

2022-2023 Staff Handbook



Goodwin University is an affirmative action/equal opportunity educator and employer, fully committed to the goal of providing equal opportunity and full participation in its educational programs, activities, and employment without discrimination because of race, color, religious creed, sex, age, national origin, political affiliation, marital status, veteran status, sexual orientation, mental or physical disability, or any other consideration not directly and substantively related to effective performance. This policy implements Federal and State laws, regulations, and executive orders.

Revised: August 2022

Section 1: Welcome to Goodwin University

Our Staff Handbook

The Goodwin University Staff Handbook (“Handbook”) is the property of Goodwin University (“Goodwin” or the “University”). It is intended for use by Goodwin’s full-time and part-time staff members, and to serve as a general overview of Goodwin University’s employment policies and benefits.

The current handbook contains Goodwin University’s policies and practices that are in force at the time of publication. Please read this handbook thoroughly because this supersedes all previously issued handbooks, and any inconsistent policy statements.

As an employee, you are responsible for abiding by the University’s rules and policies. Throughout this handbook you may be referred to as staff or employee; these terms are used interchangeably. Further, Goodwin University reserves the right to revise, modify, delete and/or add to all policies, including but not limited to compensation, work content, benefits, employment practices or procedures described in this handbook at any time, with or without advance notice, at the University’s sole discretion. Your continued employment after any of these policy changes indicates your agreement with these policies. Please review this handbook regularly as policies and procedures may be refined throughout the year.

All Goodwin University employees are employed on an “at will” basis, which means that both you and Goodwin University have the right to terminate employment at any time for any reason or no reason, with or without cause and with or without notice.

This handbook may not contain all the information you will need during your employment. As such, you may receive additional information and instructions from the University. If you have any questions regarding this handbook or any University policies, please direct your concerns to your supervisor or if they are not available, Human Resources.

Employees can expect that Goodwin University will:

- Operate an ethical educational institution that adheres to the policies and procedures stated in this handbook and our University catalog.
- Provide services to the community through our educational programs.
- Select people on the based on skill, training, ability, attitude and character.
- Respect individual rights and treat all employees with courtesy and consideration.
- Communicate to our employees Goodwin University’s overall goals and objectives and our progress toward meeting those objectives.
- Develop competent people who understand our mission and are committed to achieving our goals.
- Do all these things in a spirit of friendliness and cooperation so that Goodwin University will continue to be known as “a great place to work!”

What Goodwin University Expects From You:

Perform all aspects of your role, including to:

- Understand your responsibilities and know how to perform them promptly, correctly and in the spirit of friendliness and cooperation.
- Cooperate with administration and your fellow employees, maintaining a good team attitude. How you interact with fellow employees and those whom Goodwin University serves, as well as how you accept direction, can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Goodwin University. Consequently, whatever your position: Perform every task to the best of your ability. The result will be better performance for the University overall and personal satisfaction for you.
- Grasp every opportunity offered for personal and professional development. This handbook offers insight on how you can positively perform to the best of your ability and meet or exceed Goodwin University’s expectations.

- Take a proactive role in matters that concern you and impact your life. We are dedicated to making Goodwin University a place where you have direct access to management and can approach your supervisor or any manager to discuss your concerns or answer your questions.
- Remember that you help create the healthy, pleasant, and safe working conditions that Goodwin University intends for you. The dignity that you, your fellow employees and our students hold is important. Goodwin University needs your help in making each working day enjoyable and rewarding.
- Attend Commencement ceremonies.
- Consistently demonstrate your commitment to providing and/or supporting a quality learning experience for our students.

Resolving Your Workplace Concerns

All employees are expected to work collaboratively and constructively to resolve concerns by leveraging your management team. You should first discuss concerns with the next level of the management team starting with your direct supervisor. If you still have concerns, you should then speak with the department head, followed by the Vice President. If you are uncomfortable speaking with your supervisors or believe it is inappropriate to speak with a specific individual on the management team, you should speak with the next level manager or contact Human Resources.

It is prohibited to bring a guest, whether internal or external, to a scheduled meeting with management or Human Resources without prior authorization.

We recognize that while meeting with members of your management team, you may wish to take notes to document the discussion for future reference. That is permissible, however, recording the meeting using audio or video equipment is strictly prohibited without the express, written, and advance consent of Human Resources.

Welcome from the President

Dear Colleague:

I would like to extend a very warm welcome to you as you begin your employment with Goodwin University. Thank you for joining our team! As a member of our educational community, we want you to embrace our philosophy and mission, recognize your individual authority and responsibilities, and understand our policies, practices, and benefits. To be effective, even experienced professionals must continuously strive to stay acquainted with our dynamic institution.

Goodwin University offers, we believe, a very special environment. We are dedicated to personal and professional growth for our students, staff, and faculty. We honor service to others – both inside and outside the walls of the University. First and foremost, we are a learning community. We believe that we are all students, seeking greater awareness, greater understanding, open to all sides of a question. Because we are all students, it makes it easier to properly regard our largely adult student body as our equals, even as we mentor and guide them through their programs.

While employment is a specific objective of each academic program, we are also committed to each student's total development, which includes academic, social, and creative talents. The curriculum, therefore, is directed toward enabling each student to attain proficiency in skills and to achieve the knowledge, self-confidence, skills and poise necessary to meet the demands and challenges of today's work environment. The coursework is challenging. It needs to be – all the more reason why we seek to always be compassionate, human, and caring to students and to each other.

If this view of a University seems a bit unusual, we have done our job. I extend to you my personal best wishes for your success and happiness at Goodwin University.

Mark Scheinberg, President

Core Values

Goodwin University's Core Values are deeply held beliefs that represent the University's highest priorities and fundamental driving forces. They define our passion for what we do and how we choose to resonate with and appeal to students, employees, and the greater Goodwin community.

DEI Statement

Goodwin University works towards an inclusive learning environment where all members of the Goodwin community are treated with respect and dignity. We strive towards universally designed learning environments that are equitable and inclusive. We work to denounce discrimination of any form and maintain a collaborative community with an awareness of global perspectives on social justice.

Section 2: Employment

Employment-at-Will

As a Connecticut-based organization Goodwin University recognizes “at-will” employment. This means the employment relationship may be terminated at any time for any or no reason, with or without cause, and with or without notice. In addition, this means that Goodwin University may alter your position, duties, title, or compensation at any time for any or no reason, with or without cause, and with or without notice. Nothing in this Handbook or in any other document or statement, and nothing implied from any course of conduct, shall limit Goodwin University’s right or the employee’s right to terminate employment at-will. Only the President of Goodwin University is authorized to modify the at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be (1) in writing, and (2) signed by the President and the employee to whom it applies.

Equal Employment Opportunities

Goodwin University is committed to equal employment opportunity and the University will comply with all federal, state, and local laws with respect to equal employment opportunity. If you believe you have been discriminated against at the University, please contact your management team or Human Resources immediately. A timely investigation will be conducted, and appropriate action taken, as necessary. The University will not retaliate or permit retaliation against any employee who reports discrimination or participates in an investigation.

Reporting Obligations

In compliance with federal and state requirements, Goodwin University’s “responsible employees” or “mandated reporters” must report all instances of suspected abuse or sexual misconduct. For more information on these requirements please see Section 6: Campus Environment.

In addition to these reporting obligations all incidents must be documented using the incident report form which can be found here <https://www.goodwin.edu/forms/incident-report/>

Orientation For New Employees

As a new employee you can expect your supervisor or their designee to oversee your initial orientation to the University. In addition to these efforts, the University offers a formal employee orientation that promotes the Goodwin University culture and expands your knowledge of our programs and services. We will invite you to our orientation program following your hire date. This program is mandatory for all new employees. The orientation may include:

- Presentation of Goodwin University’s mission, values, and culture
- Introductions to the Goodwin University leadership team
- Tour of the office / campus and review of the University’s systems
- Review of the University’s general policies and procedures

Pre-employment Documentation

Employment Application and Supporting Documentation: Goodwin University relies on the accuracy of information provided by applicants contained in the employment application and any other information applicants provide throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Goodwin University excluding the individual from further consideration for employment or, if the person has been hired, terminating their employment.

Transcripts: Applicants for faculty or adjunct positions must provide official transcripts from all institutions of higher education from which they received a degree or certificate. Transcripts must be received from institutions that were properly accredited at the time that the degree was received. Employees are responsible for requesting them from all appropriate institutions, along with any fee required. Official transcripts must be on file within the first semester of your teaching assignment.

Employee Status Definitions

Full-time Employees are those who are employed at least 40 hours per week. Generally, full-time employees are eligible to participate in Goodwin University's benefit programs, subject to the terms, conditions and limitations of each benefit program.

Part-time Employees are those who work fewer than 40 scheduled hours per week and are generally ineligible to participate in Goodwin University's benefit programs.

Introductory Employees are full or part-time employees in their first 60 days of employment who are ineligible for participation in benefit programs.

Exempt Employees may be part-time or full-time and are excluded from the overtime and recordkeeping provisions of the Fair Labor Standards Act (FLSA). Exempt employees are not required to be paid overtime if they work more than 40 hours per week. An employee's "exempt" status is determined by the nature of the work and the requirements needed to perform the job as defined by FLSA.

Non-exempt Employees may be part-time or full-time and are not exempt from overtime and record keeping provisions of the Fair Labor Standards Act (FLSA). This means non-exempt employees must be paid overtime if they work more than 40 hours in a given work week. The "non-exempt" status is determined by the nature of the work and the requirements needed to perform the job as defined by FLSA.

Student Workers are Goodwin University students who work 15 hours or less per week. To maintain the status of a student worker, the employee must be actively enrolled as a student during the semester(s) in which they intend to work.

Temporary Employees are those who work temporary assignments and are ineligible for any benefits. Temporary employees cannot work for Goodwin for more than 999 hours in a calendar year.

1099 Contractors/Consultants are those who sign an agreement with the University to provide goods or services under a written contract and must be approved by the VP of Human Resources and the AVP of Finance before hiring.

Employment Files

Employee files can be accessed online through your Paycom self service account. For employment information, paychecks, and W2 forms to be delivered to you expediently, your employment file must contain an accurate record of your current home address and telephone number or another number where you can be reached. This information can be updated at any time through your Paycom employee self service account. It is also important that the University has the same information for the person to contact on your behalf in case of emergency. The University will not be held responsible for not having current address and phone number information.

Compliance with Disability Laws

Goodwin University complies with applicable federal and state laws that protect individuals from discrimination based on disability, including the Americans with Disabilities Act (ADA), and will not discriminate against any qualified applicant or faculty member with respect to any terms, privileges, or conditions of employment because they have a physical or mental disability. Goodwin University will provide reasonable accommodations in appropriate circumstances. Employees who require reasonable accommodations or would like to discuss reasonable accommodations should contact Human Resources.

Similarly, students enjoy the same protections under the American with Disabilities Act. Students who require accommodations work with the office of accessibility in the student affairs division. Any faculty or staff member who receives notification of a student requiring an accommodation from the accessibility office is required to comply in accordance with ADA. Questions about implementation of the accommodations should be directed to the accessibility coordinator.

Introductory Period

The first 60 days of your employment with Goodwin University is considered an introductory period. During this time, you are expected to become familiar with your job responsibilities, become acquainted with fellow faculty and staff, and

determine whether you are satisfied with your employment. During the introductory period, your supervisor will monitor your performance closely to ensure that performance expectations are being met. After the introductory period, Goodwin University will continue your employment unless you fail to reasonably meet the performance expectations outlined in the Faculty Agreement Letter or demonstrate that you are a poor fit for the Goodwin University community.

Employment References and Verification

On occasion, Goodwin University's Human Resources department may receive requests for employment references and will only verify dates of employment and position(s) held. All requests for employment verification should be sent to Human Resources. Additional information, including salary, may be provided if Human Resources is presented with a signed release from the employee or former employee that meets Human Resources' approval.

Section 3: Workplace Expectations, Pay & Conditions of Employment

Emergency Notification

For true campus emergencies, Goodwin University uses the Everbridge emergency communications system (<http://www.everbridge.com>). Everbridge sends notifications to employees and students via several venues: text, cell phone, email, home phone, work phone, etc. Everbridge is also used by local law enforcement agencies and is a comprehensive tool in strengthening campus safety. This system is only engaged in a situation that poses a threat to the University community. It is not used for weather closings (see section below). New employees are added to the roster at the beginning of each month. At the beginning of the fall semester, a full refresh of employee data will be entered, and employees will be prompted to log in and review their preferences.

Cancellation of Classes Due to Inclement Weather or Other Emergencies

The administration carefully considers student safety, weather reports, and the ability to clear campus parking when deciding on inclement weather closings. Every effort is made to post closings by 7 a.m. for day classes and 3 p.m. for evening classes, but allowances must be made for changing weather and road conditions.

In the event of snow or inclement weather, information about plans for the day will be communicated via:

- Goodwin University homepage: www.goodwin.edu
- Facebook: <https://www.facebook.com/GoodwinUniversity>
- Instagram: <https://www.instagram.com/goodwinuniversity/>
- Twitter: <https://twitter.com/goodwinuniv>
- Listings on local television news stations
- Campus emergency notification system

When classes are canceled, individual faculty members may opt to conduct class online or hold a scheduled make-up session. Students are responsible for checking Canvas and their Goodwin email regularly, particularly on days when classes are canceled, to learn of any alternate arrangements. If a canceled class is rescheduled, a student who is unable to attend will not be penalized for non-attendance but is still responsible for the work missed.

If the University is closed due to inclement weather staff members that have the ability to work remotely should do so.

Children in the workplace

If an emergency arises where a staff member must bring their children to the office, it should be for a limited period with no disruption to the workplace.

Wage and Hour Compliance

Goodwin University complies with all federal and state wage and hour laws. It is essential that non-exempt employees and their supervisors consistently record all timesheet activity in a timely manner. Failure to do so, will be addressed as

performance issue and may result in disciplinary action, up to and including termination. Any employees who are unsure of whether they are exempt or non-exempt should see their direct supervisor.

Non-exempt employees are expected to:

- Record their time worked each day in their web timesheets.
- Take at least a thirty-minute unpaid break on any day where they work more than seven and one-half hours. They may not skip over or "override" this break. In addition, this unpaid break may not be taken in the first or last two hours of their workday. Please note that Goodwin University does not formally offer two paid 15-minute breaks, however your supervisor may allow such breaks based on department needs.
- Timesheets must be completed no later than noon on the Monday preceding a pay day. In unusual circumstances (e.g., holidays) employees may be required to complete them sooner. Failure to do so may result in a delay of processing your paycheck.
- Inform your supervisor prior to working overtime hours, or as soon as practically possible.

Exempt staff members must record their absences by requesting time off in the payroll system prior to taking the time or as soon as practically possible.

Supervisors are expected to:

- Review and approve individual timesheets (no batch approvals). Correct any errors or missed punches prior to approval. All approvals must be completed no later than noon on the Monday preceding a pay day. In unusual circumstances supervisors may be required to approve timesheets sooner, this may include holidays or weekends.
- If a supervisor is unable to access the payroll system, they must contact their direct supervisor to approve in their absence.
- Accurately record administrative hours when necessary and see payroll/HR for guidance if needed.
- Immediately notify payroll/HR, via email, of any use of bereavement time or jury duty for a member of your team.

Work Hours and Attendance

Regular attendance and punctuality are critical to your success and Goodwin University's ability to provide the necessary service level for student success and effective operations. Failure to maintain satisfactory attendance including, adhering to regular work schedules, may lead to disciplinary action, up to and including termination.

Absence

Other than for absences due to leaves of absence under FMLA or for approved disability leave for employees who are not eligible for FMLA, employees are expected to be at work and perform their responsibilities while having excellent attendance. Leaves of absence for personal reasons may be approved in advance by the Provost and Human Resources for certain limited circumstances.

When scheduled on site you are expected to report to work on each scheduled day, arrive on time and work the entire scheduled shift. When scheduled to work remotely you are expected to log into your computer at your stated start time, be reachable and work the entire scheduled shift.

In the event of illness or an emergency, you are expected to inform your direct supervisor at least one hour before the normal start of your workday. Failure to do so or repeated patterns of this behavior may result in serious consequences up to and including termination of employment. If you are absent for three consecutive working days without notice given to your supervisor it will result in immediate termination.

In this instance, you are expected to make a reasonable attempt to speak with your supervisor to discuss outstanding work due that day and communicate when you are expected to return to work. Reasonable attempts include calling during business hours and providing a phone number where you can be reached if leaving a voice-mail or other type of message. Any other forms of contact, such as emails, text messages, or messages conveyed through co-workers, must be in addition to the phone call to your manager. Employees who do not call or who are excessively tardy or absent will be subject to disciplinary action.

It is crucial for you to notify your supervisor as soon as you know you will not be coming to work. You are required to inform your supervisor one hour prior to your normal start time if you are sick or cannot make it to work.

Third Party Involvement

Goodwin University will not discuss employment issues or concerns with a third-party, including parents/guardians of employees under the age of 18. If you become incapacitated and unable to communicate via phone or email, Goodwin University may reach out to your Spouse/Partner, Parent/Guardian, family member or friend, if necessary, to fulfill its obligations to you. As soon as you can communicate again, all issues will then be addressed by you. If an employee wishes to have another party join a meeting, please see Human Resources.

Professional Conduct

Prohibited conduct: You are expected to always demonstrate professional conduct while at work. We ask for your full cooperation to keep Goodwin University a civil and positive workplace. In addition to all other policies stated in this Handbook, the following is a non-exhaustive list of examples of prohibited conduct:

- Fraternalizing inappropriately with students
- Removing any property of the University from the premises without proper authorization, or engaging or participating in theft or dishonesty; damaging or destroying University property, or the property of any University employee, vendor, student, or sub-contractor; failing to report damaged property, no matter how slight
- Being insubordinate, threatening, intimidating, disrespectful, or assaulting a manager/supervisor, coworker, student, visitor, or member of the public
- Fighting
- Using profane, abusive, or threatening language toward coworkers, students, visitors, or members of the public
- Endangering the health, safety, and/or welfare of others
- Failing to maintain satisfactory work performance
- Sleeping, loafing, or otherwise abusing time during assigned working hours
- Performing unauthorized personal work while working for Goodwin University or using Goodwin University resources
- Engaging in rude, obnoxious, malicious, or unprofessional behavior toward coworkers, students, visitors, or members of the public
- Smoking in unauthorized areas
- Using any items on Goodwin University property that violate federal fire code, including but not limited to candles, portable space heaters, etc.

Performance Management

Goodwin University is strongly committed to excellence and depends upon its employees to uphold the highest professional standards. The University strives for an environment of trust, unquestioned integrity, and genuine concern for the welfare of its employees and its students.

All employees should expect to receive timely performance feedback, coaching and development from their management team to support the achievement of satisfactory work performance. The annual performance review process is an important aspect of this effort, and provides employees with the following:

- An opportunity to conduct a self-review of their individual work performance;
- Classroom or Online Observation(s), if applicable
- A written review containing constructive feedback regarding their supervisor's assessment of their performance for the previous year
- A formal discussion of the employee's performance, including dialogue about successes, opportunities, goals, and professional development plans for the upcoming year
- An opportunity to provide feedback about their direct leader's supervisory effectiveness, which is factored into the supervisor's own performance assessment.

If an employee's performance or behavior fails to meet desired expectations despite these efforts, the employee could experience disciplinary action that may include verbal warning, written/final warning, or termination of employment.

During instances where an employee's performance or behavior is deemed egregious enough to create an unacceptable level of risk for the University's students, employees, physical facilities or finances, the University reserves the right to take an immediate disciplinary action such as termination of employment. See section on Professional Conduct for more information.

Payroll

You will be paid biweekly on Friday, one week in arrears. Unless other arrangements are made, all paychecks are mailed to your home address, unless you have chosen direct deposit. You are responsible for making certain that Human Resources has your correct current home address. It is your responsibility to update your personal contact information, including your address, through your Paycom online account.

You are expected to accurately record your time worked and properly request paid time off (PTO) through Paycom. A payroll discrepancy should be brought to the attention of Human Resources immediately so that correction can be made as quickly as possible. If a payroll error is made where you are overpaid, it is your responsibility to return the unearned funds to the University immediately, in the form of a bank check.

Direct Deposit and Paychecks

Direct Deposit: You may choose to have a portion, or all of your paycheck directly deposited into a bank or credit union account. You can update or make changes to your direct deposit accounts at any time through your Paycom employee self-service account.

Paychecks: If you should lose a manual check or incorrectly document direct deposit account information, and funds need to be voided or reversed, a fee will be deducted from your next scheduled pay to cover the cost incurred by the University.

Protection of Personal Information

Goodwin University is committed to maintaining the privacy and security of its employees' personal information, including but not limited to social security numbers, driver's license numbers, state identification card numbers, account numbers, credit or debit card numbers, passport numbers, alien registration numbers, and health insurance identification numbers. To this end, Goodwin will protect the confidentiality of, prohibit the improper disclosure of, and limit access to such information as required by federal and state law. Employees with access to documents containing such personal information are required to destroy, erase, or make unreadable this information prior to disposal. Any employee found in violation of this policy will be subject to discipline, up to and including termination.

Section 4: Employee Benefits & Services

Benefits

Goodwin University offers all eligible full-time and other eligible employees the option of participating in our health, welfare, and retirement programs. Part time employees and adjuncts may be eligible to participate in our medical and retirement plan in accordance with federal and state law. If you elect to enroll in any of the University's benefit programs, coverage begins the first of the month following the completion of 60-days of employment. Employees are encouraged to refer to the individual plan documents and other communication materials regarding plan coverage, eligibility, required contributions and other pertinent plan information.

Elective Benefits

Employees are offered two primary opportunities to enroll in Goodwin University's health, welfare, and retirement benefit programs at the time of employment and at annual benefits open enrollment. Additional enrollment opportunities for the retirement plan also occur at the beginning of each quarter. Open enrollment periods are communicated through e-mail and the University's management team. You may address enrollment or benefit inquiries to Human Resources.

In addition to the open enrollment periods, other life events that may trigger a change in your health and welfare benefit status are:

- The birth or adoption of a child
- A child who is no longer a dependent
- A change in your spouse's benefits
- Marriage or divorce
- Death of a dependent
- Exceeding 1000 working hours in a calendar year

Goodwin University reserves the right to change any aspects of the elective benefit programs it offers to staff at any time for any reason at its sole discretion.

Mandatory Benefits

The University makes contributions for and makes deductions from employees' pay for social security and medicare. The University also deducts one half of one percent from employees checks for the CT Paid Leave tax. It also provides coverage for injuries and illnesses that arise in the course of employment under the Connecticut Workers' Compensation law. For more information on how to report a work related injury please see Section 7: Injuries in the workplace.

Continuation of Group Medical Insurance (COBRA)

Upon employment termination, benefits coverage will end on the last day of the month in which the termination occurs. Eligible participants may continue or convert the group insurance plan in accordance with the terms of the policy and/or law.

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides eligible staff and dependents the opportunity to continue health insurance coverage under Goodwin University's health plan when a "qualifying event" results in the loss of eligibility. Some common qualifying events are:

- Resignation
- Employment termination
- Death of a staff member
- Reduction or increase in a staff member's hours (including a leave of absence)
- Staff member's divorce or legal separation
- Dependent child no longer meeting eligibility requirements

You must notify Human Resources of any changes in dependent status (loss of student status or divorce/legal separation) within 60 days of the event or the right of continuation of coverage may be lost. Under COBRA continuation coverage, the staff or beneficiary pays 100% of the coverage cost for Goodwin University's group rates.

Paid Time Off

Goodwin University recognizes that everyone needs to balance the time and energy we commit to our jobs and other parts of our lives. The University believes that you can provide the best service to our students when you take care of yourselves. To give you time to enjoy your other interests, Goodwin University provides you with paid time off benefits. We encourage you to use your time off benefits, with advance planning to avoid disrupting or delaying the completion of work. Full-time staff members are eligible for PTO, sick, bereavement, and holidays.

Holidays

The following holidays are considered paid holidays. As a full-time staff member you will also be awarded one floating holiday per year that can be used on any work day (subject to supervisor approval).

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day
- New Year's Day

If one of the above holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. If one of the above holiday eves (for example, Christmas Eve, New Year's Eve) falls on a weekday, you may be allowed to leave at 3:00 pm based on department discretion and need.

In addition to paid holidays, it is important to recognize that there are various other holidays that our students may observe due to their cultural or religious backgrounds. Please make every effort to reasonably accommodate these dates.

Paid Time Off (PTO)

All full-time employees earn PTO at the rate of 10.67 hours per month commencing on the first day of employment. If an employee requests time off prior to their benefit eligibility date, they must borrow against their future PTO; not to exceed 5 days (40 hours). Time off that exceeds the 5-day limit is unpaid. If an employee leaves the University and has a negative accrual balance, the University reserves the right to recoup the overpayment in the employee's final check as outlined in the wage deduction authorization form that is signed at the time of hire.

PTO must be taken at a time convenient to University operations and approved by your supervisor in advance for purposes of coordination. Supervisors may reserve the right to deny the use of PTO if an employee has less than six (6) months of continuous employment.

You may choose to receive \$100/day for each PTO day not used at the end of the calendar year or elect to carry forward up to ten (10) days of PTO into the following calendar year. This option allows you the ability to take PTO early in the calendar year before new PTO time is earned.

Employees who complete five (5) years of continuous full-time service at Goodwin University accrue an additional five (5) days of PTO. At fifteen (15) years of continuous service, an additional (5) days is accrued. You will begin to accrue the additional time in the month following your anniversary date.

Sick Time

Eligible full-time employees earn sick days at the rate of 1.33 hours per month commencing the first day of employment to an annual maximum of two (2) days. At the end of the calendar year, you may roll over all earned sick time into the following calendar year. If an employee is out for three or more consecutive days due to illness, they must provide a doctor's note directly to Human Resources upon return to work. Depending on the nature of the illness, Human Resources may require additional information, such as, a physician note indicating fitness to return to duty.

Administrative Hours

The use of administrative time is used to cover periods of office closings and/or delays due to inclement weather or other emergencies. Decisions related to the use of admin time and the amount that may be used are made by Human Resources.

Bereavement

Bereavement Days: Goodwin University allows up to five (5) days, as needed, of paid leave upon the passing of an immediate family member such as a spouse, parent, or child. Up to two (2) days of paid leave are allowed for the passing of other close family members such as a sibling, grandparent, mother-in law or father-in-law. Other needs for paid leave due to bereavement can be met with the use of PTO, with supervisor approval. Please notify your supervisor immediately after learning that you need this leave. If you determine that additional time off is needed due to extenuating circumstances (e.g. travel), PTO may be taken with management approval.

Jury Duty

If you should be called to serve on a jury, notify your supervisor within 24 hours after receiving your jury duty notice. Please provide Human Resources with a copy of your jury summons notice prior to your scheduled appearance date. The University will pay you your regular salary for the first five (5) days of jury duty, provided you submit proof of attendance to the University. Thereafter, the state will pay you jury duty pay.

Court Appearances

If you receive a subpoena or are required to appear in court other than on direct University business, the time must be taken as earned PTO.

Professional Development

Employees are encouraged to seek out, and participate in, professional development activities each year. Professional development is intended to strengthen an employee's skills and attributes in their current position, prepare for a future position, or further develop areas of expertise. The University may sponsor a professional development activity, up to a certain dollar amount, based on funding availability and strategic priorities.

Employees can participate in a wide variety of professional development activities, including but not limited to: presenting at a professional workshop or conference; attending a professional workshop or conference; pursuing an academic degree or professional credential; taking an online training course; reading books and or articles; contributing to a key work project; and participating in coaching from a supervisor, organizational leader or mentor.

Participation in professional development activities is a factor considered in the employee's annual performance assessment. Employees should submit a summary of their professional development activities during the year to their supervisor as part of the annual performance review. Copies will be provided to Human Resources for placement in the employee's electronic employment file.

All professional development activities that are scheduled to occur during work time and/or sponsored by the University must be approved in advance by the management team. Faculty members are responsible for arranging for and providing class coverage and communicating the details of the arrangement to the Dean well in advance of the scheduled event.

With prior management approval, the University will cover the cost of professional development activities as well as reimburse for appropriate expenses as determined by the nature and extent of the meeting or workshop.

Education Assistance

Goodwin University encourages employees to continue their education. For more information about eligibility and approval, please contact the Provost's office or Human Resources.

Doctoral-Preparation Assistance: Goodwin University seeks to assist current employees with Master's degrees in their pursuit of a Doctor of Philosophy (Ph.D.) or Doctor of Education (Ed.D.). Interested candidates should review the Doctoral-Preparation Assistance Policy that is located on our website.

Tuition Scholarships and Remission Programs: Goodwin University participates in several higher education consortium programs designed to benefit employees and their dependents. Full-time employees with at least 6 months of service are granted tuition remission at any of the member schools.

Our current programs include:

- Hartford Consortium for Higher Education <http://hartfordconsortium.org/> (applies to Goodwin University full time employees only; spouses and dependents are excluded from this program)
- The Council of Independent Colleges
- The Tuition Exchange Program (<http://www.tuitionexchange.org/>)

For additional information please contact Human Resources.

Goodwin University Tuition Remission

Undergraduate Tuition Remission Programs

Goodwin University is pleased to offer tuition remission to eligible employees and their families as part of our education assistance benefit. The University has established a scholarship program to provide:

- 100% full tuition remission to its eligible full-time employees (excluding selective admissions programs)
- 100% full tuition remission to spouses and dependents of full time employees (including selective admissions programs)
- 100% full tuition remission to full time Magnet School employees (excluding selective admissions programs)
- 50% tuition remission to part time employees and adjuncts
- 50% tuition remission to spouses / dependents of part time employees and adjuncts
- 50% tuition remission for spouses and dependents of Magnet school employees

Adjuncts that are inactive will remain eligible to participate in the 50% tuition remission program. Please see "employment separation" section for more information. To determine eligibility, you must submit a completed Tuition Remission Eligibility form to Human Resources, either for yourself or for your spouse/dependent child. The form must be submitted prior to the start of each semester to be considered for eligibility. The form can be found on the Goodwin Policy Website. If your employment with the University terminates, you or your spouse/dependent children may complete all classes in which currently enrolled.

Tuition Remission is provided as a tuition-only scholarship that also covers applicable program fees and is available to employees and their family members who enroll in an academic program at Goodwin University. Prior to receiving a tuition grant, the student must be accepted through the admissions procedures and file the federal financial aid application to be received by Goodwin University by the appropriate deadline. The amount of the tuition grant shall be the difference between tuition costs and any federal, state, or outside, private entity financial award for which the student qualifies. Books and supplies are the responsibility of the student. Professional development money cannot be applied to cover these fees. All courses under the tuition remission program are subject to space availability.

Employee Eligibility:

You must complete at least six months of service. All participants must follow registration guidelines as set forth in the Goodwin University Catalog. Magnet school employees dates of hire and current employment status is subject to employment verification through LEARN.

- May take two 3- or 4-credit course per semester
- May request approval to take additional courses for a semester from your direct supervisor and department vice president. This request must include an explanation of how an accelerated academic schedule will benefit both you and the University.
- Cannot schedule classes during normal working hours without prior written approval from your supervisor and department Vice President
- Achieve a grade of "C" or better in each course

- Do not receive an "NS" or "UG" grade for any course
- Do not withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)
- Consistently comply with the parameters of the program
- Remain an active employee

Failure to meet requirements will result in losing eligibility for one full academic calendar year. Appeals to this decision can be sent to the Director of Human Resources for review and consideration.

Spouse Eligibility:

- May take up to a full-time credit load per semester
- Must be a current legal spouse of the eligible employee at the beginning of each semester
- Maintain satisfactory academic progress, in accordance with the University's student policies
- Do not receive an "NS" or "UG" grade for any course
- Do not withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)

Failure to meet requirements will result in losing eligibility for one full academic calendar year. Appeals to this decision can be sent to the Director of Human Resources for review and consideration.

Dependent Eligibility:

- May take up to a full-time credit load per semester
- Must be a legal dependent child of the eligible employee, per FAFSA guidelines, at the time of their initial class registration (see "Dependency Checklist" on page 2 of the Tuition Remission Eligibility Form)
- Maintain satisfactory academic progress, in accordance with the University's student policies
- Do not receive an "NS" or "UG" grade for any course
- Do not withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)
- Once independent status is reached (per FAFSA guidelines), student must have continuous enrollment, including no unapproved leaves of absence through the completion of their program of study.

Failure to meet requirements will result in losing eligibility for one full academic calendar year. Appeals to this decision can be sent to the Director of Human Resources for review and consideration.

Exclusions: Programs that are excluded from this benefit for employees include those with selective admissions policies. Employees who are currently enrolled in any of the excluded programs as of July 1, 2014, will be allowed to complete their program if they do not lose eligibility. This program exclusion does not apply to spouses and dependent children of employees.

Graduate Tuition Remission Programs

Goodwin University supports its employees, and other members of the Goodwin community, in the achievement of their academic goals. The University has established a scholarship program to provide;

- 100% full tuition scholarship to its eligible full-time employees
- 50% tuition remission to eligible part-time employees including adjunct faculty
- 50% tuition remission to Goodwin University employees' spouses and dependents
- 50% tuition remission to Goodwin Magnet school employees
- 50% tuition remission to spouses and dependents of Magnet school employees

If an employee's spouse or dependent, a magnet school employee or their spouse or dependent, enrolls in a cohort they continue to receive tuition benefits for the duration of their time in the program provided they maintain continuous enrollment. This 50% scholarship may not be available for new enrollees in future semesters.

To ensure a rich academic experience within each cohort, spaces for full-time Goodwin University employees are limited to 25% of each cohort. If the number of eligible full-time employees exceeds the amount of space available, the

University will award spaces based on a number of factors, including but not limited to organizational need and length of employment. There is no space limit for other eligible members of the Goodwin community.

The tuition remission is a tuition-only scholarship that also covers applicable program fees. Prior to receiving this scholarship, the recipient must be accepted for admission to the program, and formally request scholarship consideration by sending an email to the VP of Human Resources. If the recipient wishes to apply for federal, state, or private financial aid, the amount of the scholarship awarded will be the difference between the financial aid received and the program's tuition and fees. Books and supplies are the responsibility of the student. Professional development money cannot be applied to cover these fees.

Employee Eligibility:

- Must have completed at least six months of continuous service.
- Magnet school employees date of hire and current employment status is subject to employment verification through LEARN.
- Must remain in active employee status
- Must meet admissions requirements and receive formal acceptance into the program.
- Must agree to and sign the service requirement agreement, which states that you must provide the University an additional year of service for each year that they are in the master's program.
- Cannot schedule classes during normal working hours without prior written approval from his/her supervisor and department Vice President.
- Must follow registration guidelines as set forth in the Goodwin University Catalog.

Spouse Eligibility:

- Sponsoring eligible employee must have completed at least six months of continuous service.
- Sponsoring eligible employee must remain in active employee status for the duration of the program
- Must be a current, legal spouse of the eligible employee at the beginning of the semester.
- Must follow registration guidelines as set forth in the Goodwin University Catalog.

Dependent Eligibility:

- Sponsoring eligible employee must have completed at least six months of continuous service.
- Sponsoring eligible employee must remain in active employee status for the duration of the program
- Must be a legal dependent child of the eligible employee, per FAFSA guidelines, at the time of his/her initial class registration. If there is a break in enrollment, dependent eligibility will be based on the student's current age.
- Must follow registration guidelines as set forth in the Goodwin University Catalog.

Policy Definitions

Spouse: Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including "common law" marriage and same-sex marriage.

Dependent Child: A Dependent student is defined by FAFSA regulations. If a student is deemed dependent at the beginning of his/her program, and is progressing consistently and successfully, Goodwin University will continue to allow tuition remission for this dependent to complete his/her program of study even if the student's dependency status changes before completion of that program of study.

Academic Calendar Year: A period of three-semesters including September, January, and May.

INC/NS Grades: To continue to be eligible for the tuition benefit for a future semester, you must also continue to meet all of the tuition benefit requirements such as not earning an F, UG or NS grade in any of your classes. In addition, should you earn an INC in any of your courses, your tuition benefit eligibility will be suspended until the INC grade is resolved. In the meantime, you would be responsible for all tuition and fees. If the INC grade is resolved satisfactorily, the tuition benefit would resume at that point (not retroactively) – for example, if you resolve the INC grade after the standard add/drop period for the first mod, you would only be eligible for the benefit for the second mod.

Employee Assistance Program (EAP)

Goodwin University provides an Employee Assistance Plan (EAP) to all full-time employees who may need extra support in dealing with life's challenges. To achieve a positive work/life balance the EAP program provides support in dealing with a variety of topics, such as:

- Legal Consultation: Receive a 30-minute free consultation and up to a 25 percent discount on select fees.
- Parenting: Receive guidance on child development, sibling rivalry, separation anxiety and much more.
- Senior Care: Learn about challenges and solutions associated with caring for an aging loved one.
- Temporary back-up care: Don't let an unplanned event get the best of you, find back-up childcare.

For more information on the University's Employee Assistance Plan, please see Human Resources.

Lactation Program

Goodwin University supports new mothers through our lactation program. Please see Human Resources on how to obtain access to our lactation room and the rules and regulations that must be followed with this program.

Section 5: Leave of Absence and Employment Separation

Leave of Absence

Goodwin University permits a leave of absence in certain circumstances to enable all full-time employees to meet personal and professional obligations, or to address medical issues as appropriate. All leaves of absence must be approved in accordance with this policy, and you are required to comply with expectations related to documentation and communication with Human Resources and your management team before and during any leave of absence.

Salary Continuation:

- **Paid Time Off:** employees must use the first 80 hours of PTO to cover their time out except for five days, which must remain available for their return to work. If the employee is not yet eligible for benefits, this option is not available.
- **Short-term disability (STD):** subject to approval by short-term disability provider. In accordance with their policy, two weeks of PTO must be taken before STD can be used. STD pays 60% of salary. For more information on this option, please see "Disability" section below.
- Under no circumstances may an employee be granted a "work-at-home" arrangement while on medical leave. If your medical condition prohibits you from reporting to work and performing your duties as expected, you must use one of the options noted above to receive salary continuation.

How Disability Works

Goodwin University provides short-term and long-term disability to all full-time employees as part of its standard benefits package, as a means of continuing salary during a medical illness. However, if you live in the state of Connecticut, you must first apply for benefits through the CT Paid Leave Program. Please consult with Human Resources for the appropriate paperwork if you will be out more than two weeks due to an illness or medical procedure. During this time, you must communicate with your supervisor and Human Resources in a proactive manner regarding when you expect to return to work, including any changes to this information. In addition, you are responsible for ensuring that your physician provides the required documentation to Human Resources and the disability insurance carrier as quickly as possible. This will enable the disability insurance carrier to make a timely decision about the status of the disability claim and minimize the disruption of work at the University. During your disability period, you will be responsible for paying your portion of any medical, dental or vision benefits to the University.

Once the approved disability period ends, you must return to work the next business day. In the event that a disability claim is denied, you must return to work immediately (e.g., the next business day after being notified) or promptly begin the process for appealing the decision, if appropriate. If you do not comply with these expectations, or fail to return to work promptly, the University reserves the right to presume that you are resigning from your position at the University.

If you choose to not apply for disability, then your absence will be regarded as a request for a personal leave of absence, and subject to the approval process noted below under Personal Leave of Absence.

Military Leave

Goodwin University grants an unpaid leave of absence to staff who participate in US Armed Forces Reserve or National Guard training programs and/or active military duty, in accordance with the provisions of the Universal Military Training and Service Act and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Staff members must keep their supervisors fully informed of pending military service, military address while on active service and a return-to-work-from-duty date. For military leave when the staff member is called to active military duty, the member must submit copies of the military orders to their supervisor as soon as practicable. The staff member will be granted a military leave for the period of military service, in accordance with applicable federal and state laws. A staff member who is a Reservist or member of the National Guard will be granted time off without pay for required military training.

Reinstatement after military leave or completed training is determined in accordance with applicable federal and state laws. Benefits can be earned during this leave period.

Leave for Witnesses/Victims of Crime and Victims of Family Violence

In appropriate circumstances, Goodwin University will grant an unpaid leave of absence for witnesses and victims of crime and victims of family violence. For more information about the leave available for these circumstances, please contact Human Resources.

Employment Separation

Voluntary Separation: We ask that you provide your supervisors with as much advance notice in writing as possible. The resignation letter should include the date of the notice, as well as the date of your last day at work, and the reason(s) for separation. Once your resignation letter is submitted, all future vacation and/or personal time off requests will not be honored except for a documented illness. Failure to provide sufficient notice results in significant problems for students and the University. Whenever practicable, please try to time your departure to coincide with the conclusion of a Goodwin University semester.

On or before the date of separation, you must return all Goodwin University property. The last day worked cannot be a PTO or sick day (except for documented illness). Upon termination, you are paid through the last day worked and for any unused accrued PTO. All final wages and payments will be paid in your final paycheck in accordance with the University's next scheduled pay cycle. Prior to the date of separation, you are also responsible for paying back any loans or other advancements you may have had with the University.

Goodwin University reserves the right to accelerate any notice period and make your resignation effective immediately, if necessary.

Involuntary Separation: Human Resources reviews and approves all involuntary terminations. All Goodwin University property must be returned to the employee's supervisor or Human Resources at the time of termination. The University later sends you any relevant benefit paperwork including 401K, Life Insurance, COBRA within the required amount of time after the termination date.

Goodwin University provides you with a written notice describing rights granted under COBRA when you become eligible for coverage under the University's health insurance plan. The notice contains important information about your rights and obligations. You are required to sign off whether you want to continue coverage or not.

Keys: Direct supervisors will make arrangements with Human Resources and the VP of Facilities for new employees to be issued keys if deemed necessary. Upon separation from the University, employees must return all issued keys to Human Resources prior to the final paycheck being issued. If the employee changes department/position, all unneeded keys must be returned to Human Resources.

Breaks in service: If you resign from Goodwin University for a period of time and come back to work as an employee, your service time will be reduced by the time you are away. Prior service will be counted towards your overall service regarding benefit eligibility and service awards. In the event that an adjunct does not teach for three consecutive semesters, they will automatically be terminated in our payroll system. If an adjunct is hired to teach in the future, they must meet with Human Resources to go through the rehire process.

Exit Interviews: Separated employees will meet with Human Resources for an exit interview, on or before their last day of work. The purpose of conducting exit interviews is to identify the reason(s) for the resignation. This practice allows the University to monitor and track employees' feedback, analyze trends within specific departments and improve our recruitment strategies. However, it is important to note that significant problems in the workplace should be brought forward immediately and should not wait until you've made the decision to leave.

Family Medical Leave Act (FMLA)

Federal and State FMLA: The Federal Family and Medical Leave Act ("FMLA") and the Connecticut Family and Medical Leave Act ("CFMLA") require certain employers to provide family and medical leaves of absence for eligible employees. Either or both laws may apply to a particular leave. Where both laws apply, the leave provided by each must be taken concurrently. Under the FMLA, eligible employees who qualify for family or medical leave are entitled to leave for up to

twelve (12) weeks in any twelve (12) month period, and under the CFMLA, eligible employees who qualify for family or medical leave are entitled to twelve (12) weeks in any twenty-four (24) month period. Please contact Human Resources to determine your eligibility for FMLA and CFMLA leave.

Below is an outline highlighting the differences between CT Paid Leave and CT FMLA.

CT Paid Leave (CTPL)

- Covers a percentage of your salary
- Must apply through the state, employer gets employment verification
- Leave can be taken either intermittent or continual
- Can be paid up to 12 weeks of reduced wages
- Maximum weekly amount for 2022 is \$840
- No job protection
- Must meet qualifying circumstances
- Can only be used 1x during 12 months

CT Family and Medical Leave (CTFMLA)

- Is not a paid leave; no salary is covered
- Must apply through your employer
- Leave can be taken either intermittent or continual
- Must meet qualifying circumstances
- Offers 12 weeks of job protection on a rolling calendar basis

The Leave Policy: The University's current leave policy goes beyond what is required by state and federal law. Goodwin allows eligible employees who qualify for family or medical leave to take up to twelve (12) weeks in any twelve (12) month period. Eligible employees who qualify for family or medical leave under the military caregiver provisions relating to members of the U.S. 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 U.S. Armed Forces leaves military service.

Notice of Leave: You should give the University as much notice of the need for a leave as is practicable. Where the need for leave is foreseeable, the University must receive at least 30 days' advance notice of the need for the leave, when possible. Where the need for leave is not foreseeable, you must notify the University within two (2) business days after learning of your need for leave, except in extraordinary circumstances.

Required Use of Paid Leave: Family/medical leave is unpaid leave. Any accrued paid vacation, medical/sick leave, and short-or-long term disability, workers' compensation, or other paid personal leave will be used concurrent with unpaid family/medical leave. The use of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law.

The End of Your Leave: At the end of your leave, you will be returned to work to your former position or one with similar pay and status in accordance with state and federal laws. If you are medically unable to perform your original job upon the expiration of your leave entitlement, you may be transferred to work suitable to your physical condition, if such work is available. If your leave extends beyond the amount of time available under the policy, you may be returned to your former or a like position if one exists; however, the University cannot guarantee reinstatement.

For additional information regarding the University's FMLA policy, including your eligibility for leave and the paperwork required for such leave, please contact Human Resources.

Personal Leave of Absence

In the event that you wish to take a leave of absence and your circumstance does not qualify for coverage under any of the previously mentioned leaves of absence, you may request permission, in writing, from your management team. The letter must be addressed to your manager, specify the reason for the leave, and indicate the start and end dates of the requested leave. Your manager will review the request with the VP, Provost, and Human Resources to determine the decision. Please note that approval of such requests is extremely rare, may affect your eligibility for benefits, and will not guarantee reinstatement of your position upon return.

Death

In the event of your death, your survivors or estate will, in accordance with applicable University policies, be paid:

- Wages earned to the date of death
- Payment for unused paid time off earned to the date of death
- Any other monies not listed above but otherwise properly owed to you, such as 401(k), life insurance, or expenses submitted for reimbursement

Section 6: Campus Environment

Employee Reporting Obligations

In order to maintain a safe educational environment, it is essential that all faculty and staff not only conduct themselves in a manner that does not infringe upon the rights of others, but that they actively contribute to ensuring a safe learning and working environment by promptly reporting all instances of discrimination, harassment, sexual misconduct, and/or retaliation, all instances of child abuse, and all instance of Clery-reportable crimes of which they become aware. Failure to report instances of sexual misconduct, child abuse, and Clery-reportable crimes of which you become aware may result in disciplinary action. These reporting obligations are each explained below.

In compliance with Title IX, Goodwin University's "responsible employees" must report all instances of alleged discrimination, harassment, sexual misconduct, and/or retaliation to the Title IX and Equity Coordinator. Since all Goodwin University employees interact with students in some capacity, all employees of Goodwin University are "responsible employees" for purposes of reporting instances of discrimination, harassment, sexual misconduct, and/or retaliation. If an employee becomes aware of an instance of discrimination, harassment, sexual misconduct, and/or retaliation, it must be reported to the Title IX and Equity Coordinator immediately so that it can be investigated. This may be done by submitting a Discrimination, Harassment, Sexual Misconduct, and Retaliation Report Form on the University's website or by contacting the Title IX and Equity Coordinator directly at aminick@goodwin.edu or (860) 727-6741.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and that while the employee will keep the victim's information private, the employee cannot keep it completely confidential since the employee must notify the Title IX Coordinator. The only completely confidential resource on campus is the Therapist in the Counseling Center.

Goodwin University also frequently serves students under the age of 18, especially through the Early College Programs. Goodwin University employees are "mandated reporters" who are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. Therefore, all faculty and staff who suspect or have knowledge of an instance of child abuse must report it immediately to the Title IX Coordinator so that a report can be made to the Department of Children and Families (DCF).

Lastly, in compliance with the Clery Act, all Goodwin University employees are "Campus Security Authorities" (CSAs) who must report all crimes that occur on campus to Campus Security. CSAs are responsible for reporting instances of certain crimes (murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapon law violation, drug abuse violation, liquor law violation, domestic violence, dating violence, and stalking) that are reported to them by any person (faculty, staff, student, or non-affiliated person). Campus Security can be reached by dialing 555 on any campus phone or at (860) 913-2100 from a non-campus phone.

Complaints and Reporting

Unlawful harassment and discrimination, sexual or otherwise, serves no legitimate purpose and disrupts the workplace and morale. Goodwin takes allegations of harassment and discrimination seriously and will actively investigate all allegations and complaints.

Reporting: If an employee believes that they are being harassed by another employee, student, vendor or visitor of the University, they are strongly encouraged to notify their direct supervisor, Vice President, or Human Resources. Employees may also consider informing the individual that their behavior is unwelcome, but the employee is not required to do so.

Although Goodwin University has chosen not to impose a time frame for reporting harassment complaints, prompt reporting is strongly encouraged. It allows for rapid response and resolution of objectionable behavior or conditions both for the complaining employee and any other affected employees. Any supervisor who is aware of possible sexual and/or other harassment involving any employee or student must immediately bring it to the attention of the Title IX and Equity Coordinator and also their Vice President and/or Human Resources.

As an academic institution all employees are considered "responsible parties" under Title IX regulations; therefore, all employees regardless of supervisory status are required to report allegations of sexual harassment involving a student to the Title IX coordinator even if the employee themselves is not directly involved. Please see the Title IX section of the handbook for more information.

No Retaliation: Retaliation against employees for making a good faith report or complaint of harassment or discrimination, or for cooperating in an investigation of such a complaint, is unlawful and will not be tolerated. Any form of retaliation is strictly forbidden and constitutes grounds for discipline.

The Investigation: Goodwin University takes all complaints of harassment and discrimination seriously, and all such complaints will be promptly and thoroughly investigated.

Corrective Action: If an investigation confirms that harassment or discrimination has occurred, Goodwin University will take corrective action, including discipline up to and including immediate termination of employment.

Review: If either party directly involved in any investigation is dissatisfied with the outcome or the resolution, that individual should submit a written request to the Provost/Dean of Faculty to have the decision reconsidered.

Goodwin University recognizes that this policy may not address every set of circumstances which may arise in the workplace related to harassment and discrimination. It does, however, provide reasonable guidelines which will probably cover most situations. If unanticipated situations arise, contact Human Resources immediately.

Drug and Alcohol Policy

DRUG AND ALCOHOL POLICY/ DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Goodwin University is dedicated to provide quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Goodwin University maintains a campus free from drug and alcohol abuse. Any violation of this policy will warrant disciplinary actions up to and including dismissal or termination and may result in local, state, and/or federal criminal charges.

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires that all institutions of higher education implement a program that prevents the use of illegal drugs and the abuse of alcohol by students and employees. Goodwin University's abuse prevention policy is as follows:

1. Standards of Conduct

All students and employees are prohibited from the unlawful possession, manufacture, use, or distribution of illegal drugs and alcohol on Goodwin University's campus and parking lots, or as part of any of the school's activities, including field trips and any other off-campus activities sponsored by Goodwin University. Students and employees are also prohibited from being under the influence of illegal drugs or alcohol while on Goodwin University's campus, parking lots, or as part of any school-sponsored activities.

For information regarding the University's drug testing policy and procedure for employees please see the Human Resources Department.

Statement on Medical Marijuana

Goodwin University receives federal funding through Title IV. As a condition of accepting this money, Goodwin is required to certify that it complies with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Goodwin University prohibits all marijuana use, including medical marijuana, and students and employees may be sanctioned for its use. Therefore, marijuana prescribed for medical purposes is prohibited at Goodwin University even though Connecticut's state law permits its use.

2. Legal Sanctions

Students and employees are subject to disciplinary sanctions under Goodwin University's policies on drug and alcohol use, and subject to criminal penalties under both state and federal law.

All drugs are controlled by Federal Law. (Most drug offenses are prosecuted under state law, which may be more severe.)

I. FEDERAL LAWS

A. DRUGS

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

1. Penalty for Simple Possession (see 21 U.S.C. 844[A])

- **FIRST CONVICTION:** Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.
- **AFTER 1 PRIOR DRUG CONVICTION:** At least 15 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000 or both.
- **AFTER 2 OR MORE PRIOR DRUG CONVICTIONS:** At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000 or both.
- **SPECIAL SENTENCING PROVISIONS FOR POSSESSION OF CRACK COCAINE:** Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:
 - a. First conviction and the amount of crack possessed exceeds five grams;
 - b. Second crack conviction and the amount of crack possessed exceeds three grams;
 - c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

2. Criminal Forfeitures (see 21 U.S.C. 853[a][2] and 881[a][7])

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions regarding crack.)

3. Forfeitures (see 21 U.S.C. 881[a][4]) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

4. Civil Penalties for Possession of Small Amounts of Certain Controlled Substances (see 21 U.S.C. 844a) Civil fine up to \$10,000 (pending adoption of final regulations).

5. Denial of Federal Benefits to Drug Traffickers and Possessors (see 21 U.S.C. 853a) Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.

6. Firearm Forfeiture (see 18 U.S.C. 922[g]) Ineligible to receive or purchase a firearm.

7. Miscellaneous Revocation of Certain Federal Licenses and Benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

8. Federal Trafficking Penalties

Drug Enforcement Administration, U.S. Department of Justice. (2017). *Drugs of abuse: A DEA resource guide*. Retrieved from https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

II. STATE LAWS

A. DRUGS

1. Penalties for Illegal Manufacture, Distribution, Sale, Prescription, or Dispensing of Controlled Substances

a. Hallucinogenic or narcotic substances other than marijuana. First offense: Prison sentence not to exceed 15 years and/or

fine not to exceed \$50,000. Second offense: Prison sentence not to exceed 30 years and/or fine not to exceed \$100,000.

Each subsequent offense: Prison sentence not to exceed 30 years and/or fine not to exceed \$250,000 (see Connecticut General Statutes 21-277).

b. Other controlled substances excluding marijuana. First offense: Prison sentence not to exceed seven (7) years and/or fine not to exceed \$25,000. Each subsequent offense: Prison sentence not to exceed 15 years and/or fine not to exceed \$100,000 (see Connecticut General Statutes 21-277).

c. Examples of such substances include, but are not limited to, mescaline, peyote, morphine, LSD, cocaine (including “crack”), opium, amphetamines, and heroin. For a complete definition of controlled, hallucinogenic, and narcotic substances, see Connecticut General Statutes 21a-240.

2. Penalties for Illegal Manufacture, Distribution, Sale, Prescription or Administration by Nondrug-Dependent Person

a. Minimum prison term of not less than five years and maximum term of life imprisonment for the manufacture, distribution, sale, or possession or transportation with the intent to sell of one ounce or more of heroin, methadone, or cocaine (including “crack”), or one-half gram more of cocaine in a freebase form, or five milligrams or more of LSD (see Connecticut General Statutes 21a-278).

b. Minimum prison term of not less than five years for first offense, and for subsequent offenses, minimum prison term of not less than 10 years, for the manufacture, distribution, sale, or transportation or possession with the intent to sell any narcotic, hallucinogenic or amphetamine-type substance, or one kilogram or more of a cannabis-type substance (which includes marijuana) (see Connecticut General Statutes 21a-278).

3. Penalties for Illegal Manufacture, Distribution, Sale, Prescription, or Administration Involving Minors (see Connecticut General Statutes 21a-278a)

a. Mandatory two-year prison term for the distribution, sale, dispensing, offering, or giving of any controlled substance to another person who is under 18 years of age and who is at least two years younger than the person violating the statute.

b. Mandatory three-year prison term for the manufacture, distribution, dispensing, sale, transportation or possession with intent to sell, offering or gift of any controlled substance on or within fifteen hundred feet of the real property comprising a public or private elementary school.

4. Penalties for Possession (see Connecticut General Statutes 21a-279)

a. Any person who possesses or has under his control any quantity of any narcotic substance, including marijuana, for a first offense may be imprisoned not more than seven years and/or fined not more than \$50,000, and for a second offense, may be imprisoned not more than 15 years and/or fined not more than \$100,000.

b. Any person who possesses or has under his control any quantity of a hallucinogenic substance other than marijuana or four ounces or more of a cannabis-type substance for a first offense, may be imprisoned not more than five years or be fined not more than two thousand dollars or be both fined and imprisoned, and for a subsequent offense may be imprisoned not more than ten years or be fined not more than five thousand dollars or be both fined and imprisoned.

c. Any person who possesses or has under his control any quantity of any controlled substance other than a narcotic substance, or a hallucinogenic substance other than marijuana or who possesses or has under his control one-half ounce or more but less than four ounces of a cannabis-type substance, for a first offense, may be fined not more than one thousand dollars or be imprisoned not more than one year, or be both fined and imprisoned; and for a subsequent offense, may be fined not more than three thousand dollars or be imprisoned not more than five years, or be both fined and imprisoned.

d. A variety of sentences are available under this statute depending on the substance possessed, its quantity, and the background of the offender.

B. ALCOHOL

1. Sale of Alcohol to Minors and Intoxicated Persons (see Connecticut General Statutes 30-86)

a. Any permittee who sells or delivers alcoholic liquor to any minor, or to any intoxicated person, or to any habitual drunkard shall be fined not more than \$1,000 and/or imprisoned not more than one (1) year.

b. Any person who delivers or gives alcoholic liquor to any minor, except on the order of a practicing physician, shall be fined not more than \$1,500 and/or imprisoned not more than 18 months.

2. Inducing Minors to Procure Liquor (see Connecticut General Statutes 30-87)

a. Any person who induces any minor to procure alcoholic liquor from any person permitted to sell the same shall be fined not more than \$1,000 and/or imprisoned not more than one year.

3. Misrepresentation of Age (see Connecticut General Statutes 30–88a)

a. Any person who misrepresents his age or uses or exhibits for the purpose of procuring alcoholic liquor an operator's license belonging to any other person shall be fined not less than \$200 nor more than \$500 and/or imprisoned for not more than 30 days.

4. Procuring Liquor by Persons Forbidden and Public Possession of Liquor by Minors (see Connecticut General Statutes 30-89)

a. Any person to whom the sale of alcoholic liquor is by law forbidden who purchases or attempts to purchase such liquor or who makes any false statement for the purpose of procuring such liquor shall be fined not less than \$200 nor more than \$500.

b. Any minor who possesses any alcoholic liquor on any street or highway or in any public place or place open to the public, including a club that is open to the public, shall be fined not less than \$200 nor more than \$500.

5. Dram Shop Act (see Connecticut General Statutes 30–102)

a. If any person, by himself or his agent, sells any alcoholic liquor to any intoxicated person, and such purchaser, in consequence of such intoxication, thereafter injures the person or property of another, such seller shall pay just damages to the person injured, up to the amount of \$20,000, or to persons injured in consequence of such intoxication up to an aggregate amount of \$50,000.

6. Operating a Motor Vehicle While Under the Influence of Liquor or Drug or While Impaired by Liquor (see Connecticut General Statutes 14–227a)

a. Any person who operates a motor vehicle while under the influence of intoxicating liquor or drug or both or who operates a motor vehicle while his ability to operate is impaired by the consumption of intoxicating liquor shall, for conviction of a first violation, be fined not less than \$500 and be imprisoned for not more than six months, and shall have his operator's license suspended for one year.

b. This statute provides for greater penalties for subsequent offenses.

III. LOCAL LAWS

A. ALCOHOL

1. Possession and Consumption of Alcoholic Liquor In, Within and Upon Public Areas, Public Highways, and Parking Areas (see Town of East Hartford Code of Ordinances Sec. 13-6.)

a. No person shall consume any alcoholic liquor, or have in his possession any open container of alcoholic liquor, while upon or within the limits of any public highway, public area or parking area within the Town of East Hartford. The possession of an open container of alcoholic liquor or consumption therefrom by any person while in a motor vehicle parked within or upon parking areas of a public highway or sidewalk, or within or upon a public area, shall also be a violation hereof.

b. Any person violating this ordinance will receive a written warning for first offenses and then a pay fine for future offenses. Pay fines are \$99 for any violation of Town Ordinances.

Any questions concerning the legal sanctions under state law for unlawful use or distribution of illegal drugs or alcohol should be directed to the State's Attorney's Office, 80 Washington Street, Hartford, CT 06106, 860-566-3190. Any questions concerning the legal sanctions under federal law for unlawful use or distribution of illegal drugs or alcohol should be directed to U.S. Attorney's Office, 450 Main Street, Hartford, CT 06103, 860-947-1101.

3. Health Risks

Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, injury, or death. Use and abuse of such substances may also give rise to conduct which causes injury, death, or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury, or death in unborn children. Consequences also include temporary or permanent loss of educational or employment opportunities.

Drugs and the Body

Narcotics (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 (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 (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 (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 (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

Alcohol and the Body

- Impairment of brain function, judgment, alertness, coordination, and reflexes
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking, such as driving recklessly
- Alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug, cause nausea, sweating, severe headaches, and convulsions
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, or legal problems
- Health problems such as cirrhosis of the liver
- If used during pregnancy, birth defects and mental retardation in users' unborn children may occur

Materials further describing the health risks associated with the use of illegal drugs and the abuse of alcohol are available in the campus Counseling Office.

4. Drug and Alcohol Programs

Students seeking drug or alcohol counseling, treatment, or rehabilitation should speak to the on-campus Therapist for confidential services. Goodwin University's Therapists are Lisa Mooney and Louis Mendez, Room 209, One Riverside Drive, East Hartford, CT 06118, 860-913-2395. Hours vary but are generally between 9 a.m. - 5 p.m. Appointment times can be arranged to meet the needs of students with advanced notice.

Employees seeking drug or alcohol counseling, treatment, or rehabilitation should speak to the Human Resources Department, where they will be connected to confidential services through the Employee Assistance Program (EAP). For further information, contact Terry Antoine, Assistant Director for Human Resources, Room 144-G, One Riverside Drive, East Hartford, CT 06118, 860-727-6938.

Each state has a single agency for the various drug abuse prevention, treatment, and rehabilitation programs. In Connecticut, this is the Department of Mental Health and Addiction Services, 410 Capitol Avenue, PO Box 341431, Hartford, CT 06134, 860-418-7000.

For additional treatment resources in Connecticut please see the following: <https://www.treatment-centers.net/directory/connecticut.html>

Awareness and prevention education related to drug and alcohol abuse occurs throughout the year as provided by the Student Services Department and the Counseling Office.

5. Disciplinary Sanctions for Violation of the Standards of Conduct

Students found to have violated the Drug and Alcohol Policy Standards of Conduct are subject to disciplinary sanctions. These include being warned, put on probation, suspended, or dismissed at the discretion of the General Conduct Board. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

Employees found to have violated the Drug and Alcohol Policy Standards of Conduct are subject to disciplinary sanctions. These include being subject to a disciplinary letter, suspension from work, and/or enrollment in a rehabilitation program, or termination of employment.

If a student is convicted locally or within the state for the use, possession, manufacture, or distribution of illegal drugs or alcohol, they will be terminated from Goodwin University and will be held liable for their financial obligations to the school.

If an employee is found guilty by a local or state enforcement agency, employment will be terminated until such time the employee has completed the penalties and has indicated their commitment to be rehabilitated.

6. Policy Review

Goodwin University will conduct a biennial review the Drug and Alcohol Policy to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Changes in the policy will be implemented as needed following each review.

Smoking Policy

Smoking on campus is not permitted in any area of campus, except in designated smoking areas. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, vapes etc.) is permitted in any part of the building. Please see security for information on the nearest smoking area.

Fraternization/Romantic Relationships

Goodwin University's strict policy is that administrators, staff, and faculty members must maintain professional boundaries in personal relations with other colleagues and students. Social meetings with students either individually or in a group are not permitted except for school-sponsored events. Connecting with students directly through social media websites, such as Facebook, Instagram or Twitter, is also prohibited. Exceptions to this policy may be made for websites that are purely designed for professional networking or educational purposes such as LinkedIn. Romantic relationships with students are strictly prohibited.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the employee out of being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships

are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Harassment and Discrimination

Goodwin University is committed to maintaining a work environment free from all forms of harassment and discrimination. Such conduct, whether by a fellow employee, manager, supervisor, or non-employee doing business with or visiting the University, will not be tolerated. This policy extends to each and every level of the University's operations. All employees, supervisors, and managers are responsible for working to prevent and eliminate workplace harassment and discrimination at all times.

Sexual Harassment: Sexual harassment is a form of discrimination prohibited by state and federal law. Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on sex when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexual harassment include unwanted sexual advances; sexual propositions; demands for sexual favors in exchange for favorable treatment or continued employment; sexual innuendos, suggestive comments, sexually oriented kidding, teasing, or practical jokes; jokes about gender-specific traits; foul or obscene body language or gestures; display of foul or obscene printed or visual material (including but not limited to e-mail); and physical contact, such as touching, patting, pinching, or brushing against another's body. The offender or the victim of harassment may either be a man or a woman and, in addition, harassment can occur involving persons of the same or opposite sex.

Other Unlawful Harassment and Discrimination: In addition to prohibiting sexual harassment, Goodwin strictly prohibits harassment and discrimination based upon an employee's race, color, age, sex, sexual orientation, gender identity, national origin, ancestry, religion, marital status, genetic information, disability, pregnancy, veteran status, or any other characteristic protected by law. Examples of such behavior include, but are not limited to: verbal comments, epithets, slurs, insults or negative stereotyping; "kidding," "teasing" or "jokes" that involve or implicate these characteristics; written or graphic material that demeans, ridicules or shows hostility toward an individual or group because of a characteristic described above; circulating or sharing improper emails or websites which involve or implicate these characteristics.

Harassment Prevention Training: To promote a harassment-free work environment for faculty, staff and students, Goodwin requires that all employees successfully complete harassment prevention training. You can expect to receive information about the training program at the following times:

- Shortly after beginning your initial employment with the University,
- If a substantial period has elapsed since you last completed training; or
- If you move into a supervisory position.

It is important that this training is successfully completed within the time frame specified. A failure to do so could result in termination of employment.

For further information regarding sexual harassment and gender-based discrimination please see the Title IX section and Goodwin University's complete Title IX: Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation. <https://www.goodwin.edu/files/pdfs/policies/dhsmr-policy.pdf>

Title IX

TITLE IX: Policy on Discrimination, Harassment, Sexual Misconduct and Retaliation

The full version of this policy can be found online under Goodwin University's full list of Policies. <https://www.goodwin.edu/files/pdfs/policies/dhsmr-policy.pdf>

Dress Code and Personal Hygiene

The dress code at the University is business casual. All clothing must be clean, neat, and free of any tears or rips. In addition, any uniforms that are required for your position must be properly maintained and worn clean.

Employees should not wear suggestive attire, shorts, flip flops, novelty/printed T-shirts or buttons, hats, or similarly casual attire and/or accessories that do not present a businesslike appearance. Hair should be clean, combed, and neatly trimmed and arranged. Sideburns, moustaches, and beards should also be neatly trimmed.

All employees must observe good habits of grooming and personal hygiene. Body odor, regardless of the cause should not create distractions in the workplace.

If you arrive to work dressed in a manner that does not conform to our standards of appropriate dress, you may be requested to return home to change into more appropriate clothes. This absence from work will not be considered work time.

Section 7: Other College Policies & Services

Non-Disclosure and Privacy

Goodwin University staff members are expected to comply with the University's Non-Disclosure Agreement. Disclosure of any confidential information is a serious breach of trust and potential legal violation. Misuse or unauthorized disclosure of confidential information or proprietary procedures not otherwise available to persons outside the University is grounds for disciplinary action, up to and including termination, in addition to potential legal action.

When separating from Goodwin University, you must return **any and all** confidential information belonging to the University and may not disclose any of this confidential information in any form or manner.

The University complies with the Federal Family Educational Rights and Privacy Act ("FERPA"), which protects the privacy of student information. No personally identifying information from a student's education records may be disclosed unless the student provides written consent or one of the FERPA exceptions permitting disclosure without consent applies. Willful or unauthorized disclosure or tampering of records violates Goodwin University's policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed. For additional information, see the University's FERPA policy.

Your signed acknowledgment of this Handbook, which includes our non-disclosure agreement is a condition of your employment and indicates your acceptance of the non-disclosure policy.

Care of Equipment

The University provides business equipment for you to carry out your job duties and responsibilities. It is expected that you be familiar with the equipment and follow established instructions for the proper handling and preventive maintenance of any equipment used. No property may be removed from the premises without prior management authorization. Immediately report lost, broken, or damaged property to your supervisor.

Any equipment that you would like to bring to work, for example office furniture, office décor, desk chairs etc. must have prior approval from the VP of Facilities and Technology before such equipment is brought to campus.

Inspection of Personal Property

The University wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the University prohibits the possession, storage, transfer, sale, solicitation, or use of such materials on its premises. The University expects and requires your cooperation in administering this policy.

Desks, lockers, and other storage devices may be provided for your convenience but remain the sole property of the Goodwin University. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the University at any time, with or without prior notice. The University also reserves the right to inspect packages which may be carried onto or off the premises.

Copyrights

The University and employees are legally required to comply with all copyright laws while performing work and while using the University's systems. Users shall not use Goodwin University's computers or network to copy, download, modify or distribute copyrighted materials except with the permission of the holder of the copyright or consistent with the "fair use" guidelines and any governing licenses and contractual agreements. Copyrighted materials include but are not limited to the following:

1. Music
2. Movies
3. Literature
4. Photographs

5. Software

Noncompliance with copyright laws can expose the University and the responsible employee to civil and criminal penalties. The University does not accept legal responsibility for copyright infringement by any staff members, and any staff who do not comply with this policy and the copyright laws do so at their own risk and assume any resulting liability and are subject to disciplinary action by the University. Staff members who witness instances of copyright infringement are encouraged to bring it to the attention of the VP of Facilities and Technology or the Assistant VP of Technology.

Acceptable Use Policy

Goodwin University's information systems and resources (including computers, computer accounts, printers, networks, software, electronic mail, Web pages, Webcam, audio and video conferencing, and the telephone and voice mail systems) are for the use of Goodwin University students, faculty, and staff. Users are encouraged to explore and use information systems and resources and to share their knowledge and expertise with other Goodwin University users. Nevertheless, resources may not be used for commercial purposes outside the scope of the University's mission. The provision of information systems and resources at Goodwin University requires legal and ethical utilization by all users. The following list, though not covering every situation, specifies policies and regulations that govern usage of information systems and resources at Goodwin University.

Use of Computing Resources

All users must comply with federal and state laws and all University policies related to any copying and use of computer software and electronic files. Goodwin University resources must not be used to violate the terms of license agreements, copyright, or trademark laws.

In addition, other activities that threaten the integrity of the system or harm individual users are not allowed. Prohibited activities include, but are not limited to:

- Falsifying your identity when sending a communication
- Tampering with, abusing, or otherwise damaging computer or telephone hardware or software. This includes software or network tampering (hacking), such as attempting to crack or guess passwords, sending anonymous mail, or “bombing” a mailbox with multiple copies of a message
- Running or installing any program or sending any mass communication that overloads or substantially interferes with the proper operation of the computer system or network
- Overloading or substantially interfering with the proper operation of the University's network and computer data storage
- Using the University's computers or network or the telephone system to transmit fraudulent, defamatory, harassing, obscene or threatening messages or any communications prohibited by law
- Improperly or inaccurately stating or implying the University's sponsorship or endorsement of any communications, including anything contained on a personal web page on the University's computers or network
- Participating in or signing up for activities, the cost of which will be charged to the University, without obtaining the University's prior authorization

Users who publish web pages or similar information resources on the University computers or computer system shall take full responsibility for what they publish, shall abide by this policy and other University policies, shall comply with all applicable laws, and shall not publish commercial advertisements without prior written authorization.

Security and Privacy

Goodwin University computer and telephone systems are vital to the academic mission of the University. To protect the safety and security of these systems, you must only use your account. You are responsible for all use of your account and may not authorize anyone else to use your account. You must take all reasonable precautions, including password maintenance and file protection measures to prevent its unauthorized use.

You must log in only to your own account, except for extraordinary situations where faculty or staff receive permission to access another person's account from Human Resources or the network administrator. In all other circumstances, you may not use another person's password or otherwise seek to gain access to another user's account.

Within means available, every member of the faculty, staff and student-body must take personal responsibility for maintaining the security of institutional records. Institutional records include all matters pertaining to personnel, payroll, registrar, admissions, financial aid, development, medical records, security reports, financial data and other information of a privileged and private nature.

No one has the right or authority to extend their own established range of access to computer records. You must not attempt to modify the system facilities or attempt to crash the system. You must not attempt to subvert the restrictions associated with your computer accounts. You must not tamper with any software protection placed on any computer applications. You must not modify or delete data in a University data base without authority.

Privacy: The University acknowledges its obligation – within the limitations of this policy and its ability – to respect the privacy of users' electronic files and communications on the University's information systems and resources. All system administrators shall respect the privacy of users and shall comply with the terms of this policy.

Nevertheless, individual users of information systems and resources should be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent unauthorized persons from accessing stored information and the University cannot and does not guarantee the privacy or confidentiality of stored information or electronic communications.

The University has the right to monitor and access a user's communications, files, stored information and use of the system only under the following limited circumstances:

- When the user has consented or has voluntarily made information or communications accessible to the public, as by posting them to a web page or listserv.
- When necessary to maintain University business functions and the employee is no longer with the University, is suspended, or is otherwise unavailable.
- When required by law or by University policies or regulations, as reflected in the Information for Faculty, the Employee Handbook, or the Student Handbook.
- When necessary to protect the integrity, security and proper functioning of the University's computers and networks or to protect the University from liability.
- When necessary to enforce this policy or other University policies and regulations, as reflected in the Information for Faculty, the Employee Handbook, or the Student Handbook, including the University's sexual harassment policy and anti-discrimination policies, and to investigate when there is reasonable cause to believe that any of those policies or any state or federal laws has been or is being violated. A user's communications or files will be accessed for this purpose only with the prior approval of the Vice President, Facilities and Information Technology or their designee, and Human Resources, in consultation with the appropriate Senior Administrators.
- If the University monitors or accesses a user's files or communications, it will respect information and communications that are privileged or otherwise protected from disclosure by law. Any monitoring or access to a user's files or communications will be no more extensive than necessary to accomplish the business-related purpose for which it is authorized under this policy.

Other Applicable Rules Laws

Users of the University's electronic resources, including E-mail communications, are subject to University policies and other statements of conduct as published in the Student Handbook, Faculty Handbook, and the Employee Handbook as well as all applicable federal and state laws. This Acceptable Use Policy does not supersede existing University regulations and policies – including the University's non-discrimination and sexual harassment policies – or the laws and regulations of the state of Connecticut and/or the United States of America.

Consequences: System administrators shall have the right to temporarily suspend any user's access to the system without notice where there is reasonable cause to believe such access poses a threat to the security or proper functioning of the system or where it is necessary to comply with the law. Violations of this policy or any other University rules on computer use will be considered grounds for removal of account and network privileges, and where appropriate, other disciplinary action. The University may revoke a user's account and network privileges for violations of law, of this policy or other University policies and regulations, only after notice and opportunity to be heard. Other possible disciplinary action will be determined through referral to the appropriate disciplinary authorities under existing University procedures.

Conflict of Interest Policy

This policy is designed to help directors, officers and all employees of Goodwin University identify situations that present potential conflicts of interest and to provide you with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. Throughout your employment at the University, conflicts of interests are to be avoided. For a full outline of circumstances deemed to create Conflicts of Interests, please review the outline of this policy on the Goodwin Policy Website.

Injuries in the workplace

If employees are injured during work hours, no matter how small, they must notify their supervisor and Human Resources immediately. Human Resources will then determine if there are any additional steps that need to be taken to assure that they are complying with workers compensation. Failure to immediately report an injury to Human Resources may result in disciplinary action.

Weapons Policy

You are not permitted to bring any weapon, or anything that is determined to be a weapon by Human Resources, on campus, on University business or any at event sponsored by or related to Goodwin University at any time or for any reason whatsoever. Any such weapon will be confiscated, and you will be subject to discipline up to and including termination.

All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the police by calling 911.

Internal Postings

We encourage employees to apply for new positions that are posted within the University. At Goodwin, we promote from within by continuing to meet the business needs of our employees and our campus. The following requirements are implemented for any employee who is applying for a position internally:

- All employees are required to meet the minimum service requirement of 1 year at Goodwin prior to posting for a different position. Exceptions to this policy must be approved by department manager as well as the department vice president.
- Before employees will be granted an interview, Human Resources will confirm with the current supervisor that they are aware of the posting.
- All internal applicants will be granted at least first round interviews, unless they fail to meet the minimum requirements, in which case they will be informed as to why they were not selected for an interview.
- If the employee is hired, the transition date will be decided by both the employee's current supervisor as well as their new supervisor.

Safety

Goodwin University strives to provide a safe work environment for all employees. Safety is each employee's responsibility and can only be achieved through teamwork and cooperation. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations where possible and immediately reporting unsafe conditions to their supervisor.

Parking

Parking is available for employees and students. Goodwin University is not responsible for losses or damages to parked vehicles or their contents.

Personal Telephone Use

Telephone calls are limited to University-related business, infrequent personal calls, and family emergencies. You are required to charge all personal long-distance calls to either your home or cell phone number. Abuse of this privilege is subject to disciplinary action.

Adjunct Assignments for Staff

Goodwin University is committed to delivering a valuable academic experience to its students by providing high-quality instructors in the classroom. Many of our adjunct instructors are otherwise employed with a full-time vocation; this may include members of Goodwin University's staff.

Goodwin University regularly allows full-time and part-time members of its staff to also work at the University as adjunct instructors. The University recognizes that we need a policy that clearly outlines the approval process for these assignments, as well as the parameters under which these individuals are paid, to ensure clarity and consistency. Exceptions to this policy may be granted only by the VP of Human Resources.

Full-time staff may teach up to six credits, or two sections per semester. Appointments will be made based on the needs of the department and at the discretion of the department chair. The course-load limit for part-time staff is based on the current practices within each academic department.

A request form must be submitted by the staff member and approval must be received before assignment is confirmed. The request form and further details regarding this policy can be found on the Goodwin Policy Website

Surveys

It is prohibited for surveys to be developed or distributed to students or employees without express written approval from Human Resources, the Office of Institutional Effectiveness or, in some cases, the Institutional Review Board (IRB). All approvals must be received and signed prior to employees sending out surveys.

Acknowledgment of Receipt and Understanding

Please Read, Print, and Sign this page and return to Human Resources immediately

I acknowledge, understand and/or agree that:

- I have been given access to and reviewed the Goodwin University Staff Handbook and understand it is my responsibility to read the information outlined in the Handbook, ask any questions I may have concerning its contents and comply with all policies and procedures.
- I acknowledge that my employment is at-will and that Goodwin University and I have the right to terminate employment at any time, with or without cause or advance notice.
- The statements contained in the Goodwin University Staff Handbook are intended to serve as general information concerning the University and its existing policies, procedures, practices of employment and staff benefits.
- Nothing contained in the Goodwin University Staff Handbook is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or to guarantee employment for a definite or indefinite term.
- Occasionally Goodwin University may clarify, amend and/or supplement the information contained in the Goodwin University Staff Handbook. As such, I understand that I must regularly check the website to ensure compliance with recent policy changes.
- I grant Goodwin University, its representatives, and employees the right to take photographs of me and my property in connection with my employment. I agree that Goodwin University may use such photographs of me with or without my name and for any lawful purpose, including, for example, such purposes as publicity, advertising, and Web content.

Employee's Name:

(Please Print)

Employee's Signature:

Date Signed:

Authorized Witness:

