person. This is a lifetime prohibition. "Confidential information" is any information not generally available to the public. The information may be in any form (written, photographic, recorded, computerized, etc.) including orally transmitted information, e.g., conversations, negotiations, etc.
2. Represent any person in connection with any matter: (i) in which you participated, personally and substantially, while in State service; and (ii) in which the State has a substantial interest.

This is a lifetime prohibition. It applies regardless of where the representation occurs and whether or not compensation is involved. The term "particular matter" must almost always be determined on a case-by-case basis. Although the concept is essentially a narrow one, a specific "particular matter" (e.g., an administrative enforcement proceeding) cannot be further

divided into separate phases (pre-hearing investigation, hearing, decision, etc.). To hold otherwise would frustrate a principal purpose of this provision: prevention of side switching in the midst of on-going State proceedings.

3. No former Executive Branch or quasi-public agency official or State employee shall, for a period of one year after leaving State service, represent anyone (other than the State) for compensation before the agency in which he or she was employed at the time of leaving State service, concerning any matter in which the State has a substantial interest.

“Represent” (under both nos. 2 and 3) includes any action that reveals the identity of the individual, e.g., a personal appearance, phone call, signature on a document, identification on a firm’s letterhead, etc.

NOTE: A Commission policy has been established to allow former State servants to enter into consulting and other employment contracts with their former agencies within the one-year period. Specifically, such conduct is permitted as long as the re-employment is at no greater pay level than the individual was receiving at the time of separation from State service, plus necessary expenses. In essence, by prohibiting the negotiation of the compensation rate, this policy prevents improper use of influence and contacts for financial advantage. At the same time, employment options of former State servants are not limited unnecessarily and the State is not denied these individuals’ expertise. Those with questions concerning this policy should contact a Commission attorney.

4. No former public official or State employee who participated substantially in, or supervised, the negotiation or award of a State contract valued at \$50,000 or more may accept employment with a party to the contract (other than the State) for one year after resignation from State service if the resignation occurs within one year after the contract was assigned.

Substantial participation is not limited to the chief negotiator or the individual who signs the contract. Rather, the concept of substantial participation (under both nos. 2 and 4) applies whenever the individual exercises discretionary authority at any level

of the process. “Employment” includes work as an independent contractor or consultant.

Code of Ethics for Public Officials

The Code of Ethics for Public Officials is set forth in Chapter 10 of the Connecticut General Statutes. Should you have a question regarding whether certain conduct constitutes a violation of the Code of Ethics, you should consult with your immediate supervisor, the Ethics Officer at your institution, or the Office of State Ethics.

Review by Audit Committee of the Board of Trustees

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

University Ethics Liaison Officer

The Ethics Liaison Officer for Southern Connecticut State University shall be the Associate Vice President for Human Resources and Labor Relations or designee who can be reached at (203) 392-5552 and will be responsible for coordinating appropriate training programs, monitoring agency policies relevant to ethics compliance, and serving as a resource for ethics guidance and advice. The Ethics Liaison Officer will be the liaison to the Office of State Ethics to screen and refer issues to the Office of State Ethics. Since the Ethics Liaison Officer cannot or should not provide legal advice regarding ethics issues, he or she will refer an individual to the Office of State Ethics when necessary or seek legal advice from the Office of State Ethics on such individual’s behalf. The Ethics Liaison Officer should also serve as the liaison to its constituency groups (e.g. contractors) to ensure

that they are made aware of relevant restrictions under the Code when they interact with agency personnel. The Officer must also be responsible for disseminating information to keep employees apprised of the latest Office of State Ethics rulings, enforcement actions, and statutory changes. The Ethics Liaison Officer is not to be considered an enforcement officer but rather an informational resource and counselor.

Individuals may also contact the Office of State Ethics directly via the following means:

Office of State Ethics
18-20 Trinity Street
Hartford, Connecticut 06106-1660
Telephone: (860) 566-4472
Fax: (860) 566-3806
www.ct.gov/ethics/site/default.asp

► 5. CONSENSUAL RELATIONSHIP

Consensual Relationships Between Employees of CSU

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

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

Southern Connecticut State University strongly discourages romantic, dating, or sexual relationships between employees with supervisory or evaluative authority and the employees that they supervise or evaluate. If a romantic or sexual relationship exists or develops between such individuals, the employee with supervisory or evaluative authority is required to recuse him or herself from participating in any supervisory or evaluative decisions regarding said employee. If that is not practical, then the employee with supervisory or evaluative authority is required to consult with the first appropriate manager in the chain of command who is not in any bargaining unit. The manager shall make arrangements for the unbiased supervision and evaluation of the employee. A case-by-case review shall be made by the manager and, in some circumstances, an employee may be transferred or reassigned.

Consensual Relationships Between Employees and Students of CSU

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

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

Because of the inherent imbalance of power and need for trust, Codes of Ethics for most professional associations forbid professional-client relationships. Similarly, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student. Such relationships

are susceptible to an appearance of exploitation and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff member. Although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual, given the inherent power differential between the parties, and could lead to sexual harassment charges.

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

► 6. FACULTY-AUTHORED TEXTBOOKS

Assignment of Textbooks and Other Instructional Materials

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

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

Review Panel Composition

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

Terms of Appointment

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

Operating Procedure

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

- > The text or materials are recognized as the standard in the field, or
- > Offers a unique perspective on the topic of study.

The panel informs the faculty member in writing of its decision indicating the reason for approval or disapproval no fewer than 20 days from the day the request is received by the panel. A copy of the decision is transmitted to the Provost and Vice President for Academic Affairs. All decisions require a majority vote. A panel member who represents the department of the faculty member whose request is under consideration may not vote on that request.

Failure to comply with this policy constitutes a violation of the State Ethics Code and University policy and subjects the fac-

ulty member to an enforcement action by the State Ethics Commission and disciplinary procedures by the University.

► 7. PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY

Introduction/Purpose

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

Policy

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

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

background investigation acceptable to the university or the CSU System Office.

Elimination of a candidate from consideration for hiring on the basis of information revealed by the background investigation must be reviewed and approved by the Associate Vice President for Human Resources and Labor Relations at the University or by the Associate Vice Chancellor for Human Resources and Labor Relations at the CSU System Office. Access to the background investigation shall be limited to the President and the Associate Vice President for Human Resources or their designees at the University or the Chancellor, Associate Vice Chancellor for Human Resources and Labor Relations at the CSU System Office.

Procedure

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

1. Notification and Authorization

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

2. Collecting Background Information

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

- > Social Security Verification
- > Prior Employment Verification

- > Education Verification (highest level)
- > Residence Verification
- > Criminal Background Investigation—Local, State, and Federal
- > Sexual Offender Database Search

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

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

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

3. Use of Background Investigation Results

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

- > Inconsistency of information provided by the candidate versus that obtained by the background investigation. (Examples might include, but not be limited to, significant differences in prior employment dates, education obtained, or licenses held.)
- > Omissions of significant information by the candidate. (Examples might include, but not be limited to, failure to disclose being dismissed for cause or loss of certifications qualifying the applicant for the position.)
- > Unsatisfactory information uncovered by the background investigation might include, but not be limited to the following:

recent felony or misdemeanor convictions related to the position applied for; unsatisfactory job performance on a prior job; poor attendance or disciplinary problems on a prior job; record of moving violations (for a job requiring driving a University or State vehicle); credit history that would indicate an inability to manage finances or which would create undue personal financial pressure (for jobs handling management of significant financial resources).

4. Fair Credit Reporting Act (FCRA) Compliance

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

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

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

5. Record Retention

All information obtained, as part of a background investigation, shall be held in the strictest confidence. Documentation shall be retained for the appropriate retention period for employment records promulgated by the State of Connecticut and by University and CSU System Office personnel search policies and procedures. Such records **shall not** be included in an employee's personnel file. Unauthorized disclosure of information gathered through the background investigation will not be tolerated and may subject the discloser to disciplinary action.

6. Use/Review Criteria

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

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

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

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

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

Pursuant to Connecticut General Statutes Section 46-80(d), no record of arrest that was not followed by conviction, or record

of conviction that has been erased, shall be considered in connection with an application for employment.

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

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

Credit History: An applicant's credit history shall be reviewed as it relates to jobs requiring financial responsibilities. An applicant's credit history shall be considered in conjunction with all other factors disclosed by the background investigation and alone shall not be a determining factor in denying employment.

Statutory/Administrative Regulation

Fair Credit Reporting Act

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

Responsible Function Area

Office of the Associate Vice President for Human Resources and Labor Relations

► 8. POLITICAL ACTIVITY AND EMPLOYMENT

Political activity of State employees is governed by both the Federal Hatch Act and Connecticut General Statute. To avoid conflicts with the law, employees who are considering running for political office must notify the Human Resources Office prior to initiating a campaign to determine if the State or Federal laws apply and to determine whether an accommodation will be needed or possible. Following is an abbreviated summary of the

State's statutory limits, which apply to classified employees. Both faculty and staff are referred to Connecticut General Statute 5-266a to 5-266d for the complete text as well as Sec.5-267 and Sec. 5-268.

Briefly, much of what is prohibited by State law is also prohibited by Federal law. Indeed both laws prohibit using official authority for influencing elections and coercing State or local employees to pay or contribute anything of value for a political purpose. However, they do differ on one point: State law permits candidacy for office while Federal law prohibits candidacy.

No person employed may:

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

A person employed in classified service retains the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates and shall be free to participate actively in political management and campaigns; except that no such employee shall engage in such activity while on duty or within any period of time during which such employee is expected to perform services for which he/she receives compensation from the State.

No such employee shall utilize State funds, supplies, vehicles, or facilities to secure support for or oppose any candidate, party, or issue. Any person employed in the classified State service may be a candidate for a State or municipal office in any political partisan election.

Any person employed in the classified State service who leaves such service to accept a full-time elective municipal office shall be granted a personal leave of absence without pay from his/her State employment for not more than two consecutive terms of office or for a period of four years, whichever is shorter.

Any person employed in the classified State service who accepts an elective State office shall resign from such employment upon taking such office.

Any complaints of violations are investigated by various governing bodies depending on whether the State or Federal law is impacted. However, the resulting penalties can be extensive under either law, including discipline, dismissal, fines, imprisonment, or loss of Federal funding.

For an in depth discussion of the relationship between the Hatch Act and Connecticut State law, please refer to the Attorney General's May 30, 1995 Memorandum to Agency Heads. Particular note should be made of the sections that address the solicitation of contributions for political purposes.

With the exception of the Hatch Act, all of the statutory references quoted above are in the State Personnel Act. The sections are included in this General Letter for your information and guidance.

► 9. NEPOTISM IN EMPLOYMENT

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

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

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

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

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

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

► 10. DUAL EMPLOYMENT/OUTSIDE EMPLOYMENT

Public Act No. 87-253, An Act Concerning the State Personnel Act, Section 3 provides that, "No State employee who holds multiple job assignments within the same State agency shall be

compensated for services rendered to such agency during a bi-weekly pay period unless the appointing authority of such agency or his designee certifies that the duties performed are not in conflict with the employee's primary responsibility to the agency, that the hours worked on each assignment are documented and revised to preclude duplicate payment, and that there is no conflict of interest between the services performed."

Employees of Southern Connecticut State University are reminded that their primary work responsibility is to the University, but that they may hold a job with another organization, including teaching at any of the Connecticut State Universities, provided that such employment **does not interfere** with their job responsibilities at Southern and as long as they satisfactorily perform their job responsibilities. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be subject to the University's scheduling demands, regardless of any existing outside work requirements.

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

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

Employees holding more than *one State position* are considered "dual employees" and are required to complete a Dual Employment Request Form (PER-DE-1) and obtain approval for such status *prior* to becoming actively employed within a second State position. Southern Connecticut State University is considered the primary employment agency for full-time and some part-time Southern employees. Additional state positions would be identified as secondary agency employment. Employees must advise the Office of Human Resources of their primary and prospective secondary agencies of their employment status if dual employment is being considered.

The policy of this University is that no full-time administrators, confidential personnel, classified staff, and others may be employed in any position on campus such as University Assistant or attend classes during their regularly scheduled work day unless an exemption is made by the President.

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

► 11. HUMAN RESEARCH PROTECTION PROGRAM

The University requires integrity and ethical and moral conduct in all research performed by its faculty, students, and staff. The Human Research Protection Program (HRPP) is responsible for safeguarding the rights and welfare of human participants in research and assures appropriate conformity with both University and Federal mandates for project design and investigator behavior. Investigators engaging in human participant research must submit a project proposal to the HRPP Institutional Review Board (IRB), where it will be examined for requisite compliance and assigned a disposition. Recruitment of human participants for research cannot proceed without IRB approval or exemption. Information regarding the HRPP and the IRB and interactive forms for proposal submission may be found at: www.SouthernCT.edu/departments/graduatestudies/research.php

► 12. IMMIGRATION LAW COMPLIANCE

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

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

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

► 13. WORKPLACE VIOLENCE

The State of Connecticut has adopted a statewide **Zero Tolerance** policy for violence under Executive Order No. 16.

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

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

All Southern Connecticut State University personnel are responsible for notifying the management representative(s) designated below of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed, which could be perceived as threatening or violent, when that behavior is job related or might be carried out at the University, or is connected to University employment or academic study. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated management representatives are not available, personnel should report the threat to their supervisor or another member of the management team.

All individuals who apply for or obtain a protective or restraining order, which lists University locations as being

protected areas, must provide to the designated management representatives a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order which is made permanent.

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

Designated management representatives are the following:

Director of Public Safety
(203) 392-5375
Granoff Hall
10 Wintergreen Ave.

Associate Vice President for Human Resources
and Labor Relations
(203) 392-8810
Wintergreen Building

► 14. DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

Statement of Policy

Employees are Southern Connecticut State University's most valuable resource, and the University is committed to ensuring the personal health and safety of all members of the Southern community. To that end, the University will provide a drug-free environment for students and employees in accordance with the Federal Drug-Free Workplace Act of 1988 (41 U.S. Code §§701 et seq.).

This act requires that any employer receiving Federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that this policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

In harmony with Connecticut's three-pronged strategy of education, treatment, and enforcement to combat substance

abuse, and in accordance with Federal legislation, this Drug-Free Workplace Policy has been adopted.

Prohibited Activity

Southern Policy prohibits the following:

- > Absolutely no alcohol or illegal drugs are allowed on the job or at the worksite. Furthermore, University employees are expected to come to work free of impairment resulting from drinking or use of illegal substances elsewhere, whether at night, at lunch, or at any other time.
- > Being under the influence of alcohol, unauthorized controlled substances, or illegal drugs on University premises or in University-owned vehicles. “Controlled substances” are specifically defined in Federal law and consist of two classes of drugs:
 - (1) those commonly thought of as “illegal” drugs.
 - (2) certain medications if, not being taken under a physician’s prescription or according to a physician’s orders, which the Federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.
- > The use or possession of alcohol, unauthorized controlled substances, or illegal drugs while on the job or subject to duty.
- > The possession, use, manufacture, distribution, dispensation, or sale of illegal drugs away from University premises that adversely affect the employee’s work performance or his/her own or others’ safety at work.
- > Use of University property for the storage of any illegal drug, drug paraphernalia, or unauthorized controlled substance.
- > Conviction under any criminal drug statute for a violation occurring in the workplace. “Workplace” includes any locations owned, operated, or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.
- > Failure to notify the employer of any criminal drug conviction relating to illegal drug activity in the workplace within five (5) days of conviction, in accordance with the requirements of the

Act. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any Federal or State court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

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

Since it is a Federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at the Human Resources Office.

Procedures

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

Voluntary Referral

The University recognizes that early treatment of alcohol and drug abuse is critical in order to maximize the chances for successful rehabilitation. Whenever possible, Southern will assist employees in overcoming drug and alcohol dependency, keeping in mind that the decision to seek diagnosis and accept treatment for substance abuse is the individual responsibility of the employee.

Employees who wish to seek voluntary treatment for alcohol- and-drug related problems should contact the Office of Human Resources at (203) 392-5567 for immediate and **confidential** assistance regarding counseling and treatment referral services 24 hours a day.

The Employee Assistance Program (EAP), provided by The Lexington Group, Inc., will provide assessment services and, if necessary, refer employees to an appropriate treatment provider in the area.

Mandatory Referral

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

other personnel actions to deal with the prohibited behavior or activity.

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

Disciplinary Action

Disciplinary action may be warranted under the following circumstances:

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

Standard progressive disciplinary measures should be applied in accordance with collective bargaining agreements and State statutes. Such disciplinary action will take place only after consultation with the Human Resources Office regarding the appropriate action to take in each circumstance. The **Drug-Free Workplace Act** requires personnel action within 30 days after learning of an employee's conviction for drug activity in the workplace. Discipline may also be warranted in cases involving illegal activity outside the workplace. Since drug addiction or alcoholism may constitute a handicapping condition, any personnel action must be consistent with the provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

In addition, Southern must notify the appropriate Federal agency in writing, as well as the Office of Labor Relations, with

ten (10) calendar days of receiving notice that one of its employees funded under a Federal grant or contract has been convicted for a violation of a State or Federal drug statute occurring in the workplace.

Substance Abuse Awareness Program

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

Health Risks

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

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

Supervisor Requirements

Supervisors must immediately report suspected activity or use of alcohol and/or drugs up their chain of command if they believe that a subordinate is acting under the influence or has a substance abuse problem. Supervisors, familiar with the benefits of the Employee Assistance Program, will counsel and refer the employee as necessary.

► 15. SMOKE-FREE CAMPUS

Southern Connecticut State University is a smoke-free campus. Smoking is prohibited inside all buildings including State and University owned vehicles. This restriction applies to all indoor space, including private faculty and administrative offices and dining facilities. Smoking is banned in all classrooms, offices, building entrances, hallways, stairwells, reception areas, rest-rooms, work and eating areas, elevators, meeting rooms, lounges, and all common areas (CGS 31-40q). This policy applies equally to employees and visitors. The thoughtfulness, consideration, and cooperation of all members of the University community are needed.

► 16. FIREARMS

The University prohibits employees and students or their guests from possessing or storing a firearm on campus.

For purposes of this policy, definitions contained in the Connecticut General Statutes pertaining to firearms will apply.

Firearms, explosives, flammable substances, and other weapons of any kind are not allowed on University property. This includes, but is not limited to rifles, shotguns, pistols, BB guns, pellet guns, paint ball guns, bows and arrows, stun guns, knives, and martial arts weapons.

Possession of any firearm or other weapon on University property, including in an employee's automobile, is cause for corrective action up to and including termination.

University Police are the only persons who are authorized to carry firearms on campus.

Employees or others who have a concern about personal safety are encouraged to contact Southern's Director of Public Safety at (203) 392-5375 or the Office of Human Resources at (203) 392-8810.

► 17. HIV/AIDS POLICY

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

> Acquired Immune Deficiency Syndrome (AIDS)

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

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

Southern Connecticut State University recognizes its obligation to provide a safe and healthy work environment and to ensure nondiscriminatory treatment of all employees. It is our policy that individuals with HIV/AIDS will be treated with the same compassion and consideration given to any employee with a health problem. No person will be treated differently in the workplace as a result of having or being perceived as having HIV/AIDS. Employees are expected to work with co-workers and any other individuals who have HIV/AIDS. Managers and supervisors should be sensitive to employee concerns about the transmission of HIV/AIDS in the workplace and assist in providing educational resources regarding this subject. Any employee, however, who has unwarranted fears of exposure to HIV/AIDS in the workplace will not be allowed to refuse to work with anyone with HIV/AIDS.

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

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

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

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

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

► 18. ELECTRONIC MONITORING

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

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

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

Substitute House Bill No. 5398

PUBLIC ACT NO. 98-142

*AN ACT REQUIRING NOTICE TO EMPLOYEES
OF ELECTRONIC MONITORING BY
EMPLOYERS.*

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

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

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

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

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

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

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic

monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

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

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

► 19. POLICY RELATED TO EMPLOYMENT UNIVERSITY RESIDENCE

Introduction/Purpose:

Certain employees of the Connecticut State University System, as a condition of employment, are required to live on campus in university-provided housing. It is the intention of the University to enable such live-in staff members to live as normal a life as possible. However, the University must be concerned about the protection and appropriate use of its facilities and equipment, the personal safety of its buildings' occupants, and the protection of all members of the university community. Therefore, the housing of university employees in on-campus residences (including residence halls and student apartment complexes) shall comport with the following policy.

Policy Provisions:

1. Residency in on-campus residences shall be limited to the following individuals:

- > University residential life staff members including, but not limited to, residence assistants and residence directors.
- > The spouse or civil union partner of the residential life staff member as recognized by the State of Connecticut. Proof of

marriage or civil union (marriage license, certificate of civil union) must be provided to the Human Resources Department of the University by which the staff member is employed at such time as the housing is provided, or at the time the marriage or civil union occurs, whichever is later;

- > Minor children of the residential life staff member and/or his or her spouse or civil union partner; and
- > Caretakers for students with disabilities who reside in residence halls.

2. Each residential life staff member and each caretaker for a student with disabilities residing in an on-campus residence shall execute a use agreement provided by the university that shall set forth the duration of, and the terms and conditions governing, the occupancy of the on-campus residence.

3. This policy recognizes that during the summer and intersession months, university residential housing facilities may be occupied not only by university residential life staff members, but also by non-university personnel who administer, direct or participate in special summer or intersession programs. Residence hall occupancy by such persons shall be limited to the period specified in the contract governing such use.

4. This policy also recognizes that, from time to time, university residence halls may be utilized to house guests of the university, such as speakers and visiting lecturers, on a temporary basis. Residence halls may only be used by the universities for this purpose if there is no student who desires and is prepared to accept on-campus housing and to whom such housing has been denied.

5. Occupancy in the university residence shall be limited to no more than two (2) persons per bedroom.

6. No pets shall be allowed in System residences, other than fish housed in aquariums no larger than twenty (20) gallons. Animals used to aid persons with disabilities shall not be considered pets prohibited by this policy.

7. Before an employee's occupancy in a university residence, each proposed resident aged eighteen (18) years or over shall submit him or herself to the same criminal conviction investigation, sex offender registry status review, and social security verification that is required of the staff member prior to employment. The University reserves the right to deny access to and occupancy of a university residence to any person who fails to meet this requirement or for whom information is generated through this process that would, in the judgment of the university, pose a threat to the life, health, safety, and/or well-being of any member of the university community or to the property of the university.

8. If there is a change in the professional staff member's status (e.g., divorce, separation, marriage, civil union) or in the occupancy of the housing by minor children of the staff member or his or her spouse or civil union partner, the Director of Housing and Residential Life shall be informed of such change in writing as soon as such change is known to the staff member. Staff members shall not permit students to live in their university residences, even for short-term breaks.

9. Professional staff members residing on campus shall be responsible for all guests whom they host in their university residence. Staff members are advised that the duration and frequency of such invitations should be limited. Staff members should remind their guests that they are authorized to access only the staff member's residence and public spaces on the university campus and that they are not authorized to access the living quarters of students or other staff or other areas not open to the public at large.

► 20. WHISTLEBLOWER POLICY

Public Act No. 02-91 repealed Connecticut General Statute (CGS) §4-61dd as it relates to An Act Concerning State Employee and Contractor Whistleblowing Complaints.

Any person having knowledge of any matter involving corruption, unethical practices, violation of State or Federal laws or regulations, mismanagement, gross waste of funds, abuse of authority, or danger to the public safety occurring in any State

department or agency or any quasi-public agency, as defined in CGS 1-120, or any large State contractor, may report such matter to the Auditors of Public Accounts who shall investigate and report their findings to the Attorney General. The statute further protects employees who report such matters (commonly known as “whistleblowers”) from retaliatory personnel actions taken or threatened by the employer who is the subject of a report to the Auditors or the Attorney General.

The University prohibits retaliation against employees who report such matters.

Until recently, an aggrieved State or quasi-public agency employee could file a claim with the Employees’ Review Board under §5-202 or, in the case of an employee covered by a collective bargaining agreement, in accordance with contractual procedures. An employee of a large State contractor, after exhausting all administrative remedies, could also pursue a civil action.

On June 3, 2002, Public Act 02-91 provided an additional forum for employees who claim that they were the subjects of retaliatory actions or threats for making whistleblower complaints. The existing procedures and remedies remain as options, but aggrieved employees—including those covered by a collective bargaining agreement—may, **after** investigation by the Attorney General, choose to file a complaint with the Chief Human Rights referee at the CHRO Office of Public Hearings. If the referee determines that a violation occurred, the referee may award the aggrieved employee “reinstatement to the employee’s former position, back pay, and reestablishment of any employee benefits to which the employee would otherwise have been eligible if such violation had not occurred, reasonable attorneys’ fees, and any other damages.” Any party may appeal the referee’s decision in accordance with the provisions of CGS §4-183.

The Public Act also creates a rebuttable presumption that any personnel action taken or threatened against a whistleblowing employee is retaliatory if it occurs within one year of the complaint. All of the referees are impartial adjudicators, experienced in employment discrimination law, including cases involving retaliation against employees who have engaged in activities protected by State and Federal anti-discrimination law.

Complaints may be filed with the Chief Human Rights referee at the Office of Public Hearings, 21 Grand Street, Hartford, CT 06106. To obtain a complaint form or to obtain additional information, please call 860-541-3452.

► 21. NETWORK SECURITY POLICY AND PROCEDURES

Purpose

The Chief Information Officer for the State of Connecticut and the Department of Information Technology (DOIT) have established this policy and reporting requirements along with associated standards to assure that critical information is protected and data flow is not interrupted by unauthorized access.

Policy Statements

The following policy statements are abstracted from the official State of Connecticut Network Security Policy.

1. All information traveling over State computer networks that has not been specifically identified as the property of other parties will be treated as though it is a State asset. If there is no primary agency designated to administer this information, DOIT will become the steward of this data until another agency is designated. It is the policy of the State to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.
2. In addition, it is the policy of the State to protect information belonging to third parties—that has been entrusted to the State in confidence—in the same manner as private sector trade secrets as well as in accordance with applicable contracts.
3. All computers permanently or intermittently connected to State of Connecticut networks, and all DOIT computers that intermittently or continuously connect to an internal or external network must employ password-based access controls. All users must be positively identified prior to being able to use any multi-user computer or communications system resources.

4. The computer and communications system privileges of all users, systems, and independently operating programs (such as “agents”) must be restricted based on the need-to-know.
5. Participation in external networks as a provider of services that external parties rely on is expressly prohibited unless the Agency System Administrator has identified, in writing, the security risk involved and submitted those risks to the Security Oversight Committee, and the Chief Information Officer has expressly accepted these and other risks associated with the proposal.
6. Any modification in existing Network/Systems configurations that is in contrast to the statewide Security policy must be submitted for approval to the Security Oversight Committee.
7. Each agency that has existing dial-up lines/modems today must submit a request for consideration of approval to the Security Oversight Committee.
8. Wireless communications or other broadcast technologies must not be used for data transmission containing State “confidential” or “restricted” data unless the connection is encrypted and has an acceptable level user authentication.
9. Third-party vendors must **not** be given dial-up privileges to State computers and/or networks unless the involved system administrator determines that they have a bone fide need. These privileges must be enabled only for the time period required to accomplish the approved tasks (such as remote maintenance).
10. All users wishing to use the State internal networks, or multi-user systems that are connected to the State internal networks, must sign a compliance statement prior to being issued a user-ID.
11. Confidential or restricted data in unencrypted format is prohibited on State mobile computing and storage devices. Please see the State policy on mobile computing and storage devices for additional guidance and requirements.

Employment Status and Records

► 1. EMPLOYMENT APPLICATIONS

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

► 2. EMPLOYMENT CATEGORIES

Employees at Southern Connecticut State University are governed by various policies and bargaining unit contracts, all of which define an employee's status, the terms and conditions of employment, and benefit levels. Employees are considered either classified or unclassified, management and confidential, or bargaining unit, based on their job assignment.

Human Resources Policies for Management and Confidential Professional Personnel have been promulgated by the Board of Trustees for the Connecticut State University System to define the rights of Management and Confidential Professional Personnel under Board jurisdiction. www.ctStateu.edu/hr/LaborRelations2.htm

State University Organization of Administrative Faculty (SUOAF) is the exclusive bargaining agent with respect to wages, hours, and conditions of employment for all administrative faculty members employed by the University.

Administrative and Residual Employees Union (A&R) personnel represent the employees in the business office, accountants, purchasing officers, and others in the University such as library technicians.

Health Care Professionals (1199) personnel are those employees who work in the health care office and are composed of communication therapists and others.

Administrative Clerical (AFSCME) is the exclusive bargaining representative of the employees in the clerical and support staff series and are those employees assigned to classified positions at the University.

Maintenance and Service Unit are staff members of the Connecticut Employees Union Independent (CEUI) and are those employees assigned to classified positions at the University including custodians, maintenance, and skilled workers.

Protective Services Employees Coalition (PSEC) International Union of Police Associations/International Association of Fire Fighters (IUPA/IAFF, AFL-CIO) staff are those employees assigned to classified positions at the University.

American Association of University Professors (AAUP) is the exclusive bargaining agent with the Connecticut State University System. Members of the bargaining unit include the teaching faculty, counseling faculty, counselors, librarians and librarian faculty, coaches, and non-instructional athletic trainers.

Hourly Employees

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

Salaried Employees

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

▶ 3. PERFORMANCE EVALUATIONS (SERVICE RATINGS)

University administrators and employees are required to discuss job performance and goals on both a formal and an informal day-to-day basis. Formal service ratings will be conducted for every employee consistent with the applicable collective bargaining agreement or University policy. These evaluations will provide both administrators and employees with opportunities to discuss performance, assignment, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

Performance evaluations are scheduled according to the collective bargaining agreement. Please review your individual union contract for more specific information regarding your performance evaluation.

▶ 4. PERSONNEL DATA CHANGES

Each employee shall promptly notify the University, in writing, of any changes in personal data that may impact their employment. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status changes must be accurate and current at all times. The following events require the completion of various documents to ensure that your records are accurate:

- > Name change
- > Change of address
- > Change of telephone or cell phone number

- > Change of marital status (for the purposes of tax withholding, retirement beneficiary, group life insurance beneficiary, health and dental insurance coverage)
- > Change of beneficiaries for retirement or group life insurance
- > Birth or adoption of a child (if you wish to add your child onto your health or dental insurance or as a beneficiary of life insurance or retirement benefits).

To submit changes to your personal data or if you have questions, please contact the Office of Human Resources.

► 5. PERSONNEL FILES

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

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

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

Please refer to your collective bargaining agreement for further information.

► 6. WAGE/EMPLOYMENT VERIFICATION

The University will respond to written employment verification inquiries on current employees. Responses to such inquiries will confirm only dates of employment, wage rates and position(s)

held. No employment data will be released without a written authorization signed by the individual who is the subject of the inquiry. Employment verifications are to be issued only by the Office of Human Resources. No supervisor or other employee is authorized to provide official verifications for current or former employees. All such inquiries are to be directed to the Office of Human Resources.

Employee Benefit Programs

► 1. EMPLOYEE BENEFITS

Eligible employees at Southern Connecticut State University are provided a wide range of benefits. A number of the programs, such as participation in social security, workers' compensation, and unemployment insurance, cover all employees in the manner prescribed by law. Some benefit programs require contributions from the employee.

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

Educational Waiver/Reimbursements

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

Medical Life Insurance Company

You are eligible for basic term life insurance by payroll deduction. The maximum is \$85,000 for employees not included in any collective bargaining unit contract and \$38,000 for all others. The coverage automatically increases as your salary increases. The State of Connecticut shares the cost of this group term insurance. You contribute 20 cents bi-weekly for each \$1,000 of insurance. If you enroll during your first six (6) months of employment, cov-

erage is guaranteed. You will be required to prove insurability to enroll after that time.

Supplemental Life Insurance

Employees covered by a collective bargaining agreement, which allows for supplemental life insurance coverage, or employees exempt from collective bargaining with a yearly gross compensation of \$45,500 or more may buy additional coverage up to a maximum of \$50,000.

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

Longevity

Your collective bargaining agreement or Southern Connecticut State University policy may provide for longevity payments. Please refer to such agreement(s) or policy for specific provisions on this topic. If you need assistance identifying your eligibility, please contact the Office of Human Resources. (See Section E, Timekeeping and Payroll Policies, for additional details.)

► 2. HEALTH AND DENTAL INSURANCE

General Information

As an employee of Southern Connecticut State University, you have the option to choose from several different health plans offered by the State of Connecticut. The health plans currently include Anthem Blue Cross/Blue Shield of Connecticut, UnitedHealthcare Oxford, and Health Net. Please note that this information is subject to change without advance notice.

Employees select a company to provide benefits, and also select a plan level of care. The different plan levels are noted below and refer to requirements such as in-network benefits, out-of network services, or requirements such as gatekeeper coordination.

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

Refer to the Office of the State Comptroller Web site for current plan information and rates: www.osc.State.ct.us

Enrollment and Dependent Information

Upon hire, new employees have thirty (30) days to enroll themselves and their eligible dependents in the health and/or dental insurance plan(s). Insurance becomes effective the first of the month, following one full month of employment.

Dependent children are allowed on the medical and dental insurance through the age of 19. An allowance may be made for disabled dependents to remain on the medical and dental insurance beyond the age of 19. This allowance must be coordinated between the employee, the insurance company, and the Office of Human Resources.

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

Information for Part-Time Faculty Regarding Eligibility for Health Insurance (August 2007)

- > Effective with the fall 2007 semester, part-time faculty are eligible for State-sponsored health insurance.
- > Eligibility for health insurance under CGS Section 5-259c means teaching nine (9) or more credits in the aggregate, per semester, at multiple locations within any of the State of Connecticut university or college systems: Connecticut State University System (CCSU, ECSU, SCSU, WCSU); University of Connecticut; or any of the Community Colleges.
- > Eligible faculty will be required to pay the entire cost of the premium for such coverage.

- > Eligible faculty will be reimbursed for the State share of the health insurance premium after the semester ends.
- > Eligible faculty will be billed for the premiums. Payroll deduction is not available. Bills must be paid on time. Failure to do so will result in the forfeiture of the entire reimbursement for that semester.
- > Reimbursement is for whole months only and for spring and fall semesters only (no intersession or summer session).
- > The eligible faculty member's active primary job (as listed in the State's HR Information System) will be used to determine effective dates.
- > For example, if the hire date is August 31 and the termination date is December 15, the State share reimbursement is for October, November, and December.
- > After January 2008, faculty receiving reimbursement in consecutive fall and spring semesters will be eligible for coverage on the first day of the first month immediately following the hire date. For example, if the hire date is January 15 and the termination date is May 15, coverage is effective during the months of February, March, April, and May. The State share reimbursement will be for these four months as well.
- > Reimbursement payments will be made once, after the end of the semester, via check. Checks will be mailed from the Comptroller's Office to the employee's home address within 30 days after the semester ends, barring unforeseen circumstances. Direct deposit is not available.
- > No interest will be paid on any reimbursements.

Civil Union Benefit Information

Connecticut's civil union statute, which took effect October 1, 2005, provides that parties to a civil union are entitled to all the same benefits under the law as married couples. The new law covers any benefit that is provided by State law, policy, or collective bargaining agreement.

To apply for civil union status, employees should contact the Human Resources Office and request a **Domestic Partnership**

Affidavit form CO 1049 and supply supporting documentation as required on the form or a photocopy of their civil union license. Employees who have filed a civil union license that has been accepted by the Office of State Comptroller Retirement and Benefit Services Division will be eligible for the benefits below.

Employees will be allowed to cover their civil union partner and eligible dependent children. An employee who enters into a civil union will be accorded thirty (30) days to obtain medical and dental coverage for his or her civil partner and eligible children. An employee who enters into a civil union but fails to enroll his or her civil partner or eligible children within thirty (30) days will be required to wait until the annual health insurance open enrollment period to do so. Employees interested in the insurance benefits must apply for civil union status.

Premium Conversion (Tax Benefit)

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

Health Plan Options

Point of Service Plans (POS)

Under the Point of Service (POS) option, health care services are available both within and outside a defined network of physicians and other health care providers. POS members who obtain health care services from network providers pay a small co-payment and are eligible for all benefits provided by the plan according to the schedule of benefits. Services may be obtained from participating providers without a referral. Covered services obtained from non-participating providers are reimbursed at the rate of 80 percent of the plan allowance for in-network services, after the annual deductible has been met. Pre-authorizations may be required for

non-network services, unless the care is necessitated by a bona fide emergency.

Point of Enrollment (POE)—No Gatekeeper

Under the Point of Enrollment (POE) option, health care services are available only from a defined network of physicians and other health care providers. Each covered member must choose a primary care physician (PCP); however, no referral from the PCP is necessary to receive care from participating providers. POE members who obtain health care services from providers outside the network must pay the full cost of these services, unless the care is necessitated by a bona fide emergency.

Point of Enrollment with Gatekeeper (POE-G)

Under this option, health care services are available only from a defined network of physicians and other health care providers. Each covered member must choose a primary care physician (PCP) who coordinates all care. A referral from the PCP is required for all specialist services. POE-G members who obtain health care services from providers outside the network or without a referral from their PCP must pay the full cost of these services, unless the care is necessitated by a bona fide emergency.

Out-of-State Residents

The State Preferred Point of Service plan covers State employees who reside outside of Connecticut. Under this plan, if you use a health care provider who is a member of the Blue Cross Participating Provider Organization, all services are considered in-network. If you use a provider who is not in this network in your area, you will be required to pay a deductible and co-payment for services.

Changes to Insurance

Changes to insurance, such as adding dependents, changing insurance company, or changing plan level, may be made only during the open enrollment period or through a qualifying event, according to the Office of State Comptroller's rules.

Open Enrollment: The Office of State Comptroller annually conducts an insurance open enrollment period every spring that allows employees to make changes to their insurance plans. This is a time for employees to make changes such as changing insurance company, plan level, or adding dependents. Please refer to the comptroller's Web site for enrollment information at: www.osc.State.ct.us/

Qualifying Event: During the year, an employee may experience a qualifying event (list below), which allows him or her a thirty (30) day open window to enroll a dependent and/or spouse onto his or her health and/or dental insurance. Employees must complete the required paperwork within thirty (30) days from the date of the event. Failure to do so will result in having to wait until an annual open enrollment period to make a change. The following are qualifying events:

- > Marriage—A copy of marriage certificate required.
- > Birth/Adoption of Child—A copy of birth certificate or adoption papers required.
- > Loss of Coverage—Documentation required stating employment termination date and insurance end date.
- > Other—Court Orders—Documentation required.

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

Employees may cancel insurance coverage at any time during the year. Please contact the Office of Human Resources for information.

Dental Insurance

Currently, the State of Connecticut offers three (3) different dental plans to provide dental benefits to employees.

United HealthCare Basic Dental Plan

This plan has no defined network and allows employees the freedom to select a dentist of their choice. Because there is no defined network, the percentage of benefits covered is based on usual and customary rates prevailing in the geographic area in which the expenses are incurred.

United HealthCare Enhanced PPO

This is an expanded dental plan that covers a broader array of procedures from either a defined network or out-of-network dentists. If services are provided from an out-of-network dentist, the benefit percentage applies to the schedule of maximum allowable charges. Maximum allowable charges are limitations on billed charges in the geographic area in which the expenses are incurred. Some orthodontia coverage is available with this plan.

Cigna Dental

A Dental Maintenance Organization, which covers employees for some procedures at one hundred percent (100%). Employees must remain in-network at all times. No out-of-network benefits are allowed. Upon hire, employees will be required to select a dental office from the network and will be required to receive treatment from the dentist location selected. Employees wishing to change dental locations must call Cigna first to register with another dental office. Employees using another dental location without contacting Cigna will receive no benefit coverage. Some orthodontia coverage is available with this plan.

Prescription Drug Benefits

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

Co-pays: \$3.00 generic or \$6.00 for brand name prescriptions up to a 34-day supply. If you request a brand-name drug substitute, you pay the \$6.00 co-pay plus the difference between the cost of the generic and the brand name. If your physician feels that the brand-name drug is necessary and writes “dispense-as-written” or “no substitutes” on the prescription, you pay only the \$6.00 co-pay.

All participants must register online at www.caremark.com in order to view their plan. As a registered participant in Caremark's prescription drug plan, you will enable you to do the following:

- > Obtain prescriptions through Caremark's network of more than 52,000 chain and independent retail pharmacies.
- > Obtain maintenance prescriptions through Caremark's mail service pharmacy, Caremark Direct. Your medications will be delivered directly to your home within seven to 10 days. Co-pays will apply.
- > Use Caremark's Health Line, a telephone information and education center you can call for answers to common questions related to health and medications.
- > View your plan design and co-pay information, search for details on prescription medications, locate a pharmacy near you, review your claim history, and order your refills through Caremark Direct.

For more information contact the Office of Human Resources.

Consolidated Omnibus Budget Reconciliation Act (COBRA) Benefits

Eligible employees and enrolled civil union partners and their dependent children will be deemed qualified beneficiaries under COBRA regulations and will be afforded the same benefits as eligible dependents in a civil marriage.

COBRA gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.

Federal law requires that most employers sponsoring group health plans offer employees and their families a temporary extension of health insurance coverage (called "continuation

coverage”) at group rates in certain instances in which coverage would otherwise end.

For a Covered Employee

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

For the Covered Spouse

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

For Domestic Partner*

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

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

For Covered Dependent Children

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

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

Notification Requirements for Covered Employees, Spouses, and Dependents

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

If you have questions regarding notification requirements, please contact the Office of Human Resources.

Election Period

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

for similarly situated active employees, then continuation coverage may be similarly changed and/or modified.

Length of Continuation Coverage

Eighteen (18) Months

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

Disability Extension

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

Secondary Events

Another extension of the eighteen (18) month continuation period can occur if, during the eighteen (18) months of continuation coverage, a second qualifying event takes place (divorce, legal separation, death, Medicare entitlement, etc.). If a second qualifying event does take place, then the eighteen (18) months of continuation coverage can be extended to thirty-six (36) months from the date of the original qualifying event. If a second event occurs, it is the qualified beneficiary's responsibility to notify the University's designated COBRA administrator. In no event, however, will continuation coverage last beyond three (3) years from

the date of the event that originally made the qualified beneficiary eligible for continuation coverage.

Thirty-Six (36) Months

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

Eligibility, Premiums, and Potential Conversion Rights

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

Termination of Continuation Coverage

The law allows continuation coverage to end prior to the maximum continuation period for any of the following reasons: 1) The State of Connecticut ceases to provide any group health plan to any of its employees; 2) Any required premium for continuation coverage is not paid in a timely manner; 3) A qualified beneficiary becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary; 4) A qualified bene-

ficiary who extended continuation coverage due to a disability is determined by the Social Security Administration to be no longer disabled; 5) A qualified beneficiary notifies the COBRA administrator that he or she wants to cancel continuation coverage. Any questions regarding COBRA benefits may be addressed to the Office of Human Resources.

▶ 3. RETIREMENT BENEFITS

As an employee of the University, you are eligible to participate in one of two retirement plans, subject to eligibility requirements. The two plans are:

- > State Employees' Retirement System (SERS)
- > Alternate Retirement Program (ING)

State Employees' Retirement System (SERS)

SERS is composed of three (3) tiers commonly referred to as Tier I, Tier II, and Tier IIA.

Note: Tier I and Tier II are no longer offered to new employees but are explained here for current employees and for those transferring in.

- > Tier I requires contributions from your salary of two or 5 percent.
- > Tier II is a non-contributory plan (4 percent contribution for positions designated as hazardous duty).
- > Tier IIA is a contributory plan, with employee contributions of 2 percent (5 percent for positions designated as hazardous duty).

Under SERS, the Tier Plan and type of retirement will determine which formula will be used to calculate an employee's retirement benefit. The formulas used to identify the annual benefit take into account an employee's years of service and salary, which is determined by taking the average of their three highest earning years.

Types of **SERS** retirements for each tier are defined below:

Normal Retirement:**Tier I**

First day of any month on which or after you:

- > Attain age 55 and have 25 years of service; or
- > Attain age 65 and have 10 years of service.

Tier II and IIA

First day of any month on which or after you:

- > Attain age 60 and have 25 years of **vesting** service; or
- > Attain age 62 and have at least 10 but less than 25 years of **vesting** service; or
- > Attain age 62 and have at least five years of **actual** State service.

Early Retirement:**Tier I**

- > If you have at least 10 but less than 25 years of service, you can retire on the first of any month on or after your 55th birthday.

Tier II and IIA

- > If you have at least 10 years of vesting service, you can retire on the first of any month on or after your 55th birthday.

Hazardous Duty Retirement:**Tier I, II, and IIA**

- > If you have 20 years of hazardous duty service, you may retire with a benefit on the first day of any month, regardless of your age.

Disability Retirement:**Tier I**

- > If you become disabled and have five years of service, you may be eligible for disability retirement benefits. If your disability is job-related, you may receive benefits regardless of your years of service.

Tier II and IIA

- > If you become permanently disabled and have 10 years of vesting service, you may be eligible for disability retirement benefits. If your disability is job-related, you may receive benefits regardless of your years of service.

Age 70 Retirement:**Tier I Only**

> On or following your 70th birthday with at least five years of service.

Tier I Plan Eligibility (SERS)

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

Tier II Plan Eligibility (SERS)

If you were first hired by the University (or the State) on or after July 1, 1984, but before July 1, 1997, you are a member of the non-contributory Tier II Plan, unless you were eligible to elect membership in another retirement plan.

Tier IIA Plan Eligibility (SERS)

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

Alternate Retirement Programs (ARP)**ING**

Effective January 1, 2006, ING Life Insurance and Annuity Company (ING) was selected to act as a third-party administrator for the State of Connecticut Alternate Retirement Program. ING is responsible for counseling participants on asset allocations, financial education, and record keeping for the retirement account. The annual administrative fee is .12 percent for ING services.

The Alternate Retirement Program (ARP) is a defined contribution plan. Participants in ARP must contribute 5 percent of

their gross salary and the State will match 8 percent based on the employee's gross salary.

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

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

A fund fact sheet for each of the 24 funds is available at www.CTdcp.com. (Select ARP Plan Enhancements then select Complete ING Transition Booklet).

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

Participants may make asset allocation changes via the Web site www.CTdcp.com and selecting Account Access, through a toll-free telephone number (1-800-584-6001), or through the agency's assigned ING representative. An ING representative will visit Southern Connecticut State University periodically, and newly hired employees are encouraged to review their asset allocations with the representative.

Contact Information for ING:

Toll-free telephone: 1-800-584-6001

Via Internet: www.CTdcp.com

State-Sponsored Retiree Health Plan Eligibility Requirements For Retired ARP Participants

Alternate Retirement Plan members age fifty-five or older at termination with at least 10 years or age sixty-two with at least five

years of Connecticut Alternate Retirement Plan participation or a combination in ARP and SERS are entitled to state-sponsored health coverage.

If members wish to preserve entitlement to the state-sponsored retiree health plans for their surviving spouse/annuitant and eligible dependents following the participant's death, the member must set up a two-life annuity option in at least the minimum amount of \$10,000. If you have any questions contact the Office of Human Resources.

Social Security

Your participation in social security will depend on the date you were hired and/or certain elections you have made. Individuals hired prior to July 1, 1990, had a one-time election to participate in social security. Individuals hired after July 1, 1990, automatically participate in social security.

Nearly all employees receive social security tax payroll deductions in accordance with the Federal Insurance Contributions Act (FICA). The University matches employee payroll deductions with equivalent employer contributions. Social security is a Federal insurance program that provides survivor benefits, income benefits at retirement and during a period of total disability, and Medicare health benefits for people over age 65. (The Medicare component of FICA is a separate deduction.)

Applications for social security retirement benefits should be made about three months before the expected retirement date by contacting the Social Security Administration. Reduced benefits are payable upon retirement as early as age 62. Full benefits are payable at age 65, even if a person continues to work.

Application for Medicare enrollment should be made about three months before an individual reaches age 65. It is suggested that employees and their spouses enroll in Part A of the Medicare program as soon as they are eligible even if they are not actually retiring until some time later. Such enrollment could facilitate future interactions with the Social Security Administration. It is not essential to enroll in Part B of Medicare until termination of employment, as long as a person continues to be covered by an employer's medical plan.

For more information on social security, contact your local Social Security office or visit: www.ssa.gov/

Teachers' Retirement System (TRS)

The Teachers Retirement System is available to employees who, at the time of hire at Southern, are employed as a teacher or professional staff member by the Commission for Higher Education in a state university, a community college, a state technical college, or a university. As part of membership in the TRS, State law requires that contributions of 7 percent of your annual salary be paid into the retirement fund. You contribute 6 percent of your annual salary to your personal retirement account and 1 percent of your annual salary to the Health Insurance Account used to fund health insurance benefits for retired members and their spouses.

Please note that employees participating in the State Employees Retirement System seeking pension protection for their civil union partner should submit a copy of their civil union license to the Office of Human Resources.

▶ 4. HOLIDAYS

The University may be closed for business on the following twelve holidays:

- > New Year's Day
- > Martin Luther King, Jr., Day
- > Lincoln's Birthday
- > Washington's Birthday
- > Good Friday/Day of Reflection
- > Memorial Day
- > Independence Day
- > Labor Day
- > Columbus Day
- > Veterans' Day
- > Thanksgiving Day
- > Christmas Day

Certain holidays may differ by bargaining unit. For updated holiday schedule contact the Office of Human Resources.

Holiday Pay: If you question whether you are paid for any of the holidays listed above, please consult your individual collective bargaining agreement or contact the Office of Human Resources.

► 5. WORKERS' COMPENSATION

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

Managed Care System

The State of Connecticut provides a managed care program administered by GAB Robins, a specialist in work-related injuries. GAB Robins has created a statewide network of doctors, hospitals, and rehabilitation services. GAB Robins staff members, through an integrated network of services including telephonic case management, utilization review, medical bill review, and field case management, will call throughout your recovery to ensure that your progress is going well. GAB Robins may contact your doctor and work with the University to identify modified duties, which will allow you to return to work as soon as possible. Its staff will coordinate your treatment activities with you, your medical provider, and the University to facilitate a safe and appropriate return to work.

When a Worksite Injury Occurs

Immediately notify your supervisor and the Office of Human Resources of any injury. If you need to seek medical treatment, a representative from Human Resources will assist you in selecting a network doctor or treatment center convenient to where you live or work from the Participating Provider Directory. **It is manda-**

tory, under current State law, that an employee injured on the job receives medical treatment from a managed care network provider to be eligible for State Workers' Compensation benefits. Out-of-network treatment may render an employee ineligible for workers' compensation benefits. Only in cases of extreme emergency, where the lack of immediate treatment would seriously jeopardize or impair the employee's health, may an employee go directly to the nearest medical provider. Also, you must use an approved pharmacy. The directory is available with Human Resources.

Payment for Lost wages

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

Third Party Claims

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

Medical Bills

After you receive medical treatment from a provider within the managed medical care network, your physician or medical service provider must send medical bills directly to the third-party administrator and forward reports to the Office of Human Resources. The third-party administrator will make payment of medical bills after all necessary details are reported, reviewed, and accepted for payment.

Medical Progress

Specific questions concerning a workers' compensation claim,

such as payment for lost time, percentage and accuracy of payment, overpayments, payment of medical bills, or other benefits due should be directed to the Office of Human Resources. Detailed instructions on the preparation and transmission of forms and determination of benefits can be found in the Workers' Compensation Manual. www.wcc.State.ct.us

► 6. SUPPLEMENTAL PROGRAMS

The following voluntary programs are available to you. The University does not subsidize or match funds for any of these programs, but makes them available as a service. Any questions on any of these programs, contact the Office of Human Resources at (203) 392-5567.

Charitable Contributions

You may make charitable contributions to the Connecticut State Employee's Campaign for Charitable Giving or the SCSU Foundation by deductions from your salary on a biweekly basis.

Short Term Disability Insurance

Available to full-time, active employees working 20 or more hours per week, this product protects against the short-term loss of income due to an on-the-job or off-the-job covered accident or illness. The policyholder is paid regardless of any other insurance he/she may have.

Long Term Disability Insurance

Available to full-time, active employees working at least thirty (30) hours a week, this product protects against the long-term loss of income due to accident or illness.

Auto and Home Owner's Insurance

Available to full-time, active employees working 17.5 or more hours per week, retirees, spouses, civil union partners, and domestic partners*, this product protects against liability and damage to, or loss of, auto, home, and other personal property.

Universal Life Insurance

Available to full-time, active employees working 17.5 or more hours per week, retirees, spouses, civil union partners, domestic partners*, children, and grandchildren interested in supplementing their life insurance coverage. Offered on a qualified issue basis.

Cancer Insurance

Available to full-time, active employees working 17.5 or more hours per week, retirees, spouses, civil union partners, and domestic partners*, this product pays benefits for certain cancer treatments and screenings. It is designed to supplement existing health insurance coverage.

Term Life Insurance

Available to full-time, active employees working 20 or more hours per week, retirees, spouses, civil union partners, domestic partners*, and children interested in supplementing their life insurance coverage. (Employee/retiree must participate in the State's basic Group Life Insurance program).

Long-Term Care Insurance

Available to full-time, active employees working 17.5 or more hours per week, retirees, spouses, civil union partners, domestic partners*, parents, parents-in-law, grandparents, and adult children age 18 or older, this product protects against the cost of long-term health care, whether at home or in a nursing home. This group policy is approved by the Connecticut Partnership and, as such, protects a subscriber's assets from depletion due to the cost of long-term care.

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

Dependent Care Assistance Program (DCAP)

This reimbursement account gives employees a chance to pay

dependent care expenses while reducing their taxable income and increasing their expendable income. Employees may contribute whole dollar amounts to a dependent care reimbursement account before taxes to pay for dependent care expenses that they would otherwise have to pay out-of-pocket. The funds contributed are then available to reimburse the employee for dependent care expenses incurred during the plan year.

Connecticut Higher Education Trust (CHET):

This is a State-sponsored program for all families to save and invest for the expenses of higher education, including college and graduate school. Contributions made to a CHET account are on an after-tax basis and therefore are not deductible for income tax purposes. Moneys in your CHET account are invested in a stock and bond portfolio by some of the finest firms on Wall Street, including several that have done an excellent job for the State's pension fund. There is no application fee, sales charge, or commissions. However, the trust charges an annual management fee of no more than 1.55 percent on invested assets. There are no annual Federal or State taxes on your earnings, allowing your account to benefit from the compounding on all of your investment and its earnings. This money can be used to pay for qualified higher education expenses for the beneficiary at any eligible college, vocational school, or any post-secondary institution anywhere in the country, and even some outside the U.S. Qualified expenses include tuition, fees, certain room and board costs, and books and equipment required for college enrollment or attendance, including expenses for graduate school. Consultants are available 8a.m.–11 p.m. ET Monday through Friday to answer questions at 1-888-799-CHET (2438). Web site: www.aboutCHET.com.

Credit Union Services

The Connecticut State Employees Credit Union (CSEC) is a cooperative thrift and loan association that provides savings and checking accounts, money market certificates, and loans. Under most circumstances, a member may not be granted a loan until

completing nine months of State service. Loans are repaid through payroll deduction.

The credit union also provides home equity loans, money orders, traveler's checks, and individual retirement accounts (IRA).

The Connecticut State Employees Credit Union is open to all employees and retirees. For more information, call (860) 522-5388 or visit the Web site at www.csecreditunion.com.

Tax Sheltered Annuity Program

403(b) Supplemental Tax Deferred Annuity Plan

ING Life Insurance and Annuity Company (ING) was selected to act as a third-party administrator for the State of Connecticut 403(b) Plan. ING is responsible for counseling participants on asset allocations, financial education, and record keeping for the 403(b) account. The annual administrative fee is .12 percent for ING services.

The 403(b) Plan allows participants to allocate contributions to mutual funds and variable annuities on a pre-taxed basis.

Enrollment: Employees interested in participating in the State of Connecticut 403(b) Plan may contact ING directly at 1-800-584-6001. To participate, employees must complete a 403(b) Enrollment Form and a 403(b) Plan Salary Reduction Agreement Form CO-1091. These forms are available on the Web site at www.CTdcp.com.

The Office of the State Comptroller has complete responsibility for oversight of the plan and is held to fiduciary standards under State and local law in its ongoing monitoring of the plan.

Deferred Compensation Program

457 Deferred Compensation Plan

ING Life Insurance and Annuity Company (ING) was selected to act as a third-party administrator for the State of Connecticut Deferred Compensation 457 Plan. ING is responsible for counseling participants on asset allocations, financial education, and record keeping for the 457 Deferred Compensation Program account. The annual administrative fee is .12 percent for ING services.

The 457 Plan is designed to allow employees to save additional money for retirement purposes on a pre-taxed basis. The plan allows participants to allocate contributions to a number of investment options. Those options are long-term investment vehicles designed for retirement purposes. Contributions are made on a pre-taxed basis and have the potential to grow tax-deferred. Early withdrawal may be taxed as ordinary income the year of withdrawal.

Enrollment: Employees interested in participating in the State of Connecticut 457 Deferred Compensation Plan may call ING directly at 1-800-584-6001. To participate, employees must complete an Enrollment Form for 457 Deferred Compensation Plan and a Deferred Compensation 457 Plan Participation Agreement CO-783 Form. These forms are available on the Web site at www.CTdcp.com.

Employee Assistance Program

At some time during employment, an employee may experience personal problems that negatively affect job performance. These problems may be related to alcohol and drug abuse, emotional difficulties, family, marriage, stress, death of a loved one, and so on. Sometimes these problems are of such a serious nature that they require outside professional help.

Southern Connecticut State University strongly supports the Employee Assistance Program and is committed to helping employees deal with personal, alcohol, and other substance abuse problems.

Veteran's Benefit Information

The Connecticut Department of Higher Education has approved Southern's programs for the training of veterans. Educational assistance is provided by the Veterans Administration under Chapter 31 (Vocational Rehabilitation Act for Disabled Veterans); Chapter 35 (Dependents Educational Assistance Act)—children of deceased veterans and of totally disabled veterans; Chapter 32 (post-Vietnam G.I. Education Bill); Chapters 1606 and 1607 (Reserve and National Guard Educational Assistance); and Chapter 30 (New G.I. Bill, effective July 1, 1985).

Veterans, children of veterans, and wives and widows of veterans seeking approval for training under these chapters should apply to the Veteran's Office, Engleman Hall, Room B 018A, for application procedures and qualifications. All veteran's benefits are considered a financial resource.

Employees who have military service and/or National Guard service may be eligible for the following benefits:

Tuition Waiver for Veterans

For the purpose of granting a tuition waiver, a veteran is anyone who served on active duty in the United States Army, Navy, Marine Corps, Coast Guard, or Air Force, and has been released from active duty under honorable conditions. Eligibility for the G.I. Bill is not a determining factor in granting a tuition waiver to a veteran in Connecticut.

To be eligible, a veteran must be a Connecticut resident, matriculated, and have served during the following periods:

Active duty for at least 90 days during:

- > World War II (12/7/41–12/31/46)
- > Korean Hostilities (6/27/50–1/31/55)
- > Vietnam Era (12/22/61–7/1/75; any child of a Vietnam-era veteran who has been declared a MIA/POW also is eligible, provided the parent entered the service after 1/1/60.)
- > Operation Desert Shield/Desert Storm (8/1/90 to present).

Engaged in combat or in a combat-support role:

- > Peacekeeping Mission in Lebanon (9/29/82–3/30/84)
- > Grenada Invasion (10/25/83–12/15/83)
- > Operation Earnest Will (Escort of Kuwaiti oil tankers) (2/1/87–7/23/87)
- > Panama Invasion (12/20/89–1/31/90)

Persons who served during any other period are not eligible for a tuition waiver. To qualify, bring your DD214 to the Veteran's Office, Engleman Hall, Room B 018A.

Connecticut Military Support Program (MSP)

Eligible members who qualify are service members who are awaiting deployment to, currently a part of, or back home from Operation Enduring Freedom or Operation Iraqi Freedom, and their spouses, significant others, teens, kids, siblings, parents, and grandparents.

MSP offers free and confidential counseling to help with:

- > Relationship and family issues
- > Depression, stress and anxiety
- > Child and youth issues
- > Substance abuse

The following information and referral services are free and confidential:

- > Family Readiness Group Meetings
- > Veteran's benefits
- > Education services
- > Benefits and entitlements
- > Dependent military ID cards

You may contact the Military Support Program (MSP) by telephone at (866) 251-2913 or visit their Web site at www.ct.gov/msp

Longevity Benefits

A copy of your DD214 form must be submitted to the Office of Human Resources to have your active military war service time evaluated towards your longevity benefit time.

Employees should consult their collective bargaining agreement for any further language regarding military or veteran's benefits.

Leave Benefits

► 1. BEREAVEMENT LEAVE

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

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

► 2. FAMILY MEDICAL LEAVE (FMLA)

The Connecticut Family and Medical Leave Plan (C.G.S. 5-248a) is a State benefit that applies to qualifying events for the employee, and their dependent children as well as events that involve the civil union partner.

Eligibility

To be eligible for *Federal* FMLA, you must have at least 12 months of total service and have worked at least 1,250 hours in the 12 months immediately preceding the beginning of your leave.

Note: “Hours worked” do not include time spent on paid leave—sick, vacation, personal leave, administrative—or unpaid leave. Overtime hours do count towards the 1,250-hour requirement.

To qualify for **State** family/medical leave, you must have permanent status with the State as defined in C.G.S. 5-196(20). You may be eligible for:

- > *Federal FMLA* only,
- > *State* family/medical leave only, or
- > Both *Federal FMLA* and *State* family/medical leave.

If you are eligible under only one law, you will receive benefits in accordance with that law only. If the leave qualifies for both *Federal FMLA* leave and *State* family/medical leave, the leave may count against your entitlement under both laws and run concurrently.

Federal FMLA (though not *State* family/medical leave) may run concurrently with a workers' compensation absence.

If both you and your spouse work for the State of Connecticut and are eligible for *Federal FMLA* leave, you may be limited to a combined total of 12 weeks of leave during any 12-month period, depending on the reason for leave. There is no spousal limitation under *State* family/medical leave.

Under the civil union statute, *Federal FMLA* benefits extend to the employee in events which apply to the employee and dependent children, but are not extended to qualifying events that involve the civil union partner.

Reasons for Leave

The circumstances covered under either the *State* family/medical leave or *Federal FMLA* or combinations of the acts are as follows:

- > The birth of your child or adoption of a child by you (*both State and Federal*);
- > The placement of a foster child with you (*Federal only*);
- > The "serious illness" (*State*) or "serious health condition" (*Federal*) of your child, spouse, or parent; or
- > Your own "serious illness" (*State*) or "serious health condition" (*Federal*).

Documentation Requirements

The following documents must be submitted in support of an FMLA request:

- > Birth of child: “Employee Request” (Form HR-1) and Medical Certificate (P-33A Employee) indicating the pre-delivery disability period (if applicable), delivery date, and post-partum disability period.
- > Adoption (both *State* and *Federal*) or foster care (*Federal* only) of a child: “Employee Request” (Form HR-1) and letter from the adoption/foster care agency confirming the event and its effective date.
- > Serious illness/health condition of child, spouse, or parent: “Employee Request” (Form HR-1) and Medical Certificate (Form P-33B-Caregiver).
- > Serious illness/health condition of employee: “Employee Request” (Form HR-1) and Medical Certificate (Form P-33A-Employee) (only if employee is on paid or unpaid leave for more than five days).

Serious Health Condition

“Serious health condition” is very specifically defined under Federal FMLA. The following is a brief description of the covered categories:

- > Inpatient care (i.e., overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to inpatient care.
- > Absence plus treatment is a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - (a) treatment two or more times by a health care provider or
 - (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- > Pregnancy includes prenatal care.

- > Chronic conditions requiring treatments
(Examples: *asthma, diabetes, epilepsy*)
- > Permanent long-term conditions
(Examples: *Alzheimer's, a severe stroke, terminal states of a disease*)
- > Multiple treatments (non-chronic conditions)
(Examples: *cancer, kidney disease*)

Amount of Leave

Under **Federal** FMLA, eligible employees are entitled to 12 weeks of paid or unpaid leave in a *twelve-month* period.

Under **State** family/medical leave, eligible employees are entitled to a maximum of twenty-four (24) weeks of unpaid leave within a *two-year* period.

The leave period will be measured forward from the date you are first absent for a family/medical reason. Where possible, leave time granted under the **State's** family/ medical leave law will run concurrently with the **Federal** FMLA entitlement.

Under **Federal** FMLA, if necessary, you may take leave intermittently if the reason is for a serious health condition, either your own or that of your spouse, parent, or child. There is no intermittent leave following the birth of a child, although agencies may invoke the provisions of General Letter 217-A at their discretion.

Under **State** family/medical leave, there is no provision for intermittent leave.

Advance Notice and Medical Documentation Requirements

You are required to submit a medical certificate to substantiate leave taken for a serious health condition/serious illness. You must use the following forms:

- > Form P-33A-Employee—when the leave is for your own illness, including the disability portion of maternity leave;
- > Form P-33B-Caregiver—when you request leave to care for a child, spouse or parent with a serious health condition/serious illness.

In the case of adoption, you must provide a letter from the adoption agency establishing the date of the adoption. You are

allowed to submit this ahead of time—i.e., once you have been notified of the impending adoption—to be effective on the date of adoption. When leave is foreseeable (e.g., an anticipated birth, adoption, or surgery), you must submit the medical certificate form at least 30 days in advance, using approximate dates if definite ones are not yet available.

When there is no forewarning (e.g., major unexpected illness), you should submit the medical form as soon as you become aware that you are to be absent for an FMLA qualifying reason. Failure to provide the needed documentation may result in a disapproval of the leave or a delay in its commencement. If the validity of the medical certification is in doubt, your agency can require a *second* opinion with a health care provider of its choice at its own expense. If the two opinions conflict, the agency may pay for a *third* opinion. The third opinion will be final and binding.

Intent to Return to Work

Employees who request a leave under the *State's* C.G.S. 5-248a are required to sign a statement confirming their intent to return to work immediately following the leave (HR-3 “Intent to Return to Work”). Although the *Federal* FMLA does not require such certification, employees whose leave is covered by Federal law only may be required to submit this form after leave has begun or, if covered by both State and Federal law, prior to beginning leave if the total period of leave exceeds their Federal 12-week entitlement. During your leave, you may be required to furnish your agency with periodic reports of your status. Failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the agency.

Paid vs. Unpaid

Generally, *Federal* FMLA leave is unpaid. However, under certain circumstances, Federal law permits an eligible employee to choose to substitute paid leave to cover some or all of the FMLA leave. Your human resources representative can review this with you.

Unless a labor contract specifies otherwise, if you are requesting leave for your own serious illness you will be required to exhaust all your accrued sick time before going on unpaid time. In this case, the leave will be counted towards **Federal FMLA** only.

Once you have exhausted accrued sick time, the leave will be counted toward your 24-week entitlement under State law (if you are eligible). If there is time left under **Federal FMLA**, the leaves will run concurrently. If you need leave for maternity reasons, you must use your accrued sick time for the *disability portion* of your leave. Once you have been cleared to return to work, you may continue on family leave, but you may no longer use accrued sick time. You may also request that vacation and personal leave be applied toward your family/medical leave. If employees do not apply their vacation and personal leave time prior to going out on unpaid family/medical leave, they cannot be guaranteed that such a request will be approved later. That decision would be at the agency's discretion.

Donated sick time or benefits under a sick leave bank will be counted toward leave entitlement under both Federal and State family/medical leave laws.

Benefit Continuation

During periods of paid and/or unpaid family/medical leave, you will continue to receive the same benefits as if you were actually working. The State of Connecticut continues to pay the same portion of your individual and/or dependent insurance coverage as it did previous to the leave; *however*, if you are on unpaid leave you will be billed directly for the same portion of the cost that was previously withheld from your paycheck for that purpose.

If you have dependent health coverage but wish to change to individual health coverage, you need to contact your payroll unit immediately for forms to cancel dependent coverage. If you have State-sponsored group life insurance, you will be billed directly for the same amount you contributed prior to the leave. In the case of any other deductions being made from your paycheck (e.g. disability insurance, life insurance, deferred compensation, credit union loans), you must deal directly with the appropriate vendor to discuss payment options.

The use of FMLA leave will not result in the loss of any employment benefit that accrued **prior** to the start of your leave. Upon return from the leave, service time accrued up to the beginning of the leave is restored for longevity and seniority purposes; some bargaining unit contracts even provide for service credit for the time spent on leave. Consult your union contract for further information. If you do not return to work immediately following the leave for reasons other than a health condition or another good reason beyond your control, the agency may charge you retroactively for its portion of the cost of the health insurance during the unpaid leave.

Return to Work

At the conclusion of family/medical leave, employees are entitled, with limited exceptions, to return to the same position or an equivalent position with equivalent pay, benefits, and working conditions. In the vast majority of cases, employees will be returned to the position they occupied prior to the leave. If this is not possible, the agency will notify them of their new position prior to their return from leave. If your case involves your own serious health condition, the agency will require you to produce a fitness-for-duty report (medical certificate) on which the physician has certified that you are able to return to work. This requirement protects you, your co-workers, and the public from the negative consequences that can result when an individual returns to work before being medically ready to do so. Therefore, if you are notified of the need for a fitness-for-duty certification, you will not be allowed to return to work without it.

Application Procedure

If you wish to apply for family/medical leave you must complete **Form HR-1**, "Employee Request for Leave of Absence" under the *Federal FLMA* and/or *State C.G.S. 5-248a*," which is available in the Office of Human Resources and the Web site. If you have advance notice of the need for the leave (e.g., an anticipated birth, adoption, or surgery), the form should be submitted several weeks in advance, using approximate dates. Where there is no forewarning (e.g., major illness), the form should be submitted as

soon as you become aware that you will be absent for an FMLA qualifying reason. Failure to provide the needed documentation may result in a disapproval of the leave or a delay in its commencement. Upon receipt, your Human Resources Office will review the request and mail the response back to you. Questions should be addressed to the appropriate human resources representative.

Unlawful Acts

FMLA makes it unlawful for any employer to:

- > Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- > Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations regarding the *Federal* FMLA. Complaints regarding *State* family/medical leave may be directed to your human resources professional or your union.

If you have additional questions, please contact the Human Resources Office.

▶ 3. MATERNITY LEAVE

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

▶ 4. JURY DUTY LEAVE

If you are called to serve as a juror, you will receive your regular pay for each workday while on jury duty. Employees sign over juror payments to the University in favor of their regular pay. When you receive a notice to report for jury duty, you should immediately inform your supervisor and the Office of Human

Resources. Payments received for jury duty, except for travel allowance, must be turned over to the University through the Payroll Office. (C.G.S. Section 51-217-51-247c, inclusive.)

Accrual of benefits calculations, such as vacation, sick leave, or holiday benefits will not be affected during paid jury duty leave.

► 5. MILITARY LEAVE

Full-time permanent employees or part-time employees who have worked the equivalent of six or more months and are members of the National Guard or reserve components of the Armed Forces of the United States are entitled to military leave with pay for active duty for *required* (not voluntary) *field training* that fulfills the “annual training” requirement, provided the leave does not exceed three (3) calendar weeks (21 days) in a calendar year for annual field training. All required leave shall be verified by submitting a copy of the military orders to your supervisor. Some collective bargaining agreements also provide for additional paid and unpaid military leave.

Submit a schedule of your military orders for *required monthly* “weekend drills” to your supervisor if scheduled for duty during required drills.

Employees who are ordered to **active duty** as a result of an **unscheduled emergency** (natural disaster, civil disorder) are entitled to paid military leave, position held, not to exceed 30 calendar days in a calendar year.

In keeping with Section 5-255 of the General Statutes any employee who leaves or had left State service for the purpose of entering the Armed Forces of the United States shall be reinstated in his/her former position and duties, provided that within ninety (90) days after he/she has received a certificate of satisfactory service from the armed forces, he/she makes or has made application for return to State service (this section does not apply for voluntary re-enlistment). See USERRA rights below.

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

Job Rights for Veterans and Reserve Component Members

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4334)

The US Department of Labor, through the Veterans' Employment and Training Service (VETS), provides assistance to all persons having claims under USERRA.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) clarifies and strengthens the Veterans' Reemployment Rights (VRR) Statute.

USERRA protects civilian job rights and benefits for veterans and members of Reserve components. USERRA also makes major improvements in protecting service member rights and benefits by clarifying the law, improving enforcement mechanisms, and adding Federal Government employees to those employees already eligible to receive Department of Labor assistance in processing claims.

USERRA establishes the cumulative length of time that an individual may be absent from work for military duty and retain reemployment rights to five years. (The previous law provided four years of active duty, plus an additional year if it was for the convenience of the government.) There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met.

USERRA provides protection for disabled veterans, requiring employers to make reasonable efforts to accommodate the disability. Service members convalescing from injuries received during service or training may have up to two years from the date of completion of service to return to their jobs or apply for reemployment.

USERRA provides that returning service members are reemployed in the job that they would have attained had they not been absent for military service (the long-standing "escalator"

principle), with the same seniority, status, and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. The law clearly provides for alternative reemployment positions if the service member cannot qualify for the “escalator” position. USERRA also provides that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Health and pension plan coverage for service members is provided for by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA clarifies pension plan coverage by making explicit that all pension plans are protected.

The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of fewer than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

USERRA also requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty.

The Department of Labor, through the Veterans' Employment and Training Service (VETS) provides assistance to all persons having claims under USERRA.

For more information about U.S. Department of Labor employment and training programs for veterans, contact the Veterans' Employment and Training Service office nearest you, listed in the phone book in the United States Government under the Labor Department, or visit their Web site: www.dol.gov/vets/aboutvets/contacts/main.htm.

▶ 6. EDUCATIONAL LEAVE

AAUP

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

SUOAF/AFSCME

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

Management/Confidential

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

Classified

Refer to your specific bargaining unit contract for details regarding tuition reimbursement or workshop, conference, and seminar participation. (C.G.S. 5-248(a))

Each request shall be reviewed on its merit by the Associate Vice President for Human Resources and Labor Relations.

▶ 7. PERSONAL LEAVE

Three (3) personal leave days are made available each year to permanent State employees who have completed their working test period to conduct private business, including the observance of religious holidays. Personal leave days are granted on January 1 or at the completion of the working test period (where applicable). If they are not used by Dec. 31 of the same calendar year, they expire.

Days that are not taken may not be carried over into the next year. Probationary employees shall be credited personal leave only after successful completion of a working test period. Provisional employees do not receive personal leave until permanent appointment.

For some employees, receipt of personal leave benefit may be contingent on date of hire. Except in emergency situations, employees who desire to take such leave are expected to give reasonable advance notification to their supervisors. Please check your collective bargaining agreement for further information.

▶ 8. SICK LEAVE BENEFITS

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

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

Upon retirement, employees shall be compensated for unused sick leave at a rate of one-quarter ($\frac{1}{4}$) day's pay for each

day accrued up to a maximum payment of 60 days. (Example: 240 sick days accrued on the books divided by 4 = 60 paid days at your current rate of pay added to your retirement payout).

Accrual

Sick leave begins to be credited to you at the end of the first full calendar month of employment. If you are a part-time employee, sick leave accrues at a rate proportional to the number of hours you work as recorded in the attendance and leave records, up to the equivalent of full-time employment.

State employees accrue sick leave at the rate of one and one-quarter (1 ¹/₄) days for each completed calendar month of service, equaling 15 sick leave days per year.

Sick leave continues to accrue in a month when sick leave is taken, but does not accrue for any calendar month in which you are on a leave of absence without pay for an aggregate of more than five working days (consistent with the applicable collective bargaining agreement). Please refer to your collective bargaining agreement or personnel policies for specifics on when and how sick leave accruals are posted to employee balances.

Use

Sick leave shall be granted to any eligible employee who is incapacitated for duty and shall be taken in accordance with the provisions of the applicable collective bargaining agreement and State Personnel Regulations. Sick leave may also be granted for special reasons such as medical appointments, family deaths, family illnesses, funeral leave, parental leave, and during the period of time when you are disabled as the result of pregnancy, as certified by your physician.

Sick Leave on Vacation or Holiday

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

Medical Certificate

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

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

An acceptable medical certificate must be a written document containing the following information: dates of absence chargeable to sick leave, diagnosis of illness or injury, prognosis, anticipated date of return to work, and any restrictions on performing job functions as a result of the illness upon return to work. A licensed physician or other practitioner whose method of healing is recognized by the State must sign the certificate. The University reserves the right to require a medical certificate under any other conditions not noted above in accordance with applicable collective bargaining agreements.

Sick Leave Bank

Certain unions have established emergency sick leave banks to provide permanent bargaining unit employees with salary benefits during periods of catastrophic or extended long-term illness. Union employees are assessed a number of hours set by the

contract to be donated to the emergency sick leave bank. These hours are for allocation to employees meeting the appropriate conditions. Please refer to your collective bargaining agreement to determine if an emergency sick leave bank covers you and what the conditions are for use.

Donation of Leave

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

► 9. VACATION LEAVE

You are credited with accrued vacation leave upon completion of the first full calendar month of employment. Rates of accrual and maximum accruals depend upon your collective bargaining agreement.

If vacation time is being taken during a period that includes a paid State holiday, the time is recorded as a holiday and not charged to your accrued vacation leave. You are encouraged to use vacation time in the year that it is earned. Some contracts limit carryover days (10 days) from one calendar year to the next, and there is a maximum number of vacation days (120 or 60 days), which can be accrued, based on your date of hire.

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

- > Permanent Full-Time Employees
- > Permanent Part-Time Employees
- > Probationary Employees

Bargaining Unit Employees

Bargaining unit employees shall be granted vacation leave in accordance with the applicable collective bargaining agreements.

Requests

An employee who has satisfied all eligibility requirements must submit a vacation request in advance of its use to his or her supervisor. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence. Vacation shall be approved at the discretion of the supervisor and at the convenience of the University.

Accrual and Usage

Vacation leave with pay is accrued for continuous service from the date of your initial employment, unless otherwise provided by State statute or superseded by an applicable collective bargaining agreement. If you are a part-time employee, you accrue vacation time on a proportional basis equivalent to the number of hours you work. You are credited with accrued vacation leave upon completion of the first full calendar month of employment. Rates of accrual and maximum accruals depend upon your collective bargaining agreement.

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

▶ 10. PAID LEAVE**Management and Confidential Professional Personnel (Full-time)**

These members are entitled to the following paid leave benefits. Full-time based on a 40-hour workweek. Part-time employees will have their paid leave benefits pro-rated to their full-time equivalents.

Vacation Leave: 22 days per year: equivalent to 14.66 hours per month.

Vacation days are earned monthly and accrue in hours. Employees begin earning vacation time after their first full month of employment.

Employees may accumulate a maximum of 960 hours (120 days) in their vacation bank.

Sick Leave: 15 days per year: equivalent to 10 hours per month. Earned monthly the first year of employment and thereafter all 15 days are given to the employee on January 1st of each year. Employees who separate from State service during the year and who have used more sick time than they would have earned monthly for that year will have the time deducted from their last paycheck.

Employees may accrue unlimited hours of sick time.

Sick Leave Bank: Upon hire, employees are required to make a donation of four (4) sick days to the sick leave bank.

Management and confidential professional personnel are entitled to apply for up to six (6) months of additional sick leave from a sick leave bank in the event that the employee exhausts his or her time. There is a one-time contribution of four (4) sick days to the sick leave bank in order to qualify.

Personal Leave Days: 3 days per year: equivalent to 24 hours per year.

Personal leave time is prorated the first year of employment according to month of hire.

Personal leave time must be used within a calendar year.

State University Organization of Administrative Faculty (SUOAF-AFSCME) (Full-time)

These members are entitled to the following paid leave benefits. Full-time is based on a 35-hour workweek. Part-time employees will have their paid leave benefits pro-rated to their full-time equivalents.

Vacation Leave: 22 days per year: equivalent to 12.833 hours per month.

Vacation days are earned monthly and accrue in hours. Employees begin earning vacation time after their first full month of employment. New employees must work six (6) continuous months before being eligible to use earned vacation time.

Employees may accumulate a maximum of 840 hours (120 days) in their vacation bank.

Sick Leave: 15 days per year: equivalent to 8.75 hours per month.

Earned monthly the first year of employment and thereafter all 15 days are given to the employee on January 1st of each year. Employees who separate from State service during the year and who have used more sick time than they would have earned monthly for that year will have the time deducted from their last paycheck.

Employees may accrue unlimited hours of sick time.

Sick Leave Bank: Upon hire, employees are required to make a donation of four (4) sick days to the sick leave bank.

Administrative faculty personnel are entitled to apply for up to six (6) months of additional sick leave from a sick leave bank in the event that the employee exhausts his or her time. There is a one-time contribution of four (4) sick days to the sick leave bank in order to qualify.

Personal Leave Days: 3 days per calendar year: equivalent to 21 hours per month.

Personal leave time is prorated the first year of employment according to month of hire. Personal leave time must be used within a calendar year.

Librarians, Counselors, Coaches and Teaching Faculty— Full-time (12 month)

Full-time twelve (12) month librarian, counselor, coaches, and teaching faculty members of the American Association of University Professors (AAUP) are entitled to the following paid leave benefits. Full time is based on a 35-hour workweek.

Vacation: 22 days per year: equivalent to 12.833 hours per month.

Vacation time is earned monthly and accrued in hours. Employees begin earning time after their first full month of employment.

New employees must work six (6) continuous months before eligible to use earned vacation time.

Employees may accrue a maximum of 840 hours (120 days) of vacation time.

Sick Leave: 15 days per year: equivalent to 105 hours per year.

Every January¹, employees receive all 105 hours. Employees who separate from State service during the year and who have used more sick time than they would have earned monthly for that year will have the time deducted from their last paycheck.

Sick leave will not accrue for any calendar month in which an employee is on leave of absence without pay for an aggregate of more than five (5) working days

Employees may accrue unlimited hours of sick time.

Librarians and Counselors: Full-time (10 month)

Full-time ten- (10) month librarian and counselor members of the American Association of University Professors are entitled to the following paid leave benefits. Full-time is based on a 35-hour workweek.

Sick Leave: 12.5 days per year: equivalent to 87.5 hours per year or 7.292 hours per month.

Every September 1, employees receive all 87.5 hours in advance. Employees who separate from State service during the year and who have used more sick time than they would have earned monthly for that year will have the time deducted from their last paycheck.

Sick leave will not accrue for any calendar month in which an employee is on leave of absence without pay for an aggregate of more than five (5) working days.

Employees may accrue unlimited hours of sick time.

Teaching Faculty and Coaches: Full-time (10 month)

Full-time ten- (10) month coaches and teaching faculty members of the American Association of University Professors are entitled to the following paid leave benefits. Full-time is based on a 35-hour workweek.

Sick Leave: 10 days per year: equivalent to 70 hours per year.

Every September 1, employees receive all 70 hours in advance. Employees who separate from State service during the year and who have used more sick time than they would have earned monthly for that year will have the time deducted from their last paycheck.

Sick leave will not accrue for any calendar month in which an employee is on leave of absence without pay for an aggregate of more than five (5) working days.

Employees may accrue unlimited hours of sick time.

All AAUP Members (10 and 12 month)

Sick Leave Bank: Upon hire, employees are required to make a donation of four (4) sick days to the sick leave bank.

Full-time AAUP members (10- and 12-month) are entitled to apply for up to six (6) months of additional sick leave from a sick leave bank in the event that the employee exhausts his or her time. There is a one-time contribution of four (4) sick days to the sick leave bank in order to qualify.

Personal Leave Days: 3 days per calendar year: equivalent to 21 hours per year. Personal leave time must be used within a calendar year.

Clerical, Administrative and Residual, Protective Services and Maintenance

All full-time employees are entitled to the following paid leave time.

General Information

For clerical, administrative and residual, protective services employees, full-time is based on a 40-hour workweek. For maintenance employees, full-time is based on a 37.5-hour workweek.

Part-time employees will have their leave benefits pro-rated to their full-time equivalent.

For further details regarding paid leave, employees should refer to their collective bargaining agreement.

If you have questions regarding your leave balances, please contact the Office of Human Resources.

***Paid Leave Details For Administrative Clerical, Administrative, and Residual and Protective Services Employees:
Vacation, Sick, and Personal Leave:***

Vacation Leave: 12 days per year: equivalent to 8 hours per month.

Vacation time is earned monthly and accrued in hours. Employees begin earning time after their first full month of employment.

New employees must work six (6) continuous months before eligible to use earned vacation time. Employees may accrue a maximum of 480 hours (60 days) of vacation time.

Sick Leave: 15 days per year: equivalent to 10 hours per month.

Sick time is earned monthly and accrued in hours. Employees begin earning time after their first full month of employment. Employees may accrue unlimited hours of sick time.

Personal Leave: 3 days per calendar year: equivalent to 24 hours per year.

New employees must work six (6) continuous months before eligible to use personal leave time. Personal leave time must be used within a calendar year.

***Paid Leave Details For Maintenance Employees:
Vacation, Sick, and Personal Leave:***

Vacation Leave: 12 days per year: equivalent to 7.5 hours per month.

Vacation time is earned monthly and accrued in hours. Employees begin earning vacation time after their first full month of employment.

New employees must work six (6) continuous months before eligible to use earned vacation time.

Employees may accrue a maximum of 450 hours (60 days) of vacation time.

Sick Leave: 15 days per year: equivalent to 9.375 hours per month.

Sick time is earned monthly and accrued in hours. Employees begin earning sick time after their first full month of employment. Employees may accrue unlimited hours of sick time.

Personal Leave: 3 days per calendar year: equivalent to 22.5 hours per year.

New employees must work six (6) continuous months before eligible to use personal leave time. Personal leave time must be used within a calendar year.

▶ 11. PARENTAL LEAVE

Up to three (3) days of paid leave, deducted from sick leave, are available to a spouse or parent in connection with the birth, adoption, or taking custody of a child. Refer to your bargaining unit contract or personnel policies for specifics.

▶ 12. SABBATIC LEAVE

AAUP, Management and Confidential, and SUOAF-AFSCME

Sabbaticals are granted only for the benefit of the University and are encouraged for purposes of scholarly and creative endeavors that enhance the employee's professional competence.

Employees are eligible for consideration for these leaves upon completing six (6) years of full-time service. All proposals must be in writing and submitted directly to the President for consideration. Leaves may not exceed one year in duration; however, they may be scheduled for shorter intervals based on the project. Salaries shall be full pay for leaves up to one-half year or half pay for leaves greater than one-half year but less than or equal to a full year.

Timekeeping and Payroll Policies

► 1. COMPENSATORY TIME OFF

Administrative Faculty (SUOAF-AFSCME)

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

Such compensatory time shall be earned as follows:

As of July 1, 2000, members shall be eligible for compensatory time only after working forty (40) hours in a week. Such compensatory time shall be earned at the closest half-hour increment.

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

Management and Confidential

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

► 2. OVERTIME COMPENSATION

Overtime compensation is paid to all hourly employees in accordance with Federal and State wage and hour restrictions. As required by law, overtime pay is based on actual hours worked, except in those instances where provisions of a collective bargaining agreement may prevail. The University shall make every effort to pay overtime in the next payroll period, but in no case later than the second payroll period after the hours are actually worked.

► 3. PAYDAYS

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

Holidays

In the event that a regularly scheduled payday falls on a day off

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

Direct Deposit

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

► 4. PAYROLL DEDUCTIONS

Mandatory

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

Connecticut Department of Revenue Services: State Income Tax CT-W4 forms.

New for 2006, State Income Withholding Tax—Employees in Civil Union: An employee who is a party to a civil union recognized under Connecticut law should complete a new **Form CT-W4** (effective 1/1/06). By choosing the filing status of civil union filing jointly or civil union filing separately, the employee will have the correct amount of Connecticut income tax withheld from his or her wages. The wages subject to Connecticut income tax withholding are the same as the wages subject to Federal income tax withholding, determined as if the employee were married.

An employer provides health insurance coverage for employees and their families. For Federal income tax withholding purposes, the coverage for an employee's spouse is a nontaxable fringe benefit, but the cost of coverage for an employee's civil

union partner is taxable income to the employee. For Connecticut income tax withholding purposes, the benefit for the civil union partner is treated in the same manner as a benefit for a spouse; therefore the coverage for the civil union partner is not taxable.

Out-of-State same-sex marriages (as opposed to civil unions) have no legal significance and are not recognized for any purpose in Connecticut, including Connecticut income tax purposes.

Changes in Civil Union Status

Where a civil union license has been accepted by and filed with the Office of the State Comptroller, Retirement and Benefit Services Division, the statute requires the employee to provide notice of any change in the status of his or her civil union.

Employees should contact the Human Resources Department of any change in the status of his or her civil union status.

Employees seeking further information, or who are interested in applying for benefits under the civil union statute should contact the Human Resources Department.

► 5. TIMEKEEPING

Hourly Employees

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

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

Salaried Employees

All salaried employees are required to accurately and immediately report any absence, paid or unpaid, to appropriate University

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

► 6. LONGEVITY PAYMENTS

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

Certain periods of military service may be credited towards meeting the 10-year threshold for longevity payments. To receive longevity credit for military service, you should present a copy of your discharge papers or forms DD-214 to the Office of Human Resources.

Your salary and years of service determine the rate of longevity pay. Classified administrative employees may refer to the longevity payment schedule in their contract for specific amounts. Management and Confidential Professionals and SUOAF-AFSCME longevity payments are calculated by multiplying a percentage (determined by their years of service) against the increment value (3.315 percent of their base annual salary.) Please check your collective bargaining agreement for the appropriate longevity payment rates.

► 7. INCLEMENT WEATHER

Once the decision is made to delay or cancel classes, the information will be recorded on the WeatherChek message line, (203) 392-7669, as soon as possible. For additional delays or closings, the format is the same.

You can also learn of closings/delays through WTNH-New Haven (ABC), WVIT-New Britain (NBC), and WFSB-Hartford (WCBS) in addition to their respective Web sites or local AM and

FM radio. If the University is open, make the decision on commuting based on weather conditions in your area. Allow extra time for your safety.

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

The University's policy regarding reporting to work during extreme adverse weather conditions where a late opening or early closing has not been announced, is as follows:

Extreme Adverse Weather Conditions

In the event that the University chooses not to close during times of extreme adverse weather conditions, the following guidelines will apply.

Extreme adverse weather conditions may make it very difficult or impossible for some employees to report to work on time, report to work at all, or remain at work as scheduled. In an effort to promote safety, the following guidelines may be followed:

- a. Late:** Employees reporting late to work due to the weather conditions, will be allowed to charge the time to earned leave balances excluding sick leave, except as otherwise provided in the applicable collective bargaining agreement;
- b. Full Day Absence;** Employees scheduled to work who do not report to work at all as a result of the extreme adverse weather conditions will be allowed to charge the absence to accrued leave balances, other than sick leave, except as otherwise provided in the applicable collective bargaining agreement;
- c. Partial Absence;** Employees who wish to leave work early due to extreme adverse weather conditions must obtain supervisory approval. Time not worked will be charged to accrued leave balances, other than sick leave, except as otherwise provided in the applicable collective bargaining agreement.

Working Conditions

► 1. DRESS CODE

All employees represent the University. Your appearance during working hours must meet appropriate standards for the department in which you work.

It is required that employees arrive at work neat, clean, presentable and dressed in attire that is appropriate for their job. Modesty and good taste governs.

Department heads and supervisors have the responsibility to enforce standards of good taste appropriate in their area of responsibility. The University reserves the right to require that an employee alter attire that the University considers inappropriate. If you have any questions regarding appropriate dress attire please see your supervisor.

► 2. OVERTIME ASSIGNMENT

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

► 3. USE OF EQUIPMENT AND VEHICLES

Operation

Equipment and vehicles essential to accomplishing work assignments are expensive and may be difficult to replace. When using

University equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Defects/Damage

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

Neglect

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and/or parking violations while using University vehicles, can result in disciplinary action, including discharge. Employees are reminded that State equipment and vehicles are to be used for State business only.

Accident

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

► 4. PUBLIC SAFETY

The Southern Connecticut State University Police Department has been in operation for more than 25 years. In support of its educational mission, the University maintains its own 24-hour a day police department. The officers and student employees of the University Police are primarily concerned with the creation of a safe and secure environment in which members of the University community may learn, work, and live.

Public safety personnel are likewise concerned with meeting the campus' service needs in a friendly and cooperative manner.

911 Emergency Calls

In the event of any medical or fire **emergencies** on campus, you should dial 911 and clearly state your **emergency** to the

dispatcher. Do not hang up the phone until the dispatcher has taken all of the required information. The Southern Police, in conjunction with the New Haven/Hamden fire/rescue, will respond to the emergency.

All other types of emergencies, hazardous conditions, or everyday incidents may be reported to University Police by dialing 888 from any in-house telephone or by calling extension 25375.

Blue light emergency telephones are strategically located outside and may be activated by simply pushing the red button. The dispatcher will take the necessary information and quickly dispatch a police officer or other emergency services personnel to your exact location.

Emergency Procedures Guide

The following provides a quick reference for University administrators, faculty, staff, and students on the essentials to cope with most campus emergencies. This guide does not cover every conceivable situation. Please refer to the Southern Web site to review the Emergency Management Plan in detail at:

www.SouthernCT.edu/emergencypreparedness

- > **Fire:** activate building alarm} evacuate the building} alert others on your way out} assist individuals with disabilities to exit} DO NOT USE ELEVATORS} move at least 500 feet away from the building} DO NOT RETURN TO BUILDING until authorized by police.
- > **Chemical or Radiation Spills:** Evacuate the affected area} Dial 911} be specific on the nature of the material involved} if contaminated, avoid contact with others.
- > **Bomb Threats:** Dial 911} attempt to keep caller on line} notify immediate supervisor} do not touch or move any suspicious item} the decision to evacuate will be made by the University Police.
- > **Hostage Situation:** Dial 911} if taken hostage, be patient and cooperative} speak only when spoken to} be observant} try to remain calm} wait for any police instructions.

- > **Violent or Criminal Behavior:** Dial 911 if immediate threat} give nature of incident, location, any descriptions, weapons, injuries, or property damage} avoid contact with person(s)} if gun fire, take immediate coverage and stay until police give clearance.
- > **Work Place Violence:** Dial 911 if in immediate fear of danger or the University Police at 392-5375 if not in immediate fear of danger} notify your supervisor.
- > **Medical and First Aid:** Dial 911} provide first aid if trained} give name, location, nature of medical or first aid.
- > **Psychological Crisis:** Dial 911 if immediate threat or the University Police at 392-5375 if not immediate threat} do not try to handle any situation you feel is dangerous on your own} contact immediate supervisor.
- > **Explosion—Aircraft Crash:** Take immediate cover} if in a building, pull alarm and evacuate} Dial 911.
- > **Utility Failure:** Dial 392-5375 for University Police} notify immediate supervisor} wait for instructions} cease from using all electrical equipment} do not switch on/off switches.
- > **Unsafe Conditions:** Dial 392-5375 for University Police.

The Southern University community has been proud to provide Rape Aggression Defense training. There are four certified instructors, and each has varying experiences. The training is broken up over five or six weeks, and the sessions are about two hours each. The course the University currently provides is for women only. Many University members and students have been able to take this training, and the University hopes that many more will. There is no charge for the course. For more information, contact the University Police.

University Police offers an on-campus escort service 24 hours a day for your security. Simply call the University Police Department at 392-5375, state your name, location, and destination, and as long as your route is on University property, an officer or a student security assistant will accompany you.

In accordance with Section 10a-55a of the Connecticut General Statutes, a uniform campus crime report is published annually and available at the University Police Department.

Campus Parking and Traffic Regulations

To protect staff, faculty, students, and visitors to the university from automobile accidents, as well as to provide security for motor vehicles parked on the campus, the following rules and regulations must be observed. Failure to comply may lead to the issuance of a university parking ticket and/or a State motor vehicle infraction, the towing of the vehicle at the owner's expense, and when warranted, a disciplinary action by the University.

The University reserves the right to tow or impound any vehicle that is illegally parked or parked in a way that constitutes a serious hazard, impedes vehicle or pedestrian movements, or impairs the operation of emergency equipment and/or the making of repairs. Owners will be required to pay all costs involved in removing and impounding vehicles.

Motorcycles must be parked in parking areas designated "Motorcycle Parking." A speed limit of 10 miles per hour will be enforced on all campus roadways and parking lots. Pedestrians have the right-of-way at all times.

The University reserves the right to close temporarily a parking area for repairs or for special events.

No vehicles are to be parked on the campus between the hours of 11 p.m. and 7 a.m. unless prior arrangements are made with the University Police Department. Faculty, staff, and non-residence hall students who wish to leave their vehicles on campus overnight while they attend a conference or participate in a University sponsored trip must park their vehicles in the first two (2) rows closest to Fitch Street in Lot #2.

Neither Southern nor any of its employees assumes responsibility or liability for loss from theft or damage to cars parked in University parking lots.

Vehicle Registration

All vehicles operated or parked on campus at any time must properly display a Southern Connecticut State University parking

decal. Vehicle owners and operators must register their vehicles at the University Police Department.

Persons seeking a decal must present, at the time of application, a current, valid operator's license and a current, valid vehicle registration. Students must also present their class schedule as proof of their registration.

Any false or incorrect information given at the time of registration will automatically render the decal void.

All faculty and staff shall be issued one un-affixed parking decal that must be displayed on the rearview mirror with the printing facing the windshield. A decal that is lost or stolen must be reported to University Police immediately to prevent misuse of this decal.

A parking decal is no guarantee of a parking space. Each vehicle operator is responsible for finding a legal parking space. Lack of space is not a valid excuse for violating any parking regulation.

Decals must be removed from vehicles that are being sold or no longer used on the Southern campus. Outdated parking decals also should be removed when a new decal is issued. Any transfer, exchange, sale, misuse, or reproduction of a decal is unauthorized. All violators will have their decals removed and their vehicles towed at their own expense.

A special parking permit for faculty, staff, and students who have temporary disabilities is available from the University Police Department. The applicant must first provide written verification of disability status to the university physician in Granoff Hall, who will determine the extent of the disability and the expected period of disability.

Walking Escort Program

The University Police Department provides 24-hour-a-day walking escort program for students, faculty, and staff to parking lots, residence halls, or other on-campus sites. A shuttle bus escort is available by calling the University Police Department at 25375 if you are on campus or (203) 392-5375 if you are off campus. Students seeking an escort Monday through Thursday between

midnight and 3 a.m. may call 888, and the shuttle bus will be dispatched from the police station. This shuttle service is provided only during the fall and spring semesters.

General Regulations

All University regulations apply to part-time as well as fulltime students, faculty, and staff. All others also are expected to abide by all University regulations.

► 5. GREEN CAMPUS INITIATIVES

Southern Connecticut State University is committed to being a good citizen, and part of being a good citizen is environmental stewardship. President Cheryl J. Norton recently joined hands with leaders of innovative campuses across the country by signing onto the American College & University Presidents' Climate Commitment. By signing this document, leaders of educational institutions agree to bolster their environmental efforts through improved energy efficiency, conservation, and other steps in pursuit of "climate neutrality."

Among the steps already taken by Southern are the following: expanding the campus-wide recycling program, including establishing recycling centers in the residence halls; printing the university's letterhead stationery on 100 percent post-consumer recycled paper; installing 3,000 motion detectors for more efficient lighting, and reducing pollutants by 50 percent through burning ultra low sulfur fuel in the campus Energy Center. The center is 40 percent more efficient than the 54-year-old power plant that it replaced.

Employee Conduct and Discipline Policies

► 1. ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Southern Connecticut State University expects employees to be reliable and to be punctual in reporting for scheduled work. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee must notify his or her supervisor or designee as soon as possible in advance of the anticipated tardiness or absence and **before** the start of his or her authorized work schedule. In like manner, employees must call their supervisors if they are going to be late for work. See *Section E, Timekeeping and Payroll*, Paragraph 7, for information on inclement weather.

Each supervisor is responsible for keeping accurate records of an employee's absences and of sick leave earned and taken. The University reserves the right to request a medical examination or doctor's certificate during or following an illness.

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

► 2. HARASSMENT

Policy on Discriminatory Harassment

As a University dedicated to fostering the dignity of each person, Southern Connecticut State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, employees, contractors, and vendors.

Definition

Discriminatory harassment is any conduct that, by reference to gender, race, color, religion, national origin, citizenship, handicap, age, sexual orientation, or status as a Vietnam-era veteran, intentionally or recklessly abuses, ridicules, or disparages a person or persons so as to adversely affect their academic or work performance at Southern Connecticut State University.

Discriminatory harassment is a violation of University policy and, in many forms, violates State and Federal law as well.

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

Any individual who has reason to believe that he or she is the victim of illegal behavior should promptly report the facts of the incident to the Director of Diversity and Equity. A prompt and confidential investigation will be conducted, and the University will take appropriate corrective action where it is warranted.

Anyone engaged in any improper harassment will be subject to disciplinary action, up to and including termination.

▶ 3. RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the University. Southern Connecticut State University requests at least two (2) weeks working notice (unless otherwise provided for in a collective bargaining agreement or University policy) in writing, of anticipated resignation of all employees. The University may, at its discretion, waive the two (2) week or other notice requirement. If you submit your resignation fewer than two weeks before leaving your separation may be regarded as "not in good standing," which may affect your re-employment rights. An **unauthorized absence** of five or more working days also may be considered a resignation "not in good standing." Please consult your collective bargaining agreement or University Human Resources Policies for clarification and additional information.

► 4. RETURN OF PROPERTY

Employees are responsible for all property, vehicles, materials, swipe cards, identification cards, keys, computer data, or written information issued to them or in their possession or control. Employees must return all University property that is in their possession or control in the event of termination, resignation, layoff, or immediately upon request. The employee's final pay-check may not be released until all property is returned, or until the University is reimbursed for any damaged property. The University may also take any other action deemed appropriate to recover or to protect its property.

► 5. RULES OF CONDUCT

To assure orderly operations and provide the best possible work environment, Southern Connecticut State University expects its employees to follow rules of conduct that will protect the interests and safety of all. It is not possible to list all forms of behavior that are considered acceptable or unacceptable in the workplace, but the following are examples:

Acceptable Conduct

- > Comply with all Federal and State laws, regulations and/or statutes, department directives, and lawful instructions/orders.
- > Meet all your responsibilities for dependability.
- > Enforce all rules, regulations, and policies of the department.
- > Maintain a safe, secure, and sanitary work environment.
- > Report any arrest and subsequent disposition, including conviction, to your supervisor on or by the next scheduled workday following the arrest, but no later than 48 hours after the incident. When on extended leave, you must report any arrest and subsequent disposition, including conviction, to your supervisor within 48 hours.
- > Inform your supervisor and the Human Resources Office in writing of any change of address and/or telephone number within 48 hours.

- > Immediately report to your supervisor any medical condition or use of medication which may affect job performance or judgment.
- > Maintain appropriate demeanor and professional manner at all times, showing respect for other employees and the public.
- > Maintain good stewardship of all State property and equipment.
- > Be courteous and accommodating in all your dealings with the public, including telephone conversations.
- > Cooperate fully and truthfully in any inquiry or investigation conducted by the University and any other law enforcement or regulatory agency.
- > Appropriately file forms as required by the Ethics Commission or Hatch Act.

Unacceptable Conduct

The following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment:

- > Any act that jeopardizes the health, safety, or welfare of the staff and the public.
- > Sleeping or inattentiveness while on duty.
- > Engaging in abusive or obscene language, threats, or intimidating behavior.
- > Engaging in unprofessional or illegal behavior while on or off duty that could in any manner reflect negatively on the department.
- > Engaging in any activity that would impair your independence of judgment or otherwise conflict with the proper discharge of your responsibilities.
- > Releasing any confidential information or unauthorized or inaccurate information, records, or documents.
- > Using your official position to gain any personal advantage or an advantage for another in any improper or unauthorized manner.

- > Refusing to do assigned work or to work overtime if directed, or failing to carry out the reasonable directive of a manager, supervisor, or department head.
- > Using a State-owned vehicle for personal, rather than official, business, on or off duty.
- > Engaging in conduct that constitutes or gives rise to the appearance of a conflict of interest.
- > Improperly claiming unemployment benefits.
- > Obtaining information through the computer terminal or other means for any purpose other than official business.
- > Possession, distribution, sale, transfer, or use of alcoholic beverages or illegal drugs in the workplace, while on duty, or while operating University-owned vehicles or equipment;
- > Working under the influence of alcohol or illegal drugs;
- > Theft or inappropriate removal or possession of University (State) property;
- > Unauthorized duplication or possession of University keys;
- > Falsification of timekeeping records;
- > Negligence or improper conduct leading to damage to University (State) property;
- > Violation of any safety rules;
- > Smoking in prohibited areas;
- > Sexual or other unlawful harassment;
- > Excessive absenteeism;
- > Unsatisfactory performance or conduct;
- > Falsification of employment applications.

The standards above are not intended to be all inclusive of the professional code of ethics, obligations of employees under their collective bargaining agreement, the State Personnel Act and Regulations of the Personnel Policy Board, and/or the Board of Trustees that employees must observe at all times. The University may, when it deems appropriate, establish additional standards and the University's supervisors may set up particular written

rules of conduct deemed necessary by operational requirements that employees must obey. There may be other conduct deemed inappropriate by the University that is not referenced above.

► 6. SECURITY INSPECTIONS

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

► 7. EMPLOYEE USE OF INFORMATION TECHNOLOGY

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

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

A constant issue to any organization connected to the Internet is the threat of unsolicited bulk email (UBE), better known as SPAM. UBE's may contain viruses, and it is strongly recommended that employees familiarize themselves with the current procedures for dealing with both SPAM and e-mail-borne viruses.

University Information Technology Systems store and record information transmitted via e-mail. Please be aware that the user is *unable to delete this record from the files* maintained by Information Technology. Also be aware that *transmissions are University property*, should not be considered confidential or private, and *may be monitored* by the University. By using these systems, the employee is expressly consenting to such monitoring.

While system personnel do not review the contents of this material except when necessary in the course of the discharge of official duties and as permitted by law, each user should know, and is hereby notified, that all such information is subject to subpoena, discovery, the Connecticut Freedom of Information Act, and such other disclosure processes as may be authorized by law.

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

Other Services for University Employees

► 1. PARKING

Faculty and Staff

Free parking is available to all faculty, staff, and students of the University in the following locations: the Main Lot on Fitch Street; the first level of the Commuter Parking Garage; Lot #1, which is the surface lot in the rear of the Commuter Parking Garage; Lot #2 on Fitch Street; and Lots #5 and #12 on Crescent Street.

No vehicles are to be parked in commuter or faculty lots between the hours of 11 p.m. and 7 a.m. unless prior arrangements are made with the University Police Department.

Vehicle owners and operators must register their vehicles at the University Police Department. Only one decal per person will be issued. All vehicles operated on campus at any time must properly display a Southern parking decal.

A parking decal is not a guarantee of a parking space. Each vehicle operator is responsible for finding a legal parking space. Lack of space is not a valid excuse for violating any parking regulation.

Vehicles violating parking or traffic regulations will be issued a university parking ticket and/or a State motor vehicle infraction and will be towed at the owner's expense.

Please direct questions to the Southern Connecticut State University Police Department:

- > Routine Calls, Service Calls: 392-5375
- > Emergency: 911

► 2. SHUTTLE SERVICE

Southern offers free shuttle bus service Monday through Thursday from 7:30 a.m. to midnight and on Friday from 7:30 a.m. to 4:30 p.m. After midnight, a student may request a shuttle by calling University Police at 888. This shuttle service runs until 3 a.m. Monday through Thursday. The 25-passenger vehicles pick up and drop off passengers at the designated campus bus shelters located in lot #1 near Davis Hall, lot #2 near Pelz Gym, the main faculty and staff lot at Morrill Hall, at lots #7, 8, 9 at North Campus, and in front of Hickerson Hall. A seven-passenger vehicle is specially equipped with a lift gate and tie downs to accommodate wheelchairs and motor scooters. Students who require this service should call University Police at (203) 392-5375 at least 20 minutes prior to pickup.

For faculty, staff and students riding Metro-North or Shoreline trains for their daily commute to campus, the university runs a free van shuttle service to and from New Haven's Union Station during the academic year, Monday through Thursday. The service runs through each semester. The van picks up and drops off passengers outside Union Station and at the campus shuttle stop outside Morrill Hall.

The trip between campus and the station usually takes no more than 15 to 20 minutes. There is no shuttle service on Fridays. A valid Southern Connecticut State University ID is required to ride the shuttle.

Bus service to New Haven and the vicinity is provided by Connecticut Transit, which makes regularly scheduled stops on Fitch Street near the Alumni Bridge. Schedules are available at the University Police Department.

► 3. I.D. CARDS

The Southern Hoot Loot ID card is your primary University identification card, mandatory for all students, staff, and faculty. The Hoot Loot Card provides access to residence halls, meal plans, and computer labs. It also functions as your library card.

The Hoot Loot Card also acts as an optional campus debit card. It can be used to make purchases at a variety of locations on and off campus including food services at Conn. Hall and the

Student Center Food Court. It can also be used to buy tickets at the Lyman Box Office and to make purchases at the campus Barnes & Noble Bookstore.

To get the card, you must bring a letter confirming your employment with the university and one form of photo identification, such as a driver's license.

The card office is located in the Wintergreen Building. Please visit the Web site: <http://hootloot.SouthernCT.edu>

► 4. KEYS

Employees may be issued keys for their offices, desk, and various file cabinets or possibly State vehicles. It is the employee's responsibility to report any lost keys to his or her immediate supervisor. All keys must be relinquished upon separation from University employment.

A request for the issuance of a key other than a master key should be routed as follows: 1) department chairperson or supervisor; 2) academic dean or director of department; 3) director of facilities. A request for a master key should be routed as follows: 1) department chairperson or director of department; 2) academic dean; 3) provost and vice president for academic affairs; 4) executive vice president for finance and administration. Upon approval from the executive vice president for finance and administration, the director of facilities will issue the requested master key.

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

When a faculty member or staff member leaves the University, he or she is provided an out processing sheet for return of the keys to the Facilities Administration Building. The member takes the keys to the locksmith personally in Facilities. Keys turned in are removed from the signature list.

If a duplicate key is required, it is requested as outlined above. Duplicate keys are not made until full authority has been granted, and will be made *only* by University crafts persons.

Under no circumstances are duplicate keys authorized to be made by non-University personnel or outside vendors.

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

► 5. TELEPHONE

General Telephone Information

- > Southern Prefix: 392
- > WeatherChek: (203) 392-SNOW (7669)
- > Police Escort Service: 888
- > Computer Help Desk: 25123
- > Switchboard: 25200
- > Automated Directory: 26999

Emergency Numbers—University Police

- > Emergency 911
- > University Police Department (routine calls): 25375

Repair service

Any request for repair service should be directed to the CSUS Telecommunications Help Desk at extension 611.

Telephone Service

Moves, additions, deletions, or changes (including changes to the directory) must be requested on a TSR form, which is an acronym for Telecom Service Request. A TSR is located in the University's phone directory. Please copy as necessary and follow the instructions on the TSR form.

Personal Calls

Telephones in university offices are to be used for State business *only*.

Retrieve Messages from Voicemail

On campus, dial 25700. Off campus, dial (203) 392-5700 and press #; enter your five-digit extension and password. For more information, see the Voicemail Quick Reference Guide.

CSU Directory Assistance

An automated directory service is available to obtain telephone extensions of faculty, staff, and students. This service is only accessible from a touch-tone telephone. Information available is for the entire CSU system. Dial 26999.

411 Directory Assistance

The President's Cabinet has approved the removal of 411 directory assistance usage from Southern's telephone system. As an alternative, the Web site www.411.org is a resource available on the Internet that will provide free directory assistance. In addition, each university office has a local area Yellow Pages directory.

▶ 6. MAIL

The purpose of Southern's Mail Services Department is to provide the University community with a mailing distribution center that oversees all functions related to the timely processing and distribution of incoming and outgoing University mail. For information about mail services, call (203) 392-5268.

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

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

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

a. Interdepartmental envelopes must have the complete name and department of the recipient written clearly on the piece.

b. Outgoing mail should be sealed. If unsealed, the flaps must be folded over but **not** tucked in. Mail handlers are instructed **not** to pick up any mail that is improperly prepared for processing by central mail personnel.

c. Interdepartmental mail should be bundled separate from first-class outgoing mail and placed in one of the following:

- > Manila envelopes (CO-500) with holes. If other large envelopes are used, they should be marked **interdepartment**.
- > Pink and white envelopes (STO-499) for letters. If other envelopes are used, the bundle should also be marked **interdepartment**.

▶ 7. BOOKSTORE

The Barnes & Noble College Bookstore is located on the first floor of the Michael J. Adanti Student Center. The Bookstore provides a selection of computer software, book bags, greeting cards, snacks, cold drinks, posters, magazines, and newspapers, as well as overnight photo developing. New York Times paperback bestsellers are discounted 20 percent. At the bookstore, you will find a large assortment of Southern clothing and giftware. Regular hours are posted on the Bookstore Web site and change occasionally. *www.Southern-Ct.bkstore.com*.

▶ 8. LIBRARY SERVICES

The Hilton C. Buley Library, the campus center for education and research, holds more than 600,000 items and provides access to 150 online databases for all needs. An online catalog shared with Eastern, Central, and Western libraries, as well as the Connecticut State Library, doubles available print and media resources, while inter-library loan and other consortium arrangements supplement the library's holdings. Staff has access to 1,700 serial print titles and 30,000 electronic journals.

Library privileges are extended to all students, faculty, and staff and are available to residents of Connecticut eighteen (18) years of age or older on presentation of identification. All CSUS faculty, staff, and students are afforded borrowing privileges

and use of each of the systems' computers. For information and hours, call (203) 392-5750. The library's home page is www.library.SouthernCT.edu/.

► 9. HEALTH SERVICES

Granoff Student Health Center is located on Wintergreen Avenue on the West Campus. In an emergency, staff who become critically ill or seriously injured may report to the center for urgent care. In case of emergency, call 911 immediately for assistance. They will also administer the flu vaccine for a fee during the fall.

► 10. LACTATION ROOM

Public Act No. 01-182, An Act Concerning Breastfeeding in the Workplace, requires that employers make reasonable efforts to provide "lactation rooms" with privacy for employees. Any employee may, at her discretion, express breast milk or breast-feed on site at her workplace during her meal or break period. An employer shall not discriminate against, discipline, or take any adverse employment action against any employee because such employee has elected to exercise her rights. See also CGS §46a-64(a)(3) and CGS§ 53-34b on this subject.

The location for employees on campus for this purpose is Connecticut Hall, Women's Lounge, on the first floor. Please contact the Office of Human Resources at 25059 for more detailed information. More information on breastfeeding can be obtained by linking with La Leche League at www.la lecheleague.org and the American Academy of Pediatrics at www.aap.org.

► 11. RECREATIONAL USE OF SPORTS CENTER

Open Recreation Hours

Moore Fieldhouse

Monday–Friday 12:00 pm–1:00 pm (faculty and staff only)
Pool, Basketball Court, Track, and Weight Room

Monday–Friday 6:30 pm–9:15 pm
(Southern students with valid ID only)
Basketball Court, Track, and Weight Room

Pelz Gymnasium

Monday–Thursday 6:30–9:15 pm

Pool only

Facility Rules

- > Recreation hours for use by individuals with valid Southern identification. No guests (including family members) are allowed to utilize the facility at any time.
- > Gymnastics area and track jump pits and mats (including sand pits) are not to be used during open recreation.
- > Weight room will be open only when properly supervised.
- > No batting, throwing, or kicking of any object during recreation hours in the Fieldhouse.
- > No food allowed inside the Fieldhouse.
- > No bicycles, scooters, skateboard, or rollerblades allowed in the Fieldhouse.
- > Enter only at front of building, checking in with building guard. Anyone caught entering the building at any other door will be refused admission to the building.
- > Do not open side doors for anyone to enter the building. If caught, facility privileges will be revoked.
- > Facility supervisor has the ability to refuse entry to the building or revoke facility usage privileges to any individual as deemed necessary.
- > Open recreation may be preempted without notice for varsity athletic event (game or practice) or outside rental usage.

▶ 12. WHAT'S OPEN WHEN**Alumni Affairs Office**

Wintergreen 144, (203) 392-6500 M–F 8 a.m.–4:30 p.m.

ATM Machines

Are available on campus 24 hours.

Barnes & Noble College Bookstore:

Located on the street level, Adanti Student Center.

M–Th 9 a.m.–7 p.m.; F 9 a.m.–4:00 p.m.; Sa 10 a.m.–3 p.m.
(203) 392-5270

Buley Library

M–Th 8 a.m.–11 p.m.; F 8 a.m.–4:30 p.m.; Sa 9 a.m.–5 p.m.;
Su 1–9 p.m., (203) 392-5756.

Copy Center

The Tyco copy center is a full service printing company located on the first floor of the Adanti Student Center. Tyco does passport photos, resumes, banners, full-color posters, mailing, offset printing, desktop publishing, rubber stamps, large document copying, binding, faxing, laminating, business cards, dry mounting, and more. TYCO is open from M–Th 9 a.m.–5 p.m. and F 9 a.m.–1 p.m. Telephone (203) 392-5549 or you may visit them at www.tycocopy.com

Credit Union

The Hamden Federal Credit Union is located in the Adanti Student Center on the first floor. The credit union offers free checking with overdraft protection, ATM debit cards, savings, gift cards, direct deposit, and personal and auto loans. All university employees, students, and their families are eligible to join. All members are considered owners and have the same rights and privileges. Telephone (203) 392-9900 Hours of operation are M–W 9 a.m.–4 p.m., Th 9 a.m.–5 p.m., F 9 a.m.–2 p.m. See also, www.hamdenfcu.com

Fitness Center

The Fitness Center is located in the Adanti Student Center:

M–Th 7 a.m.–10 p.m.; F 7 a.m.–8 p.m.; Sa 9 a.m.–4 p.m.;
Su 2 p.m.–7 p.m. Telephone (203) 392-8971 or visit them on
line at www.SouthernCT.edu/fitnesscenter

Food Service

Connecticut Hall: M–Th 7:30 a.m.–8 p.m.; F 7:30 a.m.–2:30 p.m.
Sa–Closed; Su 10:30 a.m.–1:30 p.m., 4–7 p.m.

Faculty/Staff Dining Room: M–F 11:30 a.m.–1:30 p.m.

Adanti Student Center Food Court: M–Th 11 a.m.–7:30 p.m.;
F 11 a.m. to 7 .m.; Sa 11 a.m.–5 p.m.; Su–Closed.

Granoff Health Center

M–F 8 a.m.–5 p.m. (203) 392-6300.

Lyman Center Box Office

M–F 11 a.m.–5 p.m., when the university is open. (203) 392-6154.

Recreational

Recreation times and open swims may be preempted by athletic events.

Moore Fieldhouse:

Pool: M–F 12–1 p.m.;

Fieldhouse and weight room: M–F 6:30 p.m.–9:15 p.m.

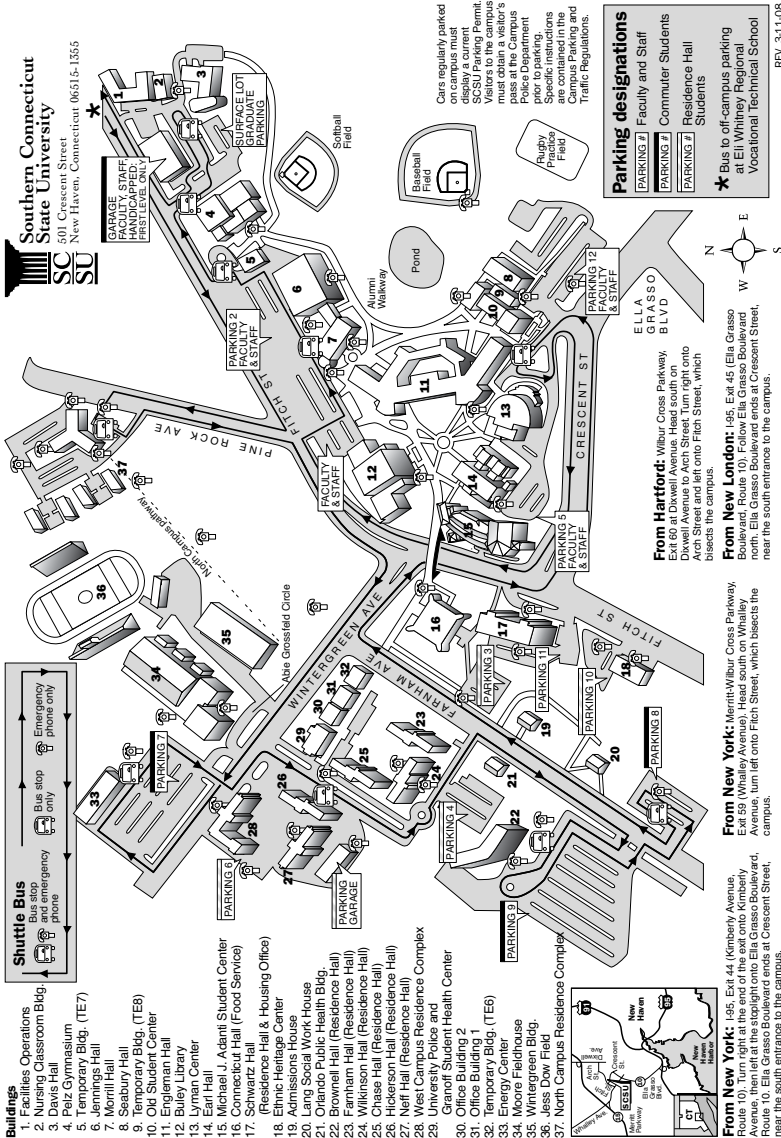
Pelz Pool: M–Th 6:30 p.m.–9:15 p.m.

Prepared by Southern Connecticut State University
Office of Human Resources
Last update: May 2008

*Disclaimer: All information was correct at time of printing
and is subject to change without notice.*

Shuttle Bus
 Bus stop emergency phone
 Bus stop emergency phone only
 Bus stop emergency phone only

- Buildings**
1. Facilities Operations
 2. Nursing Classroom Bldg. (TE8)
 3. Davis Hall
 4. Peiz Gymnasium
 5. Temporary Bldg. (TE7)
 6. Jennings Hall
 7. Morrill Hall
 8. Seabury Hall
 9. Temporary Bldg. (TE6)
 10. Old Student Center
 11. Engleman Hall
 12. Bulley Library Center
 13. East Hall
 14. Michael J. Adams Student Center
 15. Connecticut Hall (Food Service)
 16. Schwartz Hall
 17. (Residence Hall & Housing Office)
 18. Ethnic Heritage Center
 19. Admissions House
 20. Lang Social Work House
 21. Orlando Public Health Bldg.
 22. Brownell Hall (Residence Hall)
 23. Farnham Hall (Residence Hall)
 24. Wilkinson Hall (Residence Hall)
 25. Chase Hall (Residence Hall)
 26. Hickerson Hall (Residence Hall)
 27. Neff Hall (Residence Hall)
 28. West Campus Residence Complex
 29. University Police and Security Center
 30. Office Bldg. 2
 31. Office Bldg. 1
 32. Temporary Bldg. (TE5)
 33. Energy Center
 34. Moore Fieldhouse
 35. Wintgreen Bldg.
 36. Jess Dow Field
 37. North Campus Residence Complex



Cars regularly parked on campus must display a current registration sticker. Visitors to the campus must obtain a visitor's pass at the Campus Police Department. Shuttle parking spaces are contained in the Campus Parking and Traffic Regulations.

Parking designations

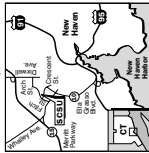
- PARKING 7 Faculty and Staff
- PARKING 8 Commuter Students
- PARKING 9 Residence Hall Students

★ Bus to off-campus parking at Eli Whitney Regional Vocational Technical School

From Hartford: Wilbur Cross Parkway, Exit 60 at Dixwell Avenue. Head south on Wilbur Cross Parkway. Turn right onto Arch Street and left onto Fitch Street, which bisects the campus.

From New London: I-95, Exit 45 (Eli Grasso Blvd). Turn left onto Fitch Street, which bisects the campus.

From New York: Merritt Wilbur Cross Parkway, Exit 49 (Middle Avenue). Head south on Middle Avenue, turn left onto Fitch Street, which bisects the campus.





Southern Connecticut
State University

501 Crescent Street
New Haven, Connecticut 06515-1355

Southern Connecticut State University provides exemplary graduate and undergraduate education in the liberal arts and professional disciplines. As an intentionally diverse and comprehensive university, Southern is committed to academic excellence, access, social justice, and service for the public good.