

Quinnipiac

UNIVERSITY

POLICY MANUAL

2021-22

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FOREWORD

Whether you have just joined our staff or have been at Quinnipiac University for a while, we are confident that you will find our university a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Quinnipiac to be one of its most valuable resources. These policies have been written to serve as the guide for the employer/employee relationship. They may be modified or discontinued from time to time and we will inform you of any changes as they occur. Some of the benefits covered in these policies are described in detail in official policy documents so if there is any conflict regarding their terms, the plan documents will govern. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to human resources or, where indicated, refer to the particular departmental documents for information. The terms and conditions of employment for employees who are part of a bargaining unit are set forth in the applicable collective bargaining agreement and their terms will supersede if there is any conflict with any other university policy. Because we cannot anticipate all the events or circumstances that might arise in the future, the University reserves the right to use its discretion in applying our existing policies or creating new policies as it deems necessary .

MISSION STATEMENT

An education at Quinnipiac embodies the University's commitment to three core values: high quality academic programs, a student-oriented environment and a strong sense of community. The University prepares undergraduate and graduate students for achievement and leadership in business, communications, health, education, law and the liberal arts, medicine, engineering and sciences.

Quinnipiac educates students to be valued and contributing members of their communities through a vital, challenging and purposeful educational program. Students engage real world issues through practice and the consideration of different perspectives. The University's innovative QU Seminar Series further prepares undergraduates to understand their role and responsibilities as a member of the University community, as well as the larger national and global communities.

To fulfill its educational mission, the University:

- offers degree programs centered on effective practice that are strengthened by the integration of a liberal education;
- cultivates critical thinking, intellectual integrity, curiosity and creativity in the pursuit of knowledge;
- provides a variety of learning and service experiences to facilitate student achievement;
- maintains a strong commitment to a diverse and inclusive student body, faculty and staff;
- fosters an understanding of and respect for the multiplicity of human perspectives and belief systems; and
- supports faculty teacher-scholars who are effective teachers and who engage in scholarship with valuable intellectual and practical results.

ETHICS STATEMENT

The University believes that a shared code of ethics among all employees strengthens the overall quality of the University community. Therefore the University leadership has adopted the following ethics statements as legitimate and appropriate to the University's identity, reputation, and culture.

- A norm of expected conduct shared by all in the University community will be governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from one's own.
- The University's mission rests on the premise of intellectual honesty in the classroom, and in the office. As an educational institution, each employee must regard oneself as a mentor for others.
- These principles make it possible for the larger society to place trust in the degrees conferred, the research produced, the scholarship represented and disseminated, and the critical assessments made of the performance of students and faculty, as well as judgments of staff and administrators.
- To safeguard the standards on which everyone depends, each employee must accept individual responsibility for behavior and work, and refrain from taking credit for the work of others.
- The culture of the University also requires that the rights of all be protected, particularly by those entrusted with authority for judgment of the work of others.
- Being a human community, the University is subject to human failings, ambiguities, and errors. It is therefore the responsibility of the bodies regulating the affairs of faculty, students, and staff to maintain processes for judging and resolving instances where these principles may have been violated. However, all such systems depend for their effectiveness, in turn, on the acceptance of common norms of conduct--the ties of trust which bind the University community together.
- Each employee has the obligation, within the scope of their authority, to ensure compliance with the provisions of the University Policy on Equal Employment Opportunity.
- Each employee will be ever cognizant of and diligently avoid possible conflicts of interest. Each employee shall be prepared to assist in the clarification of possible conflicts of interest that may arise in the University. Each employee shall refrain from accepting duties, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the employee's private interests and the interests of the University.
- Each employee has responsibility for meeting the objectives and following the policies, practices and procedures of the University.

1 EMPLOYMENT POLICIES

1.01 Employees with Disabilities

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It is the policy of the University to comply with all federal and state laws concerning the employment of persons with disabilities.

In accordance with the Americans with Disabilities Act (ADA), the University does not discriminate against applicants or employees with disabilities in the job application process, hiring, firing, advancement, compensation, job training, or other terms, conditions and privileges of employment. The University considers this compliance to be a reaffirmation of the University's long-standing policy of non-discrimination.

An individual with a disability is a person who:

- has a physical or mental impairment that substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such impairment.

To be a qualified employee or applicant with a disability, such individual must satisfy the University's job requirements for the job, such as educational background, employment experience, skills, licenses, and any other qualification standards that are job related, and be able to perform the essential functions of the job, with or without reasonable accommodation.

The University will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the University's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.

Any applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact the Office of Human Resources to request such an accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for, including the underlying duration, the requested accommodation. The University then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The University will evaluate requested accommodations. The employee will be notified of the University's decision regarding the request within a reasonable period. The University treats all medical information submitted as part of the accommodation process in a confidential manner.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the University where employment is based upon personal capabilities and qualifications regardless of actual or perceived race, color, creed, religion, sex, gender, age, marital status, national origin, arrest record, ancestry, physical or mental disability, sexual orientation, gender identity or expression, genetic information, veteran status or any other characteristic protected by federal or state law.

This policy of Equal Employment Opportunity applies to all policies relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. In this regard, the University will not tolerate discrimination in violation of this policy from any employee, student or visitor.

Any violation of this policy should be reported pursuant to the University's policy on Discrimination, Discriminatory Harassment, and Bias-Motivated Acts and Behavior.

More information concerning Quinnipiac University's Discrimination, Discriminatory Harassment and Bias-Motivated Acts and Behavior Policy can be found at: <https://catalog.qu.edu/university-policies/harassment-discrimination-policy/>

All University employees, including part-time, temporary and student employees, are required to physically come to the Office of Human Resources to complete Section 1 of the Department of Homeland Security's Form I-9/Employment Eligibility Verification form and provide appropriate documentation within three (3) business days of the employee's first day of employment. The documents presented according to the Department of Homeland Security's [List of Acceptable Documents](#) must be the original, legal documents. No copies will be accepted.

The University must re-verify the Form I-9 and acceptable documents when an employee's employment authorization or documentation of employment has expired. Reverification does not apply to U.S. citizens and non-citizen nationals, lawful permanent residents who presented a Form I-551, Permanent Resident or Alien Registration Receipt card for Section 2 (including conditional residents), or List B documents.

The University may re-verify the Form I-9 and acceptable documents when an employee is rehired within three (3) years of the date that the Form I-9 was originally completed or when an employee has a legal name change.

All offers of employment are contingent upon an individual's ability to secure and maintain the legal right to work at the University and present evidence of valid work authorization. If efforts to secure this authorization should fail, the offer of employment will be withdrawn with no liability to the University for any reason. If the work authorization document expires, employment ceases upon the expiration date.

The University uses a third-party vendor to conduct confidential pre-employment background checks. The University requires selected candidates to successfully complete a background check prior to the start of employment. All employment offers are contingent upon the successful completion of the background check. The background check generally includes a social security trace, criminal history, and may encompass other types of screenings as related to the position. All background check results provided by the third-party vendor are confidentially reviewed by the Office of Human Resources in compliance with legal requirements, including the Fair Credit Reporting Act. Additional checks may be performed throughout employment depending on position requirements.

When a background check indicates a discrepancy, the Office of Human Resources may disqualify the individual from the position after consulting all relevant facts. If the possibility of adverse action exists, the candidate will receive a pre-adverse action notice from the third-party vendor. This is provided along with a copy of the background report and a Summary of Rights. Upon receiving the notice:

- the candidate has a period of seven (7) calendar days to refute disputed information with the third-party reporting agency conducting the background check on behalf of the University;
- If the decision is made to not hire the candidate, a Final Adverse Action Notice will be sent certified mail to the candidate by the third-party reporting agency.

Background screening is not required for internal transfers or for re-hires whose previous period of employment ended within 6 months of their new start date.

All new hires must successfully complete a probationary period, which is the first six months of employment, unless the University decides an extended probationary period is necessary. Employees remain at-will even after successfully completing the probationary period.

Employees must understand that the information provided in connection with their employment application must be complete and accurate to the best of their knowledge and that misrepresentations or omission of facts called for in the application are cause for rejection of the application or dismissal if hired.

NOTE:

Faculty: Please refer to the Faculty Handbook

Union staff: Please refer to the appropriate bargaining unit agreement

Employees who have been in their current position for at least 6 (six) months may apply to transfer to jobs as vacancies become available and will be considered along with other applicants. Before this initial period, the University reserves the right to initiate internal transfers of employees to meet the business needs of the university.

In general, vacancies will be posted on the University careers website. Employees desiring consideration should complete an online application for the posted position through the [internal portal](#). Employees must provide all pertinent information to support their candidacy as stated in the posting. Internal candidacy is not a guarantee of interview or appointment.

Upon being scheduled for an in-person interview, employees must inform their supervisor of their candidacy. In the event that an employee has a reason for not doing so, the employee must advise the Office of Human Resources prior to the scheduled interview.

An employee selected for a position through the internal transfer/promotion process may be retained in the former position until a replacement is obtained or satisfactory arrangements are made with the present department (minimum of 2 weeks). This requirement may be shortened or lengthened upon approval by the Office of Human Resources in consultation with both the current and hiring manager.

Employees under active or recent documented discipline are not eligible for job transfer or promotion. However, in some circumstances, it may be preferable to transfer an employee to a position better suited. Granting a transfer under such circumstances is at the discretion of the hiring manager and the Office of Human Resources.

All employees of the University, except tenured faculty and employees covered by a union contract, are considered to be “at-will,” which means their employment is indefinite and not for a fixed duration. Accordingly, the University and its employees have the right to terminate the employment relationship at any time and for any reason. This employment at-will status can only be modified by a written agreement that is signed and dated by an authorized University official.

This policy shall not be interpreted to conflict with any procedural requirements related to Title IX of the Education Amendments of 1972.

The responsibility to respond to inquiries about former and current employees from third parties such as credit and prospective employment references rests with the Office of Human Resources. Employment references may not be provided by past or present supervisors, or co-workers. Responses to requests will include only dates of employment and positions held. Release of more specific information may be provided at the sole discretion of the University and only upon receipt of a written release, in a form satisfactory to the University and signed by the employee. All requests for information on former and current employees should be referred to the Office of Human Resources. The University will only verify salary information when provided with written authorization from the employee.

The University does not provide recommendation letters for employees, former employees, or contractors. In the event that an employee wishes to provide a personal recommendation, the use of University letterhead to provide such a recommendation is prohibited.

Employee personnel and medical files are the property of the University. They are maintained and kept confidential by Office of Human Resources in accordance with applicable federal and state laws. Information contained in personnel and medical records is released only in accordance with applicable laws. Employees may review the contents of their personnel file or request a copy by submitting a written request and arranging an appointment with the Office of Human Resources. The University will provide access or, if requested, a copy not more than seven business days following receipt of a written request from a current employee. It is the responsibility of the employee to notify the Office of Human Resources of any changes in home address, telephone number, number of dependents, group life beneficiary designation, education, etc.

NOTE:

Faculty: Please refer to the Faculty Handbook

Union staff: Please refer to the appropriate bargaining unit agreement.

If an individual who was employed by the University for one year or more and then separates from employment and is subsequently re-hired, that individual will be credited with prior service if it was longer than the break in service. Prior service, however, will not be used for vacation and sick time accruals. Returning employees should discuss any questions regarding the impact prior service may have on retirement and other benefits with the Office of Human Resources.

NOTE:

***Union staff:* Please refer to the appropriate bargaining unit agreement.**

Voluntary resignation: Employees who resign from employment with the University should submit a letter of resignation to their supervisor and human resources with as much advance notice as possible. The minimum acceptable notice period is generally considered to be two weeks. The supervisor is responsible to supply human resources with the remaining amount of vacation days the employee retains at the date of resignation.

Involuntary terminations: There is a variety of reasons why involuntary termination may occur; for example, due to unsatisfactory performance, misconduct, violations of University policies, reductions-in-force, or lack of work. To the extent allowable by law, involuntary terminations may occur with or without notice depending on the circumstances and with or without cause.

Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays may be considered to have abandoned their job. The supervisor must notify human resources at the expiration of the third workday. An attempt to contact the employee at the most recent address and phone number provided will be made prior to initiating the paperwork to terminate the employee.

Retirement: Employees who wish to retire are required to notify their supervisor and human resources in writing. It is customary for employees to give three months' notice prior to retirement.

All separations: Employees leaving the University must return all University property including, but not limited to: keys, QCard, University equipment, library books, parking permits, laptop, cell phone, procurement card and uniforms to their supervisor on their last day of employment, where applicable. Full payment of any outstanding financial obligations to the University must be made prior to departure. An employee's termination date shall be their last day of actual work. Earned vacation days are prorated for employees who terminate their employment with the University based on full months of service upon termination. The balance of unused banked vacation time and prorated earned vacation time will be paid out upon termination not to exceed 22 days. Termination dates may not be extended by using vacation time in lieu of a notice period.

Questions regarding all benefits should be referred to the Office of Human Resources.

NOTE:

Faculty: Please refer to the Faculty Handbook.

Union staff: Please refer to the appropriate bargaining unit agreement.

2 WORKPLACE ENVIRONMENT POLICIES

2.01 Campus-Wide Identification

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The Q-card is used for identification, access to the campus and certain buildings, such as the library and recreation center, meal plans, and Q-cash. The Q-card office provides identification cards to the University's students, faculty, staff and vendors. All students, faculty and staff must have their Q-card (identification card) with them at all times and present it upon request to any University official. Q-cards are the property of the University and must be returned to human resources at the end of employment.

PLEASE NOTE: This is a summary of the University Access policy. It is not a complete statement of the policy and does not address all of the issues that may arise. For the full policy, contact the facilities department.

The facilities department is responsible for installing, maintaining, servicing, replacing and updating all locks used to secure University facilities. No outside locksmith may perform work at the University without the prior approval of the facilities department.

- *Key access system:* All University facilities will be made accessible by the University master key. Offmaster locks will be utilized for sensitive areas that require special security control. These areas will be determined by the facilities department with the requesting department head.
- *The University will issue keys to employees* at the appropriate key level in the system hierarchy that is necessary to provide access required by the individual's position and responsibilities. All keys are the property of the University and are non-transferable. University employees may not duplicate any key issued by the University.
- *Lost keys:* Employees must report the loss or theft of keys immediately to their supervisor, department of public safety, and facilities department. Departments will be responsible for costs associated with unaccounted for keys of departmental employees. Employees may be subject to discipline for unaccounted for University-wide or building master keys. Found, obsolete, unneeded, or broken keys should be returned to the facilities department.
- *Card access system:*
 - Staff access to all facilities is granted through the facilities department.
 - The University will issue cards at the appropriate card level access consistent with the access required by the individual's position and responsibilities.
 - All ID cards are the property of the University and are non-transferable. It is a violation of University policy for any employee to attempt to duplicate or to have duplicated any ID card issued by the University.
- *Issuance of ID cards:*
 - The Q-CARD office will produce and distribute ID cards to all new employees. Replacement and deactivation of lost or stolen ID cards will be carried out by the Q-CARD office.
 - Loss or theft of ID cards must be reported immediately to your supervisor, the Q-CARD office or at www.qcardonline.com., department of public safety, and facilities department by the person to whom the ID card was issued.

- *Employee termination/retirement/extended leaves:* Departments should retrieve issued keys/ID Cards from employees prior to termination, extended leave, or retirement from the University and return them to human resources promptly.
- *Violations of policy:*
 - No campus area may be secured by an unauthorized locking device. Modifying, removing or attempting to defeat or disable any access control systems, except in cases of system failure, maintenance or repair, are not permitted.

For more information regarding information security requirements related to physical and environmental security, please refer to IS POL-18.

Any person causing intentional damage to University access control devices and associated hardware or software, or who props, holds open or in any way interferes with the proper securing of an access controlled entryway is not permitted and will be subject to disciplinary action up to and including termination.

The University will exercise reasonable care in monitoring and maintaining a safe and healthy academic, employment and residential environment.

It is the responsibility of University employees to treat safety and health issues as serious concerns and as an important part of their daily lives at the University. Employees are expected to observe all rules of conduct concerning safety and health. Issues should be reported to the facilities, human resources or the department of public safety as applicable.

Examples of reportable issues include, but are not limited to:

- potential OSHA violations
- damaged or broken safety equipment
- unsafe or illegal activity by students, staff and/or faculty
- exposure to infectious diseases

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or being under the influence of illegal drugs or alcohol on the University campuses or on University business is prohibited. Violators will be subject to disciplinary action up to and including termination.

Quinnipiac's tobacco free policy promotes a healthy working and learning environment. The purpose of this policy is to provide an environment that encourages persons to be tobacco free, reduce harm from secondhand smoke, establish a university culture of wellness, reduce healthcare costs, and promote a tobacco free future. Quinnipiac supports individuals to be tobacco free and achieve their highest state of health and wellbeing.

The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university vehicles and on university-owned or leased property. This policy applies to all faculty, staff, students, contractors, vendors and visitors.

Our tobacco policy includes all tobacco-derived or containing products, including but not limited to, cigarettes, electronic cigarettes and smoking devices, cigars and cigarillos, hookah smoked products, pipes and oral tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

Compliance is a shared responsibility and the right of all Quinnipiac staff, faculty, and students. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible. Individuals are encouraged and empowered to inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health and encourage a culture of compliance. Managers are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and across the university. Continued concerns may be referred to the Office of Human Resources and violators will be subject to disciplinary action.

The Office of Human Resources, through its employee wellness program, provides information and support regarding tobacco prevention and cessation.

Quinnipiac University values diversity, multiculturalism and respect for others. The university is committed to providing a safe and respectful educational experience and work environment free from discrimination and harassment on the basis of an individual's race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law. Students, faculty and staff are expected to adhere to a standard of conduct that is respectful of the rights of all parties.

Prohibited Behaviors:

Discrimination: Conduct or speech that denies an individual participation in or access to the benefits of a university program or activity, or adversely affects an individual in the terms, conditions or privileges of the individual's employment, because of the person's race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law.

Discriminatory Harassment: Conduct or speech that is:

1. based on race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law; and
2. sufficiently serious that it unreasonably interferes with an individual's work performance, terms or conditions of employment, or participation or ability to benefit from a university program, or creates an intimidating, hostile or offensive environment for study, work or social living.

To qualify as harassment under this policy, the speech or conduct must be considered to be harassment by the listener/observer(s) and be objectively severe or pervasive enough that a reasonable person would agree that the speech or conduct constitutes harassment. In determining whether reported speech or conduct qualifies as harassment under this policy, the university will consider all circumstances surrounding the reported incident(s), including, without limitation, the frequency, location, severity, context and nature of the speech or conduct, including whether the speech or conduct is physically threatening or humiliating, rather than a merely offensive remark. The university may also consider the intent of the alleged party/parties.

Bias-Motivated Acts and Behaviors: An expression of hostility against the person or property of another, which reflects bias against a legally protected identity and contributes to or creates an unsafe or unwelcoming environment.

For the purpose of this policy, bias is defined as the personal, unreasoned judgment or attitude that inclines an individual to treat someone negatively because of the individual's actual or perceived race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by law.

Bias-motivated acts and behaviors may be verbal, graphic and/or physical in nature. Incidents may qualify as bias-motivated acts or behavior even when delivered with humorous intent or presented as a joke or a prank.

Examples of bias-motivated acts and behaviors may include:

- Use of an identity-related slur in the presence of, or in communication with, one or more parties
- Mimicking or mocking an individual or group based on their legally protected identity (e.g., appearing in blackface)
- Creating derogatory graffiti or images/drawings related to a legally protected identity
- Imitating someone with a disability or imitating a cultural norm or practice
- Making jokes or using stereotypes when talking to someone

Hate Crimes: Hate crimes are a type of bias-motivated act or behavior in which the conduct constitutes a criminal offense against persons or property. Hate crimes are defined by Connecticut law and must be reported to the Quinnipiac University Department of Public Safety.

Scope of this policy

This policy applies to all members of the Quinnipiac University community, including students, faculty and staff, as well as applicants to any university program. This policy extends to all aspects of the university's educational programs, including academic, nonacademic and extracurricular activities. This policy applies to speech and conduct that occur on-campus, off-campus or online, where such conduct may endanger the health, safety and welfare of the Quinnipiac University community and/or adversely affect the university and its goals and objectives.

Protection Against Retaliation

Quinnipiac University will not tolerate retaliation against persons who report or charge discrimination, harassment or bias-motivated acts or behavior, or against those who testify, assist or participate in any investigation, proceeding or hearing involving a report of discrimination, harassment or bias-motivated acts or behavior.

Retaliation is speech or conduct that targets an individual or group because of their participation in a procedure related to this policy, where such conduct adversely impacts participation in a university program or activity and/or terms or conditions of employment.

Reporting Discrimination, Harassment and Bias-Motivated Acts or Behavior

Quinnipiac University encourages the reporting of all perceived incidents of discrimination, harassment or bias-motivated acts or behavior. Upon receiving a complaint of discrimination, harassment or bias-motivated acts or behavior, the university will conduct a prompt, thorough and impartial investigation into the allegations.

Complaints of discrimination, harassment or bias-motivated acts or behavior **against employees** will be addressed by the Office of Human Resources or designee, pursuant to established policies and procedures.

Individuals reporting incidents pertaining to this policy should contact:

Anna Spragg
Office of Human Resources
554 Mount Carmel Avenue
Hamden, CT 06518
anna.spragg@qu.edu
203-582-7722

Upon completing the investigation, the university will take appropriate action, consistent with the results of the investigation. Disciplinary action may be taken against students, faculty or staff who violate this policy, up to and including dismissal from the university or termination of employment. Quinnipiac University reserves the right to investigate circumstances that may involve discrimination, harassment or bias-motivated acts or behavior in situations where evidence suggests that discrimination, harassment or bias-motivated acts or behavior may have occurred, regardless of whether or not a formal complaint has been made.

Complaints of Discrimination and Harassment

The university complies with all federal and state laws regarding non-discrimination. The university does not discriminate on the basis of race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by law.

If a student, faculty or staff member or other participant in a university program feels they have been discriminated against or harassed on the basis of sex or gender, they are encouraged to contact the Title IX coordinator. Complaints containing any element of sex discrimination, including sexual harassment or gender based discriminatory harassment, shall be investigated and adjudicated pursuant to the University's Title IX policy.

If a student, faculty or staff member or other participant in a university program feels they have been subject to illegal discrimination or harassment on the basis of a legally protected characteristic they are encouraged to contact:

Dennis Kwarteng
Center for Cultural and Global Engagement
275 Mount Carmel Avenue, CCE-180 B
Hamden, CT 06518
dennis.kwarteng@quinnipiac.edu
203-582-7327

More information concerning Quinnipiac University's Title IX policy can be found at:
<https://catalog.qu.edu/university-policies/titleix-policy/>

Quinnipiac University is committed to providing an environment free from gender-based discrimination and harassment. Consistent with its commitment to addressing gender-based misconduct, the university complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities that receive federal financial assistance.

Quinnipiac seeks to ensure that no student, faculty or staff member is excluded from participation in or denied the benefits of any university program or activity on the basis of sex. Educational programs or activities include locations, events or circumstances over which the university exercised substantial control over both respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a post-secondary institution.

Students, faculty or staff who believe they have been subjected to or witnessed gender-based misconduct are encouraged to report these incidents.

The university deems the Title IX coordinator, all faculty, administration, athletic, human resources, public safety, student affairs and student paraprofessional staff (resident assistants & orientation leaders under contract) as “responsible employees” of the university. A responsible employee is **required** to report any incidents of sexual violence, harassment or discrimination promptly to the university Title IX coordinator or deputy coordinator.

Upon receiving a report, the university will respond promptly, equitably and thoroughly, pursuant to the university’s Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct. If a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated and steps will be taken to correct any discriminatory effects to the extent possible.

- University Title IX Coordinator: Dennis Kwarteng, Title IX Coordinator, x7327, dennis.kwarteng@quinnipiac.edu
- Deputy Title IX Coordinator for faculty, staff, and vendors: Joanna Wayton, Talent Acquisition and HR Projects Specialist, x7738, joanna.wayton@quinnipiac.edu
- Deputy Title IX Coordinator for athletics: Shanna Kornachuk, Senior Associate Director of Compliance & Student Development, x7332, shanna.kornachuk@quinnipiac.edu

More information concerning Quinnipiac University’s Title IX policy can be found at: <https://catalog.qu.edu/university-policies/titleix-policy/>

The University maintains a zero tolerance standard for workplace violence. The University does not tolerate acts of violence or threats of violent behavior, whether expressed or implied, committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on University owned, controlled or leased properties, or while conducting University business at any location, including representing the University at conferences or off-site meetings, or riding in University owned or leased vehicles. This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on or off-campus, and to any off-duty violent conduct that adversely impacts a University employee's ability to perform his or her assigned duties and responsibilities. An employee who exhibits violent behavior shall be disciplined up to and including termination and subject to criminal prosecution. The Department of Public Safety will investigate all complaints of workplace violence.

Retaliation against any person who makes a complaint of workplace violence is prohibited.

Violence includes, but is not limited to, intimidation, threats, physical attack, sexual assault, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against university employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties on university facilities.

Prohibited conduct includes, but is not limited to:

- Intentionally injuring another person physically;
- Engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Intentionally engaging in verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
- Engaging in threatening or violent behavior based on race, ethnicity, gender, sexual orientation, or other protected status;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm; and
- Retaliating against any individual who, in good faith, reports a violation of this policy or seeks help in addressing concerns arising under this policy.

Verbal behavior also includes use of any method of communication such as email, comments posted on websites, or other paper or electronic media.

Reporting acts or threats of violence:

In the event that an employee believes that a threat or act of violence has been made against the employee or others, the employee should report the details immediately to his/her supervisor, the Department of Public Safety or the Office of Human Resources. A 9-1-1 call may be appropriate first, in the good judgment of the employees or managers involved. Nothing in this policy is intended to prevent quick action to stop or reduce the risk of harm to anyone, including requesting immediate assistance from law enforcement or emergency response resources.

Failure to report any threats or acts of violence in violation of this policy is itself a violation of this policy, and may subject any employees involved to disciplinary action up to and including termination of employment.

Searches:

To protect the safety and property of employees, students and others present at the University, and to prevent the use and possession of weapons in the workplace, the University may conduct a search of any employee's work area and property/equipment. Employees should have no expectation of privacy in any University property or equipment or in any personal property or equipment brought onto University property. In the event that a search reveals violations of University policies, the offending employee(s) will be subject to corrective action up to and including termination of employment. Any illegal activity discovered during an inspection is subject to referral to the appropriate law enforcement authorities.

These provisions on workplace violence are intended to protect the safety of all employees, and are in no way intended to infringe on an employee's privacy. The University's goal is to handle all situations with utmost sensitivity to the particular situation, while meeting the goal of workplace safety and security.

All incidents of violence and threats of violence that are reported will be taken seriously and investigated. Retaliation against the reporting party is prohibited. The University will decide whether its workplace violence policy has been violated and whether preventive or disciplinary action is appropriate.

It is a violation of Quinnipiac University policy to possess or carry any weapon on the University campus or any other property owned, used, or operated by the University, whether openly or concealed or with or without a concealed weapon permit. The only exceptions are for law enforcement or for Quinnipiac armed public safety staff required to possess the firearm or weapon as part of the employee's job duties with Quinnipiac University. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All individuals are subject to this provision, including contract and temporary employees, visitors and customers on the University property.

"The University property" is defined as all university-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the University's ownership or control. This policy applies to all university-owned or leased vehicles and all vehicles that come onto the University property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. An employee is responsible for making sure that any item possessed by him/her is not prohibited by this policy.

Searches:

To protect the safety and property of employees, students and others present at the University, and to prevent the use and possession of weapons in the workplace, the University may conduct a search of any employee's work area and property/equipment. Employees should have no expectation of privacy in any University property or equipment or in any personal property or equipment brought onto University property. In the event that a search reveals violations of University policies, the offending employee(s) will be subject to disciplinary action up to and including termination of employment. Any illegal activity discovered during an inspection is subject to referral to the appropriate law enforcement authorities.

This policy is administered and enforced by the Department of Public Safety and the Office of Human Resources.

If you receive a subpoena, restraining order or any sort of legal document (e.g. warrants, summons and complaints, etc.) related to the University, forward the documents to the Office of Human Resources and Office of the Vice President of Finance immediately.

Employees who obtain a restraining order against another employee or non-employee should immediately provide a copy of the order to the Office of Human Resources and the Department of Public Safety. Employees are also expected to report any safety concerns they might have regarding the order so the University can consider taking proper precautions.

While the University is sensitive to the needs of working parents, employees are not permitted to bring their children into the workplace to care for them when their day care or other arrangements fall through. A supervisor may grant an exception but only if it is due to emergency circumstances, it rarely occurs, it is for a short period of time, and the employee would not otherwise be able to work. Parents are solely responsible for actions of their children while on University property. A child with the flu, an infection or another communicable disease may not be brought to the workplace under any circumstances.

There are many areas of the University where hazardous materials, dangerous equipment and harmful operations are present, for example, laboratories, shops, facilities areas, etc. Therefore, children are not permitted in these areas at any time.

Children of students: Children of students are allowed in the classroom under the supervision of their parent or guardian in the following circumstances:

- Those occasions when alternative arrangements are impractical or impossible, such as the illness of a day care provider; and
- The faculty member responsible for the classroom has given specific advance approval.

Alternatives such as the student arranging to record a particular session should be considered. Students should avoid bringing children to classrooms on days of examinations.

Employees have a right to reasonable accommodations for conditions related to pregnancy, prenatal care, and childbirth or recovery from childbirth. A reasonable accommodation is a modification that allows a pregnant or parenting employee to fulfill an essential job function, where such accommodation does not put an undue burden on the employer. Accommodations may include, but are not limited to, leaves of absence, light duty assignments, transfers to available positions, schedule changes, work from home options, and reduced hours of employment.

An employee who needs accommodations under this policy should contact the Title IX Coordinator.

The university will make reasonable accommodations, as required by law, for an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the University's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the health or safety of the employee or others.

Quinnipiac University will approve requests for reasonable accommodation on a case by case basis.

Lactation Accommodations

An employee may, at their discretion, express breast milk or breastfeed on site, as needed. The university does not prohibit breastfeeding in public places, and will make reasonable efforts to provide a room or other location, in close proximity to the employee's work area where the employee can express milk in private.

How to Request an Accommodation

You may make a request for an accommodation in writing to the Title IX Coordinator. A request for an accommodation should include:

- an explanation of why the person making the request requires an accommodation,
- a description of the requested accommodation
- a summary of the date in which the accommodation will be necessary and the expected duration of the accommodation.

Employees and applicants who have a temporary disability caused or contributed to by pregnancy are not required to notify Quinnipiac University of their pregnancies. Individuals who do not wish to inform the university of their pregnancy may request an accommodation pursuant to the Employees with Disabilities policy.

Coordinating an Accommodation

Upon receipt of an accommodation request, the Title IX Coordinator will schedule a meeting with the individual making the request and the individual's supervisor. A representative from Human

Resources may also be present for this meeting.

During the meeting, the individual making the accommodation request will discuss their accommodation request. All parties will discuss the options for a reasonable and effective accommodation.

If the Title IX Coordinator holds that the accommodation request is not reasonable or would not be effective, parties will discuss other alternative accommodations. While all employees have a right to engage in a good faith interactive process, employees do not have a right to a specific accommodation or to a preferred accommodation.

Approval Process

The Title IX Coordinator will assist individuals and employers in determining whether an effective and reasonable accommodation exists. The university may request medical documentation from the employee's health care provider to assist in the interactive process of determining an appropriate accommodation.

If an accommodation is approved, the university will send a written notification of approval to the employee. This notification will include a summary of the accommodation and the duration of the accommodation.

If a specific accommodation request is denied, the university will provide an explanation for the denial.

Appealing a Denial for an Accommodation

Employees who disagree with the determination may submit an appeal letter to the Associate Vice President of Human Resources.

An appeal may be made on the following bases:

- The employee was not provided access to an interactive process
- A party involved in determining the reasonable accommodation had a bias or conflict that materially impacted the outcome of the interactive process

The appeal letter must include a summary of the requested accommodation and the grounds for appeal. The Associate Vice President of Human Resources or designee shall review the appeal and issue a decision within 10 business days.

If upon review, the Associate Vice President of Human Resource or designee determines that the appeal letter does not raise sufficient grounds for appeal, the appeal will be dismissed.

If upon review, the Associate Vice President of Human Resource or designee determines that the

appeal letter does bring forth sufficient grounds for appeal, the Associate Vice President of Human Resources or designee may:

- Affirm the decision of the Title IX Coordinator, upholding the denial;
- Approve the requested accommodation;
- Commence a meeting with the employee and other necessary parties, for the purpose of reconsidering the accommodation request.

Modification of Accommodation

If an employee needs to modify an accommodation, they should notify the Title IX Coordinator.

The Conclusion of an Accommodation

Once an employee no longer needs an accommodation, they should notify the Title IX Coordinator, supervisor and Associate Vice President of Human Resources in writing. Employees shall be returned to the same position, employment conditions, and/or the duties that they had prior to the implementation of their accommodation. If holding open a position would have created an undue hardship for the institution, employees shall be placed in a substantially equivalent position. Employees returning from leave shall abide by the procedures outlined in University policy 6.02 *Family Medical Leave Act*.

It is important that any illness or injury, however slight, incurred by an employee while on the job, be reported immediately to the supervisor and the Office of Human Resources. A First Report of Injury form must be completed by the supervisor. Forms are available on the workers' compensation page of the Office of Human Resources webpage.

Failure to report the a workplace illness or injury within twenty-four (24) hours and/or to submit reports promptly may result in delayed payments or loss of workers' compensation benefits.

Employees who become injured or ill as a result of their job are required to receive treatment at Yale New Haven Hospital, St. Raphael's Occupational Health Plus (Hamden) or, at Yale New Haven Hospital, St. Raphael's Emergency Room (New Haven) if Occupational Health is closed. Thereafter, all referrals must be provided by St. Raphael's and to providers in the workers' compensation network, when necessary. All workers' compensation benefits may be suspended if treatment occurs outside this network. All related medical documentation must be submitted to the Office of Human Resources prior to returning to work.

All bona fide medical expenses for a work-related injury should be billed or submitted to the University's workers' compensation insurance carrier by the providers. Employees are, therefore, advised to inform the provider that this is a work-related injury and that they are not to use their personal or University group medical insurance to seek payment.

The first three days of absence due to a certified work-related injury is charged to sick leave unless the leave extends beyond three days at which point no sick leave will be used. Workers' Compensation leave runs concurrently with FMLA leave and requires the completion of appropriate documents for both leaves.

The University prohibits bringing a non-Service Animal, as defined under the Americans with Disabilities Act, to the workplace. Emotional support, therapy, comfort or companion animals are not considered Service Animals under the ADA because they have not been trained to perform a specific job or task for an individual with a disability.

Employees may be permitted to bring Service Animals to the workplace as a reasonable accommodation for a documented disability. Employees who wish to utilize a Service Animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public may need to provide appropriate documentation to the Office of Human Resources.

As defined by the Americans with Disabilities Act (ADA), a Service Animal is: a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

To "do work or perform tasks," the dog must be trained to take a specific action when needed to assist the person with a disability. Examples include, but are not limited to:

- Persons with diabetes may have a dog that is trained to alert them when their blood sugar reaches high or low levels
- Persons with depression may have a dog that is trained to remind them to take their medication
- A person who has epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure

Service Animals are permitted in all areas of campus that employees are generally permitted to go, with some exceptions. Service Animals may be excluded if admission would fundamentally alter the nature of a service or program, or if the Service Animal is out of control and the handler does not take effective action to control it, or if it is not housebroken.

Employee Service Animals:

- Must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices
- Must be under the control of the handler at all times
- Must comply with all applicable Connecticut and municipal dog laws related to licensing, ID tags, vaccinations, rabies, and other requirements. Vaccinations must be current
- Should wear an owner identification tag (which includes the name and phone number of the employee), license tag, and rabies vaccination tag

- Should wear a leash, harness, cape, or other marker that identifies it as a Service Animal at all times when on campus

Consideration of others must be taken into account when providing maintenance and hygiene of Service Animals. The employee is expected to clean and dispose of all animal waste. Owners of Service Animals are responsible for all actions of the dog while on University property.

Residential Life staff members who live in University housing may be allowed to maintain a pet in their living unit. For more information, please refer to the Office of Residential Life's policy on pet ownership.

This Code of Business conduct covers a wide range of practices and procedures, although it is not meant to cover every issue that may arise. Its purpose is to outline basic ethical principles that will guide staff and faculty of the University. Sections of the code of business conduct may also be the subject of a more detailed University policy.

Compliance with Laws

Obeying the law, both in letter and in spirit, is the foundation on which this University's ethical standards are built. It is expected that faculty and staff will comply with all applicable city, state, and federal laws without exception. Should there be any question about compliance with any laws employees should seek advice from supervisors, managers or other appropriate personnel.

Conflicts of Interest

University employees are required to avoid ethical, legal, financial, or other conflicts of interest. Faculty and staff must ensure that their activities and interests do not conflict with their obligations to the University. A conflict of interest exists when a person's private interest interferes in any way – or even appears to interfere – with the interests of the University. Employees are responsible for disclosing potential conflicts to their supervisor or vice president of human resources. If it is not clear whether disclosure is needed, employees should err on the side of caution and disclose the circumstances of the potential conflict. The university will then determine if a conflict exists and advise the employee accordingly.

Competition and Fair Dealing

Competitive advantages are sought through fair and honest interactions, never through unethical or illegal business practices. Employees must have respect for the rights of and deal fairly with students, parents, constituents, suppliers, vendors and competitors and is expected in all interactions. In this regard, no gifts or entertainment should ever be offered, given, provided or accepted by any employee unless it meets all of the following requirements: (a) the gift is not a cash gift, (b) it is consistent with customary business practices, (c) it is of modest value, (d) it cannot be construed as a bribe or payoff, and (e) it does not violate any laws, regulations or applicable policies of the respective organizations.

Confidentiality

Staff and faculty must take reasonable steps to protect and constrain the transfer of confidential information to unauthorized persons and may only share such information within the University in accordance with applicable privacy laws and regulations and on "need-to-know" basis. All relevant procedures applicable to the safeguarding of information, including computer use protocols, must be followed. Employees must maintain the confidentiality of proprietary information entrusted to them by the University or its constituents, vendors or suppliers, except when disclosure is authorized as required by laws or regulations.

For more information regarding information security requirements that are to be followed in

regard to working with third party service providers, please refer to IS POL-04.

For more information regarding the proper disposing of sensitive electronic or hardcopy information, please refer to IS POL-14.

For more information regarding information security requirements for records retention, please refer to IS POL-15.

Proprietary information includes all non-public information that might be of use to competitors or harmful to the University or its associates if disclosed. It includes information that has been entrusted to the University by others.

Social Responsibility

The University strives to maintain the highest standards of professional integrity, and respect the ethical, social and environmental issues arising from its activities. The University expects that its activities have a positive influence and should improve the quality of the living, studying and working environment of its students, faculty, staff, and its neighboring community.

The university endeavors to link effectively with the local and regional community, be a good neighbor, communicate honestly, and strives to be an employer of choice, holding employees in the highest regard and respect.

Reporting any Illegal or Unethical Behavior

Employees are encouraged to talk to supervisors, managers or vice president of human resources about observed behavior which they believe may be illegal or a violation of this Code or University policy or, when in unsure about the best course of action in a particular situation. It is the policy of the University not to allow retaliation for reports made in good faith by employees of misconduct by others.

Compliance Procedures for the Code of Business Ethics

When in doubt, ask. Protecting the University is a collective effort. It is impossible to anticipate every situation which may arise. There will likely be instances in which the required action may not be clear. The following guidelines may assist employees in determining the best course of action in an uncertain situation:

- Be informed about the situation. Be sure to have all the facts. It is important to be as fully informed as possible. Be sure that you have all the facts necessary to make the right decision about reporting.
- Ask the following questions: What specific action is being requested? Does it seem unethical or improper? Asking these questions focuses the analysis and assists in

- identifying alternatives to the dilemma at hand. Common sense and judgment are generally good barometers: if something seems unethical or improper, it probably is.
- Seek help from all available University resources. This is the basic guidance for all situations. In most, if not all cases, human resources will be more knowledgeable about the question, and will appreciate being brought into the decision- making process. Remember that it is the Supervisor's responsibility to help solve problems.
- Has there been a violation of law, University policies, and/or this Code. Keep in mind that reporting may be done in confidence and without fear of retaliation.
- The university's Whistleblower protection policy provides guidance on reporting suspected violations. The University does not permit retaliation of any kind against Employees for good faith reports of suspected violations.
- Ask first, act later. Generally in an uncertain situation, asking first before taking action is the better approach.

Employees contribute to the university culture and reputation of Quinnipiac University in the way they present themselves. A professional appearance is essential to a favorable impression with other university staff, students, parents, and the public. Appropriate dress reflects employee pride and inspires confidence.

In exercising their management responsibilities, managers may make exceptions for special occasions.

Some departments may require specific guidelines, such as: a uniform (e.g. Department of Public Safety or facilities), or athletic wear (e.g. Department of Athletics and Recreation).

Romantic or sexual relationships between members of the University community may raise serious concerns for those involved in the relationship and for the University. Such relationships can cause actual or perceived conflicts of interest, interfere with performance, result in complaints of favoritism or sexual harassment, and can even result in violations of state and federal law.

University employees involved in romantic or sexual relationships will not be permitted to work together in the same department or in a direct reporting line, if one has actual or apparent authority over the other, or in any other circumstances that the University considers potentially detrimental to the interests of the University community.

University employees are prohibited from having a romantic or sexual relationship with undergraduate students. University employees are prohibited from having a romantic or sexual relationship with graduate students over whom they have authority. Graduate students are prohibited from having a romantic or sexual relationship with undergraduate students over whom they have authority.

Failure to comply with this policy will be grounds for discipline up to and including termination.

If you have any questions about this policy, please consult with the Office of Human Resources.

It is the policy of the University not to discriminate against employees or prospective employees on the basis of marital status or kinship. Consistent with this policy, the University recognizes that there are certain employment practices and restrictions which must be instituted to avoid the potential for creating a conflict of interest or an adverse effect on supervision or morale when spouses or relatives are employed at the same institution. Accordingly, the University will not permit a spouse or relative to work in a department, division or area or in a direct reporting line, if one has actual or apparent authority over the other, or in any other circumstances that the University considers potentially detrimental to the interests of the University community.

For the purpose of this policy, “spouse” means those having a legal marital relationship, as well as those involved in “significant other” relationships. For the purposes of this policy, “relative” includes: father, mother, son, daughter, sibling, grandchild, aunt, uncle, niece, nephew, cousin, and grandparents. All natural, step, or adoptive relationships are included.

Teaching and taking classes during the work day is a privilege. Employees must request approval from their supervisor and the Office of Human Resources prior to the beginning of the semester to teach or take classes during the work day. Not all positions lend themselves to a flexible schedule; therefore any adjustments in schedule must be submitted by the employee to the supervisor and the Office of Human Resources along with approval request.

Employees will be evaluated by the same performance standards and will be subject to the University's scheduling demands, regardless of any teaching or class requirements.

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement

Employees may hold outside jobs, engage in independent contractor or consulting roles, as long as they meet the performance standards of their job with the University and their outside employment does not present a conflict of interest for the University. All employees will be judged by the same performance standards and will be subject to the University's scheduling demands, regardless of any outside employment requirements.

Employees should not perform any work for outside employment during University working time or at any time while using office space or other resources belonging to the University. Employees are reminded that any work performed with University resources is subject to monitoring in accordance with the electronic and safety and security guidelines of the University.

NOTE:

***Faculty:* Please refer to the Faculty Handbook**

Outlined below are the steps of the University's progressive corrective discipline policy and procedure. The University reserves the right to combine steps, skip steps or bypass the process entirely, depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite counseling and/or training, the employee's work record and the impact the conduct and performance issues have on the University.

Termination is not part of the corrective discipline process. In the event that the corrective discipline fails, termination of employment may occur. It is important to emphasize that the goal of this process is correction of the problem through interactive, clear and constructive communication.

Step 1: Counseling

Counseling creates opportunities for the immediate supervisor to have both formal and informal conversations with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of company policies and procedures. The supervisor is required to clearly outline expectations and steps the employee must take to improve performance or resolve the problem. Documentation of counseling should be written and kept by the supervisor. A copy is not shared with the employee unless requested by the employee.

Step 2: Verbal warning

In the event that counseling proves ineffective in correcting the existing performance, conduct or attendance issue, the supervisor will schedule a formal discussion with the employee. The supervisor will document the formal discussion as a verbal warning for the sole purpose of it serving as a reminder of what exactly was discussed, including what issues were framed, expectations of correction and performance improvement steps discussed. This document is for supervisor reference and is also shared with the employee.

Step 3: Written warning

While it is hoped that the performance, conduct or attendance issues that were identified in Step 2 have been corrected, the University recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences. During this step, the supervisor will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. In conjunction with human resources, the supervisor will outline the consequences for the employee of their continued failure to meet performance and/or conduct expectations in a formal performance improvement plan (PIP). The PIP will require the employee's immediate and lasting improvement and will be issued to the employee upon completion of the formal meeting with the employee (or generally within 2 business days thereafter).

Both the conversation and the document should reinforce the employee's understanding of where they are in the process, the seriousness of the situation and the importance of meeting the expectations as outlined in the PIP.

Step 4: Final written warning

A final written warning is the last step of the normal progression of this corrective discipline policy and procedure. It includes a formal performance improvement plan requiring the employee's immediate and lasting improvement will be issued to the employee upon completion of the meeting (or generally within 2 business days thereafter). Both the conversation and the document should reinforce the employee's understanding of where they are in the process, the seriousness of the situation and the importance of meeting the expectations as outlined in the PIP. All final written warnings are subject to approval from the divisional vice president and the Office of Human Resources.

Reoccurrence of the issue or an additional violation of policy following a final written warning will constitute a failure of the corrective action process and will result in termination.

NOTE:

Faculty: Please refer to the Faculty Handbook

Union staff: Please refer to the appropriate bargaining unit agreement

Workplace problems can best be resolved when they are addressed when they arise and as expeditiously as possible. When an employee has a work-related problem that they would like investigated, they should submit a formal complaint. The University encourages employees to put formal complaints in writing to ensure that all of the facts are considered and addressed without making unsupported assumptions.

Coaching:

A confidential meeting is held between the individual who made the complaint and the human resources business partner. In this meeting, the individual will discuss any concerns they have about their job; in turn the human resources business partner will provide suggestions to assist with a resolution. Types of assistance include tips on communication, organization, and time-management skills, etc.

Mediation:

This is a confidential process in which the person filing the complaint meets with the involved parties, human resources and the supervisor where appropriate. The human resources staff uses mediation techniques to reach a mutually acceptable solution. Basic steps in the process include gathering information, framing the issues, developing options, negotiating and formalizing agreements. Parties in the mediation create their own solutions.

Formal human resources review:

In the event that mediation is unsuccessful, dispute documentation is submitted to human resources for review and disposition. After reviewing the documentation and interviewing all involved parties, a recommendation for resolution will be presented by human resources.

Appeal of human resources disposition:

The Vice President for Human Resources will conduct a timely review of all the documentation related to the dispute and render a final disposition.

All disputed matters at the University are handled confidentially to the extent possible.

NOTE:

Faculty: Please refer to the Faculty Handbook

Union staff: Please refer to the appropriate bargaining unit agreement

Quinnipiac University strives to operate in an ethical, honest and lawful manner and expects its faculty, administrators, and staff to conduct their activities in accordance with University policies and applicable law. The University does not condone wrongful conduct and strongly encourages all faculty, administrators, and staff to report suspected or actual wrongful conduct by Quinnipiac employees to the Office of Human Resources. No University faculty, administrator, and staff may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment action as a result of making a report. The University will take whatever action is necessary and appropriate to address a violation of this policy.

Knowingly filing a false report may result in disciplinary action up to and including termination.

Assumption of Risk

The University has taken steps to implement substantial precautions to prevent the spread of COVID-19. By entering onto the Quinnipiac University Campus, the Employee agrees to abide by all University policies and procedures related to COVID-19. The Employee also acknowledges that it is impossible to fully mitigate the risk of becoming exposed to or infected by COVID-19 and that such exposure or infection may result from the actions, omissions, or negligence of the employee, university faculty and staff, students or visitors to campus. The University will follow all state guidelines and provide guidance on proper protection to alleviate and/or decrease the spread of viruses.

Face Covering Policy

All employees, students and visitors are required to wear a mask or cloth face covering that covers the mouth and nose at all times while on Quinnipiac University campuses, properties and instructional sites. Employees with a documented health risk for which they wish to request an exemption under this policy must contact Human Resources to discuss their request.

3 WORK HOURS/TIME OFF POLICIES

3.01 Attendance & Punctuality

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Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Employees who have more than three (3) consecutive days of excused absences because of illness or injury (non-work related) must give the University proof they are under physician's care. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying (a) the nature of the illness or injury; (b) if and when the employee will be able to return to work, if applicable; and (c) whether the employee is capable of performing their regularly scheduled duties. An employee must submit fitness for duty documentation (i.e. doctor's note) prior to returning to work. If it is unavoidable for the employee to be absent or late for work because of illness or an unanticipated emergency, the employee must promptly notify their supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, the employee must have a friend or relative make the call. An absence is the failure of an employee to report for work when the employee is scheduled to work. An absence may be a full day or partial day (arriving late and or leaving early).

Excused absence occurs when the absence is covered by federal or state leave law or all three of the following conditions are met:

- The employee provides sufficient notice of the absence to their supervisor. Sufficient notice is determined by the individual departments and is dependent on unique university needs.
- The absence request is approved by their supervisor
- The employee has sufficient accrued sick or vacation time (whichever is applicable) to cover the absence. Employees must take earned sick/vacation time for every absence unless otherwise allowed by University policy (e.g. leave of absence policy, bereavement policy, jury duty, etc.).

Unexcused absence occurs when one of the three conditions above is not met or is not covered by federal or state law.

Progressive discipline for excessive absences: Excessive absenteeism (including excessive tardiness) of any kind is subject to progressive discipline.

No call/no show: Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second instance of a no call/no show will result in termination of employment. Any no call/no show lasting three days is considered job abandonment and will result in immediate loss of employment.

Employees classified as non-exempt (hourly) will be paid for all hours worked including those in excess of the normally scheduled workweek. Employees must have prior authorization from their supervisor to work beyond their scheduled hours.

Academic Year employees work an average of 36 weeks per year that generally coincide with the student's academic year (fall and spring semesters). Academic Year employees are generally not scheduled to work Thanksgiving week, spring break, winter break holiday, student's winter break, winter break holiday (exception: public safety) and summer break. Departments with Academic Year employees may have varying schedules.

Efforts will be made to fill any overtime work on a voluntary basis; however, when that is not possible, overtime will be assigned. Mandatory overtime hours will also be assigned for emergencies, commencements, and special events. Essential personnel and employees assigned under these circumstances must stay on duty until properly relieved.

Time and one-half (1-1/2) the employee's regular straight time hourly rate of pay will be paid for all hours worked in excess of forty (40) hours in a work week.

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement

Non-exempt (hourly) employees:

All non-exempt (hourly) employees are required to record their hours worked via the Kronos timekeeping system. Employees are required to use the Kronos time clock closest to their work location. Paid time off (vacation, sick and personal) must be scheduled with employee's supervisor according to departmental guidelines. All time worked and paid time off taken is to be approved in the Kronos system by the supervisor within the timeframe designated by the Office of Human Resources. Failure to accurately report time by the reporting deadline may jeopardize timely issuance of a paycheck for that period. Falsification of time records will lead to disciplinary action, up to and including termination.

Exempt employees:

All exempt employees are paid semi-monthly. Exempt employees and their supervisors are required to track any time taken for vacation and sick time.

Please remember that failure to accurately report time worked and time taken for vacation, personal days, and sick time can, in certain circumstances, be considered theft of service and can lead to disciplinary action up to and including termination.

It is the responsibility of all supervisors to ensure that any vacation, sick and personal days taken by the employee are reported in the Kronos system (non-exempt/hourly) or tracked manually (exempt). The absence tracker template is available on the Human Resources webpage on MyQ, under Campus Offices – Human Resources – Documents and Forms – General Forms.

The University strives to remain open under adverse weather conditions, such as snowstorms, so that the University may meet its responsibilities to all its students, many of whom reside on campus. However, on rare occasions, classes may be canceled or postponed because of weather conditions and, even more rarely, the entire University may temporarily close.

It is ultimately the responsibility of each employee to determine whether they believe it is safe to travel to and from the campus as a result of weather conditions. Employees who choose not to come to work because of inclement weather may use vacation or personal when the University remains open. Staff members are always required to notify their supervisors if they plan to use vacation or personal time.

Faculty members are expected to meet all on campus and online classes when the University is open, and students are expected to attend them. If extreme conditions prevent a faculty member from meeting a scheduled class, they are asked to use email or Blackboard to communicate with their students in a timely manner. Faculty members are also expected to notify their chair and dean if a class is canceled.

Essential personnel (e.g. public safety, student health center, facilities, mail services and residence life) are required to work during these situations.

- Those individuals (non-exempt employees) scheduled to work who do, in fact, work, will be compensated at 1½ times their regular rate of pay.
- Those individuals (non-exempt employees) scheduled to work who do not work will receive no compensation.
- Those individuals (non-exempt employees) not scheduled to work and who are requested to come into work will be compensated at 1½ times their regular rate of pay.

Cancellation and closing information is carried by the following University-affiliated media and resources:

- QU Emergency Text Alerts
- Quinnipiac e-mail
- MyQ
- www.qu.edu
- Quinnipiac weather phone: 203-582-8989

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement

Eligible employees are granted bereavement leave to cope with a death in their family and attend related services. The employee must notify their supervisor as soon as becoming aware of the need for bereavement leave.

Bereavement leave is paid as follows:

- Employees are allowed up to five (5) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's parent, child, grandchild, or spouse/domestic partner.
- Employees are allowed up to three (3) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's parent-in-law, or grandparent, sibling, son-in-law, or daughter-in-law.
- Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of death of the employee's aunt or uncle, niece or nephew, brother-in-law or sister-in-law or spouse's grandparent.

If additional time off is needed beyond the allowable days or for situations outside this policy, employees may use other paid time or the time off may be unpaid with supervisor approval.

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement

Jury duty, as summoned by the court, will be paid time. Payment for non-exempt (hourly) employees is calculated on the employee's base pay rate times the number of hours the employee would otherwise have been scheduled to work on the day(s) of absence.

The employee must show the jury duty summons to their supervisor and forward a copy to the Office of Human Resources as soon as possible after receiving the summons, so that the supervisor may make arrangements to accommodate the employee's absence. Employees on jury duty are expected to report for work whenever the court's schedule permits or whenever they are dismissed early by the court. Employees who are on "on call" jury status must report to work when they are not in court. An employee should report to work when not actually performing jury duty and would otherwise be scheduled to work.

NOTE:

***Union staff:* Please refer to the appropriate bargaining unit agreement**

Military leave will be authorized in accordance with federal and state law. Any questions regarding the specifics of this leave should be directed to the Office of Human Resources.

All full-time exempt employees and faculty accrue sick leave from the date of hire for a total of fifteen (15) days per year. All full-time non-exempt (hourly), non-union employees accrue sick leave from the date of hire for a total of twelve (12) days per year. Sick time for academic year staff (who work at least 720 hours annually) will be prorated based on the proportional equivalent to full-time, 12-month employee allotment. Sick time for part time staff who are regularly scheduled to work at least 720 hours annually will be prorated based on the proportional equivalent to full time, 12 month employee allotment. (For example, full-time, 12-month staff earn 96 hours of sick time. Staff working full-time, 36 weeks would earn 67 hours, approximately 70%).

- Sick time would be further prorated based on scheduled weekly hours.
- Sick hours can be accumulated up to the university max (prorated based on regularly scheduled hours).

Sick leave may be used for an employee's personal illness, and medical and dental appointments. Sick leave may also be used for illness for an employee's immediate family (i.e. spouse/domestic partner, children, parent, dependent grandchild). Employees are expected to schedule planned medical appointments in a manner that minimizes disruption of workflow.

If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave (as well as vacation leave) must be used initially as part of the FMLA leave. For more information on this, employees should consult the FMLA policy and/or contact the Office of Human Resources.

Sick leave may be accrued to a maximum of twenty-six (26) weeks (or the prorated equivalent for part-time employees who work at least 720 hours annually). Sick leave may not be used prior to accrual. If sick leave is exhausted, vacation leave will be used in its place. An employee who is absent in excess of three (3) consecutive working days due to sickness must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment. Employees must notify their supervisor prior to the start of their work day or as soon as reasonably possible.

Employees must use sick leave for its intended purpose. Managers will monitor employee use of sick leave for indications of abuse. Abuse of paid sick leave may result in disciplinary action up to and including termination of employment. The University is in compliance with the Connecticut Paid Sick Leave Law. Employees may use their accumulated sick time to supplement the period the employee is waiting to be supported by worker's compensation.

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement

The paid parental leave policy supports the importance of providing assistance to its staff and faculty who become parents through the birth, adoption, or foster care placement of a child. As part of this commitment, the University provides Paid Parental Leave to eligible staff and faculty.

Eligibility

Full-time non-union staff and full-time (excluding visiting) faculty (the "eligible employee") are eligible for the Paid Parental Leave benefit described in this policy if they have worked in a full-time benefits-eligible position for the past six months. Time worked as a student employee, temporary staff member, or in other non-benefit-eligible positions does not count toward this six-month employment requirement.

For purposes of this policy, the eligible employee is defined as the following: (1) a biological, adoptive or foster parent, or (2) a legal guardian.

Eligible employees must advise their department manager at least one month prior to the effective date of the leave request. In addition, they will need to complete an Affidavit of Parental Leave and submit it to the Office of Human Resources.

To qualify for this benefit, the eligible employee must plan on returning to work upon ending the leave. If an employee fails to return to work, repayment of salary and benefit costs for all weeks of the paid parental leave benefit (up to 4 weeks) must be made to the University. An employee must be actively at work (that is, not using sick or vacation time) for 6 weeks to be considered "returned to work."

Leave Entitlement

Eligible employees receive up to four consecutive weeks (20 business days) of Paid Parental Leave.

If both parents work at the University, they will each be eligible for this paid benefit separately. Paid Parental Leave runs concurrently, not consecutively, with benefits provided pursuant to the Family Medical Leave Act (FMLA). This policy applies to births (date of delivery), adoptions, and foster care placements that occur on or after September 1, 2018.

Use of Leave

For the employee that gives birth, the Paid Parental Leave may be used immediately following the medical disability portion of the leave or during the first 12 months following date of birth. If the leave is for bonding, adoption, or foster care placement, the leave may be used during the 12 months immediately following the birth, adoption, or foster care placement of the child. This leave is paid at 100 percent of the eligible employee's base salary. Paid Parental Leave cannot be used on an intermittent basis and will run concurrently with FMLA. Eligible employees receive up to four consecutive weeks (20 business days) of Paid Parental Leave.

Multiple births, such as having twins, do not increase the length of the Paid Parental Leave. Paid Parental Leave may be utilized only once in a rolling 12-month period.

Clerical, Facilities and Public Safety union staff: Please refer to the appropriate bargaining unit agreement.

An employee may request an unpaid personal leave of absence. Personal leaves are only granted in compelling circumstances. The request must be submitted to and approved by all of the following: the employee's supervisor, the divisional vice president, and the Office of Human Resources. Each request must be in writing and will be considered in view of urgency, type of leave, length of employment, and the effect an absence will have on a department and the University's operations. The University has full discretion to approve, modify or deny any requested leave. The employee may not accept other paid employment during a personal leave of absence.

Reasonable advance notice is important so that arrangements can be made to cover the duties of the employee during the leave. When an employee requests leave, they must also state when they intend to return to work.

If a request for an unpaid leave is approved, the following applies:

- During the absence, vacation and sick time do not continue to be earned. The employee is not eligible for holiday pay for those holidays that fall during the unpaid leave;
- If an employee wants to maintain health, dental and vision benefits, they will be responsible for paying the full cost (employee plus university portion) of the monthly premiums;
- If an unpaid leave of absence lasts more than twelve (12) weeks, the University cannot guarantee that the employee's job will remain open. If the University fills or eliminates the position, the University may place the individual in a comparable position if one is available.

NOTE:

Faculty: Please refer to the Faculty Handbook

Union staff: Please refer to the appropriate bargaining unit agreement

Employees who are considered exempt under the federal and state wage and hour laws will not be given compensatory time unless it is authorized by a department head in recognition of extraordinary circumstances that required the exempt employee to work well beyond what is normally expected of an employee in their position. Extra hours, weekend and evening work is considered part of the job and supplemental time off or compensation will not be given. Comp time that is given within these parameters will not be granted on an hour-for-hour basis and it should be taken as soon as it is feasible to do so. It may not be accumulated as it is not a paid benefit and will not be paid out upon termination of employment.

The University observes the following holidays:

| | |
|------------------------|------------------------|
| New Year's Day | Yom Kippur |
| Martin Luther King Day | Thanksgiving Day |
| Good Friday | Day after Thanksgiving |
| Memorial Day | Christmas Day |
| Independence Day | Winter Break |
| Labor Day | |

Winter break generally runs from Christmas Day through New Year's Day. On occasion, it may include additional days and/or be observed in various configurations to take into account optimal periods of time off to maximize the enjoyment of the holidays for employees consistent with the operational requirements of the University. The University reserves the right to modify or eliminate the winter break holiday.

Non-exempt (hourly) non-union employees (with the exception of Public Safety) who are scheduled to work and work on a designated holiday will receive one and one-half times their regular rate of pay plus holiday pay (which is considered regular rate of pay).

Department of Public Safety

Non-exempt (hourly) non-union employees who are scheduled to work and work on a designated holiday (with the exception of Winter Break, Christmas Day and New Year's Day) will receive the regular rate of pay plus one compensation day to be used within the fiscal year and subject to the Chief's approval.

Non-exempt (hourly) non-union employees who are scheduled to work and work on Christmas Day or New Year's Day will receive one and one-half times their regular rate of pay plus a compensation day to be used within the fiscal year and subject to the Chief's approval.

Non-exempt (hourly) non-union employees who are scheduled to work on Christmas Day and New Years Day, but do not work, will receive eight (8) hours of straight time pay (pro-rated where applicable).

During the University's scheduled Winter Break Days (except for Christmas Day and New Year's Day), non-exempt (hourly) non-union employees who are scheduled to work and work will receive one and one-half times their regular rate of pay for hours worked. Non-exempt (hourly) non-union employees who are normally scheduled to work during the University's Winter Break and do not work will receive eight (8) hours of straight time pay (pro-rated where applicable).

The University will, at its discretion, designate the dates of such holidays on a year-to-year basis. Holidays falling on Sundays are observed the following Monday, except for Easter Sunday. Saturday holidays are observed on the preceding Friday.

*Easter Sunday is recognized as a paid holiday only for those employees regularly scheduled to work that day.

Holidays for Eligible Academic Year employees in Student Health Services are designated as:

| | |
|------------------|------------------------|
| New Year’s Day | Day after Thanksgiving |
| Thanksgiving Day | Christmas Day |

*Easter Sunday, Martin Luther King Day, Good Friday, Labor Day and Yom Kippur are recognized as paid holidays only for those employees who work those days.

These holidays will be paid as follows:

Student Health Services

Thanksgiving

Eligible AY employees (those regularly scheduled for 20 hours/week or more) will be paid for Thanksgiving and the day after Thanksgiving (combined) up to their regularly scheduled hours.

Winter break

Winter break generally runs from the day after Christmas Day through to the day before New Year's Day. On occasion, it may include additional days and/or be observed in various configurations to take into account optimal periods of time off to maximize the enjoyment of the holidays for employees consistent with the operational requirements of the University. Eligible AY employees will be paid for the winter break as designated by the university and will be prorated, based on regularly scheduled hours. Christmas Day and New Year’s Day are paid holidays.

The remainder of the designated holidays

AY employees (full or part time) who are scheduled to work and work on a designated holiday will receive one and one-half times their regular rate of pay and holiday pay, if regularly scheduled for 20 hours/week or more.

All Academic Year Staff

The holiday staffing method will be determined by the departmental manager. The University will, at its discretion, designate the dates of such holidays on a year-to-year basis.

NOTE: Union staff: Please refer to the appropriate bargaining unit agreement

Eligible full-time, 12-month, post-probationary, non-exempt (hourly) employees are entitled to three (3) personal days with pay per fiscal year. An employee hired after December 31 is entitled to one personal day during the first fiscal year. Employees must request approval from their supervisor at least three (3) days in advance.

Part-time, less than 12-month, non-exempt (hourly) employees are not entitled to personal days.

NOTE:

Faculty: Please refer to the Faculty Handbook

Union staff: Please refer to the appropriate bargaining unit agreement

Full-time faculty and administrators:

Full-time faculty and administrators whose assigned responsibilities extend over a 12-month period and who have completed one year of service as of June 30 of the current year accrue 22 vacation days per year. The vacation accrual for the first year of employment will be prorated based on full months of service as of June 30. Vacation time begins accruing immediately upon hire but may not be taken until completing six months of employment. Generally, accrued vacation days must be taken by the following June 30 or they will be forfeited. However, a maximum of 10 days may be carried over until September 30 with approval of the employee’s supervisor and the Office of Human Resources. Specific vacation dates must be approved by the respective supervisor. Vacation time is tracked by the department.

Non-exempt (hourly) non-union staff:

Vacation time is accrued as follows:

| | <u>Full-Time (2,080 Hours)</u> | <u>Academic Year (40 weeks)</u> |
|--------------|--------------------------------|---------------------------------|
| 1 month | 7 | 5 |
| 2 months | 13 | 9 |
| 3 months | 20 | 14 |
| 4 months | 27 | 19 |
| 5 months | 33 | 23 |
| 6 months | 40 | 28 |
| 7 months | 47 | 33 |
| 8 months | 53 | 37 |
| 9 months | 60 | 42 |
| 10 months | 67 | 47 |
| 11 months | 73 | 51 |
| 12-24 months | 80 | 56 |
| 2 years | 88 | 62 |
| 3 years | 96 | 67 |
| 4 years | 104 | 73 |
| 5 years | 112 | 78 |
| 6 years | 120 | 84 |
| 7 years | 128 | 90 |
| 8 years | 136 | 95 |
| 9 years | 144 | 101 |
| 10+ years | 160 | 112 |
| 20+ years | 168 | 118 |

- Vacation accruals are earned monthly and awarded annually at the beginning of the fiscal year (July 1). The vacation accrual for the first year of employment will be prorated based on full months of service as of June 30. Subsequently, accrual credit will not be given for partial months or partial years of service.
- Employees regularly scheduled to work less than 2,080 hours but at least 720 hours annually will receive prorated accruals. Proration will be based on regularly scheduled annual hours as related to 2,080 hours.
- Generally, accrued vacation days must be taken by the following June 30 or they will be forfeited. However, a maximum of 10 days may be carried over until September 30 with approval of the employee's supervisor and the Office of Human Resources. For Academic Year employees, accrued vacation days must be taken by the end of the academic year (last day of exams) or they will be forfeited.
- Accruals begin as of date of hire; however, vacation time cannot be used until successful completion of the orientation period. For Academic Year employees, up to 5 days (or prorated equivalent) must be used during scheduled time; earned time more than 5 days and up to the annual allotment must be requested during the following periods: Thanksgiving week, students' winter break, and/or spring break.
- Each department may have specific business needs that dictate staffing levels. Supervisors may restrict or deny time off during critical staffing periods.

All staff:

Earned vacation days are prorated for employees who terminate their employment with the University based on full months of service upon termination. The balance of unused banked vacation time and prorated earned vacation time will be paid out upon termination not to exceed 22 days. Termination dates may not be extended by using vacation time in lieu of a notice period.

NOTE:

***Union staff:* Please refer to the appropriate bargaining unit agreement.**

Scope: This policy applies to full-time, salaried exempt staff, and full-time, hourly non-exempt staff.

Purpose: The purpose of this policy is to provide flexible work arrangements for eligible staff as long as school or departmental operations, services, and academic commitments can be maintained without negatively impacting operational needs or service to our internal and external customers. In support of teamwork, we encourage supervisors to consider having staff meetings or other important department meetings in-person.

I. How to Request a Flexible Work Arrangement:

Employees wishing to request a flexible work arrangement are required to complete the ‘**Flexible Work Arrangement Application,**’ available at MyQ [here](#), and submit it to their supervisor. The employee will then meet with their supervisor to discuss the request. The application may be modified after the discussion and then submitted to the supervisor as a final request application. Approval or denial of a request for a flexible work arrangement is at the supervisor’s discretion based on business needs. Any concerns should be sent to the respective department’s Employee & Labor Relations Associate. After the application is approved the Employee, Supervisor and Human Resources must sign off on the ‘**Flexible Work Agreement.**’

The University also retains the right to modify, suspend, or end the flexible work arrangement for any reason including, but not limited to, business necessity, a change in operational need, or if the employee fails to fulfill job expectations at a satisfactory level. The University will give employees advance notice if a decision is made to terminate the flexible work arrangement or policy.

II. Position Eligibility:

In making decisions about which positions are appropriate to designate or approve for flexible work arrangements, supervisors will review the duties of the position and how the work is performed. Please note, not all jobs are suited for flexible work arrangements.

III. Employee Eligibility:

In making decisions about which employees are designated or approved for telecommuting/flexible work arrangements, the supervisor will review the work performance of the employee in addition to ensuring that their position responsibilities are suitable for the flexible work arrangement requested.

The main consideration in setting up a flexible work arrangement is how the work will be completed. If a flexible work arrangement is approved, the employee will work with the supervisor to develop an implementation plan.

Supervisors should create and implement an assessment of work productivity, review it periodically,

and be prepared to manage remotely.

Supervisors may restrict or adjust flexible work arrangements when workload or other conditions require such restrictions or adjustments. Appeals of such decisions can be referred to department leadership and/or your Employee & Labor Relations Associate.

An employee seeking a flexible work arrangement must:

- Have worked at the University for one year, or be adequately trained and have completed the probationary/orientation period before receiving approval (unless they are hired into a position that is designated as remote)
- Maintain a minimum of “meets expectations” or higher in their annual review when applying for a flexible work arrangement; if the performance review is incomplete, then the employee will not be eligible for consideration
- Possess good time-management and organizational skills; be self-motivated, self-reliant, flexible, and disciplined
- Supervisors retain discretion to terminate a flexible work arrangement if the work unit needs are or will be detrimentally affected by the remote arrangement, or if the employee is unable to meet the performance or position needs when working remotely
- These options will be department and position-specific, with the supervisor having the final decision-making authority. Appeals can be referred to department leadership and/or the respective Employee & Labor Relations Associate. Any requests for 100% telecommute must be reviewed and approved by your VP on the Management Committee and Human Resources.

If a telecommuting arrangement is granted, the supervisor and the employee will work out the arrangement as it pertains to communication and accountability. For example, when an employee should check in for voicemail and email messages, attend meetings in person, or attend a meeting via conference/video call. It is the University’s desire that flexible work arrangements be seamless for other employees at the office. Such arrangements must be set forth in writing using the University’s ‘**Flexible Work Agreement,**’ available on MyQ [here](#). This agreement must be signed by both the employee and the supervisor. The supervisor must then send the Agreement to their respective Employee & Labor Relations Associate – please see client areas listed below:

Stephanie Mathews: Academic Innovation & Effectiveness (including Libraries), Athletics, Cultural and Global Engagement, Human Resources, School of Health Sciences, School of Law, School of Nursing, Information Services, Provost, Public Safety, Registrar, Student Affairs & Residential Life

Ed Remillard: Enrollment Management (Admissions & Financial Aid), College of Arts & Sciences, Development & Alumni Affairs, Facilities, Finance, IMC, Polling, Ireland’s Great Hunger Museum, One Stop, School of Business, School of Communications, School of Education, School of Engineering, School of Medicine

Work performance should be reviewed regularly between the employee and the supervisor at pre-arranged intervals to discuss how the arrangement is going, expectations, productivity, and whether adjustments to the arrangement need to be made. Any incomplete annual performance review will render the flexible work arrangement null and void.

IV. Types of Arrangements:

The University offers:

- **Flextime:** A work schedule that permits flexibility in starting and quitting times without changing the total hours worked in a work week. Most flextime arrangements specify a core period during the day in which all employees must be scheduled to work.
- **Telecommuting:** A work schedule that allows employees to work some or all of their work hours from a location other than their regular work site.

The standard Quinnipiac University work schedule for exempt staff is Monday through Friday, with core business hours from 8:00 a.m. to 5:00 p.m. However, departments may have varied core business hours, and those hours should have adequate coverage. Supervisors may restrict or adjust flexible work arrangements when workload or other conditions require such restrictions or adjustments.

In allowing flexible work arrangements, the University will abide by all federal, state and local wage and hour laws.

V. Equipment/Furnishings/Office Supplies/Office Environment:

Quinnipiac does not provide telecommuting employees with office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner.

The University will not pay for the following expenses, nor will it reimburse for expenses prohibited by University policy, including, but not limited to:

- Maintenance or repairs of privately-owned equipment
- Utility or WiFi costs
- Equipment supplies (these should be requisitioned through the department)

Anyone that is telecommuting acknowledges that 100% of the workday must be dedicated to their role at the University. A telecommuting arrangement is not intended to serve as a substitute or replacement for child or adult care. If children or adults need primary care during the employee's work hours, alternative arrangements must be made to provide care for the said individual.

VI. Information Technology and Confidentiality:

Any office equipment that the University provides is deemed company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from downloading suspicious, unauthorized, or illegal software

Flexible work arrangements do not change the conditions of employment or required compliance with policies, including policies in relation to what files may be removed for working purposes, and what measures should be taken to protect those documents. Employees with approved flexible work arrangements are required to adhere to all University policies, including IT security protocols and confidentiality policies.

4 INFORMATION PROTECTION POLICIES

4.01 Confidentiality

Page 1 of 1

Certain policies related to Information Security are detailed in the Information Security Policy Manual, which is the governing document for these policies. Please contact the Office of Information Services for a copy of the manual. Please note that employees are responsible for understanding and adhering to the requirements and guidelines outlined in department-specific policy manuals.

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

Some confidential matters may require escalation to a management level. An employee should always check with their supervisor for specific instructions regarding who should have access to confidential information and how it should be handled.

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

The University accords all rights under applicable privacy laws to its students. The University will not disclose any information from a student's education records (except directory information) without the written consent of the student, except to personnel within the University who need to have the information in connection with their job responsibilities, to officials of other institutions where the student seeks to enroll (with the written consent of the student), to accrediting agencies carrying out their accreditation function, in compliance with a judicial order, and in an emergency to protect the health or safety of the student.

Within the University community, only those members, individually or collectively, acting in the student's educational interest will have access to student education records. These members include personnel in the office of undergraduate admissions and the office of the registrar, including financial aid and academic personnel within the limitations of their need to know; for example:

- The executive vice president/provost
- The vice president for academic affairs or associate vice president for faculty affairs
- The dean or associate dean of each school/college/division
- Department chairpersons
- Clinical preceptors
- Faculty advisors
- Members of the academic screening committee
- Members of the academic appeals committee, which shall include two students
- Members of the graduation screening committee

At its discretion, the University may provide directory Information in accordance with the provisions of the act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may request the withholding of directory information by notifying the registrar's office in writing before the first day of class for any term.

University information technology resources exist to support the educational mission of the University and must be used appropriately and in accordance with federal and state laws. It is the responsibility of every user of information resources to know the Information Security Policies and the acceptable use of information resources, and to conduct their activities accordingly.

Responsibilities of users:

- Network accounts, passwords, and other types of authorization are assigned to individual users and must not be shared.
- Users must follow all Information Services policies, including, but not limited to, the Email Communication and Password Policies.
- Any protective/defensive software (e.g., virus detection) provided by Information Services must be used in the manner specified by that office.
- Users have the responsibility to abide by existing regulations for the protection of sensitive institutional data. Refer to the Information Security Program for specific guidelines and information.
- To accommodate employees, Quinnipiac University understands employees will access the internet for personal needs periodically.
- It is expected that employees will exercise good judgement regarding the reasonableness of personal use and any questions regarding appropriate use will be decided by management.
- Notify the appropriate system, network and/or security administrator(s) of any suspected or actual security violations/incidents.

For more specific guidelines regarding the University's Antivirus policy, please refer to IS POL-05.

For more information about security requirements regarding encryption algorithms, please refer to IS POL-06.

Impermissible use:

Computing resources may only be used for lawful purposes, and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission of the University, or likely to subject the University to liability. Impermissible uses include, but are not limited to, the following:

- Harassment
- Defamation
- Fraud or misrepresentation, including but not limited to forging electronic messaging header information
- Unauthorized scanning of network nodes

- Unauthorized copying or transmission of copyright-protected material
- Use of the University's trademarks, logos, insignia, or copyrights without prior approval of public affairs
- Violation or circumvention of computer system/network security
- Unauthorized use of computer accounts, passwords, and/or user IDs including e-mail addresses assigned to others
- Unnecessarily impeding the computing activities of others (such as overuse of network bandwidth)
- Development or use of unapproved mailing lists
- For private business purposes or personal gain
- Violation of academic integrity, violation of software license agreements, or violation of privacy
- Posting, printing or sending materials that are obscene, pornographic, sexually explicit, offensive or contrary to the mission or values of the University, unsolicited spam emails and chain letters.
- Intentional or negligent distribution of computer viruses
- Damaging computer systems
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee's duties
- Providing information about employees, students, vendors or customers to parties outside the university
- Intentionally corrupting, misusing, or stealing software or any other computing resource
- Using electronic messaging, telephone or other communication method, to actively engage in procuring, viewing, or transmitting material that is in violation of sexual harassment or hostile workplace laws
- Accessing, editing, deleting, copying, or forwarding files or communications of another user in any media (e.g., paper, electronic, video, etc.) unless assigned as a job requirement or with prior consent from the file owner
- Deleting, editing, or copying files in another person's computer or electronic messaging account
- Removing software from systems, unless assigned as a job requirement or prior consent from Information Technology is obtained
- Downloads from the internet are strictly forbidden. If downloads are required for business use, contact IT and arrangement may be made
- Under no circumstances is an employee authorized to engage in any activity deemed illegal by international, federal, state or local laws while utilizing university assets
- Under no circumstance may an employee disable anti-virus software or alter anti-virus software settings
- Employees should not open any electronic messaging attachments that are not expected, or are from unknown addresses, or appear in any way suspicious

To ensure compliance with this policy, Quinnipiac University may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any Quinnipiac University's information resources consent to disclosing the contents of any files or information stored or passed through Quinnipiac University's equipment. All data contained on or passing through the university's assets is subject to monitoring and remains the property of the university at all time.

Passwords/Personal Identification Numbers (PINS) are an essential aspect of computer security, providing important front-line protection for electronic resources by preventing unauthorized access. Passwords help the University limit unauthorized or inappropriate access to various resources including user accounts, web, voicemail and email accounts.

A poorly chosen password/PIN may result in the compromise of University systems, data or network. Therefore, all QU users (students, faculty staff, contractors and vendors) are responsible for taking the appropriate steps, as outlined below, to select appropriate passwords and protect them. A department and/or system administrator may implement a more restrictive policy on local systems where deemed appropriate or necessary for the security of electronic information resources. The information security office can require a more restrictive policy in protection of confidential data.

Strong Passwords:

- Do not contain the user's account name or parts of the user's full name
- Are at least eight characters in length
- Contain at least one:
 - Uppercase character
 - Lowercase character
 - Digit 0-9
 - Special Character
- Are not a word in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.
- Are not reused on other sites
- Examples would be @Qu2009! Or N0t2hrd?

Strong PINS:

- Are at least eight digits in length
- Are not sequential or repeated numbers (e.g. 12345678 or 11111111)

Password/Pin Management:

- All passwords must be changed at least once per year; PINS every 180 days
- Reuse of passwords/PINS will be restricted
- Passwords/PINS must never be written down, stored online or be plainly visible, but instead encrypted when stored or transmitted in electronic format
- Passwords/PINS must be changed immediately if it is suspected that the password/PIN has

- been compromised
- Passwords/PINS must never be shared or revealed to others (except by approval of the university's Information Security Office)
- Always decline the use of the "Remember Password/PINS" feature of applications
- Password protected accounts will be locked after a maximum of six unsuccessful log-in attempts; PIN protected accounts will be reset after three failed log-ins and locked after five failed log-ins
- Resetting/modifying passwords/PINS will only be done by authorized members of Information Technology

The Connecticut Act Concerning the Confidentiality of Social Security Numbers, P.A. 08-167, requires that the University safeguards data, computer files and documents containing personal information from misuse by individuals. The law also requires that the University destroy, erase or make unreadable such data, computer files and documents prior to disposal. Accordingly, documents that contain personal information or a social security number will be shredded when their retention is no longer required.

Personal information is information that is associated with a particular individual. Information that is lawfully made available to the public from government records or widely distributed media is not considered to be personal information. Examples of protected personal information include social security numbers, driver's license numbers, health insurance identification numbers, account numbers, credit or debit card numbers, and passport and alien registration numbers.

The University will not disclose any personal information in its possession to anyone for any purpose that is not specifically permitted by law. In addition, the University will make reasonable efforts to restrict access to personal information of employees, students or other individuals to only those members of the University community who have a legitimate business reason to access that information. However, the University disclaims any liability for any unintentional disclosure of, theft of, unauthorized access or damage to, or interception of any personal information.

Employees are prohibited from doing any of the following: (a) publicly displaying or otherwise unlawfully disclosing any person's social security number; (b) printing a person's social security number on any card required for the person to access University services; (c) requiring a person to transmit a social security number over the Internet, unless the connection is secure or the social security number is encrypted; or (d) requiring a person to use a social security number to access a University web site, unless a password or unique personal identification number or other authentication device is also required to access the web.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Individuals who violate this policy may also be subject to civil and criminal penalties provided for under the law.

PLEASE NOTE: This is a summary of the Email and Telephone/Voicemail policies. It is not a complete statement of the policies and does not address all of the issues that may arise. For the full policies, contact the information technology department.

In recognition of the increased use of email/voicemail as a means of communication, the University has established email and voicemail systems as recognized means for sending official information to students, faculty and staff. In support of this objective, the University will provide email and voicemail accounts to all students, faculty and staff of the University. The email account will be the official address to which the University will send email communications, and the address that will be listed in the University directory and other University publications. The University reserves the right to use email to communicate with students, faculty and staff and to expect that those communications will be received and read in a timely fashion.

Authorized usage: The University email/voicemail systems are intended to be used for academic and University business activities only. Incidental personal use is permissible as long as it does not consume more than a trivial amount of system resources, does not interfere with employee productivity, and does not preempt any academic or business activity. The University email and voicemail systems are not intended to be used beyond the professional or academic scope of the user.

E-Mail distribution lists: Lists are created by the department of information services based upon logical groupings within the University's Datatel system. Access to and use of existing distribution lists, or requests for additional or custom distribution lists, can only be granted by securing the approval of the respective cabinet officer in which area the lists will respectively be used. E-mail users are reminded that the division of public affairs is responsible for all advertising, publications, media relations and special events to promote a positive identity for the University. It is also responsible for maintaining a consistent, high-quality identity for all materials distributed to the public.

Content of message: As a matter of standard academic and business practice, all University email/voicemail must be consistent with conventional standards of ethical and polite conduct. The University will not tolerate any form of harassment.

Use of the University E-mail systems: Employees must not use their personal e-mail accounts with an internet service provider (ISP) or any other third party (such as Gmail, Hotmail, etc.) for any of the University academic or business messages. To do so would circumvent authentication, logging, virus checking, malicious content screening, and automated backup controls that the University has established. All employees are expected to check their University email frequently to stay current with all communications.

Retention of email: Information services maintains the University's central email systems for all users and back-ups are created for disaster recovery purposes. Back-ups of the email systems are retained for 14 days. Back-ups, in most cases, will not be used to restore individual mailboxes and will not be used as a convenience to retrieve "deleted" messages. Back-ups do not serve a

records retention function.

Originators and recipients of email are responsible for identifying and saving documents outside of the email system that must be retained in order to comply with federal, state, or local laws and to meet operational, legal, audit, research, or other requirements.

Message forwarding: Email users must exercise caution when forwarding messages (including voice messages). University sensitive information must not be forwarded to any party outside the University without the prior approval of a local department manager.

Central email SPAM filtering: In order to manage spam proactively, all inbound messages will be scanned and rated, and those messages with a high probability of being "spam" will be either tagged as {QU_SPAMTRAP}. In some instances, when the likelihood of an email being "spam" is very high, the email will be dropped and not delivered to the recipient.

Consequences: Users who abuse the University's email/voicemail systems may be subjected to the disciplinary action established by the University's policies and procedures.

Reporting: Individuals who receive email/voicemail that they believe violates this or other University policy should report such email to human resources, and copy the University information security officer.

Account deactivation: E-mail/voicemail accounts assigned to those who are no longer current University employees will be removed from the system.

Telecommunications services: The University telecommunications services (telephone, voicemail, fax, etc.) are provided for conducting official business. The personal use of these facilities and services is prohibited. Employees with access to telecommunications services are expected to restrict access to authorized users. Users must also use these facilities in a fiscally responsible manner. The University makes every attempt to secure all telecommunications services; however, users are requested to assist in this endeavor by not sharing access or security codes with anyone.

Video Teleconferencing Policy: The Information Technology Services Department administers the video teleconferencing tools (e.g., Zoom) on behalf of the University. To appropriately preserve the intellectual capital associated with video teleconferencing recordings, the University will retain such recordings for a period of 1 year from time of creation. If these recordings are not purged or preserved locally by the video host following these instructions, the video conference recordings (including meetings, classes, labs, lectures, webinars, special events and all other recordings) will be purged automatically on their one-year anniversary date. Should it be necessary for academic or business continuity to retain certain recordings for a longer period, it is the responsibility of the video host to locally preserve their recordings. Information Technology Services will assist with preservation and archiving of such recordings only on a case-by-case individual basis.

Normally, the works created by employees belong to an employer. Universities, by their very nature, constitute an exception. The work of the faculty can first and foremost be described as the creation of ideas, understanding, and knowledge, and the sharing of those with students and the general public. The University embraces these objectives and its role in fostering the production of scholarly and creative work, original methods, processes, and technologies, new materials, inventions and devices. In addition to the general benefit these creations offer to humanity, they may also have commercial potential, and enhance the professional development of students, faculty, staff and administrators. New or original work may improve the quality of education that the University offers its students and augment the University's reputation and public image. These creative and scholarly works and materials, inventions and technologies require definition with respect to ownership, and protection under two broad frameworks. The first framework includes the laws of the United States and other countries that cover "intellectual property," such as copyrights, patents, trademarks and other protections. The second is the policy of the University, which is herein defined as the University policy on intellectual property.

The following are the objectives of the University's policy on intellectual property:

- To encourage the creation and sharing of knowledge and understanding
- To clarify rights and duties of all parties involved in the creation of intellectual property
- To organize a system to help originators (authors and inventors) and the University bring new knowledge into public use
- To define the legal rights of all parties and to provide for the disposition of these interests
- To safeguard intellectual property against unauthorized use

"Intellectual property" includes all copyrightable works, inventions, and trade secrets.

"Copyright" is secured automatically when the work is created, and a work is created when it is fixed in a copy or recording for the first time. Copyright is a type of intellectual property protection that protects the manner in which an idea is expressed. Traditionally works of copyrightable scholarship include printed material (e.g. journal articles, textbooks, poems and reviews); works of art (e.g. paintings, sculpture, musical or dramatic compositions, choreographic works, and pictorial or graphic works); course materials (e.g. lecture notes, exams, class syllabi, workbooks, and laboratory manuals); and technical works (e.g. computer software or databases, audio and visual material, circuit diagrams, architectural and engineering drawings).

An "invention" shall include but is not limited to any discovery, creation, process, composition of matter, article of manufacture, know-how, design, model, technological development, biological material, strain, variety, culture of any organism, or portion, modification, translation, or extension of these items, and any mark used in connection with these items.

A “patent” is a legal instrument issued by the federal government, acting through the Patent Office that protects and preserves the intellectual property rights of the inventor and the University, and facilitates the transfer of intellectual property for commercialization and public benefit. A “trade secret” is any valuable information that is not generally known and is subject to reasonable efforts to preserve confidentiality. Trade secrets are information that organizations keep secret to give them an advantage over their competitors.

The "originator" shall include faculty, staff, administrators, students, or groups thereof that use funds, facilities, or other resources of the University as the authors, creators, or inventors of intellectual property. If a group of individuals originate intellectual property, they are considered a single entity with respect to this policy and the originators are responsible for deciding issues that relate to their sharing of ownership and/or royalties.

“University supported works” are those where the University provides substantial resources towards the production of intellectual property, above and beyond those resources traditionally provided (e.g. grant, access to facilities or offer of support).

“Institutional works” generally includes two types of work: 1) work by committees (University, School, College or departmental) that have developed intellectual property for the purpose of use by a larger University audience (e.g. syllabus template, course materials for use in a multiple section course), and 2) consultations or contracts to complete specific works for the University (e.g. development of distance learning course material, promotional materials the University (e.g. brochures, training programs, CDROMs, videos, and manuals).

A “sponsored project agreement” is a grant, contract or other type of agreement between the University and an external sponsor, such as a federal agency, foundation or corporation that sets the terms and conditions for the conduct of a project to conduct research or other scholarly activity. An SPA typically includes a description of the work to be performed, the terms of payment, ownership of intellectual property, publication rights, and other legal assurances. All individuals working on a project under such an SPA will be notified in advance of the terms of ownership in said agreements for any intellectual property they may create while working on the project.

Rights and responsibilities in intellectual properties:

It is the responsibility of each University employee to fully comply with the provisions of the University Policy on Intellectual Property and all applicable laws regarding intellectual property.

If any of this policy conflicts with a signed agreement between the University and an originator (e.g. QU Online) or between the University and an external funding agency, company, or other concern, the terms of the signed agreement will prevail.

Ownership of intellectual property:

- *Copyright:*
 - The University's policy on intellectual property recognizes the longstanding custom and understanding that faculty members own copyright to their scholarly work. Faculty members are entitled to ownership of copyright and royalties or other income derived from such works. Copyrightable work for faculty is defined as that scholarly work generally expected of faculty and incorporated into the regular recognitions and rewards processes of the University. Work so defined is automatically exempt from the formal review procedures of this policy and copyright remains with the originator. All copyrightable work produced by an originator is presumed to be owned by the originator unless it falls within one of the exceptions defined herein.
 - *Institutional works:*
 - Works completed through committees (University, school, college or departmental) are considered institutional works. The University shall retain ownership unless specified otherwise in an agreement between the University and originator of the institutional work at the time the project is agreed upon. A creation resulting from the traditional obligation of a faculty member to produce teaching materials, and scholarly and creative work does not constitute institutional work. The receipt of a sabbatical, fellowship, or faculty grant, unless specified in an agreement to the contrary, does not constitute Institutional Work in this policy.
 - The University shall retain ownership of works created as institutional work. Institutional work may include works that are supported by a specific allocation of University funds or that are created at the direction of the University for a specific University purpose. Institutional work also include works whose authorship cannot be attributed to one or a discrete number of authors but rather result from simultaneous or sequential contributions over time by multiple individuals. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work is not sufficient to define that work as Institutional Work.
- *Institutional works by consultants or contract:*

The University will generally require a written agreement pertaining to usage and ownership of copyrightable works through this mechanism.

- *University supported works:*
In some cases, the cost of development and/or production of a copyrightable work by an originator are specifically supported by the University (e.g. grant, access to facilities or offer of support). Ownership of the copyrightable work remains with the originator unless otherwise agreed upon by the originator and the University at the time support is provided. The University may recover reasonable expenses if specified by a contract that accompanies the grant, access to facilities, or offer of support.
- *University license of program or course content:*
Faculty members own the copyright in the course content and program materials (also referred to herein as a "work" or collectively as "works") they develop. The University is automatically, and without the need for any further agreement or additional compensation, granted a royalty-free, perpetual non-exclusive license to use any such works including, but not limited to, the right to copy, adapt, transmit, distribute, display, perform or make derivative works thereof, for the educational purposes of the University only. This includes all materials, including those developed for and used by QU Online. This license does not include a right for the University to post the materials for general online access by persons outside of the University community, who are not faculty, students and staff of the University. In the event that a faculty member believes that this license in any way interferes with their use of materials in which the faculty member owns the copyright, the faculty member may seek a written waiver of this license from the vice president for academic affairs.
- *Sponsored project agreements:*
In general, the ownership of copyrightable works created under a sponsored project agreement remains with the originator; however, the provisions of this policy are subject to the terms of all applicable grants, contracts or other agreements with external sponsors that supported the project under which a copyrightable work was created.
- *Student scholarship and creativity:*
Within the model for faculty direction of both undergraduate and graduate student is that of "critic or reviewer" of independent student scholarship. Thus independent student scholars own the copyrights, without limitation or license, to their written theses, essays, dissertations, business plans, or copyright works. However, students who assist faculty advisors by performing specific tasks or functions within a faculty directed project or who become a collaborator of a faculty member are not independent scholars and fall under the model of supervised student scholarship and creativity.
- *Supervised student scholarship and creativity:*
Within the model for faculty direction of both undergraduate and graduate student scholarship and creativity is that of "master/apprentice". In this setting, all copyrighted works originate primarily from faculty direction of the master/apprentice relationship and are assigned to the faculty advisor. The faculty advisor decides all matters concerning the publication or dissemination of the copyrighted work. Such decisions include the timing and method of dissemination and all issues pertaining to co-authorship.

- *Inventions (patentable intellectual property):*
All inventions are owned by the University and any resulting royalties are shared with the originator. University owned inventions derived from faculty work are defined as that scholarly work generally expected of faculty within their contractual period and incorporated into the regular recognitions and rewards processes of the University.

If the University chooses not to patent, license, or otherwise market an invention, it will first be offered to the originator unless a third party agreement prevents such an offer. If the originator refuses the property, the University shall retain exclusive ownership of the property.

This policy encourages the sharing of knowledge, e.g. in the public domain. This policy encourages timely decision-making to maximize the commercial use of intellectual property.

- *Student research:*
Within the model for faculty direction of both undergraduate and graduate student is that of “critic or reviewer” of independent student research. Thus independent student scholars own the intellectual property, without limitation or license. However, graduate students who assist faculty advisors by performing specific research tasks or functions or who become a scholarly collaborator of a faculty member are not independent scholars and fall under supervised student research projects.
- *Supervised student research:*
Projects within the model for faculty direction of both undergraduate and graduate student research are that of “master/apprentice”. In this setting, all inventions resulting from supervised student research projects will be owned by the University, in accordance with this policy.
- *Sponsored project agreements:*
Ownership of an invention developed in the course of, or resulting from, work supported by a sponsored project agreement, shall be determined in accordance with the terms of the grant or contract, or, in the absence of such terms, shall be owned by and assigned to the University, as otherwise provided in this policy.
 - In the case of federally funded sponsored projects, the University must report all inventions to the funding agency and elect to file for a patent within a reasonable period of time. If the University elects not to file for a patent, it must inform the agency, which then has the right to take title. It should be noted that the federal government retains a royalty-free license and places certain other restrictions upon the ultimate disposition of any resultant patents.
 - The right of employees to publish the results of research remains inviolate, subject only to the terms of a grant or sponsored research agreement funding the work. However, any public disclosure of an invention, such as a presentation, publication or grant proposal, prior to filing a patent application, limits patent rights and reduces an invention’s commercial value. Therefore, the originator is encouraged to disclose their inventions as soon as they are reduced to practice and prior to sending out manuscripts or grant applications.

Commercialization of inventions:

- Responsibilities of the University: Inventions as defined by this policy are owned by the University which has the responsibility for determining the feasibility of commercializing an invention. If the property is deemed to have commercial value, the University will have the legal and financial responsibility to carry the commercialization forward. All costs will be paid by the University. In the event that the University decides not to pursue commercialization of an invention, ownership of the invention and all commercial rights will be transferred to the originator within a reasonable period.
- Responsibilities of the originator: The originator of any patentable invention that is or might be owned by the University under this policy should make a reasonably prompt written disclosure of the work to the University (senior vice president for finance), before disclosing it to any party outside the University. The University will work with the originator to protect the commercial value of the intellectual property.

The originator is further expected to assist the University in its efforts to protect the commercial value of the property. This would include, but not be limited to notifying the University of any third party interest in the property and assisting in the preparation of any legal documents required to protect the invention. The originator and the University will work collaboratively to determine the best course of action regarding the commercialization of the invention.

Sharing of royalties: Royalties and other income will first be used to reimburse normal and customary overhead and other documented expenses incurred by the University in the process of perfecting, transferring and protecting the University's rights to the property. The distribution of net proceeds (income less costs associated with the processing and marketing of the intellectual property and any related legal costs) will be disbursed as follows unless there has been a prior agreement to do otherwise.

| | Originator | University | Originator's |
|--------------------|------------|------------|--------------|
| The first \$5,000 | 100% | | |
| \$5,001 - \$50,000 | 60% | 10% | 30% |
| Over \$50,000 | 50% | 30% | 20% |

The funds earmarked for the school or college shall be retained in a separate carryover account, not to be viewed as general operating funds, and shall be available for expenditure as designated by the dean. If the originator does not report to a school or college dean, then the administrative unit most comparable will receive this share of the royalties.

In case the originator is a group of individuals, the individuals within the group will determine the allocation of the originator's share of the royalties. It is recommended that this determination be made when the research or creative work is begun. If they cannot agree on the distribution, the money shall be deposited into an escrow account until such time as an agreement is negotiated or adjudicated. Originators may make a gift of all or part of their royalty income to the office of academic affairs, school, college or unit within the University. Such requests may be limited in duration to a specific time period or to some specific event, and may be cancelled or modified by the originator at any time.

Persons using any social media in their capacity as employees of the University must adhere to the following regulations:

- Secure approval from your department head and submit a plan for the proposed use of one or more platforms to the Office of Public Affairs for approval. The proposed plan must include which platforms you intend to use, intended audience and maintenance plan (who is responsible for creating and updating content.) All social media must conform to the University social media style guide, available from the Office of Public Affairs.
- Passwords and administrative control must be provided for any social media to the information security officer and to the public affairs social media administrator.

The University reserves the right to shut down or remove any social media platform or its content that does not meet University standards for quality, timeliness and appropriateness. Persons who misuse social media platforms are subject to disciplinary action.

Quinnipiac University reserves the right to photograph and record (by use of still, video, audio or other medium) students, staff and faculty members on campus, at university-sponsored functions and events, and wherever university business is taking place. Quinnipiac University reserves the right to use, broadcast, distribute and/or publish any part of such images, likenesses, voices, appearances and/or performances for promotional, advertising, educational, social media or other purposes via printed materials and/or digital media..

The University Information Services department shall be responsible for the asset and inventory management of computer and technology devices, both hardware and software, purchased with University funds or otherwise owned by the University. This includes all computers, phones and devices purchased or given to the University for use in labs, for student use, for support of the faculty laptop program, support of departmental use, support of computer infrastructure, support of communications and for staff use. It may also include technologies where practical, such as projectors, audio/visual devices and data center (including networking) equipment. AIM's scope and responsibility may also include inventory of all software downloaded and used on University owned devices where applicable.

The intent of this policy is to have an accurate inventory and provide appropriate security to all university-purchased technology, devices and software so we can ensure all devices have the appropriate ongoing maintenance and updates (e.g., software patches or newer versions of apps) and to help us maximize the safety and security of university information. The intent of this policy is not to monitor personal use of, or information on, devices.

Software content that is created for personal use, shared, personally owned or personally purchased by University employees falls outside the intended purpose of AIM and shall not be part of asset or inventory management by the University subject to existing applicable law and reasonable rights to privacy.

The purpose of AIM is to:

- Responsibly perform asset inventory management (AIM) and tracking, operating system and application security patching, and replacement (rotation) planning for technology assets purchased or owned by the University.
- Support compliance with applicable laws that require the University to safeguard data, computer files and documents containing personal information in accordance with the University Policy Manual Section 4.05. Privacy Protection
- Enable encryption on devices where applicable
- Provide complete and accurate capabilities of technology assets for QU audit purposes.
- Optimize hardware and software purchases.
- Provide the University with information to track assets that have been reported stolen, lost or missing.
- Facilitate reporting procedures between all departments and Information Services for AIM purposes
- Provide IS and other Technology Support organizations with information to aide in troubleshooting and support.
- Support the University's Information Security Policy and Data Protection Standards

All QU-owned computer and technology devices are to be made available to AIM through the physical and technological means available to the University. In addition to technological means needed to administer AIM, all University departments who purchase such assets, are required to share responsibilities with the department of Information Services for collecting and reporting inventory information.

The AIM database will be administered by the Chief Information Security Officer and its contents marked as Quinnipiac Confidential with limited and restricted access.

Campus mail is sorted by mail operations and then delivered to campus locations to which the mail is directed. Each building has a specified delivery point designated for departmental mail, and assigned departmental personnel will complete the final phase of sorting and delivery. Individuals are encouraged to distribute interdepartmental mailings in official campus mail envelopes. In order to ensure timely delivery of campus mail, it is highly recommended that individuals comply with the recommended practices for addressing campus mail pieces. A comprehensive system of mail codes has been devised to accurately direct mail to University departments. These codes are listed on the MyQ directory and in the QU phone directory (printed and distributed annually).

Mail services are the hub for distribution of all incoming mail, both interdepartmental and deliveries routed through the U.S. postal service (USPS). Use of the University's mail system is designated for official University business only, and is not available for delivery of personal items. Personal shipments should be directed to your home address.

Campus departments are tasked with maintaining a departmental mail stop location where incoming U.S. mail and campus mail can be delivered. All departments are provided with clearly marked bags U.S. mail and campus mail. Each department is responsible for: distributing incoming U.S. and campus mail in a timely manner and forwarding or returning misaddressed mail, maintaining a supply of official campus mail envelopes, and encourage their use, and encouraging individuals to comply with recommended practices for addressing campus mail.

PLEASE NOTE: This is a summary of the University General Purchasing policy. It is not a complete statement of the policy and does not address all of the issues that may arise. For the full policy, contact the procurement department.

Individuals authorized to purchase goods and services must follow procurement requirements and good business practices.

Authorized individuals may use one of six methods to purchase goods and services, depending on the item being purchased and the size of the transaction:

- purchasing credit card
- purchase order
- blanket order
- request for payment
- recurring voucher
- petty cash

The maximum amount for petty cash is \$50.00.

The role of the procurement department is to oversee the University's purchasing process to get the best price, quality and service for required goods and services based on the needs of the University's programs, and to promote compliance with University policy. Only the procurement department may create blanket orders and purchase orders. Departments may issue releases for goods and services for items available under a blanket order.

Expenses for flowers, fruit baskets, and other gifts are generally deemed unallowable expenses. University funds may not be used to purchase personal gifts for any individual recognition of Secretary's Day, Student Appreciation day, birthdays, holidays, etc.

All personnel involved in the procurement process who place purchase orders with vendors that employ members of their families, or in which they or members of their families have a substantial financial interest, must report this information to the director of shared services prior to placing an order. Any situation that compromises, or appears to compromise, any personnel involved in the procurement process must be reported to the director of shared services or the associate vice president of administrative services.

PLEASE NOTE: This is a summary of the University Purchasing Card policy. It is not a complete statement of the policy and does not address all of the issues that may arise. For the full policy, contact the procurement department.

The Procurement Card (p-card) is a University credit card that delegates purchasing power to authorized, individual University employees. The p-card allows the cardholder to charge work-related expenses directly to the appropriate University account. The p-card permits purchases to be made with a minimum of delay and a minimum of administrative labor, while also providing accountability. This policy describes the proper use of a University purchasing card. The procedures established here also serve to protect the University from fraud and other deliberate or accidental misuse of its funds.

General use:

The p-card is the preferred method for high volume, low dollar buying, authorized travel expenses, and non-contract items. In general, the p-card may be used to purchase any item that falls within the policies defined under General Purchasing Policy. The purchase must be within the assigned dollar limit.

Expiration of cards:

Procurement cards expire every three years, on the last day of the month embossed on the front of the card (expiration date).

Canceling a card:

To cancel a card, return the card to the Procurement office. The card will be destroyed and the account will be cancelled.

Updating transactions:

All transactions will appear in the JP Morgan Chase, PaymentNet system. Access to the system is available via the internet to all cardholders or their designees. Transactions must be updated within five (5) business days from the post date with adequate descriptions, details, and accounting codes, etc.

Documentation and review:

Cardholders should always obtain an itemized receipt for each transaction. If a cash register tape does not have descriptions, write them on the tape. Any transaction without a properly substantiated receipt is subject to reimbursement of the University by the cardholder.

Approvals:

Higher-level approval is required. The supervisor or budget unit manager must sign off on the authorized application and the supervisor is responsible for the regular review of their employees' monthly statements.

Audits:

All transactions are reviewed on-screen by the procurement department and the controller's office. Further, all transactions and supporting documentation are subject to audit by the controller's office.

The University may terminate the right to use a procurement card at any time for any reason. Improper use of the procurement card may result in disciplinary action, up to and including termination of employment.

*Cardholder employment status:**Voluntary termination:*

- Employees who are terminating employment, either voluntarily or through retirement, must notify the procurement department at least five working days prior to leaving the University.

Involuntary termination:

- In the event of an involuntary termination, the director, dean or individual with budget responsibility for the default account used on a purchasing card, must immediately notify the purchasing card administrator and take possession of the procurement card.

Employee move to another department:

- In the event that a cardholder transfers to another department within the University, the purchasing card must be returned to the purchasing card administrator prior to the date of the transfer.

Cardholder responsibilities:

- The card is for business expenses only. It may not be used for any personal purchases at any time.
- The card is not transferable. It may be used by the cardholder only.
- Cardholders may not receive cash advances of any form using the p-card.
- If your card is lost or stolen, or if you detect a transaction you believe to be fraudulent, report loss, theft, or fraudulent use of the card immediately, as follows:
- Contact JP Morgan Chase @-1-800-VISA-911 or-1-410-581-9994 internationally.
- Report a fraudulent transaction to the procurement department; have the transaction number and basic transaction information (vendor, dollar amount) ready.

Damaged cards

If the card is damaged or demagnetized, or requires a correction in the cardholder name or department name, a replacement plastic may be requested from the procurement department.

Program information may be obtained under general purchasing policy or by calling the procurement department directly.

Private Vehicles:

Use of a private vehicle for University business is permitted. Please be aware that as long as you are working at the time of an incident, the University will cover your personal medical bills as an employee under workers' compensation. The University will not accept any liability for your vehicle, additional members in the car (non-employees) or involved parties/vehicles to the incident which may arise from use of a private vehicle on University business.

Employees should not use their private cars on University business unless covered by their own insurance policy and are in possession of a valid driver's license.

The University does not reimburse employees for mileage when traveling between campuses. Drivers are personally responsible for all traffic offense fines, violations, etc., incurred.

University Owned Vehicles:

Only approved drivers may operate university owned vehicles.

University Approved Drivers:

If you wish to become an approved driver for Quinnipiac University, you must possess a valid United States driver's license and submit a completed Quinnipiac University Driver Application Form to us. Submission of this form will permit us to review your official driving records. Various states (including Connecticut) require additional endorsements beyond a standard driver's license to drive 11- and 12- passenger vans. To find out what types of vehicle you are licensed to drive, contact the motor vehicle department of the state in which you are licensed. Additionally, University driver applicants must be at least 20 years old and have at least three years driving experience, regardless of licensing, to be approved for driving 11- and 12- passenger vehicles as well as all university owned vehicles.

The University will on an annual basis review a driver's motor vehicle record to determine if the driver still has an acceptable one. The University will review the driver's MVR at the time of hire.

If a new employee's position requires the operation of a University or personal vehicle, employment will be contingent upon the University's determining that the new hire has an

acceptable motor vehicle record.

Any of the following violations committed in the last three years will make a person ineligible to drive a University vehicle:

- DWUI/DWI – drugs or alcohol
- Hit and run
- Failure to report an accident
- Negligent homicide using a motor vehicle
- Driving while license is suspended or revoked
- Using a motor vehicle for the commission of a felony
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest, or speeding
- Illegal passing of a school bus
- Other conduct considered serious by Quinnipiac University, including but not limited to conduct that is deemed a risk to persons or property

General Use Policies:

- As a Quinnipiac University approved driver, you are responsible for adhering to all University policies regarding vehicle use and all laws pertaining to motor vehicle usage in the state in which you are driving. All violations of traffic and motor vehicle operation laws are the personal responsibility of the individual driving.
- The driver is responsible for the safety of all occupants of the vehicle when in transit. All passengers must wear a seatbelt, and the number of passengers must not exceed the number of seatbelts in the vehicle.
- Drivers shall travel to and from the intended destination via the most direct and safest route given the existing weather and travel conditions. Only Quinnipiac University approved drivers are permitted to drive University owned or leased vehicles.
- Faculty and staff approving University vehicle usage are responsible for the safety and wellbeing of the students on the trip, whether or not they physically accompany the individuals traveling. The approving faculty and staff member is responsible for verifying the legitimacy of all trip requests and may potentially be held liable for any failure to observe vehicle use policies.
- Only members of the group reserving the vehicle are permitted as passengers.
- No cell phone usage is permitted while driving unless the vehicle is equipped with a hands-free cellular phone and must follow the laws applicable to the state.
- No alcohol is permitted in any University vehicles.

- Animals are prohibited in all vehicles unless prior permission is granted by the department chair/supervisor.
- Smoking is not permitted in University vehicles.

Vehicle Operation Requirements and Safe Practices:

Operators of University vehicles shall not drive if:

- They are under the influence of alcohol or drugs
- They are taking medications that contain antihistamines or alcohol which may cause drowsiness or impaired judgment
- They are wearing earphones or other items that would prevent the operators from being able to hear horns, pedestrians, sirens, or other vehicles that may be approaching
- The vehicle they are operating contains a number of occupants that exceed the recommended safe operating capacity
- Their license has been suspended, revoked, or expired

Operators of the vehicles shall remove their keys from the ignition when the vehicle is not occupied by a University employee or other authorized person.

Passenger Vans:

In addition to the above requirements, drivers and passengers of vans are required to follow these additional requirements:

- Only approved drivers are permitted to drive a passenger van at any time. The driver's state issued driver's license must be in their possession at all times when operating the van.
- The van driver and all passengers must wear seatbelts at all times when the vehicle is in motion.
- If driving time exceeds two hours, then two authorized drivers must be available. The drivers are required to share driving duties to minimize the effects of driver fatigue.
- Front seat passengers are required to act in an assistant capacity to help with navigation and other non-driving duties, such as responding to other passengers' needs for assistance.
- Maximum passenger load is limited to the number of seatbelts.
- Use of 12- or 15-passenger vans is prohibited unless specific written authorization is given by University risk management.

Vehicle Maintenance and Safety:

Service maintenance of University-owned vehicles shall be in accordance with instructions prescribed by the manufacturer. Maintenance of leased vehicles is the responsibility of the lessor. Whenever a vehicle is serviced, the vehicle must be checked for safe operation. Items the maintenance personnel will check include but may not be limited to:

- Oil/fuel
- Windshield wipers
- Tire inflation
- Mirrors
- Lights (including directional indicators)
- Horn
- Leaks (coolant or oil on the ground under vehicle)
- Pre-existing damage
- Reverse warning alarms (if so equipped)

All vans and vehicles that are mandated by law to be equipped with a back-up warning device that sounds automatically whenever the vehicle is put into reverse will be certified as operational during periodic maintenance checks.

The glove compartment of each University vehicle shall contain, at all times, the vehicle's registration, accident investigation form, and insurance identification card. Each vehicle's log for documenting prescribed safety checks is on file in the department that operates the vehicle: Facilities, Public Safety, etc.

Long Distance Travel:

Quinnipiac University defines long distance travel as any trip greater than 2 hours or 120 miles. No individual Quinnipiac University approved driver is permitted to drive beyond 2 hours or 120 miles in one session. If only one approved driver is present, and a trip is longer than 2 hours or 120 miles, then a minimum of one hour's rest between driving sessions is required. For trips longer than 2 hours or 120 miles, it is highly recommended that multiple University approved drivers be present in case one driver is unable to operate the vehicle. All drivers should have sufficient rest before departing on any trip, and there must be at least one passenger awake at all times to accompany the driver.

Accidents:

In the event of an accident, ensure the safety of the occupants of the vehicle and yourself,

and contact Public Safety at 203-582-6200. Do not make statements to anyone other than police and University officials. Do not assume any fault.

Insurance:

When operating a University owned or leased vehicle within the vehicle use policies outlined in this document, a University approved driver is covered under Quinnipiac University liability and collision insurance. It is highly recommended that employees who may choose to drive their own vehicles on University business should, at a minimum, have the following insurance coverage for their own protection:

- \$100,000 bodily injury coverage per person
- \$300,000 bodily injury coverage per accident
- \$50,000 property damage coverage per accident
- \$5,000 medical payments coverage per person.

Note: Unless approved otherwise by the risk management office, employees and students are responsible for any physical damage loss to personally owned or leased vehicles. University mileage reimbursements are accepted by the driver in lieu of fuel, maintenance, insurance costs, and related risk exposures associated with driving one's own vehicle.

Loss of Driving Privileges:

A loss of driving privileges may result from any of the following:

1. A University approved driver who is found to have violated the Quinnipiac University vehicle use policies.
2. Vehicle use determined to be unsafe.
3. Loss or suspension of a driver's license.
4. A significant accident (see page 1 for criteria), traffic violation, or motor vehicle infraction that takes place in a personal or University owned/leased vehicle.

Permitted and Prohibited Uses of University Vehicles:

Employee's Responsibility: The primary use of a University owned vehicle shall be for official University business or incidental use associated with official business away from campus.

Incidental use includes travel to and from lodging and meals, but only when away from an employee's home.

- The use of a University vehicle by an employee who is under the influence of alcohol or drugs is strictly forbidden. Any such vehicle use will be considered a

- violation of work rules and may be grounds for disciplinary action up to and including discharge.
- All drivers and passengers in University vehicles are required to comply with the Connecticut seat belt and cell phone laws.
- Trailer hitches and towing for personal reasons are not permitted.
- Hauling loads with University vehicles that could structurally damage the vehicle is prohibited.
- Some examples of potentially damaging loads include firewood, sod, and/or gravel.
- Modifications to University vehicles for personal reasons are not permitted. This includes affixing signs, stickers, antennas, bike racks, ski racks, etc.
- Modifications to University vehicles for operating purposes may be undertaken only with the express written consent of a supervisor.
- Installation and/or use of any radar-detection device in University vehicles is prohibited.
- The use of University vehicles for personal gain, such as delivering goods or services, is prohibited.
- Hitchhikers are not permitted in University vehicles, except in emergency situations when drivers are rendering assistance to disabled motorists.
- Jump-starts are not allowed except in emergency situations, and then only to start University owned vehicles.
- Drivers are personally responsible for the cost of all traffic citations and parking tickets.
- The use of cell phones or other mobile devices is prohibited and must follow applicable states laws.

Note Concerning Rental Vehicles:

Quinnipiac University has signed a sole-source contract with the local Enterprise Rent-A-Car that prioritizes transportation needs and ensures that faculty, staff, and students have been certified to rent/drive vehicles.

Please refer to the policy on MyQ, under Campus Offices – Procurement – Travel and Expense Policy.

If logged into MyQ, you can view the policy through the following link:

https://myq.quinnipiac.edu/Campus%20Offices/Procurement/Procurement%20Library/Travel%20Expense%20Policy_181205.pdf

All publications are to be coordinated and developed through the office of publications and design. When a department or division requires a publication, a representative should plan the publication with the director of publications and design, whose office produces brochures, newsletters, invitations, fliers and booklets. Allow four to six weeks for editing, production and printing. The originating department must have budget approval before production can begin.

Only the office of public relations is authorized to initiate contact or respond to the media on behalf of the University. All media inquiries should be directed to the office of public relations. All press releases must be coordinated and released through the associate vice president for public relations. Those who wish to publicize an event or communicate appropriate items of professional interest should contact the associate vice president, who will write the release and coordinate its disseminations.

All advertising must be arranged through the vice president for public affairs. For either print or electronic media advertising, the originating department must have budget approval for production and placement. Content must be reviewed and approved by the vice president for public affairs. Public affairs will assist in producing the ad, maintaining a production schedule, and placing the advertising in appropriate media. University advertising is directed as either the general public or significant population segments and is generally limited to recruitment and promotion of events.

The official University website is maintained by public affairs, with overall policies and priorities being established by the web executive committee.

The office of development and alumni affairs is responsible for all fund raising from University constituents including alumni, parents, friends, faculty, staff, corporations, foundations, area businesses and educational organizations. The office of development and alumni affairs seeks support for institutional priorities in accordance with the University's strategic plan, and manages relationships with charitable gift constituents to maximize and focus their involvement with and commitment to the University.

All University fund raising efforts must be coordinated through the office of development and alumni affairs. Prior approval from the vice president for development and alumni affairs must be secured for any fund raising activity that involves soliciting donations, sponsorships or advertising from on campus constituents (students, faculty and staff) or from external constituents such as alumni, parents, friends, corporations, foundations and businesses in the surrounding communities.

Alumni and parent names, addresses and biographical information are entrusted to the office of development and alumni affairs by each alumnus or parent and are to be used exclusively for University-sanctioned activities for the advancement of the University. Approval from the office of development and alumni affairs is required to contact groups of alumni or parents. Approved mailings to alumni or parents must use the University database managed by the associate vice president of advancement services.

The University grants the dining service provider the exclusive right to operate a contract food service, including catering service on the campuses of the University and the exclusive right to sell to students, employees, guest and or other persons at such premise food products, beverage and other such articles as shall be approved by the University. All requests for the use of outside catering services must be approved by the dining service provider director of campus dining services.

The purpose of this policy is to protect opportunities for the full and free expression and exchange of ideas while ensuring the safety of the campus community.

Quinnipiac University seeks to foster a powerful learning environment where faculty are encouraged and supported to teach and research the most innovative ideas, and students are encouraged to engage in intense dialog and debate. This learning environment is enhanced by a diverse community comprising individuals from varied backgrounds, and with a multitude of viewpoints that may be controversial, uncomfortable to hear, or unfamiliar to listeners' experiences. As part of our educational mission, it is the role of the university to bring such speakers into the learning environment so that the community hears, is challenged by, and challenges a broad range of ideas from a diverse set of speakers. Critical to achieving these aims is the expectation that all members of the university community will conduct themselves with truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold, hear, consider or condemn opinions different from one's own views, or life experiences.

An invitation to speak at Quinnipiac does not include any license for unlawful activity, or for any activity that endangers or threatens to endanger the safety of members of the community or the campus physical facilities, or for any activity that disrupts or obstructs the functions of the university or threatens such disruption or obstruction. In the event that an invited speaker's presence raises concerns that his or her appearance might endanger personal safety or result in damage to facilities, a committee with representation from Academic Affairs, Student Affairs, the Faculty Senate, Public Safety and Facilities will be convened to make an assessment and advise the Cabinet. The Cabinet has final authority on invited speakers.

Nothing in this policy restricts the existing rights of Quinnipiac faculty, staff, and students to fully express their ideas and opinions in accordance with university policy. However, each is expected to adhere to high standards of civility and respect in so doing.

This policy pertains specifically to **non-university speakers** invited by Quinnipiac faculty, staff or student groups to non-class events on campus.

Student groups must consult with the Dean of Students, or designee, concerning the qualifications and appropriateness of the proposed speaker.

Use of the university's facilities in no way implies endorsement by the university of the views and opinions of speakers or event organizers.

Political activities on campus must be "permitted activities" as defined by the American Council on Education's guidelines regarding "Political Campaign-Related Activities of and at Colleges and Universities," which are available at: <http://www.acenet.edu/news-room/Pages/Memo-Political-Campaign-Related-Activities-of-and-at-Colleges-and-Universities.aspx>

In order to ensure that they are "permitted activities," political activities must be referred in advance to the appropriate office. The appropriate office will respond within one week.

- Faculty: Office of the Executive Vice President and Provost
- Staff: Office of Public Affairs
- Students: Office of the Dean of Students

Other applicable policies include the university's **Event Management Rules and Regulations**, available on MyQ under Campus Offices – Public Affairs – Event Management Rules and Regulations.

Conferral of Honorary Degrees:

The very highest honor bestowed by Quinnipiac University is the conferral of an honorary degree. The awarding of honorary degrees should exemplify and celebrate the values and ideals of the university.

Criteria for selection of recipients will include extraordinary and prolonged professional achievement at the very highest levels; groundbreaking and widely impactful scholarship; highly distinguished and extensive community or governmental service resulting in consequential change; and/or exceptional generosity in, and dedication to, advancing the mission of Quinnipiac University at the national or international levels.

Nomination Procedure:

A call for nominations for honorary degrees will be issued twice a year. Nominations may be submitted to the Honorary Degree Committee by students, faculty and staff, parents, alumni and members of the Board of Trustees. The Honorary Degree Committee will consist of the executive vice president/provost, vice president for development & alumni affairs, vice president for public affairs, two senior faculty members with broad community interests selected by the provost, and one dean also selected by the provost. The faculty and dean will serve for two-year periods and *may* be reappointed after a period of two years off the committee.

Recommendations will be presented to the president after the committee has met and decided on nominations. The nominations are to be made with absolute confidentiality, and no nominee should have advance notice of his/her nomination. Nominees will have been vetted with background checks prior to reaching the president.

The final decision to award an honorary degree rests with the president, who will notify the Board of Trustees.

Awarding of Honorary Degrees:

Honorary degrees will be presented at the appropriate forum, which will vary depending on the university's and the recipient's needs and interests.

At the University, we value our employees. We offer a variety of comprehensive and competitive benefits packages.

Health & Welfare Benefits:

Eligible Faculty, Administrators and Staff at the University are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor or the Office of Human Resources can identify the programs for which you are eligible. Details of many of these programs can be found on the Office of Human Resources web page, as well as on the bswift online enrollment portal. Some benefit programs require contributions from employees, and many are fully paid or subsidized by the University.

The following benefit programs may be available to eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Tuition Waiver
- 403(b) Retirement Plans
- Vacation Benefits
- Flexible Spending Accounts
- Life Insurance
- Long-Term Disability
- Sick Leave
- Holiday Pay
- Employee Assistance Program
- Bereavement Leave
- Military Leave
- Jury Duty Leave

This policy sets forth a summary of the federal and Connecticut Family and Medical Leave Acts (FMLA) and University policy relating to employees' rights to family and medical leave.

Reasons for taking leave:

Under the federal Family and Medical Leave Act, "eligible employees" are entitled to take unpaid leave:

- For the birth and care of a newborn child of the employee if the leave is taken within the first twelve (12) months after the birth;
- For placement with the employee of a son or daughter for adoption or foster care if the leave is taken within the first twelve (12) months of the adoption or placement;
- Because of any qualifying exigency (defined in the federal FMLA) arising out of the fact that the immediate family member of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces;
- Because of any qualifying exigency (defined in the federal FMLA) arising out of the fact that an immediate family member of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces;
- To care for an immediate family member who is also a member or veteran of the US Armed Forces (including National Guard or Reserve) and who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty;
- To care for an immediate family member with a serious health condition;
- To serve as an organ or bone marrow donor (only under Connecticut law); or
- When the employee is unable to work because of a serious health condition.

For purposes of this policy:

- An "immediate family member" is a spouse, parent, or child (natural, adopted, foster or step) that is under 18 years of age or has a serious disability that renders the child incapable of self-care. The University also defines an immediate family member to include a same sex domestic partner and the child of a same sex domestic partner that is under 18 years of age or has a serious disability that renders the child incapable of self-care.
- A "serious health condition" is an illness, injury, impairment, or mental or physical condition that requires in-patient care or continuing outpatient care by a healthcare provider, including any period of incapacity due to pregnancy or for prenatal care, childbirth or recovery from childbirth.
- A "serious illness or injury" means an illness or injury incurred in line of duty on covered active duty in the US Armed Forces that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating; provided that such illness or injury develops within five (5) years after the member leaves military service.

- An “eligible employee” is any employee who:
 - for FMLA purposes, is employed by the University at a facility in which fifty (50) or more employees are employed within a seventy-five (75) mile radius, or for *State of Connecticut’s Family and Medical Leave Act (CFMLA)* purposes, requests leave at a time during which the
 - University is considered to employ seventy-five (75) or more employees within the state of Connecticut;
 - has completed twelve months of service (which need not be consecutive) with the University; and
 - has worked at least 1,250 hours in the twelve (12) months immediately preceding the leave, or for CFMLA purposes, has worked at least 1,000 hours in the twelve (12) months immediately preceding the leave. Approved paid time off or holiday pay will not count as hours worked for purposes of this requirement. Similarly, unpaid leave (including FMLA leave) will not count as hours worked for purposes of this requirement, except to the extent required to comply with the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*, if applicable.

Whether an employee qualifies for leave will be determined on a case-by-case basis. Absences of greater than three full (3) consecutive calendar days that otherwise meet the requirements for family or medical leave and are not otherwise in violation of University policy will automatically be designated as family or medical leave. Exceptions to this designation will be considered on a case-by-case basis in the event of extenuating circumstances. All FMLA absences for the same qualifying reason are considered part of a single leave. If an employee suffers an injury or illness that qualifies as disability or workers’ compensation leave, the leave available under FMLA will run concurrently with such disability or workers’ compensation leave.

Duration of leave:

Eligible employees who qualify for family or medical leave may request leave for up to twelve (12) weeks in any twelve (12) month period under FMLA or sixteen (16) weeks in any twenty-four (24) month period under the CFMLA; provided that eligible employees who qualify for family or medical leave under the military caregiver provisions relating to members of the US Armed Forces may request up to twenty six (26) weeks in a single twelve (12) month period within five (5) years after the member of the US Armed Forces leaves military service. Exclusive of military caregiver leave, the maximum leave an employee can take in a twenty-four (24) month period is twenty-eight (28) weeks. If a family or medical leave of absence qualifies under both FMLA and CFMLA, the leave will run concurrently. Therefore, generally, an eligible employee is entitled to only twelve (12) weeks of leave during any twelve (12) month period, and an additional four (4) weeks during the second year that makes up the twenty-four (24) month period. The twelve (12) month and twenty-four (24) month periods begin on the date that the first day of leave is taken. The leave may be taken all at once or, except for the birth or adoption of a child, on an intermittent basis when medically necessary.

The combined leave of a husband and wife, both of whom are employed by the University, may not exceed the twelve (12) week limit under the FMLA and an additional four (4) weeks during any 24-month period (i.e., a combined total of sixteen (16) weeks during any 24-month period) under the CFMLA if the leave is taken for the birth or adoption of a child or for the care of a parent and may not exceed the twenty-six (26) week limit for military caregiver leave. If the leave is for any other qualified reason, both the husband and wife may request leave up to the twelve (12) week limit.

FMLA leave and any disability or workers' compensation leave will run concurrently from the first full day of the leave. Time spent on light duty work will not count toward an employee's FMLA leave entitlement.

Intermittent leave:

Intermittent leave is leave taken in separate blocks of time because of a single qualifying reason. It is intended for planned medical treatment or care for an immediate family member or for emergencies relating to a covered absence. With respect to planned medical treatment or care of an immediate family member, it is expected that employees will plan such treatment in advance and in consultation with their supervisors so as to minimize as much as possible any disruption to the University's operations. With respect to emergencies, it is expected that employees will provide their supervisors with as much notice as possible. Intermittent leave may be used in increments of no less than one hour. Employees are required to substitute any available accrued but unused paid time for any family or medical leave, including intermittent leave. All such paid time will still be considered FMLA leave. Intermittent leave is not available for the birth and care of a newborn or placement with the employee of an adopted son or daughter, unless the University approves a temporary reduced or special schedule for such employee based on the needs of the University.

During any period where an employee is taking intermittent leave, the University reserves the right to transfer the employee to a different position that may better accommodate the need for intermittent leave. Any such decision will be made based on the needs of the University. In the event of any such transfer, the employee's wage and benefits will remain the same as before the employee took intermittent leave.

Notices, documentation and notification requirements:

Upon hire, all employees receive a General Notice of Employee Rights and Responsibilities under the FMLA in the form of this Policy Manual. This General Notice is also posted in prominent places at the worksite. To the extent possible, employees should notify human resources and supervisor at least thirty (30) days prior to any anticipated medical or family leave. In circumstances where such notice is not possible, employees must notify their human resources and their supervisor as soon as practicable after the employee becomes aware of the need or potential need for family or medical leave (generally no later than two (2) business days after the absence).

To the extent possible, employees should schedule their leave in advance and in consultation with their supervisors so as to minimize as much as possible any disruption to the University's operations.

Upon receipt of an employee's request for family or medical leave, the University will inform the employee within two (2) business days of the request, or as soon as possible thereafter in the event of extenuating circumstances, as to whether the leave qualifies under the FMLA and what requirements the employee must comply with. Thus, within two (2) business days of an employee indicating a need for leave, the University will provide the employee with an Eligibility Notice, a Rights and Responsibilities Notice, and a Designation Notice. To the extent that an employee failed, or was unable, to notify the University in advance of any family or medical leave, the University reserves the right to designate any qualifying leave taken by the employee as family or medical leave. The University also reserves the right to retroactively designate any qualifying leave taken by an employee as family or medical leave; provided that the University gives the employee appropriate notice and the employee is not harmed by the delay or retroactive designation.

Any time off due to qualifying workers' compensation leave will generally also be considered, and run concurrently with FMLA leave.

It is the responsibility of employees to inform human resources periodically throughout the duration of their leave regarding their progress or condition and intent to return to work.

Employees must provide human resources with a medical certification from a health care provider certifying that: (a) the employee or the immediate family member has a serious health condition or serious illness or injury within the meaning of the FMLA; (b) the date of commencement of the condition; (c) the expected duration of the condition; and (d) if the leave is to care for an immediate family member, the employee is needed to provide the care during the period of the treatment or supervision of the individual requiring the care. This certification must be provided within fifteen (15) calendar days after any request for leave. Failure to submit a complete and sufficient medical certification may result in denial of family or medical leave. If an employee requires any assistance in completing the Medical Certification, the employee should contact human resources. The University reserves the right to challenge the validity of any medical certification and require the employee or the immediate family member to undergo an evaluation by a doctor of its choosing, at the University's expense and in accordance with the FMLA. A third evaluation by a healthcare provider approved by the University and the employee may also be required, at the University's expense; to the extent that the employee's and the University's health care providers disagree. The opinion of the third healthcare provider shall be considered final and binding on the University and the employee.

Benefits continuation:

For the duration of any qualifying family or medical leave, the University will continue all group benefits, including health, dental, vision, life, and disability coverage; provided that the employee pays the University all required premium contributions. Prior to taking family or medical leave (or if that is not possible, as soon as reasonably possible after beginning such leave), employees must make arrangements with the University for the payment of such premium contributions.

Failure to make prompt payment of premium contributions may result in loss of benefit coverage during the leave and/or deduction of amounts owed from any subsequent paychecks. Any employee who loses health or dental coverage as a result of the above circumstances will be eligible for continuation of these benefits under COBRA.

If an employee does not return from a family and medical leave, the University reserves the right to recover from the employee the premiums paid to maintain the employee's benefits during the leave if the failure to return is for a reason other than continuation, recurrence or onset of a serious health condition or other circumstance beyond the employee's control.

The University will not retaliate against any employee who exercises their rights under FMLA.

Compensation; substitution of paid time off; other insurance:

All time off for family or medical leave, including intermittent leave, is unpaid, whether the employee is classified as exempt or non-exempt (hourly). Any exempt employees on family or medical leave, including intermittent leave, will have their pay for the hours not worked as a result of the leave deducted from their paychecks.

Employees are required to substitute any available accrued but unused sick time or personal time for any family or medical leave, including intermittent leave.

Employees on medical leave may be eligible for compensation under other insurance programs. The University provides workers' compensation insurance to provide some income replacement for work-related illness or injury. Employees should contact human resources to ask any questions regarding benefits.

In no event may the employee receive compensation from all combined University-provided sources (including workers' compensation, and paid time off) for any absence in an amount greater than his regular daily rate. To the extent that an employee does receive payments from such University provided sources greater than his regular daily rate, subject to applicable law regarding the calculation of workers' compensation benefits, the employee will be required to pay back to the University the amount of any such excess.

Return from leave; failure to return from leave:

The University expects that employees will return to work as soon as you are able. Employees who have not yet been released to full duty, but are able to work under certain restrictions as specified in writing by a doctor, may be eligible for “light duty” work. Employees should consult human resources to determine if there is any light duty work available. Employees may, but are not required to, accept light duty work as long as their leave entitlement has not yet expired.

Employees returning to work who have been released to full duty will be reinstated in their previous position or, if the previous position is not available, to an equivalent position that is substantially equivalent to the previous position in terms of pay, working conditions, privileges, perquisites, status, and group benefits. If possible, employees should notify the University at least two (2) weeks in advance of their intended date of return to work but in any event no less than two (2) days prior to their return to work.

Employees returning from leave for their own serious health condition must provide human resources with a fitness for duty certification from a health care provider prior to their return to work. Employees will not be reinstated until such certification has been provided. Failure to provide such certification within fifteen (15) calendar days after the end of the leave may result in termination of employment.

Employees who do not, or are unable to, return to work (with or without a reasonable accommodation for any disability) after using their full FMLA entitlement and who are not otherwise on other approved leave, will be deemed to have resigned without notice upon expiration of the leave. Exceptions to this policy may only be made in the event the University makes an individualized determination that an extension of leave time for an employee with a disability would constitute a reasonable accommodation as contemplated under the ADA.

Employees who decide during their leave that they will not return to work after the expiration of their leave should provide notice in writing of their intention as soon as possible, but in any case no later than four (4) weeks prior to the end of the leave. The provision of such notice will not affect the length of the leave, any terms and conditions of the leave, or any workers’ compensation benefits to which they may be entitled.

The University understands that lifestyles and family situations can differ greatly among employees. The University is committed to respecting these differences and creating a university-wide acceptance of diversity in all its dimensions – offering programs and policies to meet the needs of our employees. Health benefits are offered to same-sex and opposite-sex domestic partners/civil unions/spouses of our employees.

Domestic partners must meet all of the criteria below:

- Each party is at least eighteen years of age or older.
- Each party is the sole domestic partner of the other.
- Both parties currently share a common legal residence and have shared that residence for at least 12 months prior to application for domestic partner coverage.
- Neither party is married to another person.
- Neither party is related to the other by adoption or blood to a degree of closeness that would bar marriage in the state in which they reside, except for those states that legally recognize domestic partners as a legal valid marriage.
- Neither party has filed a termination of domestic partnership form within the preceding 12 months.
- The relationship does not exist solely for obtaining benefit coverage.

Eligible child of a domestic partner must meet the following criteria:

- The child(ren) is/are primarily dependent upon the covered person and/or domestic partner for support; and a parent-child relationship exists between the covered person and child(ren) based on all of the conditions below:
- The child(ren) must be unmarried; and live in the same household as the covered person and the domestic partner; with the covered person and the domestic partner's home as the primary place of residence;
- The child(ren) must be within the age limits as stated in the policy;
- The covered person and/or the domestic partner assume full parental control; including any and all debts incurred by the child(ren) (i.e. charges for health care services and supplies); and
- The covered person and/or domestic partner must be:
 - A biological parent; or
 - Have a court appointed legal relationship with the child(ren) (i.e. guardianship, adoption, foster child) or
 - Designated as the responsible party under a qualified medical child support order (QMCSO)

NOTE: Dependency is required in accordance with the applicable Internal Revenue Service guidelines.

In the case of a newborn child of the covered person and/or the domestic partner or enrolled dependent, such child shall be eligible for covered services from birth through the first 31 days of life under the benefit program of the parent(s), subject to the provisions of this policy. In the case of a fulltime student of the covered person and/or domestic partner, a full-time student is eligible for coverage when they meet the requirements of a full-time student as described under “eligible child” above. In the case of a disabled dependent child of the covered person and/or the domestic partner, the disabled child is eligible for coverage when they meet the requirements of a disabled dependent child as described under “eligible child” above.

Demonstration of domestic partner eligibility will be established by submitting a completed, signed and notarized Statement of Domestic Partnership AND any one of the following:

- designation of domestic partnership as a beneficiary for life insurance or retirement contract; or
- designation of domestic partner as primary beneficiary in the employee’s will; or
- documentation by one partner designating the other partner as their agent for:
 - personal relationship issues;
 - health care decisions; or
 - health care agent

To enroll an eligible domestic partner in the University’s benefit plans, both the employee and the domestic partner must complete and sign, and have notarized, a Statement of Domestic Partnership form. Applicable documentation (e.g. birth certificate) is required for the enrollment of an eligible child. The employee is obligated to file a Declaration of Termination of Partnership with the University’s Human resources within 30 days of the earliest of (a) the death of a domestic partner, (b) the date on which the criteria for domestic partnership set forth above is no longer met, in order to protect COBRA like continuation of benefit rights granted by the University. Employees covering a domestic partner with benefits will have the difference between the University’s contributions to the individual rate and the employee plus one rate (or the employee plus two or more rate, if applicable) treated as taxable income. The portion of the premium for the domestic partner must also be paid with after-tax dollars, according to IRS guidelines.

The University will keep enrollment forms and statements of domestic partnership confidential. The information will be utilized within the human resources and payroll only for the purpose of implementing and administering benefits, and as required or permitted by law.

Eligible full-time faculty and administrators, their dependent children, domestic partners and legal spouses may enroll in courses at Quinnipiac University as outlined below.

Waiting period: Full-time faculty and administrators must be employed by Quinnipiac for 6 months to receive employee tuition remission and for one (1) year for spouse/domestic partner/dependent children tuition remission. Tuition benefits are applied the semester following the waiting period restrictions outlined previously.

Full-time faculty and administrators are eligible for undergraduate and master's level programs and classes (excluding degree programs in the School of Medicine and School of Law, and doctoral programs). Spouse/domestic partner/dependent children or stepchildren of full-time faculty and administrators are eligible for undergraduate classes only. Non-dependent children are not eligible for tuition benefits. Dependent children or stepchildren must be age 28 or under, and the tuition benefit only applies to the first time a class is attempted.

The following full-time faculty and administrators are considered eligible:

- Those who have met the waiting-period requirement
- Those who retire from the University at age 62 or older, provided they accumulated at least five consecutive years of full-time employment immediately prior to their retirement
- Those who become permanently disabled while employed by the University, provided that they accumulated at least three consecutive years of full-time employment immediately prior to their disability
- Those who die while employed at Quinnipiac, provided that they accumulated at least five consecutive years of full-time employment immediately preceding their death

Applicants are subject to the admissions and academic eligibility standards and procedures in effect for other students. Any associated fees are not covered by this benefit.

Students covered under this policy may be disqualified from participation in the tuition remission plan as a result of repeated failure to complete courses or meet course requirements. Students must remain in good academic standing to qualify for the tuition remission benefit. Faculty and administrators are not allowed to take courses as a part of their normal work day.

Education benefits shall be applied after other tuition aid is applied. Total tuition aid from all sources may not exceed actual tuition charges.

Except for retired, disabled or deceased full-time faculty and administrators, all educational benefits shall cease on the date of an eligible employee's termination or unpaid leave of absence that exceeds

two consecutive semesters. Any student enrolled at the time benefit eligibility ceases may be billed pro rata for the remaining tuition. The University treats graduate tuition as a taxable benefit,

according to Internal Revenue Service guidelines, when applicable. The tuition benefit will be added to the taxable income of the employee during the semester the benefit is received. Please contact the Office of Human Resources for additional information.

Grandfathered under the previous policy, administrators and non-union staff hired prior to July 1, 2012, and full-time faculty hired prior to September 1, 2012, and their eligible family members, are entitled to undergraduate, master's level, School of Law, physical therapy and nursing doctoral programs. (School of Medicine and any new doctoral programs instituted after July 1, 2012, are excluded.)

Other academic programs may be excluded. Please refer to the Office of Human Resources for details of those exclusions.

Tuition Exchange Program

Dependent children of full-time faculty and administrators in the categories listed above may attend other colleges and universities under the tuition exchange program provided that the following criteria are met:

- Quinnipiac has suitable credits available within the tuition exchange program
- The student has been accepted at the institution involved
- The institution involved has awarded a tuition exchange scholarship to the student

A list of participating institutions is available at www.tuitionexchange.org. Please contact the Office of Finance at 203-582-8934 prior to the start of the dependent's junior year of high school for additional information regarding the tuition exchange program.

NOTE:

Union staff: Please refer to the appropriate bargaining unit agreement.

If an employee is a victim of family violence, as defined below, the University will permit the employee to take up to twelve (12) days of unpaid leave during any calendar year in which such leave is reasonably necessary (a) to seek medical care or psychological or other counseling for physical or psychological injury or disability, (b) to obtain services from a victim services organization, (c) to relocate due to such family violence, or (d) to participate in any civil or criminal proceeding related to or resulting from such family violence. Leave under this policy will not affect any other leave provided under state or federal law.

If an employee's need to use leave under this policy is foreseeable, the employee is required to give advance notice, not to exceed seven days prior to the date such leave is to begin, of the employee's intention to use such leave. If the employee's need for such leave is not foreseeable, the employee is required to give notice of such intention as soon as practicable.

An employee who takes leave pursuant to this policy must provide the University a signed written statement certifying that the leave is for a purpose authorized under this policy, and a police or court record related to the family violence or a signed written statement that the employee is a victim of family violence, provided such statement is from an employee or agent of a victim services organization, an attorney, an employee of the Judicial Branch's Office of Victim Services or the Office of the Victim Advocate, or a licensed medical professional or other licensed professional from whom the employee has sought assistance with respect to the family violence.

Any written statement or police or court record provided to the University pursuant to paragraph above will be maintained as confidential by the University and shall not be further disclosed by the University except as required by federal or state law or as necessary to protect the employee's safety in the workplace, provided the employee is given notice prior to the disclosure.

"Family violence" means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or argument will not constitute family violence unless there is present danger and the likelihood that physical violence will occur. "Family or household member" means (a) spouses, former spouses; (b) parents and their children; (c) persons eighteen years of age or older related by blood or marriage; (d) persons sixteen years of age or older other than those persons in subparagraph (e) presently residing together or who have resided together; (f) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (g) persons in, or have recently been in, a dating relationship.

***PLEASE NOTE:** This is a summary and therefore is not a complete statement of all of the COBRA rules and does not address all of the issues that may arise. For additional information about COBRA matters, please contact human resources.*

In the event that an employee is no longer covered under the University Group Health Plan (Group Health Plan refers to the individual medical, dental, vision prescription drug and/or medical reimbursement plan to which they are enrolled, with eligibility determined by each individual plan), the employee and certain other individuals who obtain healthcare coverage through the employee (a “qualified beneficiary” or “QB”) will have the opportunity for a temporary extension of Group Health Plan coverage (called "Continuation Coverage") at active employee rates, if coverage terminates for one of the reasons specified below. The University will notify each QB of his or her right to continue coverage, once notice has been received that an event triggering that right has occurred.

Eligibility; qualifying events:

If the QB is an employee covered by a Group Health Plan, he or she has the right to choose Continuation Coverage if Group Health Plan coverage terminates:

- because of a reduction in hours of employment; or
- because employment has terminated (for reasons other than gross misconduct).

If the QB is the spouse or domestic partner of an employee and is covered by a Group Health Plan, the QB has the right to choose Continuation Coverage if Group Health Plan coverage terminates due to one of the following events:

- the death of the employee;
- the termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment;
- a divorce or legal separation from the employee; or
- the entitlement of the employee for Medicare.

If the QB is the dependent child (a dependent child includes a natural child, an adopted child, and a child placed with the covered employee for adoption during the COBRA coverage period) of an employee and is covered by a Group Health Plan, the QB has the right to choose Continuation Coverage if Group Health Plan coverage terminates due to one of the following events:

- the death of the employee;
- the termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment;
- the divorce or legal separation the employee;
- the entitlement of the employee for Medicare; or
- the QB’s ineligibility for coverage as a "dependent child" under a Group Health Plan.

It is the employee's responsibility to notify the University within 60 days of the event of a divorce, legal separation, or a child losing dependent status under a Group Health Plan.

Term limits; maximum periods of coverage:

A spouse, domestic partner, or dependent child's benefit coverage may be continued for 36 months in the event of a loss of coverage due to the employee's death, divorce or legal separation, or entitlement to Medicare. Dependent child coverage may also be continued for 36 months after a QB no longer meets the Group Health Plan's definition of a dependent child for eligibility purposes. Employee, spouse, domestic partner and dependent child coverage may be continued for 18 months in the event of a loss of coverage due to the employee's termination or reduction in hours of employment. The 18-month coverage period may be extended for up to 29 months for QBs, if:

- any QB whose continuation coverage arises from the employee's termination of employment or reduction in hours is determined under Title II or Title XVI of the Social Security Act to have been disabled on or within 60 days of the date of the termination or reduction in hours; and
- the University is notified by a QB of the disability within 60 days after the determination and before the end of the 18-month coverage period. If it is later determined that the QB whose disability resulted in the extended coverage is no longer totally disabled, the University must be notified by a QB within 30 days of the determination.

If a QB has coverage because of a termination or reduction in hours of employment, the Continuation Coverage may be extended to 36 months if another event (death, divorce or legal separation, Medicare entitlement, or ineligibility for dependent coverage) occurs during the initial 18-month period or during the disability extension of up to 29 months. If one of these events occurs, the QB should notify the benefits manager right away. Continuation Coverage will not last beyond 36 months from the date of the first event that made the QB eligible to continue coverage. If an employee becomes entitled to Medicare before experiencing a termination of employment or reduction of hours, the maximum coverage period for QBs other than the employee is the later of 36 months after the employee became entitled to Medicare, or 18 months (or up to 29 months if the disability extension applies) after the date of the employee's termination of employment or reduction of hours.

Termination of continuation coverage:

Continuation Coverage may be cut short for the following reasons:

- the University no longer provides Group Health Plan coverage to any of its employees;
- the QB fails to make timely payment of any premium due;
- after the QB elects Continuation Coverage, the QB becomes covered under another group health benefits plan that either: does not contain any exclusion or limitation; or contains an exclusion or limitation that does not apply to the QB or has been satisfied in accordance with federal law;
- after the QB elects continuation coverage, the QB becomes entitled to Medicare; or

- Continuation Coverage has been extended for up to 29 months due to a QB's disability, and there has been a final determination that the QB is no longer totally disabled.

If a QB decides to continue coverage, the QB must submit a written election form to the Benefits Manager within 60 days of the later of: the date on which the QB's coverage terminates due to one of the events specified above; or the date the QB is given a COBRA election form and additional notice of the QB's right to continue coverage under a Group Health Plan. If a QB does not return the election form within that 60-day period, it will be assumed that the QB does not wish to continue Group Health Plan coverage.

Premium payments:

If a QB elects to continue coverage, the QB will be required to pay the premium for the benefits. Generally, a QB's premium obligation will not exceed 102% of the active employee rate for the same benefits; this includes an administration fee. After a termination of employment or reduction in hours, the premium for any coverage extended after the initial 18 months because of a disability determination may be up to 150% of the active employee rate. (This higher rate may also apply if there is a second qualifying event during the disability extension period that extends the maximum time to 36 months.)

Generally, premiums are due monthly. The first premium payment, which includes any retroactive premium payments due for the period since the date of termination of the QB's prior coverage, is due within 45 days after the QB submits the COBRA election form.

At the end of a QB's COBRA Continuation Coverage, they may enroll in an individual conversion health benefits contract, if a conversion benefit is provided under the applicable Group Health Plan.

Additional information about the continuation coverage option or applicable premium payments may be obtained from the Office of Human Resources upon termination of coverage. All notices submitted should be addressed to the Office of Human Resources.