



**EMPLOYEE HANDBOOK
THIS IS NOT A CONTRACT**

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INTRODUCTION

This handbook is designed to provide an overview of employment at Nichols College. It outlines many of the policies, procedures and benefits associated with working at Nichols College. The content of this document is presented for informational purposes only, and does not alter your status as an at-will employee. This is not a contract.

The College, in its sole discretion reserves the right to unilaterally amend, modify or revoke the policies and procedures herein described at any time, with or without notification.

If an employee encounters a situation not covered in the handbook, the employee should consult the Director of Human Resources. Questions, corrections or suggestions regarding the handbook should be directed to the Director of Human Resources.

MISSION STATEMENT

Nichols College strives to develop tomorrow's leaders through a dynamic, career focused business education. Our students are transformed into successful graduates who respond to challenges, are eager for responsibility, and assume significant roles in the global economy.

The Nichols experience happens in a friendly, nurturing environment where students are encouraged to learn and grow under the guidance of mentoring faculty and staff committed student success.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Nichols College is an equal opportunity employer and subscribes to all Massachusetts and federal statutes affecting employment relationships. It is the policy of Nichols College not to discriminate in employment on the basis of race, color, religion, age, gender, sexual orientation, veteran status or national and ethnic origin.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Title I of the Americans with Disabilities Act (ADA) of 1990, prohibits private employers, such as Nichols College, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment.

Nichols College will adhere to the law by making "reasonable accommodations" for qualified applicants or employees with a known disability as long as it does not impose an "undue hardship" on the operation of business.

For further information regarding the ADA or for clarification of definitions used in this statement, please contact the Human Resources Office.

EMPLOYMENT AT WILL

In accordance with Massachusetts law, employment at Nichols College is "at will" in nature. This means that the employee or the College may terminate employment at any time for any reason. No portion of this document should be construed as in any way changing, amending or impinging upon the "at will" nature of employment at the College.

ABSENTEEISM AND TARDINESS

If it is necessary to be absent or tardy because of sickness, weather or personal reasons, your supervisor must be notified as early as possible and alerted to the reasons and probable duration of the absence. Unauthorized absence from your position for more than two consecutive working days will be considered job abandonment and will be grounds for termination.

EMPLOYEE STATUS DEFINITIONS

EXEMPT EMPLOYEES: Employees who are exempt from the minimum wage overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) as amended.

NON-EXEMPT EMPLOYEES: Employees who are not exempt from minimum wage, overtime and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law) as amended. These employees receive overtime pay when over forty (40) hours are worked in a week. This group includes anyone who is paid on an hourly basis.

NON-EXEMPT FULL-TIME: Employees who work at least 37.5 hours per week and at least nine (9) months per year.

EXEMPT FULL-TIME: Employees who work at least 35 hours per week and at least nine (9) months per year.

REGULAR PART-TIME: Employees whose regular work schedule will generate 1000 hours annually.

PART-TIME: Employees whose regular work schedule will not generate 1000 hours annually.

Employees may be hired on a full-time or on a part-time basis. Part-time employees may be compensated on the basis of any time period agreed to by the College and the employee. Generally, full-time and regular part time employees are eligible for benefits.

TERMINATION OF EMPLOYMENT

Employees contemplating resignation are requested to give appropriate notice for the College to make arrangements for a replacement. Appropriate notice will be considered to be two weeks' notice for non-exempt employees and four weeks' notice for exempt employees. The Director of Human Resources will handle exit interviews and explain benefits continuation options.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Employment at Nichols is contingent upon proof of identity and authorization to work in the United States. You will be required to comply by presenting documents and completing an I-9 form. The types of document(s) that will satisfy the requirements are:

- A United States Passport
- A driver's license and Social Security Card
- A driver's license and a United States birth Certificate
- A certificate of United States Citizenship or Naturalization
- A United States Resident Alien Registration Card (Green Card)
- A current foreign passport (visa) with authorization to work
- An EAD Card issued by INS (I-668B)

NEPOTISM POLICY

A spouse, parent, child (including stepchildren), sibling or in-law of a Nichols College employee may not be hired if:

1. Direct supervision or control would exist.
2. It would adversely impact College operations.

If employees marry after the employment relationship with the College has been established, employment may continue as long as one employee does not have managerial control over the other and so long as the College determines that there is no adverse impact on its operation.

The President may make case-by-case exceptions to this policy. Requests for an exception should be submitted in writing to the Department Head and the Director of Human Resources.

FLEXIBLE WORKING HOURS (FLEX TIME)

Nichols College employees desiring flexible working hours (flex time) or an alternative schedule which differs from the normal working hours for the position in question must make a request in writing to the immediate supervisor. The request will be submitted to the President's Council for approval. If approved, the flex time schedule may be implemented. On any day where an employee works at least six (6) hours, lunch time must be scheduled for not less than 1/2 hour. Lunch periods may not be used at either the first or last portion of the working day.

Some departments may be unable to offer flexible hours for some positions and/or during certain times of the year. Granting of flex time is always subject to the operational needs of the work unit, and accordingly, may be changed or revoked to accommodate any changes in those needs.

DRUG FREE CAMPUS/WORKPLACE STATEMENT:

INFORMATION ON THE RISKS OF ALCOHOL & DRUGS

THE COLLEGE POLICY

The College community recognizes that abuse of alcohol and other drugs are potential health, safety, or security problems. The College, therefore, is pledged to comply with the Drug Free Workplace Act (1988) and the Drug Free Schools and Communities Act Amendment of 1989 which require that programs be adopted to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Accordingly, the College prohibits the unlawful manufacture, dispensing, distribution, possession, use or sale of illicit drugs and alcohol in the workplace. Violation of this policy may result in a variety of sanctions up to and including discharge from the College.

Health Effects of Alcohol & Drugs

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal, partner and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling, Treatment, and Rehabilitation Resources

The Nichols College Employee Assistance Program (EAP) is designed to assist those who need help. It provides assessment and education, counseling and other direct assistance, and referral to other specialized help programs.

The Nichols College Employee Assistance Program offers help that is comprehensive—providing help or referral for every type of substance abuse problem or for alcohol dependency. The Employee Assistance Program's counseling, referral, or treatment is completely confidential for Nichols' employees and members of their immediate family. Nichols' EAP administrator, The Wellness Corporation, can be reached 24-hours a day at 1-800-828-6025.

Off-campus counseling, treatment, and related services are available in the local area from the following sources:

1. AdCare Hospital of Worcester, Inc., 107 Lincoln Street, Worcester, MA 01605 (508-799-9000). In-patient and out-patient substance abuse detoxification and rehabilitation services. Self-help groups are provided as a supportive service.
2. Alcoholics Anonymous Worcester Area Intergroup, Inc., 108 Grove Street, Worcester, MA 01605 (508-752-9000). Self-help groups for alcoholics, information regarding AA literature and books, and AA meetings in the area.
3. G.B. Wells Center at Harrington Hospital, 29 Pine Street., Southbridge, MA 01550 (508-765-9771)
4. Or your local hospital.

HEALTH, SAFETY AND ENVIRONMENTAL AFFAIRS STATEMENT

It is the responsibility of the College and its employees to ensure that their educational programs and other activities protect and promote the health and safety of our students, our employees, our visitors, and the environment.

It is the responsibility of the College to provide a safe and healthy environment for working and learning. Employees will receive appropriate training for all operations involving hazards at the time of employment and whenever the nature of these hazards change.

Nichols' employees are expected to follow College health and safety regulations, to report all unsafe or unhealthy conditions and practices, incidents, accidents and injuries, and to perform only those tasks which they personally believe can be conducted safely.

NON-SMOKING POLICY

Nichols is committed to providing a healthy and productive working environment for all of its employees; therefore, we enjoy a smoke-free environment. The no-smoking policy is strictly enforced and offenders will be disciplined.

SOLICITATION POLICY

Solicitation for any cause or distribution of literature unrelated to College programs or events during working time is not permitted. The online College Bulletin Board maintains an area for appropriate postings of this nature.

SEXUAL HARASSMENT POLICY

Policy Statement

It is the goal of Nichols College to promote a professional workplace, one that treats all employees with dignity and respect. Sexual harassment is unlawful and will not be tolerated by the College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the College takes all allegations of sexual harassment or harassing behavior very seriously, we will respond promptly to complaints of sexual harassment or harassing behavior and, where it is demonstrated to the College's satisfaction that such harassment or behavior has occurred, we will act promptly to eliminate the harassment or behavior and impose such corrective action as necessary, including disciplinary action up to termination, as appropriate.

When a College official or administrator learns of possible sexual harassment or harassing behavior, the College is legally required to investigate, to take appropriate steps to end the harassment or behavior, to eliminate the effects of the harassment or behavior, and to prevent the harassment or behavior from recurring. If possible sexual harassment fails to be reported or investigated, both the College and the official/administrator who fails to report the behavior will be held liable.

Definition of Sexual Harassment

In the Commonwealth of Massachusetts, the legal definition for sexual harassment is:

“Sexual Harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

These definitions are broad and include any sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male and female employees. While it is not possible for the College to list all those

circumstances that we would consider to be sexual harassment, the following are some examples:

- Unwelcome sexual advances - whether they involve physical touching or not.
- Requests for sexual favors in exchange for actual or promised job benefits such as favorable performance reviews, salary increases, promotions, increased benefits, or continued employment, or in the case of students, academic benefits such as grades or course workload.

The following conduct may also constitute sexual harassment:

Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life or behavior; comments on an individual's body, comments about an individual's sexual activities, deficiencies, or prowess, for example:

- Displaying sexually suggestive objects, pictures, cartoons,
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments,
- Inquiries into one's sexual experiences, and
- Discussions of one's sexual activities.

Sexual Harassment and Students

Nichols College is determined to ensure that students have a safe and secure environment that is conducive to learning and that affords students equal educational opportunities regardless of their sex. Harassing behavior and/or sexual harassment of a student by a faculty or staff member can have serious detrimental consequences for the student, impedes the student's education, and constitutes a breach of trust between the school and the student. Such conduct undermines the basic purposes of the educational system. In addition to the criteria listed above, College employees should attempt to comply with the following guidelines:

1. Avoid physical contact with student which could be misunderstood as sexual in nature.
2. Avoid any written or electronic communications with students which could be misconstrued as personal or romantic.
3. Avoid off-the-cuff comments on students' physical appearance or discussing personal topics which could be construed as sexual.

Informal Discussion Process

In some instances individuals may be able to resolve their differences without the formal intervention of the College. If an individual feels comfortable, he or she may address issues directly with the person whose behavior has been sexually offensive. Frank and open discussion with mutual trust can go a long way in resolving interpersonal problems. If an individual is, for any reason, uncomfortable with addressing the problem directly, or if initial discussions do not resolve the matter, the issue can be raised with your supervisor and/or Human Resources Office without prejudice.

Complaints of Sexual Harassment

If any College employee believes that he/she has been subjected to sexual harassment or harassing behavior, it is the College's policy to provide the employee with the right to file a complaint with the College. This may be done in writing or orally. When a complaint is received, we will investigate the allegation in a deliberate, fair and expeditious manner. The College's investigation would include a private interview with the person filing a complaint and with all witnesses. We will also interview the person alleged to have committed the sexual harassment or harassing behavior.

If the College's investigation reveals that sexual harassment or harassing behavior did occur, prompt actions will be taken to eliminate the offending conduct, and where it is appropriate, disciplinary action imposed that could include termination of employment. Upon completion of the investigation, the person filing the complaint will be informed of the results of that investigation.

If you would like to file a sexual harassment complaint, you may do so by contacting one of the following individuals at Nichols College, PO Box 5000, Dudley, MA 0151-5000.

- Brian McCoy, Dean of Student Services (Extension 2242)
- Rick Woods, Director of Human Resources (Extension 2111)
- Susan Tellier, Vice President of Administration (Extension 2285)
- Any other Nichols College Officer

Remedial Action

If sexual harassment or harassing behavior has been committed by one of the College's employees, the College will take such action(s) as is appropriate under the circumstances. This action(s) may include: employee counseling, informal/formal reprimands, verbal/written warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination by the College.

State and Federal Remedies

In addition to the above individuals, you may also file a formal complaint with either or both of the following governmental agencies if you believe you have been subjected to sexual harassment:

The Massachusetts Commission Against Discrimination

Boston Office
One Ashburton Place
Room 601
Boston, MA 02108
Tel. (617) 727-3990

Springfield Office
436 Dwight Street
Second Floor, Suite 220
Springfield, MA 01103
Tel. (413) 739-2145

The United States Equal Employment Opportunity Commission

One Congress Street,
Boston, MA 02114,
Tel. (617) 565-3200

FRATERNIZATION POLICY

Nichols College prohibits any sexual, romantic or dating relationship between a faculty/staff member and a Nichols student. Relationships in which a differential of power exists or may exist between the parties increase the risk of exploitation, favoritism, bias and conflicts of interest as well as perceptions thereof. This policy is intended to protect the academic and institutional integrity of Nichols College by reducing the potential for these problems or the perceptions of them that otherwise might occur.

Faculty (including adjunct) and staff (including but not limited to administrators, hourly, coaches, graduate assistants) of Nichols College are prohibited from engaging in a sexual, romantic or dating relationship or sexual or romantic conduct with any Nichols College student (including but not limited to day, evening, undergraduate, graduate, full-time, part-time, and online) regardless of the claimed consensual nature of such relationship or conduct. The fact that a student may be employed by Nichols College in a work-study or similar position will not render the student a staff member for purposes of this policy.

Likewise, because of the inherent difference in authority, Nichols College prohibits any faculty or staff member from engaging in a sexual, romantic or dating relationship or sexual or romantic conduct with any other faculty or staff whom that person supervises or evaluates in any way directly, indirectly or through subordinates.

This fraternization policy applies to relationships between all faculty/staff members and students and faculty/staff members and other faculty/staff regardless of gender or sexual orientation. It does not apply, however, to existing relationships between faculty/staff and their spouses or domestic partners that would otherwise be prohibited.

A violation of this fraternization policy will result in disciplinary sanctions up to and including the termination of the faculty or staff member's employment for cause.

DRESS CODE

Reasonable standards of dress and appearance are expected of employees during regular business hours. These standards may be established to assure the safety of employees, to maintain an appearance of professionalism to external constituencies, neatness and cleanliness among employees, or to further other purposes related to the conduct of business.

While employees are expected to use good judgment and common sense when selecting appropriate clothing, the following are general guidelines of items that are acceptable.

Business dress is preferred, but depending upon job responsibilities, the following may be acceptable:

- Khaki pants or any other type of pants generally viewed as business casual
- Golf or polo shirts
- Dresses/skirts no shorter than 3 inches above the top of the knee

Clothing/footwear considered inappropriate and unacceptable includes:

- Items that are worn, ripped, frayed, torn, stained or unkempt
- Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
- Items advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products
- Sweatshirts/sweatpants/leggings
- See-through garments, halter tops, bare midriff/back tops, tank tops/muscle shirts, tops with spaghetti straps, low-cut blouses and pants
- Pool/beach attire including beach sandals and thongs/flip-flops
- Jeans or other denim pants or shorts (unless the supervisor approves as an exception based on the nature of the job or project)
- Collarless T-shirts
- Athletic shoes and sneakers

Employees should err on the side of caution: If an item is questionable, another item of clothing should be selected. If a conflict arises between a supervisor and employee regarding dress attire that cannot be resolved within the department or with that divisional Vice President/Dean, the Director of Human Resources should be consulted.

COMPLAINTS REGARDING ETHICAL BEHAVIOR

Nichols encourages employees to report unethical or questionable accounting, auditing or internal control matters. If the problem is outside of the President's Council area in which you work, it should be reported to the President's Council member responsible for your area. If the problem concerns a member of President's Council, it should be reported directly to the President. If either of these avenues proves to be unsatisfactory, you should contact Professor John Armstrong. Professor Armstrong has direct access to the College's Audit Committee, and will pursue resolution of the issue through them. The Audit Committee is composed of College trustees, and has overall responsibility for the integrity of the College's accounting and internal control systems.

Professor Armstrong may be approached in person, contacted by telephone at 508-213-2124, or reached by email at john.armstrong@nichols.edu. All complaints will be investigated, and all matters will be held in the strictest confidence. This policy is intended to create an environment where employees can act without fear of reprisal or retaliation. The procedures established by this policy apply only to those acting in good faith.

GRIEVANCE PROCEDURE

Nichols College is dedicated to the principle that employees are an important resource. Because Nichols believes in team effort and insists on an open atmosphere, it has developed a process for handling complaints in a fair and equitable procedure.

This procedure will not be used to effect change in policies, such as hours of employment or rates of compensation.

If you feel that you have not received fair treatment, you have the undeniable right to proceed to the next step in this procedure. Below are the steps you can take to ensure that the procedure for the resolution of your concern is fair and equitable. These steps should be followed:

- Step 1: Discuss the concern with your supervisor in an open and frank manner. If you do not receive an answer you feel is fair and equitable within seven (7) calendar days, or if your supervisor fails to respond, you may proceed to Step 2. Step 2 must be pursued within seven (7) calendar days of the receipt of the response, or if no response is received, within fourteen (14) calendar days of the discussion.

- Step 2: You shall submit a written summary of the complaint and remedy requested to the Director of Human Resources. The complaint shall be signed by you and will include supporting documentation. The Director of Human Resources will conduct an independent investigation including discussions with you and your immediate supervisor. Interviews may take place with the Senior Administrator and/or other College personnel if appropriate. Within ten (10) working days of the receipt of the grievance, the Director of Human Resources will prepare a report which includes a written summary of the investigation and a recommendation of action. The findings will be submitted to you and your supervisor during a follow-up meeting with the Director of Human Resources. If you still believe the action to be unfair, you may proceed to Step 3.

- Step 3: You should submit a written synopsis of your grievance to the Senior Administrator of the area. After investigation, the Senior Administrator will provide you with a written decision within seven (7) calendar days. The Senior Administrator may elect to:
 - (a) uphold the earlier decision,
 - (b) overturn the decision, or
 - (c) initiate a Board of Review (in accordance with Step 4).

If you believe that your concern still has not been resolved in a fair and equitable manner, you may proceed to Step 5 within seven (7) calendar days of the decision.

Step 4: When a Board of Review is found necessary, it will consist of a chairperson (non-voting) and five voting members. The Senior Administrator of the area where the complaint originates will appoint a chairperson who has no direct or indirect supervisory relationship to the complainant. The chairperson will appoint the voting members, subject to the approval of the complainant. Voting members will be from outside the complainant's department.

Step 5: If you are denied a Board of Review in Step 3, or if you believe that your concern still has not been resolved satisfactorily, you may appeal through a letter to the President of the College.

Within fourteen (14) calendar days of the letter to the President, the President or her/his designee will review all aspects and circumstances of the case as they pertain to the appeal and render a decision in writing to the employee. The decision of the President/designee is final.

PAYROLL INFORMATION

Non-exempt Payroll and Time Sheet Policy

All Non-exempt (Hourly) Full and Part-time Employees are paid bi-weekly on Fridays for work done the prior two weeks (holidays notwithstanding). These procedures also apply to students who work on campus. To ensure accurate payrolls, each hourly employee must submit a weekly TIME SHEET detailing the hours worked in a given week. A standard work week begins on Sunday and ends the following Saturday.

Time sheets should be maintained on a daily basis to accurately record the time worked. Time should be recorded in quarter hour (.25) increments. Each employee is asked to record the following amounts each day: time work started, time in/out for lunch break, time in/out for personal reasons, and time work ended.

Employees are responsible for totaling hours worked (both vertical and horizontal columns) and verifying that the column total is equal to the number of hours worked. All entries should be in INK not pencil. The week's begin/end dates should be entered on the top of the form.

At week's end, each employee should sign the time sheet and forward it to his/her Supervisor. The Supervisor will review the sheet for accuracy, sign it, and either return it to the employee or forward it directly to the Payroll Office, 311 Conrad Hall.

All time sheets are due in the Payroll Office each MONDAY NOON (12:00). If Monday is a holiday, time sheets are due TUESDAY by 9:00 a.m. Time sheets may be submitted anytime after Noon on Fridays. Each employee must make appropriate arrangements for the time sheet submission if absent on Friday/Monday. Unfortunately, late time sheets will result in a missed paycheck for that payroll. Missed amounts will be incorporated into the next week's pay run. Please make every effort to be prompt.

Exempt Payroll and Time Sheet Policy

All exempt employees are paid biweekly. For record-keeping purposes, exempt administrators will complete a monthly time sheet and submit it to the Human Resources office by the first week of the subsequent month.

The College is required by law to make the following payroll deductions based on the W4 form submitted by its employees:

1. Federal Income Tax
2. Social Security & Medicare Tax (FICA)
3. Massachusetts Income Tax

The following voluntary deductions may be arranged:

1. Medical benefits
2. Direct deposit
3. Savings bonds
4. Supplemental retirement accounts
5. United Way or Alumni donations

Following one year of employment, all full-time employees over the age of 25 must contribute 5% of their base wages to a retirement plan. This amount is matched by the College.

All questions regarding payroll deductions should be directed to the Payroll Office. Questions pertaining to benefits should be directed to the Human Resources Office.

OVERTIME PAY

Occasionally, a non-exempt employee may be asked to work beyond the normal hours for which the employee was hired to work. Overtime is to be worked only at the request of the supervisor. The College's procedures regarding overtime pay are in strict compliance with the Fair Labor Standards Act, Section 7.

Non-exempt employees are entitled to overtime compensation for all hours in active pay status in excess of forty (40) in any calendar week. For purposes of this policy "active pay status" is defined as all hours worked or approved as paid leave. Vacation, sick leave, and holidays are included in the calculation of active pay status hours. Double time will be paid for scheduled hours worked on Sunday, provided that the employee has worked on all six (6) preceding days of the workweek. Double time will also be paid for employees required to work on College holidays. These "Double time" hours are not counted in determining hours on active pay status for overtime purposes since these hours are already compensated at double time. If an employee has any questions regarding this policy, please check with the Human Resources Office for clarification.

CALL-BACK PAY

Employees eligible under Fair Labor Standards Act for overtime (non-exempt) are eligible for Call-Back Pay. Employees called back after having completed their normal work schedule and leaving the College, will receive a minimum of three (3) hours of pay at their regular rate of pay. If hours worked exceed three (3), the additional hours will also be paid at their regular rate of pay. Hours paid as call-back hours will be considered time worked when computing overtime. Additional information regarding this policy may be obtained from your supervisor.

DIRECT DEPOSIT

All new employees are required to enroll in direct deposit of payroll checks.

BENEFITS FOR DOMESTIC PARTNERS

The domestic partners (as defined below) of employees and their qualified dependents may be eligible to participate in the following:

- Health Insurance
- Dental Insurance
- Education Benefits
- Employee Assistance Program

Nichols employees may designate only one person as their domestic partner, and each must be the sole partner of the other.

Domestic partners must:

- Be at least 18 and mentally competent to consent to a civil contract;
- Not be acting under force or duress;
- Not be married to, or legally separated from, any other person, and,
- Not be in another domestic partnership.
- Not be legally allowed to marry under current laws of the state in which the employee and domestic partner reside.

To enroll an eligible domestic partner, the employee may request a "Declaration of Domestic Partnership" at the Office of Human Resources. The Declaration must be completed, and signed by both parties before benefits begin.

The dollar value of the domestic partner benefit may be considered as taxable income to the employee. Please contact the Office of Human Resources for details.

JOB POSTINGS

When a position becomes available, it is generally the policy of Nichols College to distribute a job posting notice via email to all employees and post it on the College's website.

It is the College's policy to hire the best qualified candidate for the position. Qualified internal candidates are encouraged to apply. (See Promotions and Transfers.)

From time to time, circumstances may warrant an appointment without written postings. The College reserves the right to take such actions.

PROMOTIONS AND TRANSFERS

An employee may request a transfer from one job or department to another job or department after said job is posted. Such a request need not be in the nature of a promotion; lateral moves are allowed. Requests for transfer must first be made to the Director of Human Resources unless the job posting specifies otherwise. Except in an extraordinary circumstance, a new employee's request for transfer will be considered only after he/she has been employed for at least six (6) months at the College in the same position.

Frequent job transfers will not be permitted, therefore, a subsequent transfer to another job or department will only be granted after two (2) continuous years of service after the first transfer was made.

In most cases, the current department must release the employee to be transferred within a reasonable time period, but not to exceed four (4) weeks. In some exceptional cases, the department head may request a delay in the promotion or transfer providing the employee is informed and a time frame has been established. The request must be made to the Director of Human Resources. The new department head must be in agreement with the requested arrangement.

Employees promoted or transferred from one department to another will be paid the rate of pay of the new position when the promotion/transfer becomes effective. Accordingly, in some cases a transfer will involve a pay decrease. The Director of Human Resources will inform interested and qualified candidates as to whether the transfer will result in an increase, a decrease, or no change in salary.

ADMINISTRATORS WHO TEACH POLICY

College administrators with appropriate credentials and permission of their supervisor and the Vice President for Academic Affairs may be granted permission to teach classes at Nichols under the following guidelines:

1. Administrators interested in teaching assignments should make that interest known to the appropriate program chair.
2. Exempt staff who teach during normal working hours and receive compensation for teaching must make up the time missed while they are performing duties associated with the additional compensation. No more than one half hour of the exempt lunch hour may be used to make up this time in a single day. The supervisor's approval should be obtained prior to accepting any teaching appointment that impinges on the normal working day. The revised work schedule for making up the lost time should be submitted to the supervisor before the teaching commitment is accepted.
3. Generally, evening division classes should be encouraged over day assignments. In the event that a day assignment was to be permitted, a clearly laid out plan to cover the missed work time would have to be established.
4. Compensation for teaching either a **Undergraduate GPS** or **MBA** course section will be made at the same rate of pay as full-time faculty receive for teaching an extra assignment in the Graduate and Professional Education Division or MBA summer session.

Administrative staff who desire to teach at another college, university or educational institution may do so on the same once per semester basis as outlined above for teaching at Nichols College. The administrator who desires to teach elsewhere must have permission from his/her supervisor and the appropriate dean prior to undertaking the assignment. Every effort should be made to avoid any conflict with required job duties at Nichols College.

Administrators on a ten (10) month schedule will follow the aforementioned rules. In addition to the one-class authorization by the Vice President during the ten-month term, ten-month administrators are able to teach during their two month break from College duties. Ten-month administrators are allowed, as are twelve (12) month administrators, to teach at another college with approval.

Exceptions to this policy must be approved by the academic dean of the appropriate area, and a written copy of the approval forwarded to the Director of Human Resources. The College reserves the right to grant or withhold approval to teach at its sole discretion.

Maximum Three-Credit Course Load

	Per Semester (Fall, Spring, Summer)	Academic Year (Fall/Spring)	Calendar Year
Full-Time Faculty	5	10	**
Professional Staff	2	4	6
Adjunct Faculty	3	6	**

Acceptable Use of Information Technology Resources

Purpose

The purpose of this policy is to outline the acceptable uses of computing and information technology resources for the Nichols College community. This policy outlines the standards for acceptable use of college computing and information technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications equipment, whether owned, leased, or otherwise provided by Nichols. This policy is intended to reflect the College's commitment to the principles, goals, and ideals described in the Nichols Mission Statement.

Coordination with Other Policies

Users of information technology resources at Nichols College are advised that other college policies, including those for Human Resources, and the faculty and student handbooks, and notably those policies governing copyright and intellectual property compliance, may be related to use of information technology resources, and that those policies must be observed in conjunction with this policy.

Additionally, laws (including, but not limited to FERPA, HIPAA, etc) and college policies relating to disclosure of confidential information must be observed.

Access to and Expectations of Persons Using Information Technology Resources

It is the policy of Nichols to maintain access for its community to local, national and international sources of electronic information in order to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Nichols maintains a variety of information technologies for use as resources for people, catalysts for learning, increased access to technology, and an enriched quality of learning. Access to this environment and the college's information technology resources is a privilege and must be treated with high ethical and legal standards.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the Nichols community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources and data for which you have authorization and only in the manner and to the extent authorized.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.

- Abide by applicable laws and college policies and all applicable contracts and licenses, and respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Respect the privacy and personal rights of others.

Access to Nichols information technology and computing resources is a privilege granted to students, faculty and staff of Nichols. The college extends access privileges to individual users of the college's information technology and computing resources. The extension of these privileges is predicated on the user's acceptance of and adherence to the corresponding user responsibilities detailed in this policy. The college reserves the rights to limit, restrict, or extend access to information technology resources.

Application

This policy applies to all users of Nichols computing and information technology resources, including faculty, staff, students, alumni, guests, external individuals or organizations and individuals accessing external network services, such as the Internet via college facilities. The Vice President for Information Services will determine operational policies, networking standards and procedures to implement the principles outlined in this policy. The Information Technology department (IT) has the right to protect shared information technology resources.

Ownership

Nichols College assumes and reserves ownership of all data, files, messages, and programs stored in its computer systems. Users cannot claim ownership of any data stored in Nichols College computer systems. Users can, however, expect exclusive use of all e-mail messages stored in their user accounts. Cooperation with any system administrator requests regarding user computer activities is expected. Only under certain unusual circumstances involving issues of system integrity, sexual harassment, or suspicion of illegal use of computer resources; or at the direction of the president of the college, Vice President for Information Services, or Dean of Student Services, will the system administrator access email stored in user accounts.

Copying Copyrighted Materials (software, music, videos)

Respect for the intellectual work and property of others has traditionally been essential to the mission of academic institutions. As members of the academic community, Nichols College values the free exchange of ideas. Just as Nichols College does not tolerate plagiarism, it does not condone the unauthorized copying of any copyrighted materials. The copying of these types of materials without the permission of its owner is illegal and a criminal offense.

Storage/Copying of Confidential Information

Nichols maintains systems that store a significant amount of confidential information on faculty, staff, students, donors, prospects, vendors, etc. Access to this information is restricted based on a need to know. Under no circumstances is any of this information to be copied or exported off the server and stored on a laptop/portable computer, home computer, PDA (such as a Blackberry or similar device), or removable storage media, including, but not limited to, CD/DVD, USB key/thumb drive, or IPOD/MP3 players.

It should also be understood that e-mail messages, which have file attachments containing confidential information, run the same risk of exposure as files on removable storage media, laptops, or PDA's. Therefore confidential information must not be attached to any e-mail messages.

Use of College-Assigned Usernames and Passwords

Nichols College assigns usernames and passwords to individuals to provide users with access to specific information and system resources, based on the needs of their job function. Under no circumstances are users to share usernames and passwords with anyone else, unless requested to do so by a system administrator for the purpose of troubleshooting a system issue. Sharing of this information will be construed as circumventing the college's security practices and procedures, and will expose that user to risk of disciplinary action. Any need for system access to data or resources must be processed as a request through the appropriate channels, so that appropriate authorizations can be obtained and documented.

Right to Monitor

The campus computer systems linked together on a common fiber-optic network are owned by Nichols College, or, in some cases, are privately owned as personal computers brought to campus by faculty, staff, or students. Regardless of ownership, every computer attached to the campus network for any reason (e.g., Internet connectivity, e-mail accessibility, etc.) is subject to monitoring by the IT staff. Due to the exponential growth of the amount of data transmitted through the Nichols College network, this monitoring is required in order to detect and correct network problems as they occur, thereby ensuring the continued stability of the campus-wide computing environment. Even with the right to monitor, users should continue to expect that their data, files, and e-mail will remain private. System monitoring is a mechanism for identifying abnormal computer system or user activities, not a method for accessing private information.

Uses

In general, the Nichols community shall use college information technology resources (which include privately-owned computers connected to the college network) in connection with the college's core teaching, research, and service missions. Uses that do not significantly consume resources or interfere with other users also are acceptable, but may be restricted by IT. Under no circumstances shall members of the college community or others use college information

technology resources in ways that are illegal, that threaten the College's tax-exempt or other status, or that interfere with reasonable use by other members of the college community. Any use of college information technology resources, including network infrastructure, for commercial purposes is prohibited.

Sanctions for Violations

Failure to comply with the appropriate use of computing and information technology resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property and subjects one to disciplinary action. Any member of the Nichols community found using computing and information technology resources in violation of this policy is subject to existing disciplinary procedures including, without limitation, suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate. Nichols College also reserves the right to confiscate any privately-owned equipment that is used during the violation of this Acceptable Use Policy.

Review of the Policy

This policy may be assessed from time to time to reflect substantive change as a result of changes to the Nichols information technology resources and/or changes in legal statutes that impact information technology resources, copyright, or other intellectual property issues. The Vice President for Information Services is responsible for determining when the policy needs to be reviewed and the process for review and revision.

Official Email Policy

Email is the official communication tool of Nichols College. The proliferation of the Internet makes it very easy for people to contact Nichols faculty/staff members directly via email links on our Web site. Thus, it is essential that faculty/staff respond quickly to emails.

Following is the official email policy for Nichols College faculty and staff:

- All Nichols College faculty/staff must check their email at least twice each workday.
- All Nichols College business/customer service email inquiries must be responded to within 24 hours. If a Nichols faculty/staff member receives an inquiry which will take more time to answer, he/she should send a response saying that he/she is working on the request and will send the information within a stated time period.
- If a Nichols faculty/staff member receives an email that should be handled by another department, he/she should forward it to the appropriate person immediately. The employee should then send a reply email to the sender to let them know the message has been forwarded to another department.
- If a faculty/staff member is going to be out of the office for more than one day, they must set up an auto-reply* message on their email system to notify those trying to contact them. A sample message might say, "Joe Smith, Director of Operations, will be out of the office from Monday, June 5th – Friday, June 9th, and will not be checking email. If you need assistance in the meantime, contact Sue Jones at sue.jones@nichols.edu."

Note: Faculty should list the Assistant Director of Student Advising Services as an alternate contact.

*To create an auto-reply message, click on the "Tools" button in Microsoft Outlook and then click on "Out of Office Assistant."

BENEFITS

The following is a list of the current benefits offered to eligible employees. All full-time and regular part-time employees are eligible for benefits. Benefits may be modified at the discretion of the President and with notice to the community. Any questions regarding benefits should be directed to the Director of Human Resources.

- Medical Insurance
- Dental Insurance
- Medical/Dental Insurance Continuation - COBRA
- Disability Insurance
- Life Insurance
- Education Benefits
- Retirement Plans
- Employee Assistance Program
- Leaves of Absence:
 - a. Bereavement
 - b. Court and Jury Duty
 - c. Family and Medical Leave Act
 - d. Holidays
 - e. Maternity/Paternity Leaves
 - f. Military Leave
 - g. Personal Days
 - h. Personal Leave
 - I. Sick Leave
- Social Security/Medicare
- Unemployment
- Vacations (Non-faculty only)
- Worker's Compensation

Medical Insurance

The College provides several medical insurance programs from which to choose. Information packets and employee premium contribution rates are available from the Human Resources Department. Please review the information to determine which plan best serves your needs and contact the Human Resources Office if you have questions. Open enrollment occurs annually in June, and changes are effective on July 1st.

Dental Insurance

The College provides dental insurance for all benefits-eligible employees. Please refer to the plan description available from the Human Resources Office for details of coverage and claims procedure.

Medical/Dental Insurance Continuation - (COBRA)

Federal law permits an employee, whose group insurance has terminated due to reduction of hours or termination of employment (other than for gross misconduct) to continue medical/dental insurance coverage for the employee and insured dependents. The employee and his/her insured dependents are eligible for up to eighteen (18) months of continuation coverage. Continuation coverage must be elected within sixty (60) days of termination.

A 36-month benefit applies to any of the following:

1. a surviving spouse
2. a divorced or legally separated spouse
3. a child no longer eligible for group insurance by reason of age
4. spouse and covered dependents of an employee eligible for Medicare

Coverage may not be continued if the person is eligible for group coverage elsewhere, if the group plan terminates, or if the person stops paying the premium.

In order to continue the medical/dental insurance benefits under the group plan, the employee will be required to pay the full monthly premium to Nichols College, including any amount previously paid by the College, as well as a 2% administration charge. This amount may change in accordance with any premium rate changes for the group plan. Premiums must be paid by the first of the month for which coverage is provided.

Disability Insurance

The College provides disability insurance for all benefits-eligible employees. **Short-Term Disability** benefits are 70% of salary, payable on the eighth (8th) day for an illness and the first (1st) day for an accident, for up to 180 days. On the 180th day of disability, **Long-Term Disability** benefits take effect, payable at 66 2/3% of salary. Information on application procedures and payment duration are available from the Human Resources Department. Both Short- and Long-Term Disability benefit payments may be adjusted based on other income. Contact the Human Resources Office for more information.

Life Insurance

The College provides Group Life Insurance in an amount equal to two times the annual salary. This benefit has a double indemnity clause in the event of accidental death or dismemberment. For employees with an annual salary greater than \$25,000, a portion of the College-paid premium is taxable, and the employee's last paycheck in the calendar year will be adjusted accordingly. Upon termination, the life insurance policy is portable. Further information is available from the Human Resources Office.

Education Benefits

Tuition Remission

As an academic institution, Nichols College is dedicated to the pursuit of knowledge and intellectual growth of its faculty, staff, and students. To assist with this growth, Nichols offers tuition remission benefits to all employees. Full-time employees may take up to six (6) credits during one semester at Nichols College. Part-time employees are entitled to three (3) credits per semester at Nichols College. Classes must not interfere with the employee's regular work schedule. A tuition remission form must be completed and approved by your supervisor before classes begin.

Dependent children and spouses of full-time employees will receive tuition assistance as space is available in courses at the College after a year of continuous employment. Tuition charges will be covered in full. The remission program does not apply to room, board, application, registration, laboratory, graduation, student activity fees or books.

The Tuition Remission program applies to graduate and undergraduate programs at Nichols College. Upon the death of a full-time employee, dependent children enrolled in a curriculum of the undergraduate College may continue to participate in the tuition privileges provided all academic requirements are satisfied and full-time continuous status is maintained.

Tuition Reimbursement

Nichols College will pay one half of the tuition and fees for employees who successfully complete a course of study at an institution other than Nichols, provided the following conditions are met:

- The course must be related to the job function of the applicant, as determined by the immediate supervisor and appropriate Vice President/Dean.
- The course must be approved in advance by the immediate supervisor and appropriate Vice President/Dean.
- The course must be unavailable at Nichols College.
- The applicant must submit proof of payment and successful completion of the course. A grade of C or higher is required for successful completion of the course.
- Eligibility is limited to 3 credits per semester.

Retirement Plans

Following one year of employment, full-time employees over the age of 25 are eligible and required to participate in the Fidelity or TIAA/CREF retirement plan. A five percent (5%) reduction is made from the employee's gross earnings and the College contributes seven percent (7%). Employees under the age of 25 are eligible to participate if they wish. If already a participant in TIAA-CREF, eligibility is immediate. Full details of these plans are available in the Human Resources Office.

Employee Assistance Program

Nichols College has an Employee Assistance Program (EAP) which provides confidential assistance to those who are having personal problems due to physical or emotional difficulties, including: chemical dependency, alcoholism, drug use, co-dependency, legal concerns, marital, family or emotional stress. (See page 9)

Nichols recognizes that problems like these may impact employees' well being, and can negatively impact job performance. The College believes most of these problems can be resolved with early identification and appropriate care. Therefore, supervisors may require that employees seek care as a condition of continued employment if the problem is adversely impacting job performance.

In using the Employee Assistance Program, employees have the opportunity to talk to experienced counselors. Where appropriate, referrals will be made to community agencies that have been screened by the EAP staff to assure that the best care will be provided. For more information, contact the Human Resources Office.

Social Security/Medicare

Social Security & Medicare (FICA) payments are withheld from an employee's salary as provided by law. The amount is matched by a required contribution from the College.

Unemployment Compensation

If your services are terminated by the College due to factors not within your control, you may be eligible for unemployment compensation as long as you are actively seeking other employment. Information regarding unemployment compensation will be provided at termination or upon request from the Human Resources Office.

LEAVES OF ABSENCE

a. Bereavement Leave

In the event of a death in the immediate family, an employee will be given up to three (3) days of bereavement leave with pay. Immediate family is intended to include parent(s), spouse/domestic partner, child(ren), grandchild(ren) and sibling(s). Employees may take one (1) day of bereavement leave in the event of the death of a grandparent, mother/father-in-law, or son/daughter-in-law.

When possible, Nichols will grant vacation hours or unpaid leave for the deaths of other relatives, friends, or co-workers.

b. Court and Jury Duty

Employees may serve on a jury or serve as court witnesses when subpoenaed, without loss of pay. Your regular salary will be paid to you the first three days of the trial. After the first three days, the College will pay the difference between the jury duty fee and the regular salary. A letter from the court stating the days served and the amount paid should be submitted to the Payroll Office as soon as possible following jury service.

c. Family and Medical Leave Act

Nichols College understands the importance of family issues to today's workforce. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act of 1993 (FMLA), Nichols hereby establishes its Family and Medical Leave Policy.

Nichols will grant an eligible employee (an employee who has been employed at least 12 months and has worked at least 1250 hours during that 12-month period) unpaid leave for up to 12 weeks during a 12-month period if the procedures in this policy are followed and leave is requested for any of the following reasons:

1. The birth or adoption of a child, or the foster care placement of a child;
2. To care for a family member of the employee if that individual has a serious health condition;
3. A serious health condition of the employee that renders the employee unable to perform his or her job functions.

Employees are limited to a maximum of 12 weeks unpaid leave for any of the aforementioned purposes but an employee cannot take 12 weeks parental leave and 12 weeks sick leave during the same 12-month period. If the leave is for

birth, adoption or foster care placement, the leave must be completed within 12 months of the date of birth or placement. If a husband and wife both work at Nichols, and are eligible for leave, they are only entitled to a combined 12 weeks of leave for birth, adoption, foster care, or care for a family member.

An employee taking leave for personal illness or to care for a sick family member need not take such leave continuously but may take it on an intermittent basis or by reducing the employee's scheduled work hours, if the employee provides certification from the health care provider caring for the employee or for the family member, that the leave must be taken in that matter. Requests for intermittent or reduced scheduled leave after the birth, adoption, or foster care placement of a child are subject to the consent of the employee's department head. The initial request should be made to the Human Resources Department.

The FMLA is an unpaid leave but employees may choose to use accrued paid leave (vacation, sick time, personal days) to cover some or all of the FMLA leave taken. In some cases, Nichols may require the substitution of accrued vacation time for any of the situations covered by the FMLA. All absences due to disability or worker's compensation will run concurrently with the FMLA and will count towards the employee's FMLA leave entitlement (i.e., an employee will be out of work for 6 months due to a worker's compensation injury, the first 12 weeks will be designated as FMLA, therefore, the employee could not take the 6 months worker's compensation time and then expect 12 more weeks FMLA leave).

Employees seeking to use the FMLA leave are required to provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. The Human Resources Office will also require employees to provide medical certification supporting the need for leaves due to a serious health condition affecting the employee or an immediate family member. Periodic reports during the FMLA leave regarding the employee's status (or that of an immediate family member) and the intent to return to work will also be required. In some cases, a "fitness-for-duty" certification will be required by Nichols before the employee will be restored to his/her job.

Health care and dental benefits will continue during the FMLA leave under the same conditions and terms that employees receive before the leave. Contributions made by employees will still be required during the leave.

Employees returning to work from the FMLA leave will be restored to their original job or an equivalent position with equivalent pay, benefits, and other employment conditions provided a reduction in force has not happened during the leave. Job restoration can be denied to a "key" employee (a salaried employee who is in the highest 10% of the employee salaried group) if doing so would cause "grievous economic injury."

More information, including federal guidelines on the Family Medical Leave Act, is available from the Human Resources Office.

d. Holidays

Nichols College generally observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day*
- Memorial Day
- Independence Day
- Labor Day*
- Columbus Day
- Wednesday afternoon before Thanksgiving
- Thanksgiving Day & Friday after Thanksgiving
- Christmas Day & an additional day

*Floating Holidays – If required to work, another day should be taken during the same pay period.

e. Maternity and Paternity Leaves

If an employee wishes to apply for a maternity paid leave, she should do so in writing to her immediate supervisor at least thirty (30) days prior to the time the leave is to commence indicating: (a) the expected date of delivery or arrival of the adopted child, (b) the intended date of starting the leave; (c) the appropriate physician's certification and recommendation, (d) a statement of her intent to return to her job at the College.

Following delivery of a child, Paid Maternity Leave will be granted to the mother for eight (8) workdays. Maternity Leave beyond this period will be compensated via the Nichols College Short Term Disability Policy.

Following the adoption of a child, Paid Maternity Leave will be granted to the mother for eight (8) workdays. Maternity Leave beyond this period will be considered an unpaid leave of absence.

The total period of maternity leave will not exceed eight (8) weeks unless accompanied by medical certification verifying the need for an extension. If the mother wishes to extend her leave beyond the eight (8) weeks, she may apply vacation time or request an unpaid personal leave of absence. The Family Medical Leave Act is also available to her at this time. (For more information, see Family Medical Leave Act.) Her position will be kept open or filled with a temporary employee for the duration of the leave.

Paid Paternity Leave will be granted to the father for eight (8) workdays following delivery or adoption of a child. The Family Medical Leave Act is also available to fathers at this time.

f. Military Leaves of Absence

Long-Term Tours of Duty

Full-time employees called to active military duty will be granted an unpaid military leave of absence. Notice of the leave should be given in writing to the supervisor at least ten (10) working days prior to the time the leave is to commence. The duration of the leave shall be the term of the enlistment plus any additional time that may be required by the government. It shall also include a reasonable allowance of time for travel and adjustment. Reenlistment or any other voluntary extension of the tour of duty will cancel the leave of absence.

On return from military leave of absence, the employee will be reinstated, as required by law, subject to these conditions:

1. The employee must apply for reinstatement within the time required by law.
2. The employee must be physically qualified.
3. If the employee's former job is not available, the College will provide a job of similar status and Pay.

Short-Term Military Leaves

Full-time employees may be granted a short-term leave of up to ten (10) working days per year to satisfy a military training requirement. Notice of the leave should be given in writing to the supervisor at least ten (10) working days prior to the time the leave is to commence.

The College will pay the difference between military pay and normal salary. Upon return, employees should forward to the Payroll Office military vouchers showing the amounts paid to them while on military duty. College adjustments will be made in the next regular paycheck.

Military Reserve Leave

If an employee wishes to apply for military reserve leave (time required to participate in annual military training duty as a member of the armed forces or the National Guard), (s)he should do so in writing to his/her immediate supervisor at least fourteen (14) working days prior to the time the leave is to commence. It is understood in a case of national emergency that (s)he may be called to duty without prior notice. (S)he will receive the difference between military pay and regular College pay for a period up to fourteen (14) days. A period of active duty training which extends beyond the fourteen (14) days shall be considered a leave of absence without pay, with full reemployment rights. Earned vacation and other employee benefits will not be affected by the leave. A copy of his/her

training duty orders and earnings statement must be presented to the supervisor immediately upon returning to work in order to receive any differential pay.

g. Personal Days

After six months of employment, non-exempt employees will be entitled to take two (2) regularly scheduled work days per year as **PERSONAL DAYS** under the following conditions:

- (1) **PERSONAL DAYS** will be granted when requested in writing in advance and approved by the supervisor.
- (2) **PERSONAL DAYS** will be granted only when such absence will not involve the payment of overtime as a consequence or cause inconvenience to the department.

Terminating employees are not compensated for unused personal days. Personal days are not accumulated annually.

h. Personal Leave of Absence

A personal leave of absence is a leave without pay but with all fringe benefits consistent with the provisions of this handbook. Such a personal leave, generally for a period not to exceed three (3) months, may be granted for personal, family, health, or other exceptional circumstances which cannot be resolved through vacation time. Each request will be reviewed on its own merits after consideration of the reason(s) and the effect on the College's operation.

A request for personal leave of absence must be made in writing to the immediate supervisor at least thirty (30) days prior to the time the leave is to commence indicating: (a) expected date of departure, (b) reason for the request and (c) expected date of return. Request must be approved by the Director of Human Resources and the Vice President/Dean of the pertinent area.

The College recognizes that emergencies do occur and, therefore, the leave will not be unreasonably jeopardized because of short notice.

Vacation time will not be accrued during any leave in which wages are not being paid. College paid retirement benefits (matching) will not occur during any leave in which wages are not being paid. Also, the employee portion of the health insurance premium must be paid in advance of the leave. Failure to return from a personal leave of absence on the agreed-upon dates will be considered a voluntary resignation.

I. Sick Leave

For exempt employees, there is no set number of days allocated for sick leave. Employees are expected to use this benefit with restraint and professionalism. The College reserves the right to require a physician's verification of an illness or

disability and to require a call to the supervisor on a daily basis. When an illness or disability results in an eight or more days of absence, the employee must apply for short-term disability.

For non-exempt employees, Nichols College provides a paid sick leave benefit of eight (8) workdays during the period July 1 - June 30. Non-exempt employees may accumulate no more than eight (8) days. Employees on unpaid leave or disability will not accrue sick leave. Upon the eighth day of illness-related absence, the employee must apply for short-term disability.

Use of Paid Sick Leave

A. Acceptable uses of sick leave include:

1. An employee's inability to work because of illness or injury.
2. Necessary medical or dental appointments during the employee's regular work hours that cannot be charged to paid personal time off or accommodated by changing the employee's work schedule.

B. Institution holidays and sick leave:

When an employee is unable to work due to illness with time off that was charged to paid sick leave on a day when a regular institutional holiday occurs, the charge for that day is changed to a paid holiday.

C. Disabilities during vacation:

When an employee is hospitalized while on vacation, the period of disability should be charged to accumulated sick leave and, if appropriate, a claim should be filed for disability plan benefits.

VACATION

Exempt Employees

The vacation policy for all exempt employees is as follows:

1. Each exempt employee is granted twenty (20) vacation days a year, to be taken only after it is earned. Vacation is earned at 1-2/3 days per month.
2. Vacation time may be accumulated up to thirty (30) days. At no time can the unused balance exceed thirty (30) days. Employees are urged to use accrued vacation.
3. Payment in lieu of time off will not be granted.
4. Holidays are not counted and will not be charged against accumulated vacation.

A vacation request form must be submitted to the Payroll Office prior to any vacation time taken. It must first be approved and signed by the employee's immediate supervisor.

Employees on unpaid leave or disability will not accrue vacation time.

Non-Exempt Employees

The vacation policy for all non-exempt employees is as follows:

1. In the first 10 years of employment, the employee is granted **10 vacation days per year.**
2. Employees working for the College from 11 through 15 years are granted **15 days of vacation per year.**
3. After 15 years of employment, the employee is granted **20 days of vacation per year.**

A vacation request form must be submitted to the Payroll Office prior to any vacation time taken. It must first be approved and signed by the employee's immediate supervisor.

Employees on unpaid leave or disability will not accrue vacation time.

The following rules govern the use of vacation days:

1. Selection of the vacation period is done on a seniority basis and must be approved by the immediate supervisor.
2. Vacation time may be accumulated up to thirty (30) days.
At no time can the unused balance exceed thirty (30) days.
3. Payment in lieu of time off will not be granted.
4. Holidays are not counted and will not be charged against accumulated vacation.

Ten-Month Contracts

An employee on a ten-month contract will be expected to take the largest part of his/her vacation during those months for which he/she is not scheduled to work. For instance, if an administrator works from September through June he/she would be expected to take vacation during July or August.

Terminated Employees

An employee who resigns or is terminated by the College will be paid any unused accrued vacation time, provided appropriate notice is given. Terminated employees should return college issued keys, equipment and credit cards to the Human Resources Office before receiving their final paycheck.

WORKERS' COMPENSATION

If you suffer a job related injury or illness, you are covered by Workers' Compensation Insurance. All accidents and injuries must be reported immediately to Public Safety, your supervisor and to the Human Resources Office. A formal accident report must be filed with the Director of Human Resources promptly.

The Director of Human Resources should be notified of all doctors appointments and/or treatments related to the injury. Workers' Compensation Insurance will pay 60% of your regular salary after five days of work missed due to the injury.

ACCIDENT REPORTING

Any accident which occurs while you are working or engaged in College business must be reported to your supervisor and the Human Resources Office immediately. To be prepared in the event of accident, illness or emergency, please leave your personal physician's address and telephone number along with an emergency contact number, with the Human Resources Office.

BUILDING AND OFFICE SECURITY

Any keys issued to you must be returned to the Human Resources Office when your employment is terminated. If you are the last to leave your office, you are responsible for seeing that the office (or building) is locked. Confidential files should never be left out in an unattended office. Computers logged in to the administrative computing system should not be left unattended.

CHANGE OF NAME OR ADDRESS

Any change of name, marital status, or address should be reported promptly to the Human Resources Office. You should also inform the Human Resources Office of the birth or adoption of a child.

CONFIDENTIALITY

We release the following directory information about our students: address and telephone number if listed in the student directory.

Under no circumstances should information regarding one student be given to another student.

All information about school matters, students and College personnel should be treated in a confidential manner.

EMERGENCY CLOSING/EARLY RELEASE

A decision to delay opening, to close, or to suspend operations at Nichols College because of adverse weather conditions or other emergency conditions will be made by the Academic Vice President of the College.

If, because of an emergency situation, the Nichols College campus is closed before the normal workday begins or opening is delayed, an announcement will be broadcast on the following radio stations:

WTAG 580 AM (Worcester) WSRS 96.1 FM (Worcester)
WESO 970 AM (Southbridge) WCVB TV Channel 5 (Boston)
WINY 1350 AM (Putnam, CT) WXLO 104.5 FM (Worcester)
WBZ TV Channel 4 (Boston)

You may also call the Nichols Snow Line: (508) 213-2452

DELAYED OPENINGS: When the announcement heard on the TV states that Nichols College is delayed, that pertains not only to students but also to all Nichols College employees. Hourly employees will be paid for the time of delay.

CLASSES ARE CANCELLED: When the announcement states that classes are cancelled, the offices at Nichols College will be open, and staff will be expected to come to work. Employees will not be penalized for arriving late on bad weather days, but best effort must be made to get here as close to starting time as possible. If you cannot make it in, your supervisor must be notified.

COLLEGE IS CLOSED: An announcement that states that the college is closed means that staff will not be expected to come in.

EARLY RELEASE: A decision to suspend operations during the workday will be communicated through the Office of the President.

PARKING

Employees who wish to park on campus must register their vehicle with the Office of Public Safety and obtain a parking sticker. Applications for stickers are available in the Office of Public Safety. The completed form must be returned to the Office of Public Safety before a sticker will be issued. Employee parking is designated throughout the campus. It is important to observe “No Parking” and “Handicapped Parking” signs.

EQUIPMENT REMOVAL

The removal of College equipment from the campus is prohibited except with authorization from your supervisor. The transfer of furniture, equipment or office machines from one room to another must be approved in the same manner. Removal of equipment, furniture, or other College property without prior authorization may result in disciplinary action up to, and including, termination.

MAINTENANCE

Problems with heating, lighting or equipment at your work site should be called to the attention of your supervisor, the Physical Plant Department, or the IT Department, as appropriate.

NOTARY PUBLIC

Notary services are available in the Business Office.

PERFORMANCE EVALUATIONS AND SALARY REVIEWS

Performance evaluations are administered to all employees by their immediate supervisor. The evaluation is intended to provide insight into an employee's development and contribution to the College in the eyes of the supervisor. It is also designed to give employees an opportunity to express opinions about their own performance and progress.

Evaluations must be in writing and shown to the employee being evaluated; These should be as thorough as possible and cover all aspects of the employee's performance- competence, growth, and improvement. The employee is entitled to a copy and a review session with the supervisor before evaluations are submitted to the Vice President/Dean and the Director of Human Resources.

The review of the evaluation should allow for frank discussion between the employee and the supervisor concerning the employee's job performance, and what can be done to improve performance. The employee shall have the right to attach a statement to the supervisor's evaluation. Proof of this review will be provided by the signatures of both the supervisor and the employee on the written evaluation.

It is mandatory that regular performance evaluations are held at least once a year.

PERSONNEL RECORDS

The Human Resources Office has the responsibility for maintaining records regarding each employee, including an application for employment or resume, current address, telephone number, insurance beneficiaries, federal and state income tax withholding statements, sick leave information, vacation and leave of absence requests. Any changes must be reported to the Human Resources Office. Performance reviews will also be included in an employee's personnel file. (See Fair Information Practices Act.)

FAIR INFORMATION PRACTICES ACT

Under this Act, you have the right to look at your personnel file during regular office hours. Appointments for this purpose should be made with the Director of Human Resources.

Files may not be removed from the Human Resources Office. Upon request, photocopies of the file can be provided within five (5) working days. (See Personnel Records.)

PERSONAL/STUDENT USE OF SUPPLIES AND EQUIPMENT

Students are not to be allowed access for personal use to the telephones, photocopying machines, computers, etc. Nichols College letterhead is not to be used by employees or students for personal business.

A CONCLUDING STATEMENT

The Nichols College community believes that an open, fair and honest flow of communication within an atmosphere of mutual trust is of prime importance to its employees. The College will do its best to keep you as well informed as possible in order for you to meet your own and our objectives. At the same time and realizing that effective communication is always a two-way street, the College encourages constructive opinions and positive suggestions from its employees.

