

Quinnipiac

UNIVERSITY

POLICY MANUAL

2023-24

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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

Our mission at Quinnipiac is to build the University of the Future with a strategy propelling us from our storied past toward an ambitious, inclusive and innovative future. We prepare graduates as enlightened global citizens equipped for the challenges and opportunities of 21st-century careers. We are a community that embraces positive change, inclusive excellence, kindness and generosity of spirit, with a commitment to lift the communities in which we live. Our students, faculty and staff are bold and curious, innovators and explorers. We partner with employers to understand and prepare graduates who meet their talent and technological needs, we embrace lifelong learning, and we pursue learning and scholarship that asks and addresses significant societal and scientific questions.

Our strategic plan describes our ideals, and articulates the present and future goals for academic programs, approaches to enriching equity and inclusivity, lifelong learning opportunities, ties to the communities we serve, alumni outreach, and capital programs that advance these goals. The plan is enabled through the nimble and forward-thinking nature of Quinnipiac as we work to become the University of the Future.

The plan rests on four pillars:

- Build an institution-wide mindset that prepares graduates for 21st-century careers and citizenship;
- Create an inclusive, excellence-driven community;
- Nurture and positively impact internal, local and global communities; and
- Foster lifelong connections and success.

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.

If a final candidate is a current or previous Quinnipiac employee, the hiring manager must obtain a reference check from the candidate's current or former manager before making an offer of employment. If the candidate's current or most-recent Quinnipiac supervisor is unavailable, the hiring manager should contact **Talent Acquisition** for assistance in determining the appropriate alternate contact.

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.

I. Scope

Unless otherwise established as part of the employment process, all university positions require employees to reside in Connecticut and have an on-campus presence. Flexible work arrangements may be requested in accordance with the [Flexible Work Arrangement Policy](#), and this policy.

This policy applies to any employee (faculty or staff) who resides outside of the state of Connecticut. The university defines an out-of-state work location when an employee has a remote work arrangement outside of Connecticut for more than one day per week on a regular basis.

This policy does not apply to applicants who currently reside out-of-state but who intend to move to Connecticut if offered employment.

II. Purpose

The purpose of this policy is to establish guidelines for the hiring of university employees who live currently, or will continue to live, outside the state of Connecticut. Per below, there are 15 states in which Quinnipiac employees can reside and continue to work for the university. This policy will assist the university in complying with workers' compensation, state tax, employment tax requirements, and other state and federal laws and regulations.

III. Policy Statement

University employees are subject to all employment and tax-related laws of the state in which they work and reside. State taxes, employment tax, and workers' compensation provisions vary from state to state. University employees who work outside Connecticut may also trigger additional compliance requirements.

The University is able to hire employees residing outside of Connecticut, provided they are approved to work remotely and live in one of the following states (see the Flexible Work Arrangement Policy): California, Florida, Iowa, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island, Vermont, Arkansas, Delaware, Nebraska, New York, and Pennsylvania.

Employees of Quinnipiac University are prohibited from working remotely in a country outside of the United States. Full-time faculty on approved sabbaticals are excluded from this prohibition strictly for the approved time period of their sabbatical.

The University does not provide individualized tax advice to employees. Personal tax compliance is the responsibility of the employee.

I. Purpose

The purpose of this hiring procedure is to establish uniform definitions, criteria, and processes for departments, schools, and the college to follow when considering the conversion of faculty positions and persons. The procedure is consistent with the provisions of the Faculty Handbook related to Faculty Appointments, Reappointments, Promotion, and Tenure; the Quinnipiac University Policy Manual; and the Quinnipiac University Faculty Search Guide.

II. Definitions

Two types of conversions are possible. Conversion of a **POSITION** and conversion of a **PERSON**. Both types of conversions must be driven by exceptional institutional need. Need may be assessed based on a variety of factors such as the proportion of faculty in different categories, enrollment and accreditation requirements, and field-specific needs.

III. Conversion of a Position

A Dean, with approval of the Provost, may decide that an existing faculty line should be converted, e.g. from a non-tenure track position to a tenure-track position. Conversion of a position goes through the normal university hiring process. Faculty currently working in a non-tenure track position who meet the stated position requirements may apply to be considered in the open search.

IV. Conversion of a Person

The conversion of a current faculty member from a non-tenure track position to a tenure-track position with appointment to the academic rank of assistant or associate professor are exceptionally rare. Conversions of a person must be motivated by the following:

1. Exceptional institutional/school/college need and,
2. Exceptional achievement in scholarship/creative works by the faculty member (e.g., publication of peer-reviewed scholarly works, acclaimed dissemination of creative works, securing a major grant, award, or disciplinary recognition) and evidence of continued promise.

Converting a person does not require a public competitive search if the following conditions are met before a

non-tenure track faculty member may be considered for conversion:

1. Must have been appointed to current position after a public search.
2. Must have been appointed as a full-time faculty member for at least three academic years in a non-tenure track position.
3. Must have an earned terminal degree in the academic or professional field of appointment from an appropriately accredited university or college; or b) in fields

4. where the terminal degree is not customary, an appointee must possess an earned Master's degree in the field of appointment and meet other criteria agreed upon in writing by the Department Evaluation Committee, the appropriate Dean,
5. and the Provost; and c) the faculty member must demonstrate excellence in teaching and scholarly or creative activities as well as an established record of effective participation in university affairs.
6. Must provide evidence of demonstrated excellence in current teaching, service, and scholarly or creative activities, and a demonstrated ability for continuing achievement necessary to meet the criteria for tenure and promotion at Quinnipiac University as evaluated by the department, college/school, and University.

V. Application, Review, Recommendation, and Approval Procedures for Conversion of a Person

A current faculty member in a non-tenure track position may only request conversion to a tenure-track position that is at the same rank or higher (subject to the provisions and qualifications outlined in the Faculty Handbook) if the above conditions and qualifications are met. Conversions to Full Professor are not permitted. Selection of the post-conversion rank should be discussed with the department chair and Dean with final approval by the Provost.

Faculty who are appointed in full time non-tenure track positions who meet the criteria for conversion to a tenure-track assistant or associate position should first discuss the matter with their department chair and Dean. Exceptional institutional need and base funding for the conversion must be identified and committed by the Dean's Office before an application is considered.

Prior to moving forward with an application for conversion, the department chair will confirm that the candidate meets all the qualifications for the requested position and provide the following information in his/her/their recommendation to the Dean: (i) demonstrated satisfaction of a exceptional need, achievement, contribution, and continued potential (ii) justification for conversion of a person rather than the position, (iii) impact of the conversion on teaching workload and/or scholarly/creative productivity in the department and school/college. The Dean or the designee will be responsible for (iv) confirming the availability of funds in the department/school/college to support the position, (v) a statement that the applicant has been informed that if his/her/their application is successful he/she/they must remain in rank for at least three years before being considered for tenure and/or promotion, and (vi) an acknowledgment that approval of the conversion request does not mean that the department/school or college will receive an additional non-tenure track position as a replacement for the converted person.

The guidance and procedure outlined below should be followed in preparing the application for the department-level (DEC) review.

1. The application for conversion and appointment to a tenure-track assistant or associate professor must include the following portfolio materials: a current vita, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, documentation of university service, and copies of scholarly/creative work completed and planned since the time of initial hire. Additional materials may also be required in alignment with school/college provisions. All reviews must be conducted through the Galaxy platform. Faculty members being evaluated shall bear the responsibility of making certain that all relevant documents are in their personnel file at the time of the evaluation.
2. Faculty whose terminal degree is not awarded in their teaching discipline must present documentation as part of their application that demonstrates that the degree and program of study is the clear equivalent of a terminal degree in the field/discipline.
3. The normal procedures as outlined in the Faculty Handbook policy on Faculty Appointments, Reappointments, Promotion, and Tenure are followed for consideration of appointment to assistant or associate professor.
4. The review and approval process for the application to convert to a tenure track position shall be as follows. Approval is required at each level for the review process to continue:
 - (a) The department DEC reviews the application for a tenure-track position and submits its recommendation.
 - (b) The Dean reviews the application materials and all prior recommendations and submits a recommendation to the Provost.
 - (c) The Provost reviews the application materials and all previous recommendations and makes a final decision on the conversion to tenure-track status; informing the candidate, Department Chair, Dean, and the President.
 - (d) If approved, the conversion shall be effective with the beginning of the next academic year. If not approved, the faculty member shall retain their current position and rank pursuant to the normal review requirements outlined in the Faculty Handbook section on Faculty Appointments, Reappointments, Review, Promotion, and Tenure.
 - (e) All subsequent evaluations for the faculty member will follow the standards, criteria, and timeline prescribed in the Faculty Handbook section on Faculty Appointments, Reappointments, Review, Promotion, and Tenure.

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.

I. Overview

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the following information serves as a notification to the Quinnipiac community about: University policy; federal and state law; legal and University sanctions; educational programs; health risks; and treatment program resources relating to the use of alcohol and drugs to employees. A complete description of these topics is located below.

Quinnipiac expects its employees to maintain an environment that is safe and healthy. The University is not, and cannot be considered, a sanctuary from existing federal, state and local laws. The unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Quinnipiac property or as a part of any Quinnipiac activity are violations of University rules as well as the law and are prohibited. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and of Quinnipiac policy. The University also holds its employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. The Quinnipiac University Public Safety Department will enforce Connecticut underage drinking laws and federal and state drug laws.

II. Quinnipiac Standards of Conduct and Disciplinary Sanctions

A. For Employees:

The University's policy on drugs and alcohol in the workplace is designed to address the University's concern for the health and well-being of its employees, and to ensure that the Quinnipiac community complies with the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Penalties for violations of these policies, or for violations of the laws regarding controlled substances or alcohol, range from warning to termination from the University depending on the seriousness of the infraction and the degree to which violation of the policy adversely affects the well-being of the community or the fulfillment of the University's educational mission.

This policy applies to every Quinnipiac employee, including temporary, part-time, and per diem employees.

B. Controlled Substances

Employees may not consume, manufacture, distribute, dispense, or be under the influence of controlled substances in the workplace, including in vehicles provided by Quinnipiac, at any worksite or location at which University duties are being performed by Quinnipiac employees, or as part of any other Quinnipiac activities. Common examples of controlled substances include, but are not limited to: cocaine, marijuana, and heroin.

The University will take disciplinary action against violators, consistent with Quinnipiac policy, and federal, state and local laws. Such disciplinary action may include satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement or continued employment; suspension; termination of employment; and referral for prosecution.

C. Reporting Requirements

The Drug-Free Workplace Act requires that employers who are engaged in activities funded by federal grants or contracts notify the relevant federal agency of convictions under the criminal drug laws for violations occurring in the workplace. To ensure Quinnipiac's compliance with this federal law, an employee must report any criminal drug statute conviction for a violation occurring in the workplace to their immediate supervisor, , dean, vice president or human resources business partner within five days of the conviction. Within ten days of learning of such a conviction of any individual engaged in work under federal grants or contracts, Quinnipiac is required to notify the relevant federal agency. Upon notification of a conviction, supervisors should immediately contact their local human resources office.

D. Alcoholic Beverages

Quinnipiac University, consistent with the laws of the State of Connecticut, prohibits the consumption, possession, use and sale, and the provision or serving of alcoholic beverages by and to persons less than 21 years of age.

All University employees are prohibited from consuming alcohol or being under the influence of alcohol during work hours or in the workplace (except that it will not be a violation of this policy for an employee to engage in the responsible consumption of alcohol at approved social functions held during work hours or in the workplace, provided that the use of alcohol has been permitted in these circumstances.) Under no circumstances may a Quinnipiac employees consume or be under the influence of alcohol while operating Quinnipiac vehicles or equipment. The consumption of alcohol will not constitute a mitigating circumstance when it contributes to the violation of university policies.

Vice Presidents, deans, and heads of administrative units have the authority and responsibility to govern the use of alcohol in areas they control, and to require measures to ensure that at events where alcohol will be served only individuals of legal age will have access. Those hosting such events must take reasonable steps to ensure that the acquisition, distribution, and consumption of alcohol otherwise complies with applicable law and University policy.

E. Federal, State and Local Laws and Sanctions

In addition to disciplinary sanctions imposed by the University, all faculty, and staff should be aware that federal, state, and local laws treat the illegal use, possession, sale, distribution, or manufacture of drugs or alcohol as serious crimes. Penalties range according to the type of substance, amount in possession and/or distributed, and the number and type of previous violations. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order to allow those convicted to continue their jobs. While a number of examples are included below, employees should be aware that not all alcohol and drug related crimes and penalties are listed here.

F. Connecticut Alcohol Possession Laws and Penalties

It is a crime for a person under 21 years old (minor) to procure, possess, or transport alcohol. Penalties for procuring, possessing, or transporting alcohol are an infraction for a first offense and up to \$500 for a second offense. It is a crime to sell or furnish alcohol to a minor. Penalties for selling or furnishing alcohol to a minor include a fine up to \$1,000 and/or imprisonment up to one year. It is a crime to misrepresent one's age, possess a false identification card, use someone else's

identification card, forge or alter identification card, or loan an identification card to another for the purpose of obtaining alcohol. For more information, please see Connecticut General Statute §30.

G. Connecticut Drug Possession Crimes and Offenses:

It is illegal for any person to possess or have under his or her control any narcotic, hallucinogenic, or other controlled substance unless otherwise authorized by law (e.g., controlled substances obtained pursuant to a prescription). The penalty for personal drug possession in Connecticut depends on a number of different factors, including the amount and type of drug, where the criminal act takes place, and whether the criminal act was a first or repeat offense. For drug possession offenses, the statutorily authorized penalties range from (1) a \$150 fine for a first offense of possession of less than ½ ounce of marijuana to (2) up to 25 years imprisonment, up to a \$250,000 fine, or both for three or more convictions for possession of narcotics. Penalties for drug possession crimes are generally enhanced when they occur within 1,500 feet of a school or licensed day care center. Table 1 below shows the drug possession offenses, the Connecticut General Statutes citation for each offense, and the authorized penalties. | Drug and Alcohol Abuse Prevention Program 11 The law generally prohibits prosecuting a person for possessing drugs solely on discovery of evidence arising from efforts to seek medical assistance for a drug overdose (see CGS § 21a-279(g)). The possession of less than ½ ounce of marijuana is not a crime but is punishable by fines (and other penalties in certain circumstances). Also, under specified conditions, the law provides protections from prosecution or other penalties related to marijuana for medical marijuana patients, their primary caregivers, and their doctors (CGS § 21a-408 et seq). For more information on Connecticut's medical marijuana program, including the recently approved regulations for the program, see the Department of Consumer Protection's (DCP) website: <http://www.ct.gov/dcp/mmp>. For information on DCP's Drug Control Division (such as information on controlled substances practitioner registration), see the division's website: www.ct.gov/dcp/drugcontrol

F. Connecticut Drug Sale Crimes

It is illegal for anyone to manufacture, distribute, sell, prescribe, dispense, compound, transport with intent to sell or dispense, possess with intent to sell or dispense, offer, give, or administer to another any controlled substance, except as otherwise authorized by law. As with possession, the penalty for these actions depends on a number of different factors. These include the amount and type of drug, where the criminal act takes place, whether the offender is addicted to drugs, the offender's age, the buyer's age, and whether the criminal act was a first or repeat offense. There are mandatory minimum prison terms for several crimes involving drug sales or related actions, although a judge can depart from the mandatory minimum for certain crimes under certain circumstances. The penalties are generally enhanced when the crimes occur within 1,500 feet of a school, licensed day care center, or public housing project. Table 2 shows the drug sale crimes, the Connecticut General Statutes citation for each offense, and the authorized penalties.

G. Town of Hamden – Ordinance on Consumption and Possession in Public Highways, Public Areas, and Parking Areas

§111.15 DEFINITIONS.

For the purpose of this subchapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

"ALCOHOLIC LIQUOR" has the same meaning as set forth in Conn. Gen. Stat. § 30-1.

"OPEN CONTAINER." Any open bottle; any bottle which was sealed by a liquor tax stamp, which seal has been broken, whether or not stopped; any can which has been opened in any way; any keg or dispensing device which is set up to dispense; or any glass, cup, jar, or other vessel.

"PARKED VEHICLE" has the same meaning as set forth in Conn. Gen. Stat. § 14-1.

"PARKING AREA." Lots, areas, or other accommodations for the parking of motor vehicles off the street or highway and open to public use with or without charge.

"PUBLIC AREA." Any park, plaza, mall, arena, stadium, cemetery, or other publicly-owned place which is open to the public.

"PUBLIC HIGHWAY." A highway, road, street, avenue, boulevard, or other way within and upon the control of the town and open public use, including the sidewalks of any such highway.

(Ord. 241, adopted 11-5-84)

§ 111.16 PROHIBITED ACTS.

Except as permitted in § 111.17, no person shall consume any alcoholic liquor, or possess any open container of alcoholic liquor upon or within the limits of any public highway, public area, or parking area within the town. For purposes of this section, without limiting the generality of the foregoing, the consumption of alcoholic liquor or the possession of an open container of alcoholic liquor in vehicles within or upon parking areas or a public highway or sidewalk is a violation hereof.

(Ord. 241, adopted 11-5-84)

§ 111.17 EXCEPTION.

Consumption of alcoholic liquor and possession of an open container of alcoholic liquor is permitted during any function, festival, event, or celebration conducted on or within a public highway, public area, or parking area pursuant to any law, statute, ordinance, resolution, or permit authorizing sale and consumption of liquor in or upon such public highway, public area, or parking area.

(Ord. 241, adopted 11-5-84)

§ 111.08 POSSESSION OF ALCOHOL.

(A) Possession of alcoholic liquor by persons under the age of 21 is prohibited and shall be punished by a fine of \$100 for each offense.

(B) The provisions of this section shall not apply to:

(1) A person who possesses alcoholic liquor while accompanied by a parent, guardian or spouse who has attained the age of 21;

(2) A person who possesses alcoholic liquor on the order of a licensed and practicing physician; or

(3) A person who is an employee of a permit holder under Conn. Gen. Stat., § 30-90a, and who possesses alcoholic liquor in the course of his or her employment or business.

(C) No person shall host an event or gathering at which the host knowingly allows alcoholic liquor to be consumed by or dispensed to any person under the age of 21 unless each said minor is accompanied by or in the presence of his or her parent, guardian or spouse who has attained the age of 21. This restriction shall apply to any event or gathering within the town, whether on public or private property. Any person who violates this section shall be punished by a fine of \$100 for each offense.

(D) All fines imposed under this article shall be made payable to the Treasurer of the town and shall be received by the Police Department within ten business days from receipt of the citation. All fines collected by the Police Department shall be directed to the Town Treasurer.

(E) The hearing procedure shall be as set forth in Chapter 12 of this code.

(F) Miscellaneous.

(1) The penalties established by this section shall not be exclusive of any other enforcement remedy, which may be imposed by any state and/or federal statute or regulation.

(2) In construing this section, feminine or neutral pronouns shall be substituted for those of masculine form and vice versa, and the plural of the singular and singular of the plural shall be substituted in any case in which the context may require.

(Ord. 216, adopted 9-7-82; Am. Ord. 229, adopted 12-12-83; Am. Ord. 513, passed 3-7-05) Penalty, see § 111.99

TOWN OF NORTH HAVEN – ORDINANCE ON POSSESSION OF ALCOHOL AND CONSUMPTION

§ 79-1Age restriction.

It shall be unlawful for any person who has not yet reached his 19th birthday to have in his possession or custody any alcoholic liquor as defined in Section 30-1 of the Connecticut General Statutes, whether such alcoholic liquor be in opened or sealed containers, while he is operating or is a passenger in any motor vehicle within the Town of North Haven.

§ 79-2Places of consumption and possession restricted.

It shall be unlawful for any person to consume alcoholic liquor as defined above or to have in his possession an opened container of alcoholic liquor on any street, roadway, parking lot or sidewalk within the Town of North Haven, on any property owned by or under the control of the Board of Education of the Town of North Haven or in any park or on any property owned by or under the control of the Town of North Haven.

§ 79-3Authority to make exceptions.

The First Selectman of the Town of North Haven may upon application authorize, for a limited time period and for specified events or functions, the consumption of alcoholic liquor on Town or Board of Education property upon written application and under such conditions as he may deem appropriate for the protection of the public.

Article II Possession by Minors

[Adopted 9-24-2002 ATM]

§ 79-4Definitions.

As used in this article, the following terms shall have the meanings indicated:

ALCOHOLIC LIQUOR

Shall have the same meaning as the same term is defined in Title 30, Section 30-1 of the Connecticut General Statutes as amended from time to time.

HOST

To organize a gathering of two or more persons, or to allow the premises under one's control to be used with one's knowledge for a gathering of two or more persons for personal, social or business interaction.

MINOR

Shall have the same meaning, as the same term is defined in Title 30, Section 30-1 of the Connecticut General Statutes as amended from time to time.

§ 79-5 Possession restricted.

No minor shall be in possession of alcoholic liquors, whether in opened or closed containers or otherwise, within the Town of North Haven except when accompanied by or in the presence of his or her parent, guardian or spouse who has attained the age of 21. This restriction shall apply to both public and private property.

§ 79-6 Hosting events.

No person shall host an event or gathering at which the host knowingly allows alcoholic liquor to be consumed by or dispensed to any minor unless said minor is accompanied by or in the presence of his or her parent, guardian, or spouse who has attained the age of 21. This restriction shall apply to any event or gathering within the Town of North Haven, whether conducted on public or private property.

§ 79-7 Violations and penalties.

Any person violating any provision of this act shall be subject to a fine not to exceed \$100 for each offense

H. Additional Criminal Penalties Under Federal Law

Under the federal Comprehensive Drug Abuse Prevention and Control Act, more commonly known as the Controlled Substances Act, the distribution of any controlled substance by a person at least 18 years old to a person under 21 years of age is punishable by twice the penalty (for a first offense) or three times the penalty (for a second offense) otherwise provided, and includes a mandatory minimum one-year prison term (except for a first offense involving less than 5 grams of marijuana) and mandatory life imprisonment without release for a third conviction. These increased penalties also apply to distribution of any controlled substance in or within 1,000 feet of a school, college, playground, or public housing facility, and within 100 feet of a youth center, public swimming pool, or video arcade.

Severe penalties apply for those convicted of engaging in a “continuing criminal enterprise” to violate the Controlled Substances Act. Engaging in a “continuing criminal enterprise” means that a person: (1) commits a felony under the Act; (2) that felony is undertaken with 5 or more others “managed” by the person; and (3) the person obtains substantial income or resources from the felonious conduct.

Federal law also increases prison sentences for manufacture and distribution of controlled

substances if death or serious bodily injury results from their use. In addition, under the Anti-Drug Abuse Act of 1988, a person who intentionally kills someone or causes the intentional killing of an individual in the course of manufacturing, distributing, importing or exporting large amounts of certain controlled substances or in the course of a continuing criminal enterprise may be sentenced to death. Any person who intentionally kills or causes the intentional killing of a law enforcement official while committing a federal drug felony or attempting to avoid apprehension, prosecution, or service of a prison sentence for such a felony also may be sentenced to death.

I. Health Risks Associated with Alcohol and Drug Use

Alcohol use, even in low doses, significantly can impair judgment and coordination. Low to moderate doses increase the incidents of aggressive acts, including spouse and child abuse. Moderate to high doses can severely alter a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. Repeated use can lead to dependence. Sudden cessation of use can produce withdrawal symptoms and can be life-threatening. Long-term use of large quantities can lead to permanent damage to vital organs such as the brain and liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

The abuse of drugs/controlled substances can result in a wide range of health problems. Illicit drug use can result in drug addiction, death by overdose, death from withdrawal, seizure, heart problems, liver disease, and chronic brain dysfunction. Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (i.e. hallucinations, paranoia, and psychosis) and psychological dependency. Women who use drugs during pregnancy may give birth to infants who are drug-addicted and may have health complications. The health consequences of alcohol abuse and substance use may be immediate and unpredictable, such as fatalities associated with alcohol poisoning and drug overdose, or more subtle and long term, such as liver and brain damage associated with the prolonged use of alcohol.

In addition to health-related problems, alcohol abuse and substance use are associated with financial difficulties, interpersonal conflicts, domestic violence, deterioration of the family structure, accidental injuries or fatality, and may significantly impact academic and work performance.

i. Commonly Abused Drugs and Their Effects

The following is a non-exhaustive list of some of the health effects of particular controlled substances.

Narcotics (including Heroin):

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

Depressants (including Barbiturates, Tranquilizers):

- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech

- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

Stimulants (including Cocaine, Methamphetamine):

- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death

Hallucinogens (including LSD, PCP, Mushrooms):

- Illusions and hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Respiratory failure, death due to careless behavior

Cannabis (including Marijuana, Hashish):

- Increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increases risk of lung cancer, weakened immune system, and affects reproductive system

For more detailed descriptions of commonly-abused drugs, including specific health effects and treatment options, refer to the National Institute on Drug Abuse:

<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

J. Resources for Quinnipiac Employees

Resources for Advice and Counseling

Because of the considerable health risks involved in drug and alcohol use, resources are available to assist the Quinnipiac community in understanding and dealing with drug and alcohol abuse problems. Employees may learn about the dangers of substance abuse and obtain information about treatment and counseling options available to the Quinnipiac Community through Quinnipiac's Health Advocate Employee Assistance Program (EAP).r The Quinnipiac Public Safety Department is available to assist any member of the University community in an emergency.

- Employee Assistance Program
1-866-799-2728
https://myq.quinnipiac.edu/Welcome/HR/Pages/EAP_Program.html
Public Safety Department For life-threatening emergencies, call 911.
- For all other emergencies, or requests for help, contact:
 - Public Safety: 203-582-6200 <https://www.qu.edu/student-life/safety-and->

security/public-safety/

- External Resources
 - Alcoholics Anonymous
617-426-9444
www.aa.org
 - Al-Anon/Children of Alcoholics
508-366-0556
<https://al-anon.org/>
 - Women for Sobriety
215-536-8026
<https://womenforsobriety.org/>
 - Smart Recovery Self-Help Network
781-891-7574
www.smartrecovery.org
 - Narcotics Anonymous
866-624-3578
www.na.org
 - Cocaine Anonymous
781-551-6677
www.ca.org

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:

Patricio Jimenez
Center for Cultural and Global Engagement
275 Mount Carmel Avenue
Hamden, CT 06518
patricio.jimenez@quinnipiac.edu
203-582-7757

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: Patricio Jimenez, Title IX Coordinator, x7757, patricio.jimenez@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: Matthew Raidbard, Senior Assoc Director of Compliance & Student Development, x7429, matthew.raidboard@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.

Compliance with Legal Agreements

Employees of the university are required to comply with the terms and conditions of agreements that the university enters into on their behalf (including, but not limited to: grant agreements, sponsored research agreements, or data use agreements).

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.

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- 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.

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 (Sergeants) 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 (Sergeants) 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 (Sergeants) who are scheduled to work on Christmas Day and New Year’s Day, but do not work due to the chief’s staffing discretion, 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 (Sergeants) who are scheduled to work and work will receive double time their regular rate of pay for hours worked. Non-exempt (hourly) non-union employees (Sergeants) 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.

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 Agreement & Attestations**,’ available [here](#). The employee must have discussed the proposal with their supervisor, and received approval from their supervisor prior to submitting the form. If there are any concerns with the employee’s request after submission, the area’s HR Business Partner will follow up with the employee and supervisor. Please note that if the employee has requested an out of state arrangement, it requires your Management Council VP, Legal, and Human Resources approval.

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 HR Business Partner.

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 HR Business Partner. Any requests for 100% telecommute must be reviewed and approved by your VP on the Management Committee and Human Resources.

IV. Employee Changes to Primary Residence Outside State of Connecticut

Please note that the university may not be able to accommodate remote work in certain states. If an employee anticipates a change that will result in their primary residence being outside the State of Connecticut, and currently has a partial telecommuting arrangement approved, or is seeking approval for a new flexible work arrangement, the employee must follow these steps:

- Complete the Flexible Work Arrangement & Attestations, available [here](#). The employee should be aware that their supervisor will receive a notification that a new request was submitted.
- The area’s HR Business Partner will then reach out to the employee and the supervisor for review and approval or denial.
- Please note that if the employee has requested an out of state work arrangement, it requires Management Council VP, Legal, and Human Resources approval.

The University retains the right to suspend or decline a flexible work arrangement that is requested for reason of change of primary residence outside the State of Connecticut.

HR Business Partner Areas:

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, One Stop, Provost, President’s Office, Public Safety, Registrar, Student Affairs

Ed Remillard: College of Arts & Sciences, Development & Alumni Affairs, Facilities, Finance, Marketing & Communications, Polling, School of Business, School of Communications, School of Education, School of Computing & Engineering, School of Medicine

Anna Spragg: Enrollment Management (Admissions & Financial Aid)

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.

V. 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.

VI. 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.

- 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

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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.

Any violation of this policy will be considered a serious matter and be dealt with accordingly.

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 Management Committee member 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 Management Committee. The Management Committee 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.

I. To Whom the Policy Applies

This policy applies to the Quinnipiac University Management Committee, Leadership Council and *any other employee that may be seen as representing the University*, especially employees who have direct, extensive, and substantive responsibilities with respect to negotiating federal and/or State contracts for the University.

II. Policy Statement

Federal and state laws severely restrict the nature and value of gifts that may be made to public and municipal officials, including without limitation committees authorized to make contributions or expenditures to or for the benefit of such candidates. Such gift restrictions may vary depending on the type of gift as well as the office held by the official and/or the office held by the University employee. This policy specifically restricts Management Committee, Leadership Council and any other employee *that can be seen as representing the University*, especially employees who procure federal and/or state grants and contracts.¹

Any exception to this should be discussed in advance with a member of the Office of General Counsel and Finance to make certain of its allowability under the specific governing conditions. Any gift made in connection with a lobbying effort must be reported to the Office of General Counsel and the University must provide for proper accounting treatment in the limited instances where exceptions are made to allow such gifts.

III. Responsibilities

All individual employees to whom this policy applies are responsible for becoming familiar with and

¹ “...No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees). In addition, no holder or principal of a holder of a valid prequalification certificate shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of state senator or state representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi- public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor’s or prospective state contractor’s employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.” https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf

complying with this policy. Such individual employees should understand that Connecticut state contractual requirements may require them to certify their past campaign contributions. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

IV. Consequences for Violating this Policy

Failure to comply with this and related policies may subject individual employees to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty) disciplinary procedures. A Connecticut state enforcement action may also result.²

V. Related Information

Quinnipiac University is a community in which employees are encouraged to share workplace concerns with University leadership. You may also contact the Office of Human Resources to report any concerns.

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws, and requirements:

- (Federal) Lobbying Disclosure Act Guidance, https://lobbyingdisclosure.house.gov/amended_lda_guide.html#section1
- (Connecticut/State) Office of State Ethics, Lobbyist Filing, <https://portal.ct.gov/Ethics/Program-and-Services/Lobbyist-Filing/Lobbyist-Filing>
- Section 501(c)(3) of the Internal Revenue Code (IRS)
- <https://www.cga.ct.gov/2021/act/pa/pdf/2021PA-00076-R00HB-06444-PA.pdf>
- State Elections Enforcement Commission, <https://seec.ct.gov/Portal/SCCB/FAQs>
- <https://www.irs.gov/pub/irs-tege/rr2007-41.pdf>
- University Guidelines
- Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations, https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf

VI. Policy Owner and Contact

Office of the General Counsel - Lauren McGregor, Associate General Counsel. 203-582-7611; lauren.mcgregor@quinnipiac.edu

² Civil and/or criminal penalties may attach against an individual principal or a Connecticut state contractor for campaign contribution or solicitation violations. State penalties included voiding the relevant contract and/or prospective award, and/or barring the University from applicable state contracts for 1 year.

I. Purpose

The University recognizes the importance of assisting in the recruitment of Management and Leadership Committee members by providing rental housing near campus on a temporary basis. The University has properties that are adjacent to the three Quinnipiac campuses which are maintained to accommodate new employees moving to the Quinnipiac area. The University owns a limited number of apartments and houses that are available for rent to full-time employees of the University. The University housing rental program is administered through Facilities. These rental properties are intended to ease employees' relocation efforts and personal transition to the Connecticut area; they are not intended as permanent arrangements.

II. Process

A new full-time employee should inquire about the availability of rental units with their manager upon the acceptance of a verbal offer. The hiring manager must then forward that request to Regina Leonard, Director of Talent Acquisition, and Keith Woodward, Associate Vice President of Facilities Operations. After a rental unit is mutually agreed upon between Facilities and the new employee, a Facilities representative must notify Regina Leonard, Director of Talent Acquisition, of the term of the lease and the rental rate so that the information can be included in the employee's offer letter.

III. Rate

Lease rates will be evaluated annually and are based on the fair market value of comparable rental properties in the area. If your employee offer letter provides for temporary housing, it is a taxable benefit at the fair market value and taxes will be withheld accordingly. Facilities will share the fair market rental rate with Payroll to ensure applicable taxes are withheld.

IV. Term Period

The rental term is intended as a temporary arrangement to help acclimate a new employee to the Quinnipiac area. In most cases, the rental agreement will last for up to 1 year. Any exceptions to this term limit require approval from the President. The specific term period will be outlined in the lease.

V. Security Deposit and Furnishings

Individuals wishing to rent from the University will be required to sign a lease. A security deposit as specified by the lease agreement will be required. The deposit will be refunded if the property is vacated in as good a condition as specified by the lease.

Any furnishings included in the property rental must be maintained by the employee. Most of the properties come with no furnishings. In the event the employee does not choose to use the current

furnishings, the employee is responsible for working with Facilities to move the furnishings.

VI. Occupancy

The rental unit premises are intended for use by the employee, their partner, and children (if applicable), and other individuals for whom the employee serves as legal guardian.

VII. Maintenance & Utilities

The employee must keep the rental property in good clean condition. Lawns must be kept neatly mowed and shrubbery properly pruned. Sidewalks and drives should be kept clean and clear of any accumulations of trash, debris, ice, and snow. The employee may choose to do this work themselves or hire an outside company to perform lawn or winter maintenance. The employee must notify the University if they choose to hire a company so that the University is aware of who may be on the property. Any companies hired by the employee must adhere to any state and federal regulations regarding insurance and licensure. If the University can maintain the property (based on staffing availability) and the employee wishes them to do so, the employee will be charged a monthly fee which will be outlined in their lease.

The employee shall be responsible for normal utility costs including electricity, gas and/or oil, cable, internet, etc. The University pays for the water/sewer costs.

Requests for minor repairs, whether at the University expense or the employee's expense, should be sent to the Facilities Department c/o @scott.genest@quinnipiac.edu or facilities@qu.edu. Alterations such as extra wiring, plumbing, shelving, etc., for the employee's convenience will be at the resident's expense. Any improvements or alterations to the property must be requested and approved, in advance, through the Facilities Department; this includes installation of a security system, fans, air conditioners and other items that are attached to the building.

VIII. Right of Entry

The University reserves the right of entry, with appropriate notice to the employee, to inspect the property for the purposes of maintenance, repairs, safety, and insurance. It may be necessary for representatives of the University to enter in the case of an emergency.

IX. Insurance

The University is responsible for fire and extended coverage insurance and institutional liability on all rental properties. The employee is responsible for providing his or her own renters policy with a personal liability limit of \$500,000. Quinnipiac should be included as an "Interested Party" on the policy. In addition, the employee is required to have personal contents coverage equivalent to the value of the belongings. This insurance policy must accompany the employee's lease.

X. Pets

Pet(s) are allowed in the University's rental properties. Employees should notify the Facilities Department of any pets on the property. When signing the lease, employees will need to provide veterinary records showing name, age, weight, breed, and vaccinations. If the pet is a service animal, a Doctor's certification of disability and requirement of service animal should be provided as well. Residents should use good judgment with the number and size of pets expected to live on the property; an unreasonable, excessive number of pets will not be permitted. Any damage to the property or furniture (if furnished) caused by the pet(s) will be charged to the employee. It is requested that employees take caution and care with pet(s) inside and outside the property. If this agreement is violated or if the pet becomes objectionable or a public nuisance, the University may require removal of the pet(s). The employee must follow any state and local ordinances related to pets, such as registration, vaccination, leashes, etc. A pet deposit as specified in the lease agreement will be required.

XI. Termination

The employee may terminate the lease agreement at the end of the initial term or any successive term by giving thirty (30) days written notice to Facilities and Human Resources. The University may terminate the contract at the end of the initial term or any successive term by giving the employee at least thirty (30) days advance notice. If the employee leaves or is asked to leave employment, they must vacate the rental unit within 30 days after the time the employee is asked to leave.

I. Policy Statement

This Policy establishes University rules concerning the approval and execution of all University contracts and applies to all University employees and counterparties, including without limitation suppliers, contractors, and other third parties. This policy supersedes any practice, policy, or guidelines on the subject matter issued prior to the effective date of this policy.

Responsibility and accountability for compliance with applicable federal, state, and local laws, regulations, and policies rests with each individual employee who must act ethically, honestly, and with integrity. Every University department leader is accountable for ensuring that their subordinates who are negotiating contracts are adequately trained and adhere to this policy.

II. Contract Formation

A “contract” is any document or arrangement that creates a legally binding agreement between the University and a counterparty. The document or arrangement doesn’t have to be expressly named a “contract” to be considered legally binding upon the University. For example, it might be called a “memorandum of understanding,” “MOU,” “letter of agreement,” “letter of intent,” “letter of understanding,” “terms and conditions,” or “terms of use.”

Contracts can be formed verbally and by email exchanges if certain legal conditions are met. Employees should presume that any kind of agreement or document that places obligations on the University or one of its divisions is a legally binding contract.

The contract review process requires approvals from the Office of General Counsel (“OGC”), IT, and various units in the Finance Department (collectively, “Approval Cycle”). In reviewing and approving contracts, we are guided by numerous University policies (e.g., Purchasing Policy, Contract Review Policy, Accessibility Guidelines, etc.). The Approval Cycle must be completed before an authorized University signatory will execute the contract.

III. Contract Monitors

Anyone who submits contracts in the ImageNow system on behalf of their University division are involved in the contracting process and deemed Contract Monitors. Contract Monitors must complete the United Educators Contracting Fundamental course before submitting contracts and follow the Approval Cycle. Contract Monitors must also stay up to date on any other required training as indicated by OGC and Finance.

IV. University Approved Templates

Contract Monitors can submit proposed contract templates for review via the [Legal Intake Process](#). Contract templates will allow for a quicker review and approval. You may find approved templates on [MyQ: Campus Offices: OGC](#). Approved Templates only require budgetary approval and can be approved within three days of submission. Properly submitted contracts will be reviewed within three weeks. Contracts that have to be resubmitted will be reviewed within three weeks of resubmission.

V. Signature Authority for Approved Contracts

Only contracts that have gone through the Approval Cycle can be signed by employees with Signature Authority.

The Board of Trustees via the Chairman's Certificate has delegated Signature Authority to execute contracts on behalf of the Board to the following University leaders: Judy Olian, President, Debra J. Liebowitz, Provost, Mark Varholak, Vice President for Finance/Chief Financial Officer, Elicia Spearman, General Counsel and Vice President for Human Resources.

The Chairman's Certificate also conveys Signature Authority to the remaining members of the Management Committee and the Athletic Director who have the (i) authority to sign contracts for products and services to be provided to the University divisions over which they have supervisory authority, excluding checks, grants, stock transfers, sales and Memoranda of Understanding/Partnerships related to tuition or tuition discounts (collectively, "Contracts"); (ii) such Contracts shall not exceed Twenty-Five Thousand Dollars (\$25,000.00), and (iii) such signature authority shall not be subdelegated.

The Deans (Dean of the School of Education, Dean of the School of Communications, Dean of the School of Nursing, Dean of the School of Business, Dean of the Frank H. Netter MD School of Medicine, Dean of the School of Health Sciences, Dean of the College of Arts & Sciences, Dean of the School of Computing and Engineering, Dean of the School of Law) have the (i) authority to sign contracts for products and services to be provided to the University school over which they have supervisory authority, excluding checks, grants, stock transfers, sales and Memoranda of Understanding/Partnerships related to tuition or tuition discounts (collectively, "Contracts"); (ii) such Contracts shall not exceed Ten Thousand Dollars (\$10,000.00), and (iii) such signature authority shall not be subdelegated.

Anyone acting in an Interim capacity at the Management Committee or Dean level will also have Signature Authority.

VI. Unauthorized Signatures

Any employee who executes a contract on behalf of the University without following the Approval Cycle, or submitting an Approved Template is subject to the following actions:

1. Potential disciplinary action by the University, up to and including termination of employment;
2. Potential legal action by the University, along with personal liability for any obligations under the contract, including the financial obligations set forth in the contract; and
3. Potential liability may otherwise result from violations of applicable federal, state, or local laws and regulations enforceable by governmental authorities.

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 Family Medical Leave Act (FMLA) and the CT Paid Family and Medical Leave ACT (PFMLA) relating to employees' rights to family and medical leave.

I. Under the federal Family and Medical Leave Act,

- a. "Eligible employees" are entitled to take unpaid, job-protected 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;
 - 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;
 - A serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. "Need for care" includes both physical and psychological care.
 - To care for an immediate family member with a serious health condition;
 - An immediate family member is defined as a spouse, parent, biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time the FMLA Leave is to commence;
 - For a serious health condition that makes the employee unable to perform the essential functions of their job.
- b. Serious health conditions are:
- Conditions requiring an overnight stay in a hospital or other medical care facility;
 - Conditions that incapacitate an employee or their family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care

- provider, or a single appointment and follow-up care such as prescription medication);
 - Chronic conditions that cause occasional periods when the employee or their family member are incapacitated and require treatment by a health care provider at least twice a year; and
 - Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).
- c. An “eligible employee” is any employee who:
- Is employed by the University at a facility in which fifty (50) or more employees are employed within a seventy-five (75) mile radius
 - 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. 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.

II. Under the CT Paid Family and Medical Leave Act,

- a. “Eligible employees” are entitled to take paid leave:
- To receive treatment or recover from their own serious health condition, including pregnancy and serving as an organ or bone marrow donor;
 - To care for a family member who has a serious health condition (unlike the Federal FMLA, there is no requirement that a child older than 18 years of age has a mental or physical disability and is incapable of self care)
 - A family member means a spouse, sibling, daughter or son, grandparent, grandchild or parent; or, an individual related to the employee by blood or affinity, and whose close association the employee shows to be the equivalent of those family relationships.
 - To bond with their new-born child or child who has joined their family through adoption or foster care, for up to one year from the date of birth/placement;
 - Income replacement benefits are only available in connection with leaves taken on or after January 1, 2022.
 - To care for a parent, spouse, child or next of kin who was injured in the line of duty on active duty in the military;
 - To address specific exigent circumstances associated with the deployment of a parent, spouse or child to overseas military duty; and
 - To address specific situations associated with the fact that they are experiencing family violence.

- b. A serious health condition is one that:
- Requires an overnight stay in a hospital or other medical care facility; or
 - Incapacitates the employee or the employee's family member (for example, unable to work or attend school) for more than three consecutive days and that includes ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care, such as prescription medication) or,
 - Results in or exacerbates a chronic condition that causes occasional periods when the employee or the employee's family member is incapacitated, and which requires treatment by a health care provider at least twice a year.
- c. An "eligible employee" is any employee who:
- Has earned wages of at least \$2,325 in the highest earning quarter of the first four of the five most recently completed quarters (the "base period") and;
 - Is currently employed; or
 - Has been employed within the last twelve (12) weeks.
- d. Paid leave benefits are calculated as such:
- If an employee's base weekly earnings are less than or equal to the minimum wage multiplied by 40, the CTPL benefit will be 95% of the covered employee's base weekly earnings, less any offsets.
 - If the employee's weekly earnings are more than the minimum wage multiplied by 40, the CTPL benefit rate will be 95% of the CT minimum wage multiplied by 40 plus 60% of the amount the base weekly earnings exceed the CT minimum wage multiplied by 40, less any offsets.
 - In all situations, the CTPL benefit is capped at sixty times (60x) the CT minimum wage.

For more information, visit the CT Paid Leave [website](#).

III. Other policies and procedures

- a. 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.
- b. *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 and the CT PFMLA, with the possibility of two additional weeks of leave for a pregnancy-related health condition resulting in incapacitation (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, but only 12 weeks of that leave is eligible for paid benefits from the CT Paid Leave Authority. 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 CT PFMLA, 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. 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 two partners, 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 CT PFMLA 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 partners 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.

c. 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 child, 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.

d. 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.

e. 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.

f. 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.

g. Return from leave; failure to return from leave:

The University expects that employees will return to work as soon as they 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, prerequisites, 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.