



# University of New Haven

## Employee Handbook



## Human Resources

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# University of New Haven

## INTRODUCTION

### Welcome Statement

Dear Colleague:

It is with great pleasure that I welcome you to the University of New Haven! You are joining a team of dedicated and talented individuals who contribute every day to the growth and success of the University. I hope that you will take pride in being a member of the University community and that your association with the University will be a positive and rewarding experience.

To provide you with an understanding of the University's expectations regarding employee conduct as well as help familiarize you with various University policies and guidelines, this Handbook is provided to all administrative staff employees. I hope that you find it helpful.

This Handbook is intended to provide you with general guidelines. All employee related [policies and procedures](#) can be found in the mycharger Human Resources intranet page.

Again, welcome aboard. Go Chargers!

Sincerely,

*Jennifer Cinque*

Jennifer Cinque

Associate Vice President of Human Resources & Organizational Development & Title IX Coordinator

## **Purpose of the Employee Handbook**

This Handbook is designed to acquaint you with the general standards of conduct and behavior expected of University employees as well as to provide information on general employment policies, programs, and benefits at the University of New Haven (the “University”). We expect each employee to read, understand, and comply with the expectations and obligations set forth in this document. This Handbook supersedes all previously issued Employee Handbooks.

The policies stated herein are subject to change at any time at the sole discretion of the University. Since it is the goal of the University to improve this Handbook continually, the University reserves the right to revise, delete, and add to the policies, practices, and procedures stated herein from time to time as it deems necessary. Detailed information on these policies is available on the University’s internal website for employees and will reflect ongoing changes. In case of any differences, the online version will supersede any paper version.

Although this Handbook is intended to apply to all University employees, it does not alter or negate any terms and conditions of employment that are contained in the Clerical, Facilities, or Police Department Bargaining Unit Agreements or in the Faculty Handbook. If there is a conflict between this Employee Handbook and the respective Bargaining Unit Agreements or the Faculty Handbook, the terms and conditions of the respective Bargaining Unit Agreements and the Faculty Handbook will prevail.

None of the University’s personnel documents and benefit plans, including this Employee Handbook, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any employee. No supervisor has any authority to enter into a contract of employment – express or implied – that changes or alters the at-will employment relationship described herein.

Because no two employment situations are ever exactly alike, the University may modify the policies and practices summarized here, or make an exception to these policies and procedures, on those occasions when the University determines that circumstances warrant individualized consideration. If you have any questions or concerns about this Employee Handbook or any other policy or procedure, please contact your supervisor or a member of the Human Resources staff.

## **About the University**

The University is a private, top-tier comprehensive institution recognized as a national leader in experiential education. Founded in 1920 on the campus of Yale University in cooperation with Northeastern University, the University moved to its current West Haven campus in 1960. The University operates a satellite campus in Tuscany, Italy, and offers programs at several locations throughout Connecticut and other states. The University provides its students with a unique combination of a solid liberal arts education and real-world, hands-on career and research opportunities.

## Employment At-Will Statement

While we hope that your employment at the University will prove mutually satisfactory, please understand that continued employment cannot be guaranteed for any employee. Consistent with the laws of the State of Connecticut, employment at the University is generally considered to be employment at-will. This means that, unless you are covered by a written contract that specifically provides otherwise, you are free to leave your employment at any time and for any reason, with or without cause or notice, and the University retains the same right to terminate your employment at any time and for any reason, with or without cause or notice as long as it is not for a discriminatory reason. There may be additional conditions which apply to faculty as described in the Faculty Handbook.

Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at-will. No supervisor or employee of the University, other than the President or his designee, shall have any authority to enter into an employment agreement – expressed or implied – with any employee providing for employment other than at-will.

For our at-will employees, this policy is the sole and entire agreement between you and the University as to the duration of employment and the circumstances under which employment may be terminated.

## Employment Status

Employees at the University are generally classified into two broad categories: Exempt Employees and Non-Exempt Employees.

**Exempt Employees** are those who, considering their duties and compensation, are classified as executive, administrative, or professional employees under applicable wage and hour laws, and who, as a result, are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Exempt employees are paid semi-monthly.

**Non-exempt Employees** are covered by the overtime provisions of state and federal law, and are therefore compensated on an hourly basis for actual hours worked in the performance of their assigned job. Non-exempt employees are paid time and one-half for hours worked in excess of 8 hours in one workday or 40 hours in one workweek. Overtime can only be scheduled by the supervisor and employees are not authorized to work overtime without prior approval. Non-exempt employees are paid weekly.

*University employees, whether Exempt or Non-exempt, will be appointed to one of the following classifications:*

- **Regular, Full-Time Employees** are appointed to an authorized position and are expected to work at least a 35-hour normal workweek on a continuing basis. In some instances, employees are on a 40-hour per week schedule.
- **Regular, Part-Time Employees** are appointed to an authorized position and are expected to work less than 35 hours per week on a continuing basis.
- **Faculty, Full-Time and Part-Time**, are as defined in the Faculty Handbook.
- **Casual Employees** are those individuals who are employed to normally work for less than 20 hours per week or for specific periods of time on an as-needed basis. Their association with the

University may be ongoing or periodic as the position warrants. Examples of casual employees are courtesy van drivers, tutors, certain coaches, etc.

- **Temporary Employees** are those individuals who are employed for short-term assignments which will be for periods of six (6) months or less. Temporary employees can work up to nine hundred hours over a 12-month rolling period. These positions may be either full-time or part-time as the position warrants.

### **Probationary/Provisional Period**

There is a six-month probationary period for all administrative employees. The probationary period provides the University with an opportunity to evaluate an employee's performance, behavior, and conduct on the job. To assist managers in assessing an employee's performance during this period, probationary review forms are available in the forms section of the HR intranet page. Employment is provisional during this period and may be terminated at any time for any reason, with or without notice. Satisfactory completion of the probationary period requires successful and sustained demonstration by the employee that they meet all the standards, requirements, and expectations of the job.

While we understand that employees are learning about their new job during their probationary period, they are still expected to perform satisfactorily, and their performance is closely monitored by the respective supervisor. If deemed necessary, upon a supervisor's recommendation and approval by the Human Resources Department, the initial probationary period may be extended one time for a minimum of one month to a maximum of three months.

The University has no obligation to continue the employment of a probationary employee, to give advance notice of termination to such an employee, or to give specific reasons for its decision in releasing a probationary employee. Also, it should be noted that completion of the probationary period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

Please note that the probationary requirements of faculty can be found in the Faculty Handbook. Employees covered by a collective bargaining agreement should consult their respective contracts for information regarding their probationary period.

## **TIME AND ATTENDANCE**

### **Working Hours and Schedule**

The University's workweek runs from Monday through Sunday. Administrative offices are normally open for business from 8:30 a.m. to 4:30 p.m., and most administrative and clerical staff work 7 hours per day (8:30 a.m. – 4:30 p.m.) Monday through Friday, with one-hour unpaid lunch. However, there are many departments, such as University Police, the Library, Facilities, Athletics, OIT, Admissions, the Mail Center, etc., which may operate on different schedules. Since each department has various operational needs, employees are assigned a work schedule by their supervisor consistent with those needs and are expected to begin and end work, and to take breaks, according to that schedule. To accommodate the needs of the University, it may be necessary to change individual or departmental work schedules on either a short-term, long-term, or regular basis. Employees will be given sufficient notice when such changes are made.

## **Timekeeping Procedures**

Federal and state employment laws require that the University have a record of time worked and of time paid for all non-exempt employees, including nonexempt clerical, facilities, administrative support staff, police officers, and dispatchers.

Non-exempt employees must record the actual time work begins and ends; the beginning and end time of each lunch period; and any departure from work for any reason. Employees should utilize the appropriate method within their group to record their time and supervisory employees are required to approve their time on a weekly basis.

Exempt administrative employees are required to use the electronic payroll system for leave reporting only. Vacation time must be requested in advance and must be approved by the supervisor/manager prior to the vacation. Vacation requests shall not be unreasonably denied.

Altering, falsifying, failing to punch in and/or punch out, and tampering with time records, time sheets, or recording time on another employee's time sheet/record is prohibited and may subject the employee to disciplinary action, up to and including termination of employment.

## **Attendance Expectations**

Regular and reliable attendance and punctuality are important components of an employee's overall work performance. Absenteeism, late arrivals, and early departures from work burden departmental operations and impacts productivity. If an employee cannot avoid being late to work or is unable to work as scheduled, the employee must call their supervisor as soon as possible before the start of the workday. Employees covered by a collective bargaining agreement must follow the call out guidelines or procedures of their department.

## **EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION**

### **Equal Employment Opportunity**

It is the policy of the University to provide equal employment opportunity ("EEO") to all persons without regard to race, color, religion, gender, gender identity or expression, national origin, citizenship status, ancestry, age, sexual orientation, marital status, veteran status, disability, or any other legally protected classification. All employees are expected to adhere to the Equal Employment Opportunity Policy & Non-Discrimination Policy/Procedure.

### **Affirmative Action**

The University is committed to achieving a diverse and pluralistic community, which reflects the multiracial and culturally diverse society in the United States, through strict non-discrimination in all its employment practices. This includes the commitment to be proactive in the continuing effort to diversify the faculty,



staff, and the student body at the University. The University will base decisions on employment to further the principles of equal employment opportunity.

It is the University's goal to hire the most qualified individuals in every position within the University. The University is committed to making employment decisions which are solely based on the individuals' qualifications, abilities, skills, and experience and affirmatively seeks to attract persons with diverse backgrounds. The University will therefore recruit, hire, train, and promote persons in all job titles without regard to the individual's race, color, religion, gender, gender identity or expression, national origin, citizenship status, ancestry, age, sexual orientation, marital status, veteran status, any mental or physical disability that does not impact an individual's ability to perform their job, or any other criteria protected by law.

The commitment to affirmative action includes proactively continuing efforts to increase the diversity of its faculty, staff, and the student body at the University. The University will base decisions on employment to further the principles of equal employment opportunity.

### **Americans with Disabilities Act (ADA)**

The University will comply with all provisions of the ADA and will make reasonable accommodations upon request for employees and applicants with physical and mental impairments if it will enable the employee or the candidate to perform the essential functions of the job they are in or are seeking to obtain if such accommodation would not cause an undue hardship to the University. The [reasonable accommodation form](#) requires review and approval by area leaders.

## **WORKPLACE POLICIES, PRACTICES, AND EXPECTATIONS**

### **Open-Door Policy**

The University recognizes that employees will have suggestions for improving the workplace, as well as complaints. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with the employee's supervisor. Employees should refer to the Complaint Resolution Policy and should feel free to contact their supervisor with any suggestions and/or issues.

### **Harassment Prevention Policy**

The University prohibits all forms of workplace harassment. This includes sexual harassment as well as harassment because of race, color, religion, gender, gender identity or expression, ethnicity/national origin, citizenship status, ancestry, age, sexual orientation, marital status, veteran status, disability, or any other basis protected by federal or state law. Any such harassment may violate the law and will not be tolerated. This Harassment Prevention Policy applies to all campus personnel – candidates for employment, employees, students, vendors, and contractors. Failure to comply with this policy may result in disciplinary action, which can include immediate dismissal even for a first-time offense.

## **Sexual Harassment & Times Up Act**

Sexual harassment is illegal and is prohibited by Connecticut's Fair Employment Practices Act (§46a-60(a)(8)) and Title VII of the Civil Rights Act of 1964 (42 United States Code §2000e et seq.). The University is committed to the philosophy that all community members should enjoy an environment free of sexual harassment. It is the policy of the University to prevent and eliminate sexual harassment. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**The Connecticut Public Acts 19-16** and **19-93** enacted **the Time's Up Act** of Connecticut. The Time's Up Act was effective October 1, 2019, and applies to employers with three or more employees. The law is aimed directly at combating sexual harassment and sexual assault.

From a sexual harassment prevention training perspective, the law requires impacted Connecticut employers, which includes the University, to provide two hours of sexual harassment prevention training to new hires within their first six months of employment.

Employees identified as being able to skip the training are only those who completed in-person mandatory training or participated in online training provided by the Connecticut Commission on Human Rights and Opportunities (**CHRO**) under another employer within two years before their hire. If the employee has not participated in this training provided by the CHRO, they must take the provided UNH training which will be assigned to new employees through the onboarding process. The training is interactive and meets or exceeds statutory standards. The University requires this training to be completed within the first 30 days of commencing employment.

Compliance is critical as the Time's Up Act brings expanded penalties for noncompliance.

## **Prohibited Relationships**

Any relationship between faculty-student, staff-student, and supervisor-employee are of significant concern to the University because of the legal, ethical, and administrative issues they raise. Faculty and staff members are in positions of authority over students and can exercise that power in many ways, whether it is evaluating and grading students' work or making recommendations for employment or graduate school. A similar power imbalance exists between a supervisor and subordinate because the supervisor has the authority to evaluate and rate an employee's performance, as well as promote, demote, or discipline a subordinate.

This inherent power differential commonly creates conflicts of interest and leads to claims of favoritism, exploitation, bias, abuse of power and/or sexual harassment. These relationships disrupt the workplace and learning environment and undermine the integrity and reputation of the University and its employees. All employees of the University have a responsibility to avoid any conflict of interest between their professional duties and personal relationships with students or other employees. **The Prohibited Relationships Policy & Procedure sets forth the rules and guidelines regarding relationships defined as**

**prohibited in the workplace and the consequences associated with violating the policy.** Please note this section is intended to provide a brief overview of the policy. The entire policy can be found in the HR section of mycharger.

### **Expectations Regarding Employee Conduct**

Employees are expected to act lawfully and ethically and in accordance with all University rules and policies. At the University, we expect employees to:

- treat others in a respectful, professional, appropriate, and courteous manner always,
- not demean, intimidate, humiliate, discriminate, harass, bully, or threaten others,
- support and foster a work environment that is inclusive and diverse,
- act with integrity and take personal responsibility for their actions,
- manage University property, records, and assets in a responsible and appropriate manner and use them for business purposes only,
- create and maintain a safe work environment for all employees.

To ensure orderly operations and provide the best possible work environment, the University expects employees to follow rules of conduct that will protect the interests and safety of the University and its personnel.

### **Retaliation Prohibition**

The University is committed to complying with all applicable federal and state laws which prohibit retaliation. Employees who make a complaint in good faith, serve as a witness, or provide information as part of an investigation are protected from retaliation. An employee who suspects that they have been subject to unlawful retaliation should contact the Human Resources Department immediately.

Types of retaliatory actions which are prohibited include, but are not limited to:

- intimidation or threatening,
- unlawful discrimination,
- taking adverse action against an employee, or a family member who has an employment relationship with the University, with respect to their work assignments, salary or other terms and conditions of employment,
- negative comments or non-inclusive treatment,

It is important to keep in mind that managing deficient performance is not retaliation if there is documented evidence and feedback of unsatisfactory work performance or conduct.

Individuals who violate this policy shall be subject to appropriate disciplinary action. Union employees' discipline will be in conjunction with applicable collective bargaining agreements and faculty discipline will be in conjunction with the faculty handbook.

### **Drug and Alcohol Abuse**

The University prohibits the unlawful use, possession, sale, attempted sale, conveyance, distribution, attempted distribution, or manufacture of illegal drugs or controlled substances while engaged in

University activities, on University premises, or in University vehicles. In addition, employees are prohibited from reporting to work, driving on University business, or driving a University vehicle while under the influence of alcohol or any illegal drug. Employees may not drink alcoholic beverages while on University premises except at an official University-sponsored event that has been expressly approved by the President of the University or their designee. Additionally, the use of marijuana in any format whatsoever is also prohibited. The legalization of marijuana in Connecticut has not modified the University's policy and this substance, in any form whatsoever, is prohibited from campus and employees are prohibited from reporting to work under the influence of marijuana or to utilize it during the workday.

Any employee who violates this policy in any way, or who refuses to cooperate with any aspect of this policy, is subject to appropriate disciplinary action, up to and including immediate termination.

### **Recording Phone Calls or Conversations**

Under Connecticut law, it is illegal for a person to record a telephone conversation without the knowledge of all parties to the conversation (CGS § 52-570d). The statute excludes law enforcement personnel and certain other individuals, including the recipient of a telephonic communication that conveys a threat of extortion, bodily harm, or other unlawful request or demand.

Consistent with the University's rights under Connecticut law, the University does not permit the unauthorized recording of employee conversations. Employees may not record conversations with anyone at the University without the full knowledge and consent of all parties to the conversation, except as may be allowed by law. Likewise, this policy shall not be applied so as to interfere with any protected activities under the National Labor Relations Act.

A violation of this policy may result in disciplinary action, up to and including termination.

### **Confidentiality**

Information about the University, its employees, and students is to be kept confidential and divulged only to individuals within the University with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, one should err in favor of not divulging information and discuss the situation with one's supervisor. With respect to information concerning students, the University is subject to the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of identifiable information from the educational records of a student without the student's permission. If uncertain as to whether a request for information is prohibited by law, one should contact their supervisor.

All records and files maintained by the University are confidential and remain the property of the University. Records and files are not to be disclosed to any outside party without the express permission of the University President or their designee. Confidential information includes but is in no way limited to financial records; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on students; and any other documents or information regarding the University's operations, procedures, or practices. Confidential information may not be removed from the University's premises without express authorization.

Confidential information obtained during or through employment with the University may not be used by any employee for the purpose of furthering current or future outside employment or activities or obtaining personal gain or profit. The University reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred because of the impermissible use of confidential information.

The foregoing policy is not intended to prohibit and will not be applied in such a way as to prohibit, appropriate disclosures of information for legitimate purposes under the National Labor Relations Act.

### **Appropriate Appearance**

All employees represent the University and must present an acceptable appearance and meet the appropriate standards of the department in which they work during working hours.

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 should govern the selection of an individual's attire. Employees may dress in accordance with their full-time gender expression.

The requirement of wearing face coverings on campus due to Covid-19 exposures was lifted in March 2022. If it becomes necessary to implement mandatory face coverings again in the future, it is the expectation of the University that this face covering will not be explicit, discriminatory, derogatory, violent, offensive, infringing or otherwise contain inappropriate content.

Department leaders and supervisors have the responsibility to enforce standards of good taste appropriate to their area of responsibility. The University reserves the right to require that an employee alter attire that the University considers inappropriate. Employees should consult with their supervisor as to what is acceptable attire.

The University will accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship or safety issue. Employees requesting workplace attire accommodation based on religious belief should contact the Human Resources Department.

### **Weapons, Workplace Violence and Danger Prevention Policy**

All members of the University community, including faculty, staff, and students, as well as visitors, are prohibited from possessing, using, or attempting to use firearms, explosives, or weapons on the premises of the University or in any building under University control or at any University-sponsored event without the explicit authorization of the University's Associate Vice President of Public Safety, whether or not a federal or state license to possess the same has been issued to the possessor.

The University recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of University employees and students are paramount. Therefore, the University has adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, coercion, and/or other disruptive behaviors that involve or affect the University or that occur on University property or in the conduct of University business off University property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in University operations, including, but not limited to, University personnel, contract workers, temporary employees, students, and anyone else on University property or conducting University business off University property. Violations of this policy, by any individual, will lead to disciplinary action, up to and including discharge from employment, expulsion from the University, termination of contractual agreements and/or services, and/or legal action, as the situation warrants.

This policy is intended to promote the University's compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law. For further information regarding this policy, please refer to the Public Safety intranet page.

### **Whistle Blowing Protection Policy**

The University encourages all members of the Board of Governors, all faculty and staff, and all other employees (herein "Individuals"), acting in good faith, to report known or suspected violations of any University policy or procedure or violations of state, federal, or local law; misuse or misappropriation of University property, or authority; or any other conduct detrimental to the University (herein "Disclosures"), in accordance with this Policy.

Individuals should make Disclosures under this policy to their supervisor. If, however, an Individual's supervisor is the subject of the Disclosure or if an Individual is uncomfortable submitting the Disclosure to his or her supervisor or is not satisfied with the response received from that supervisor, the individual should make the Disclosure to one of the following designated officials, based on the subject matter of the Disclosure.

### **Ethics Point Violation Reporting System**

Although we encourage employees to continue to bring issues and concerns to their supervisors or to the contact sources, the ***University of New Haven Ethics Point Violation Reporting System*** has been established as an alternative reporting mechanism which individuals can use to report suspected violations in situations where the individuals feel strongly about remaining anonymous. Administered by a third party unaffiliated with the University, this telephone and web-based system provides employees and any other individuals having business with the University a confidential and anonymous means of reporting policy violations, fraud, abuse, or any other misconduct they may be aware of within the University.

### **Smoking and Tobacco Use Policy**

Smoking and tobacco products, including legalized cannabis, are prohibited in all facilities and areas of the University's campus. This includes, but is not limited to, all indoor and outdoor areas on the Main, South, North, and Orange Campuses. The policy applies to any individual on campus property, including, but not limited to, students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.

The University reserves the right to extend this policy to other University locations in the future.

### **Campus Security Authority (CSA)**

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority (CSA).’” CSA has been legally defined as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

For the University, the following populations have been identified as Campus Security Authorities:

- University Police Department
- Office of Residential Life Staff & Resident Assistants
- Student Affairs Professionals
- Athletics Department Staff & Coaches
- Faculty Advisors for Recognized Student Organizations
- Living Learning Community Faculty Coordinators
- Other campus representatives

Any member of the University community who has significant responsibility for student and campus activities may be deemed a CSA. Faculty without responsibility for students beyond the classroom, clerical staff, and maintenance/facilities employees are NOT considered CSAs. Campus “Pastoral Counselors” and campus “Professional Counselors,” when acting as such, are not considered CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of practice, they are encouraged, when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics. The University is also required to report any arrests, referrals, and reports made annually. This includes weapons, substance use, and alcohol violations. Statistics of these violations include whether an individual was held responsible and whether the incident was investigated. The Clery Act also requires that the University use timely warning notifications in cases of emergency. Thus, the University uses emergency procedure technologies such as the LiveSafe app, text/ phone automated messages, email, and online notifications.

The University is also required to provide an Annual Security and Fire Safety Report, which is available on the University’s website at [www.newhaven.edu/clery](http://www.newhaven.edu/clery). This report includes the annual disclosure of statistics for offenses that occur on campus, in or on non- campus buildings, on property owned or controlled by the University, as well as on public property within, or immediately adjacent to, our campuses.

Employees identified as a CSA as defined above, are required to take mandatory training within the first 30 days of commencing employment. This training will be assigned through Canvas by the Student Affairs Department.

## **Conflict of Interest**

It is the University's policy to respect the rights of its employees to invest in private enterprise and to engage in outside activities of a private nature with the understanding that, in all facets of their relationship with the University, employees are expected to act in the best interest of the University, to the exclusion of considerations of personal preference and private gain.

**Prohibited Activities:** All employees must avoid activities or relationships that conflict with the University's interests or adversely affect the University's reputation. The types of activities and relationships employees must avoid include, but are not limited to:

- Accepting or soliciting a gift, favor, or service that is intended to, or might appear to, influence the employee's decision-making or professional conduct,
- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of his or her job,
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of University confidential information,
- Accepting employment and conducting work for another organization during University scheduled time,
- Accepting employment or compensation that could be expected to impair the individual's independent judgment in the performance of official duties, and
- Making personal investments that are contrary to the University's interests.

Employees must disclose actual or potential conflicts to their supervisor as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline, up to and including termination of employment. The University's Conflict of Interest Policy can be found on the internal employee website. In addition, employees will receive a copy of the policy annually for review. It is the University's expectation that employees will avoid conflicts of interest, resolve them promptly if they arise and strive to avoid the appearance of such conflicts.

## **Publicity/Statements to the Media**

All media inquiries regarding the University and its operations must be referred to the Senior Executive Director of Marketing and Communication. Only the President or their designee is authorized to make or approve public statements pertaining to the University or its operations. No employees, unless specifically designated by the President or the Senior Executive Director of Marketing and Communication, are authorized to make those statements.

Any employee wishing to write and/or publish an article, paper, or other publication representing the views of the University must first obtain approval from the Senior Executive Director of Marketing and Communication. Employees are free to write or publish articles, papers, or letters to the editor within their field of expertise or in their personal capacity, if they do not represent their views as those of the University.



## **BENEFITS / VACATION ELIGIBILITY**

The University provides employees and their eligible dependents access to a competitive and comprehensive benefits package that includes, but is not limited to, medical, dental, vision, and prescription drug coverage, life insurance, and a defined contribution plan. Information regarding an employee's eligibility for benefits and how to enroll in them is provided to all new employees at a benefit orientation sponsored by the Human Resources Department.

Employees will also receive Summary Plan Descriptions as well as information regarding their benefit options and costs. The University reserves the right to change providers, and to modify or eliminate any benefit plan, or any plan provisions and plan descriptions, as it deems necessary. The University conducts open enrollment yearly, which will provide employees with the opportunity to change their previously selected benefits.

It is the employees' responsibility to complete their benefit enrollment within the required period.

The University also provides generous paid time off to employees, including paid vacation time. Eligibility is based on years of service and the policy can be found in the Human Resources section of mycharger.

It is important to note that vacation is accrued monthly. The total eligibility for the fiscal year is provided in the employees' paystub for illustrative and planning purposes only. If an employee terminates employment, payment of remaining vacation time will be based on how much accrued vacation time remains through the employees' termination date and how much of that accrued time has already been taken. If the terminating employee has used more vacation entitlement than that for which they are eligible through their termination date, the employee will be responsible for reimbursing the University for the value of such vacation.

Under no circumstances will non-union employees' payment of unused vacation time exceed ten (10) days at termination.

## **ADDITIONAL RESOURCES**

This Handbook is just one of the resources that exist to help educate employees about University policies, programs, and expectations. While many important subjects are addressed in this Handbook, it is not intended to be a definitive list of all University policies. Employees are encouraged to use the University's internal website for more information on key policies administered by the Human Resources Department as well as other departments, such as Information Technology, University Police, and Payroll. Employees covered by a collective bargaining agreement should carefully review their contract for information not covered in this Handbook. All contracts can be found on the University's internal website for employees. Faculty members will receive more information about the terms and conditions of their employment from the Associate Provost during orientation and through the Faculty Handbook.

If you have any questions regarding the information contained in this Handbook, please feel free to contact a member of the Human Resources team.



# University of New Haven

## HUMAN RESOURCES TEAM MEMBERS (in alphabetical order)

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## ADDENDUM 1

The following is a listing of all human resources related [policies and procedures](#):

<b><u>Policy / Procedure Title:</u></b>
<b>Access to Personnel Records/Files Policy &amp; Procedure</b>
<b>Affirmative Action, Diversity &amp; ADA Policy &amp; Procedure</b>
<b>Anti-Drug and Alcohol Misuse Policy &amp; Procedure</b>
<b>Appropriate Attire Policy</b>
<b>Attendance &amp; Punctuality Policy &amp; Procedure</b>
<b>Background check requirements</b>
<b>Bereavement Leave Policy &amp; Procedure</b>
<b>Child Abuse &amp; Neglect Reporting Policy &amp; Procedure</b>
<b>Compassionate Leave Policy &amp; Procedure</b>
<b>Complaint Resolution Policy &amp; Procedure</b>
<b>Conflict of Interest Policy &amp; Procedure</b>
<b>Contingent Worker Policy &amp; Procedure</b>
<b>COVID-19 Post Vaccination Policy &amp; Procedure</b>
<b>Disaster Leave Policy</b>
<b>Discipline Process Policy &amp; Procedure</b>
<b>Domestic Family Violence Policy &amp; Procedure</b>
<b>Email Signature Policy &amp; Procedure</b>
<b>Employee Assistance Program Policy &amp; Procedure</b>
<b>Employment at Will Policy</b>
<b>Employment of Relatives Policy</b>
<b>Equal Employment Opportunity &amp; Non-Discrimination Policy</b>
<b>Exit Interviews Policy &amp; Procedure</b>
<b>FMLA Policy &amp; Procedure (see Addendum 2)</b>
<b>Gender Identity and Chosen Name Policy &amp; Procedure</b>
<b>Harassment Prevention &amp; Sexual Harassment Prevention Policy &amp; Procedure</b>
<b>Holiday Policy</b>
<b>Hours of Work &amp; Summer Hours Policy</b>
<b>Jury Duty Policy &amp; Procedure</b>
<b>Medical Leave of Absence Policy</b>
<b>Military Leave Policy &amp; Procedure</b>
<b>Nursing Mothers &amp; Lactation Room Policy &amp; Procedure</b>
<b>Paid Parental Leave Policy &amp; Procedure</b>
<b>Performance Management Policy &amp; Procedure</b>
<b>Personal Day Policy &amp; Procedure</b>
<b>Personal Leave of Absence, Voluntary Reduction in Hours Program Policy &amp; Procedure</b>
<b>Personal Reference Checks/Verification of Previous Employment Policy &amp; Procedure</b>
<b>Probationary Period Policy &amp; Procedure</b>

<b>Policy / Procedure Title (continued):</b>
<b>Prohibited Relationships Policy &amp; Procedure</b>
<b>Re-employment Policy &amp; Procedure</b>
<b>Recording Phone Calls or Conversations</b>
<b>Reporting to Work in Inclement Weather/Sending Employees Home Early Policy &amp; Procedure</b>
<b>Retaliation Prohibition Policy &amp; Procedure</b>
<b>Service Award Program Policy &amp; Procedure</b>
<b>Severance Policy &amp; Procedure</b>
<b>Sexual Misconduct Policy &amp; Procedure</b>
<b>Sick Time Donation Policy &amp; Procedure</b>
<b>Smoke Free Tobacco-Free Campus Policy &amp; Procedure</b>
<b>Telecommuting Policy &amp; Procedure</b>
<b>Temporary Employees Policy &amp; Procedure</b>
<b>Termination / Resignation Policy &amp; Procedure</b>
<b>Tuition Assistance Benefit Policy &amp; Procedure</b>
<b>Tuition Student Exchange Policy &amp; Procedure</b>
<b>Vacation Policy &amp; Procedure</b>
<b>Whistle Blower Policy &amp; Procedure</b>

## ADDENDUM 2



### NOTICE OF EMPLOYEE RIGHTS UNDER THE CONNECTICUT FAMILY AND MEDICAL LEAVE ACT (CTFMLA) & CONNECTICUT PAID LEAVE ACT (CTPL)

## CONNECTICUT DEPARTMENT OF LABOR AND CONNECTICUT PAID LEAVE AUTHORITY

#### LEAVE ENTITLEMENT AND ELIGIBILITY:

The CTFMLA provides eligible employees, after 3 consecutive months on the job, up to 12 weeks of unpaid, job-protected leave during a 12-month period for qualifying family or medical leave reasons. Employees are entitled to return to their same job at the end of leave. The CTPL provides income replacement benefits to eligible employees who are unable to work for the same leave reasons. These leave options may run at the same time.

Qualifying reasons for leave include:

- The birth of a child and care within the first year after birth;
- The placement of a child with employee for adoption or foster care and care for child within the first year after placement;
- To care for a family member with a serious health condition. Family includes spouse (the person to whom one is legally married), sibling, son or daughter, grandparent, grandchild, or parent, or an individual related to the employee by blood or affinity;
- Because of the employee's own serious health condition;
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active duty service in the armed forces; or
- To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

It also allows eligible employees to receive two extra weeks of leave (up to a total of 14 weeks) in connection with an incapacity that occurs during pregnancy. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees may also take up to 12 days of leave to deal with the effects of family violence separate from leave time available under state or federal law. While this is not protected under CTFMLA, it is protected under the Connecticut Family Violence Leave Act and an employee can apply for CTPL in connection with these absences.

Leave does not have to be taken all at once. Employees may take leave intermittently (in separate blocks of time) or to reduce their work schedule.

CTFMLA leave is unpaid. However, an employer may require, or an employee may request to use their accrued, paid time off. An employee may choose to preserve up to 2 weeks of their accrued, paid time off. This accrued, paid time off is in addition to the income-replacement benefits available to employees under CTPL.

## **APPLYING FOR INCOME-REPLACEMENT BENEFITS UNDER CTPL**

Wage replacement benefits under the CTPL may also be available for CTFMLA absences. More information about Connecticut's Paid Leave program and instructions for how to apply are available at <https://ctpaidleave.org/>.

Some employers have received approval from the CT Paid Leave Authority to provide CTPL benefits to their employees through an approved private plan instead of through the state's CTPL program. Employers that have approved private plans are required to notify their employees how to file claims for benefits through their private plan and who the employees can contact for answers to questions about their plan. CTPL benefits are available for up to 12 weeks in a 12-month period, with an additional two weeks available to an employee for incapacity or medical treatment during pregnancy. Benefits are limited to 12 days for leave to deal with the effects of family violence.

## **EMPLOYER NOTIFICATION FOR CTFMLA LEAVE**

Employees should provide at least 30-days advance notice to their employer of the need to take CTFMLA leave if they can. If they are unable to because they do not know they need leave, the employee must provide notice as soon as they can. An employer may require a medical certification to support a request for leave.

## **WHAT IS PROHIBITED?**

The CTFMLA prohibits employers from:

- Interfering with or denying any rights provided by the CTFMLA or CTPL. Examples include, but are not limited to, improperly refusing to grant CTFMLA leave or discouraging employees from using CTFMLA leave or applying for CTPL benefits.
- Disciplining, terminating, discriminating against, or retaliating against any individual for taking CTFMLA leave or applying for CTPL benefits, for opposing or complaining about any unlawful practice, or being involved in any proceeding related to the CTFMLA.

If you believe that your CTFMLA rights have been violated, you can either file a complaint directly in Superior Court or with the Connecticut Department of Labor.

To file a CTFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate CTFMLA complaint form found on the Department's website found at [THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS](#).

More information about the CTFMLA is available at [THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS](#) and CTPL at <https://ctpaidleave.org/>.