Sacred Heart
UNIVERSITY

Employee Policy Handbook

May 2026

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Section 1: Introduction

Welcome Message from the Vice President for Human Resources

If you are a new employee welcome to Sacred Heart University! We believe this is a great place to work. For all current employees, welcome to the revised Employee Policy Handbook. At the foundation of Sacred Heart University's goal to be an excellent Catholic University for its students, its employees, the local community, and society at large is our basic belief that people are our most important assets and that relationships based on mutual trust and respect are fundamental to our success. As an institution, we are strongly committed to:

- creating and maintaining a university culture to attract and retain the best- qualified people with an appropriate reward and recognition system;
- creating a motivating, results-oriented environment and providing resources that enable employees to develop and realize their potential, and to make the best of their talents and abilities without regard to race, gender, sexual orientation, color, age, handicap, marital status, national origin, religion or veteran status;
- paying and promoting from within based on qualifications, initiative, performance and demonstrated contribution;
- providing a climate that fosters and rewards individual and team performance, excellence and innovation;
- encouraging teamwork and collaboration in sharing new ideas and solving mutual problems;
- ensuring that open, forthright, two-way communication is both encouraged and effectively maintained throughout the institution;
- providing that competitive and cost-effective benefit plans are in place that support our institutional core values and balance employee needs, financial considerations and the realities of the healthcare marketplace.

The human resources policies and practices reflected in this handbook are internal guidelines and are not promises, representations or a contract of employment. The University reserves the right to amend or alter the conditions and terms of the Employee Policy Handbook. When new policies or revisions to policies are made, they will be communicated via email, hard copy to handbooks, HR newsletter and the Human Resources website.

The information contained in this policy handbook is available to all University employees. Please take the necessary time to familiarize yourself with the entire handbook. Each department will have copies of the handbook available for your use. Employees are encouraged to refer to it and copy information as the need arises and to call on the Office of Human Resources with any questions.

We greatly appreciate your contributions to the mission of Sacred Heart University.

Sincerely,

Reginald H. White

University Mission Statement

Sacred Heart University is a co-educational, independent, comprehensive institution of higher learning in the Catholic Intellectual Tradition whose primary objective is to prepare men and women to live in and make their contributions to the human community.

The University aims to assist in the development of people who are knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, responsive to social and civic obligations, and able to respond to an ever-changing world. It does this by calling forth the intellectual potential of its students, nurturing each one's spiritual and moral growth, and deepening in them a sense of social responsibility. The University is committed to combining education for life with preparation for professional excellence.

Sacred Heart University is Catholic in tradition and spirit. As a Catholic university, it seeks to play its appropriate role in the modern world. It exemplifies in its life the Judeo-Christian values of the God-given freedom and dignity of every human person. Inspired by the ecumenical spirit of the Second Vatican Council, Sacred Heart University welcomes men and women of all religious traditions and beliefs who share its concerns for truth, scholarship, the dignity of the human person, freedom, and the betterment of human society. It values religious diversity as enhancing the University community and creating opportunities for dialogue in the common search for truth. Through its curricular and co-curricular activities and campus ministry programs, the University provides the context in which students have the opportunity to appropriate in a critical fashion their own religious traditions.

Sacred Heart University challenges its students to think critically, analyze carefully, evaluate with a sense of justice and proportion, and convey conclusions in an intelligible and articulate fashion. The University provides the environment in which its students can develop the aesthetic dimension of life by nurturing their abilities to imagine, create and appreciate. It assists students to acquire a rich understanding of their own cultural and family heritages so as to assume their responsibilities as conveyers and creators of culture and family.

As a community of teachers and scholars, Sacred Heart University exists for the pursuit of truth. It joins with other colleges and universities in the task of expanding human knowledge and deepening human understanding. It encourages and supports the scholarly and artistic work of its faculty and students. Further, it has a responsibility to share its resources and its special gifts and talents for the betterment of the human community. All members of the University community are strongly encouraged to participate in the wider community through service to others, especially the poor.

From its founding, the University has been recognized for its caring approach to students. This approach expresses the University's belief that each student is born with a unique set of qualities and skills. It respects the personal and academic freedom of each of its members while, at the same time, fostering a genuine experience of community. By so doing, it creates the environment in which each person in the University shares in common goals and a common commitment to truth, justice, and concern for others.

Purpose of the Employee Policy Handbook

The Employee Policy Handbook has been designed to acquaint you with the Human Resources practices and guidelines for Sacred Heart University. Please be aware that no written statement can cover all possible situations or be an effective substitute for direct and regular contact with your supervisor. This handbook is intended to give you some guidance as to the various topics contained herein.

The information in this handbook has been presented in an informal manner and is a summary of University policies and practices. For more detailed information, consult with the Office of Human Resources. Separate benefits booklets are available to you that describe in detail the University's benefit plans which are only briefly summarized here. Your specific rights and benefits under these plans are governed by each benefit plan or contract.

The Employee Policy Handbook is a general guide to Sacred Heart University's policies. Because no two employment situations are ever exactly alike, the University may modify the policies summarized here on those occasions when it determines that particular circumstances warrant individualized consideration.

Right to Change Policies

Sacred Heart University reserves the right to interpret, add, delete or modify all provisions contained in this handbook. Revisions and updated information regarding changes in a policy will be available on the SHU website under Human Resources. Hard copies of a revised or updated policy will be available in each department. If you have any questions, please contact the Office of Human Resources at 203-365-7633.

Statement of At-Will Employment

Employment with Sacred Heart University is on an at-will basis. What this means is that the employee may leave their position at the University or the University may terminate the employee at any time, for any reason.

The provisions of the following policies are not intended to create a contract of employment, and no agreement or promise regarding an employee's terms or conditions of employment is binding on the University.

The provisions of these policies supersede any conflicting statements made by the supervisor. Sacred Heart University has the right to change the policies at any time without prior notice.

Section 2: General Employment Practices

Equal Employment Opportunity Policy

It is the policy of Sacred Heart University to comply with the law regarding equal employment opportunity for all qualified persons so as to prohibit unlawful discrimination against persons because of race, gender, sexual orientation, pregnancy, color, marital status, veteran status, religion, age, disability, handicap, national origin or ancestry in its employment policies and its education and admissions programs. Sacred Heart University promotes the full realization of equal employment opportunity throughout the University. Admissions and employment practices and activities are conducted on a non-discriminatory basis as required by law. This policy is also supplemented with a strong commitment to and policy against harassment or retaliation of any kind.

While Sacred Heart University is committed to complying with applicable federal and state statutes, the pursuit of diversity and fairness is, more importantly, grounded in the mission and educational goals of our institution.

Grievance Process

Any employee, who wishes to file a grievance or complaint that does not fall under the "Harassment" or "Sexual Harassment" policies contained in this handbook, may call the Human Resources main number (203-365-7633) to be connected with the appropriate person to handle their issue. The University cannot resolve an issue unless it is communicated to Human Resources. It is the employee's responsibility to bring any incidents to the attention of Sacred Heart University so that we can take whatever measures necessary to correct the situation.

Sexual Harassment Policy

It is the policy of Sacred Heart University that any practice or behavior that constitutes sexual harassment will not be tolerated, and the University is committed to providing and preserving an atmosphere free from harassment in any form. Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Practices Act (Section 46a-60(a) (8) of the

Connecticut General Statutes) and Title VII of the Civil Rights Act of 1964 (42 United States Code Section 2000e et. seq.) The University condemns any offensive or inappropriate sexual behavior at work and within the academic community of the institution. More specifically, the faculty, staff and students of the University will not condone nor be subject to actions and words that constitute sexual harassment, gender discrimination or any other unreasonable interference with their performance based on an individual's gender. Individuals who engage in sexual harassment will be severely disciplined up to and including discharge.

Any employee who feels that he/she is being sexually harassed by anyone including supervisors, co-workers, faculty, students or vendors should immediately report the incident to Human Resources.

Some examples of prohibited conduct are:

- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or other promises.
- Continued or repeated sexual jokes, language, flirtation, advances or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies.
- Sexually degrading or vulgar words to describe an individual.
- Leering, whistling, touching, pinching, brushing the body, assault or suggestive, insulting or obscene comments or gestures.
- Name calling, gossip, comments or jokes that may be derogatory towards a particular sex.

The University will investigate every reported incident as soon as possible. Any employee, supervisor or agent of the University who has been found to have sexually harassed an employee will be subject to appropriate disciplinary action, up to and including termination.

Investigations will be conducted as thoroughly, discreetly and confidentially as possible. The University recognizes that every investigation requires a determination based on all the facts in the matter.

The employee who has reported the complaint and any employee involved in the investigation has the University's assurance that no retaliation will be taken as a result of the harassment complaint. It is our policy to encourage discussion of the matter to help protect others from being subject to inappropriate behavior.

The University cannot resolve a sexual harassment issue unless it is communicated to Human Resources. It is the employee's responsibility to bring any incidents to the attention of Sacred Heart University so that we can take whatever measures necessary to correct the situation.

All supervisors, managers and exempt employees will receive sexual harassment training. Employees who are interested in attending a refresher session should contact Human Resources.

Harassment Policy

Sacred Heart University prohibits harassment of an employee based on, but not limited to, race, gender, sexual orientation, pregnancy, color, marital status, veteran status, religion, age, disability or handicap, and national origin or ancestry. Improper interference with the ability of Sacred Heart University's employees to perform job duties will not be tolerated.

While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, teasing, and other similar verbal or physical conduct.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Employees are responsible for respecting the rights of their coworkers.

Any employee who feels that he/she is being harassed by anyone including supervisors, co-workers, faculty, students or vendors should immediately report the complaint directly to Human Resources.

The University will investigate every reported complaint as thoroughly, discreetly and confidentially as possible. Any employee, supervisor or agent of the University who has been found to have harassed another employee will be subject to appropriate disciplinary action, up to and including termination.

Human Resources will attempt to conduct all investigations as confidentially as possible and conduct a thorough and complete investigation. The University recognizes that every investigation requires a determination based on all the facts in the matter.

The employee who has reported the complaint and any employee involved in the investigation have the University's assurance that no retaliation will be taken as a result of the harassment complaint. It is our policy to encourage discussion of the matter to help protect others from being subject to inappropriate behavior.

Drug and Alcohol Policy

It is Sacred Heart University's policy to comply with the law to provide all employees with a safe working environment and to promote the safe and efficient performance of all job duties. Sacred Heart University complies with all applicable laws, including the Drug Free Schools and Communities Act Amendments of 1989, and has established certain rules and procedures regarding the use and possession of intoxicants, including drugs and alcohol. The University's policy is stated below.

General Policy on Drugs

As a condition of consideration for initial and continued employment, Sacred Heart University requires all employees to report to work and perform their duties without any drugs present in their systems that are either lawful or unlawful or may diminish physical or mental job

performance requirements. We will not tolerate employees possessing, selling, using, manufacturing, distributing, assisting in distribution, or making arrangements to distribute marijuana or other drugs while on University property. Although the proper use of medication that does not affect job performance is permitted, the abuse or misuse of prescription medication is a violation of policy. No employee may take another employee's prescription medication.

Any employees with a prescription for medical marijuana should consult with their supervisor. Under no circumstances may an employee be under the influence of medical marijuana during work hours, while on university property, or when participating in University sponsored activities.

General Policy on Alcohol

We prohibit employees from possessing or drinking alcohol or being in any way impaired by alcohol while at work, during working hours, or on University property including while in vehicles. Employees may not consume alcohol at lunch, breaks or other occasions while working or during working time. The University recognizes that at a limited number of SHU-related social functions either on or off campus, employees may be permitted to consume alcohol in moderation without violating these restrictions. Any such function must have the prior approval of the Division or department head. Even during these limited occasions when consumption is allowed, employees must act professionally at all times, may not be intoxicated, and may not operate a vehicle if they are in any way affected by alcohol. It is the responsibility of any employee who is aware of a violation of this policy to contact Human Resources immediately. Any member of the University staff who is in violation of the Drug and Alcohol Policy will be subject to discipline up to and including immediate termination.

Education/Counseling

Alcoholism and drug abuse are serious problems requiring counseling and other forms of professional assistance. Sacred Heart University will encourage major institution-wide objectives centered on prevention, education, wellness and care. Self-referrals as well as University referrals to treatment should be accorded maximum respect for individual confidentiality. Follow-up procedures will promote effective treatment and rehabilitation. However, alternative actions, including dismissal, may be appropriate in certain circumstances and for those who are unwilling or unable to successfully return to University employment. Sacred Heart University may take action, up to and including termination of an employee if the employee is found to be misusing a lawful drug, in possession of or under the influence of marijuana and/or any other, unlawful drug, while on duty, during work hours and/or at a University sponsored activity. Should the university suspect an employee to be under the influence of lawful or unlawful drugs and/or alcohol, the employee may be subject to a reasonable suspicion drug and/or alcohol test.

Smoke-Free Campus Policy

Purpose

In order to provide a safe, clean environment and promote the health of our students, faculty, staff and visitors, the Sacred Heart University campus is a tobacco-free environment.

Policy

The use of cigarettes, tobacco products, electronic nicotine delivery systems, cannabis/marijuana and vapor products (defined below) are prohibited indoors in all Sacred Heart University-owned or leased facilities and outdoors on the grounds of any University-owned or leased property. Areas affected by the policy include all buildings owned, leased or controlled by Sacred Heart University, indoor and outdoor athletic facilities, walkways, sidewalks, residence halls, parking lots, sidewalks that adjoin University property, and in any vehicle or equipment owned, leased or operated by Sacred Heart University. The sale, distribution, sampling or advertisement of cigarettes, tobacco products, electronic nicotine delivery systems, and vapor products is prohibited on the campus.

Enforcement and Violations

All members of the SHU community share a responsibility for reinforcing the policy with visitors as well as with their fellow students and employees, who should be politely reminded of the policy. SHU reserves the right to discipline any individual found to be in violation of this policy. Disciplinary actions may include: verbal counseling and education about the effects of secondhand smoke or vapor; written warnings; a monetary fine; or other appropriate disciplinary actions in accordance with the Student Code of Conduct and the Human Resources Employee Handbook for faculty and staff. Visitors who continue to violate the policy following a warning will be escorted off campus. Organizers of public events on campus are responsible for communicating this policy to attendees, and organizations renting University space will acknowledge awareness of this policy in writing at the time of the rental agreement.

Definitions

Taken from definitions used in CT House Bill 7200"Tobacco product" means any product, other than a cigarette, that is made or derived from tobacco and intended for human consumption, or likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigar, pipe tobacco, chewing tobacco, snuff and snus.
"Electronic nicotine delivery system" means an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic hookah.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may include nicotine, which is inhaled by the user of such product.

Revised October 29, 2021

Office Hours

The University's normal office business hours are from 8:30 a.m. - 4:30 p.m. Monday through Friday. Since Sacred Heart University is a residential University, which operates 24 hours a day, seven days a week, there are services that may require coverage and different time schedules. Administrative and staff employees generally work and are expected to work 35 hours per week, not including one hour for lunch.

In the instance when a schedule exception is deemed necessary for an employee, the department head's approval is required.

Employees located at Notre Dame Prep

School Year: The school year will begin on a date in August as determined by the Principal and will extend up to 184 school days.

a) The school year includes graduation exercises.

b) To the extent that the number of school days lost due to inclement weather or traveling conditions exceeds three, the Principal may add these days to the school calendar.

c) In the event of inclement weather, the Principal may designate the day as a "Google Classroom Day" requiring teachers to post and grade online assignments for students.

NDP Hours of Employment:

a) The Main Office and Guidance Office are open daily 7:00 am - 3:00 pm.

b) The regular workday will extend from 15 minutes before the school opening until 20 minutes after dismissal.

c) Once per week, the workday may be extended to 3:15 pm for professional meetings, with full faculty, academic departments, and grade level team meetings having priority.

d) Teachers are to arrive in their classrooms 15 minutes before the beginning of the school day and are to be available for a minimum of 20 minutes at the end of the school day for students who wish to consult with them.

Employees may not leave the ND campus during school hours without permission of the Principal.

No Teacher may ever cancel a class or dismiss a class early.

Contract Review and Approval Process

1. Overview and Policy Statement

This document describes the legal review requirements for SHU contracts, the required reviews by the initiating departments, and outlines the signature authorities for contracts within the University. Please read the document in its entirety, as it contains important information that you may need when submitting a contract for legal review.

Individuals have the authority to enter into negotiations, approve and/or sign contracts on behalf of the University only pursuant to (1) a resolution of the Board of Trustees; (2) a valid delegation of authority from the President or the University Board of Trustees.

This Policy is intended to ensure that any commitment of University resources and all related agreements obligating the University are properly reviewed and approved. This Policy describes necessary steps in the contract review process and identifies the individuals who are authorized to commit institutional resources on behalf of the University through agreements executed in its name.

2. Legal Review of SHU Contracts

A contract is any legally enforceable agreement whether or not it is titled "contract." Contracts include, but are not limited to, letters of agreement, lecture or performance agreements, licenses, memoranda of understanding, and terms and conditions related to all types of transactions. All SHU contracts must be in writing. An agreement may be a binding contract even though one party provides something of value to the other party at no charge. Therefore, the University may have an interest even though there is no financial transaction. The correct legal name of SHU, which should appear on all of SHU's contracts, is "Sacred Heart University, Inc., a Connecticut Nonstock Corporation".

2.1 Contracts Requiring Legal Review

Generally, contracts to which Sacred Heart University is a party must be reviewed and approved by General Counsel prior to signing. Signing a contract on behalf of SHU may have legal implications for the university. Therefore, contracts signed without obtaining legal approval may, if the university chooses not to honor the contract, result in personal liability for the person signing the contract. University administrators, faculty, staff or students who enter into unauthorized agreements may also be subject to disciplinary action, up to and including dismissal. General Counsel cannot review or provide legal advice regarding personal or non-SHU contracts. The next section lists the types of SHU contracts that are exempt from legal review.

2.2 Exemptions to the Legal Review Requirement

The exemption from legal review and approval does not exempt contracts from all other applicable and required SHU approvals, including business office review, depending on the nature of the contract. The following types of contracts are currently exempt from legal review:

I. Routine purchase orders, bills of sale, invoices, if they do not contain any terms and conditions; or
II. Renewals of existing contracts approved by the General Counsel within the previous five years, unless the terms and conditions of the renewal are different that those previously approved; or
III. Pre-approved and unmodified standard university contract templates unless

modifications to the terms and conditions are needed. However, these contracts may not be inappropriately used. For example, a Service Agreement must not be used to contract with providers of supplies.

3. Contract Review Process

3.1 Initial Review by the Initiating Department

This review should focus on the business implications of the terms and conditions of the contract. The initiating department must determine what it can or cannot agree to, and what needs to be negotiated with the contractor. Examples for issues to consider during this review include:

I. The contract terms and conditions, including duties of the parties, are clear, consistent and acceptable to SHU and the department and the responsible department has in place the ability to meet its obligations under the contract.
II. The Division, college, department, or unit has the necessary funds and resources for this contract.
III. The contract is appropriate and serves the unit's mission and responsibilities.
IV. The services provided are the most feasible for the University in terms of quality and cost.
V. The contract includes the entire understanding between the parties, without additional oral explanations or promises that are not included in the contract.

3.2 Legal Review

A. Contract reviews normally take up to ten business days. In those cases where the contract requires complex negotiations over terms and conditions, a new contract needs to be drafted, or if there is a signing deadline, you are encouraged to include General Counsel in the process as early as possible. Please submit a draft of the contract in advance to allow sufficient time for thorough legal review. If you need General Counsel to draft the contract for you, then more time will be needed. You must plan appropriately. The legal review process cannot be compromised due to time constraints.

The review by General Counsel insures that:

I. SHU abides by State and Federal laws.
II. SHU is operating in accordance with the policies and procedures of the Board of Trustees of the University.
III. SHU does not agree to any prohibited clauses.
IV. Risk Management and Business Office concerns have been addressed. General Counsel will forward the appropriate contracts to the Purchasing Manager for review of insurance requirements, purchasing procedures are met and verification that funds are available to meet our obligations called for in the

contract.

B. After reviewing each contract, the proposed contract will be returned to the requesting department with a stamp indicating that:
   I. The contract is approved as to legal form, in which case the signing authority may sign the contract; or
   II. The contract requires (not with respect to business terms) modifications to protect the University's legal interest, in which case the changes will be communicated to the contractor by General Counsel, and after the contractor has agreed to all the modifications the contract will then be stamped by General Counsel indicating the contract is approved as to form and the signing authority may sign the contact; or
   III. The contract is returned without approval as to legal form.

It is important to know that the legal review determines the legal validity of a contract, as opposed to whether the contract is appropriate from a business and administrative perspective. The final decision to enter into a contract is the responsibility of the SHU department initiating the contract, and should take place only after all applicable university approvals have been obtained.

4. Signature Authority

Only authorized individuals may sign contracts on behalf of SHU. The appropriate signature authority depends on the value and type of contract. Since specific values change annually, the *Signature Authorization Limits* document is located in the *Helpful Resources* section of the Business Office intranet site, accessible in the *Finance* section of *MySHU.* Please use this link to the document: Signature Authorization Limits

5. Conflicts of Interest

It is the responsibility of all University officials to ensure that the University does not knowingly enter into contracts that present conflicts of interest. Responsible official must accordingly exercise their authority in a manner consistent with applicable conflict of interest policies. If a conflict arises for a responsible official, he or she must disclose the conflict promptly to his/her supervisor before entering into contract negotiations or contract review and excuse himself/herself from any involvement in the contract negotiations or review. In such cases, the supervisor shall assume responsibility for the contract or arrange for the appointment of a substitute responsible official. Questions regarding interpretation of University conflict of interest policies may be direct to the University's General Counsel.

6. Questions and Additional Information

Questions regarding the contract review process, contract negotiations, new contracts, or contract questions in general should be directed to the University's General Counsel.

Effective April 2, 2012; Updated June 2025

Conflict of Interest Policy

General Policy Statement

All decisions and actions taken by members of the Sacred Heart community [1] in conduct of University business shall be made in a manner that promotes the best interests of Sacred Heart University. Members of the Sacred Heart University community have an obligation to address both the substance and the appearance of conflicts of interest and, if they arise, to disclose them to the appropriate University representative and withdraw from debate, voting or other decision-making process where a conflict appears to exist.

Guidelines

The following guidelines contain representative lists of (1) prohibited conflicts and (2) situations that may not be prohibited but must be disclosed for resolution by management. The University relies on members of the Sacred Heart community to apply the University's mission statement, Conflict of Interest Policy, and commonly accepted rules of ethical and professional conduct to identify conflicts not listed below.

The following are examples of Conflicts of Interest that are prohibited:

a. Hiring/supervising a family member as an employee.
b. Receipt of duplicative remuneration from Sacred Heart and an outside source for the same services.
c. Use for personal gain of privileged or confidential University information or assisting an outside organization in obtaining a preferred position by providing such information.
d. Authorizing a consulting contract at Sacred Heart for a family member.
e. Solicitation of gratuities favors or anything of monetary value from students, donors, vendors or contractors of the University for personal benefit.
f. Voting on the award of University business to a vendor in which one has a significant financial interest or by which one is employed.
g. Authorizing a Sacred Heart donation to or purchase from an organization on whose board one serves.
h. Conditioning any actual or potential University business relationship with a person or business on a charitable gift or contribution to the University.
i. Authorizing University-paid travel for a family member without the President's approval.

The following are examples of possible conflicts of interest. While all such conflicts must be disclosed, they may not be prohibited. Some may be managed through administrative oversight and/or recusal by the disclosing individual. Others may be considered sufficiently resolved through disclosure alone.

a. Having a significant financial interest [2] in an organization that either has Sacred Heart

as a customer or supports the individual's University activities.

b. Accepting individual gratuities, favors, gifts, or any other benefit of monetary value equal to or greater than $750 from vendors, donors, students/parents or employees whom you supervise or evaluate at the University. This does not include University-sponsored collections on behalf of the University or individual.
c. Outside activities in which there is more than an incidental use of University facilities, equipment and/or services.
d. Participating in the negotiation of a contract between the University and an organization in which the Sacred Heart community member, a member of his or her family [3] or associate [4] has a significant financial interest.
e. Receipt of consulting fees or other remuneration from Sacred Heart University if one is a member of the University or its Board of Trustees.
f. Participating in a grant or research project with an organization or entity in which the Sacred Heart University member, a member of the family or an associate has a significant financial interest.

[1] For purposes of this policy, a member of the Sacred Heart community is an employee of Sacred Heart University, a member of the Board of Trustees of the University, or a person acting as an agent of the University.

[2] Significant financial interest is an ownership interest of more than 5% or a controlling interest in any entity or being an officer or director in an entity.

[3] For purposes of this policy, a family member is a spouse, domestic partner, parent, child, sibling or permanent resident of the household.

[4] For purposes of this policy, an associate is any individual or organization with whom a member of the Sacred Heart community has a close personal or business relationship such that a benefit to the associate could be construed as a personal favor by the member and/or an indirect benefit to the member personally.

Code of Conduct

Sacred Heart University is committed to the highest ethical and professional standards of conduct as an integral part of its mission. To achieve this goal, the University must rely on each employee's ethical behavior, honesty, integrity and good judgment. Every employee should demonstrate respect for the rights of others and is responsible for his/her actions.

For employees to work together effectively at Sacred Heart University, rules of conduct must be maintained. The following are some but not all of the acts that are considered serious and may result in disciplinary action up to and including termination.

Some examples of acts that violate University standards and regulations include, but are not

limited to, the following:

a. Sexual harassment, intimidation or other inappropriate workplace conduct.
b. Any violation of the Conflict of Interest Policy.
c. Unlawful use, manufacture, sale, distribution, or possession of drugs, narcotics, or controlled dangerous substances, use or possession of alcoholic beverages, during the course of employment.
d. Unlawful possession, distribution or use of firearms, knives or other dangerous weapons, and any possession of same during the course of employment.
e. Disorderly conduct, including fighting, threats, harassment or other conduct that threatens the health or safety of another.
f. Gambling on University property or during University activities.
g. Theft of and/or damage to the property of the University or others.
h. Falsification of University records.
i. Tampering with or destroying University data, records, or other information, gaining unauthorized access to such information, disclosing confidential or privileged information, or otherwise misusing University data or information.
j. Unauthorized use of or entry into property or facilities.

It is the responsibility of each employee to report apparent violations regarding the Code of Conduct of which he/she has personal knowledge. Supervisors have a duty to adhere to the standards set forth in this policy, to recognize violations, and to enforce the standards. Disciplinary actions for proven violations of this Code of Conduct or retaliation against anyone who reports possible violations will be determined on a case-by-case basis and may include termination of employment. False accusations are also subject to discipline.

As a part of employee conduct, all employees must abide by all policies, rules or regulations set forth in the Employee Handbook or published by the University.

You may report violations or concerns to your immediate supervisor, Human Resources or the Secretary and General Counsel of the University, Michael D. Larobina 203-371-7859. Investigations will be conducted as confidentially as the law and circumstances permit.

Reports regarding the Secretary and General Counsel should be directed to the Chairman of the Executive Committee of the Board of Trustees.

Probationary Period Policy

The first **six months** of employment at Sacred Heart University are a probationary period.

This time allows the employee the opportunity to become acquainted with his/her new position and allows the supervisor to evaluate job performance.

Employment of Relatives Policy

The employment of relatives is not prohibited, except in circumstances where hiring, promotion or transfer places related people in subordinate or supervisory roles within the same department or division. The hiring of relatives is prohibited if the supervisor of an employee could be involved in situations where influence could be exerted on decisions concerning the status of employment, promotion or compensation; or it violates the Conflict of Interest Policy.

If there are any questions regarding the hiring of relatives, contact Human Resources at 203-365-7633.

Information Technology Appropriate Use Policy

This policy applies to all employees of the University.

A. Appropriate Use

Information Technology (IT) systems may be used only for their authorized use. Authorized use is primarily in support of the University's mission (i.e., education, research, administration). Limited personal use by staff is authorized, for example, email can be used to contact friends and family not associated with the University. The specific purpose of any IT system as well as the nature and scope of authorized, incidental personal use may vary and be restricted by SHU in its sole discretion according to the duties and responsibilities of the user.

B. University Position on Privacy

All documents, files and electronic mail stored on a University-owned networked computer or server are normally accessible only by you. However, any file or document placed on a University-owned computer or network is subject to access pursuant to this policy, and thus, should not be regarded as private or confidential. The IT system managers have the ability and authority to monitor traffic and directly view any file as it moves across the network, and they must do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in the Information Technology Department have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, do not ordinarily view the contents of user files or email. However, you should be aware that authorized University personnel will take appropriate steps to investigate when there is a concern of inappropriate use of campus computing or networking resources. These steps may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

C. Specifics on Use

The following examples of use are inappropriate and prohibited:

- Use that impedes, interferes, or otherwise causes harm to the activities of others. Examples of this include "resource hogging," misuse of global email distribution lists, chain letters, virus hoaxes, "bombing" (flooding an individual, group or system with numerous or large email messages), and any other behavior that may cause excessive network traffic or server load.
- Use that is inconsistent with the University's non-profit status. Commercial use of IT systems for non-university related purposes is in general prohibited and includes advertising, selling, and soliciting for commercial purposes or for personal gain.
- Harassing or threatening use. This category includes display of offensive behavior, harassment, sexual material and repeated unwelcome contacts with another.
- Any use that damages the integrity/security of IT systems. This includes attempts to defeat system security, disguised use (e.g., spoofing someone else's email address), distributing computer viruses, unauthorized modification of data, sharing passwords with others or system/admin passwords with those not authorized access as the system level.
- All uses of IT systems that are violation of law. Examples of this include making bomb threats; receiving, transmitting or possessing child pornography; and infringing copyrights. Also, the disclosure of individually identifiable non-directory information (like Social Security numbers) to non-University personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is likewise not permitted.
- Use in violation of University contracts. This includes software and other license agreements.
- Unauthorized distribution of University confidential information.

D. Personal Account Responsibility

Users are responsible for maintaining the security of their own IT system accounts and passwords. Any user changes of password must follow published guidelines for passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without appropriate authorization. Users are presumed to be responsible for any activity carried out under their IT systems accounts.

Definitions:

- **IT Systems**: Computers (includes laptops), printers, servers, facsimiles, voice mail, network infrastructure, online and offline storage media, online software applications,

all data files that are owned and maintained by the University (i.e., Colleague or Raiser's Edge data), and the campus video cable.

- **User:** Any person, whether authorized or not, who makes use of any IT system from any location. This would include remote access (from home) of any University IT system.

For additional information, contact the Information Technology Department at 203-365-7557.

Internal Communication Policy

Purpose

The purpose of this policy is to define the proper use of internal mass communication technologies in an effective and efficient manner.

Scope

This policy applies to all Sacred Heart University employees, contractors, students, and volunteers.

References

- University Email Policy
- Acceptable Use Policy
- CAN-SPAM Act
- Clery Act
- Digital Millennium Copyright Act

Definitions

- **Communication Technologies:** Any technology that enables multiple parties to communicate with each other and/or the public at large. Some examples include e-mail (including distribution lists), social media (Facebook, Twitter, etc.), and text messaging.
- **Audience:** Any group of users, formally called Distribution List, can be defined by any combination of criteria such as type (i.e. faculty, staff, or student), graduating class, location (campus, dorm, or building), department, club, or organization.
- **Audience Rules:** Audience rules are defined by the privacy levels, group types, active features, and communication methods:
    - Privacy Levels:
        - **Public:** Anyone can join the group and messages are visible to all users
        - **Private:** Approval is required to join and messages are only visible to members
        - **Secret:** System controlled based on set criteria, the group itself and all messages are only visible to its members
    - Group Types:
        - **Open Discussion:** Any member can post and respond to messages
        - **Announcement Only:** Only approved users can send messages

        - **Moderated:** All messages require approval
    - Feature Settings: Depending on the communication system, this may include settings such as option to unsubscribe, daily digests, and membership visibility
    - Communication Methods: Some examples include e-mail, text messages, and social media
- **General Audience:** General audience are groups that have very broad criteria such as, all undergraduate students, all faculty, or all Fairfield campus users

Responsibilities

- Senior Staff/Executive:
    1. Establish communication objectives
    2. Maintain this policy and its changes
    3. Enforce sanctions
    4. Designate Communications Official(s)
- Communications Official(s):
    1. Develop communication guidelines and procedures
    2. Coordinate and implement policy through organization's departments
    3. Oversee training
    4. Receive and process complaints
    5. Process request for rights
        - Right to send messages to audience
        - Right to send messages of different categories (see Message Types and Guidelines below)
        - Right to create audience
        - Right to set audience rules
- Employee responsibilities:
    1. Understand and comply with organization's policies regarding internal communications
    2. Provide notice of changes to communications official(s)

Message Types and Guidelines

Category 1

Emergency and Critical University Announcements: Messages in this category can be sent to any or all audience and must comply with the characteristics defined below:

- Campus-wide Emergency Events (i.e. school closings, immediate danger to community, acts of God, health risks, major outages, and other similar events)
- Sent immediately without delay or review to all chosen forms of communication
- Audience rules can be ignored
- Users are not allowed to remove themselves from receiving these messages
- Rights to send these messages will only be given to designated personnel

responsible for safety, emergency management, campus operations, and cabinet level senior staff.

Category 2

Important University Wide Announcements: Messages in this category can be sent to general audience and must comply with the characteristics defined below:

- Major Announcements (i.e. Major events such as graduation, presidential or campus-wide events)
- Legal Obligations (i.e. Clery or DMCA messages, payment and deadline information)
- Construction Information
- System Failures or Upgrades
- Sent based on audience rules i.e.:
    - Some rules might require approval by a group administrator
    - Some rules might forbid the type of communication method
- Users are not allowed to remove themselves from receiving these messages
- Rights to send these messages will only be given to designated personnel by the Communications Official(s) and to senior staff. Audience rules will be set by the audience manager or Communications Official(s)

Category 3

Department/Organization Announcements: Messages in this category can be sent to specific audience and must comply with the characteristics defined below:

- Audience must have the following criteria:
    - College, department, club or organization membership
    - Academic major
    - Residential dorm
    - Athletic team
    - Audience administrator can define audience rules
- Sent based on audience rules i.e.:
    - Some rules might require approval by a group administrator
    - Some rules might forbid the type of communication method
    - Some rules might forbid unsubscribing
- Rights to send these messages and audience rules will be set by the communications official(s) based on requests from the responsible manager for each area, i.e. department head, coach, RA, and so forth

Category 4

Public Announcements: Messages in this category can be sent to general audience or the public at large and must comply with the characteristics defined below:

- Department, organization, club, college, or other events
- University marketing i.e. new programs, new services, surveys, etc.
- Campus service information i.e. hours of operation, daily menus, etc.
- General Interest i.e. anniversaries, life changing events, etc.
- Messages must not violate the Acceptable Use Policy and comply with the following guidelines:
    - Qualify as a University related information or business
    - Have relevance to a broad base or users
    - Be limited to 250 words or less whenever possible
    - Include a Subject line
    - Include a contact name or office
    - Cannot be a public debate, personal opinion, political statement, endorsements, personal items for sale/rent, non-University related information, or fundraising activity
- Users must be allowed to opt-out
- Rights to send these messages and audience rules will be set by the Communications Official(s) based on requests made by faculty and staff

Information Technology Refresh Schedules and Approved Options Policy

This policy applies to all employees of the university and is effective immediately.

Laptop Refresh Schedules

The university issues laptops to all full-time faculty and allows departments to rent laptops for staff members. Any faculty member choosing a laptop other than the base model needs approval from the department chair as there will be upgrade charges applied. Laptops are intended as replacements for desktops. Over the years the laptop program has gone through changes based on the durability of hardware, the use of applications and storage requirements. Laptops will be purchased with four years warranty and will be maintained or replaced by the Information Technology Department. The adjunct faculty laptop program will be serviced, while supplies last, by fully operational units that have been used by full-time faculty or staff.

Reminder: All purchase orders for technology equipment (hardware and software) will be routed for review and approval through the Information Technology Department. Any technology related purchases made outside the IT Department approval process is considered a personal expense and will not be honored by the university.

Revised March 28, 2019

University Property

All employees are required to exercise care in the use of University property, and to utilize such

property only for authorized purposes. The unauthorized removal of University property from the premises, or for personal use is prohibited.

The name, insignia, seal and logo of the University are University property, and may be used only for authorized University purposes.

University property issued to an employee must be returned to the University at the time he/she terminates employment or when requested by the supervisor. Employees are responsible for the payment of the value of the property issued by the University if it is not returned, or if it is not returned in good condition except for reasonable wear and tear.

The University assumes no responsibility for loss or damage to the personal property of an employee.

Time and Attendance Policy

Due to legal requirements involving wages and hours, and to have employee records involving paid and unpaid time, it is necessary that attendance records be maintained for all employees. In view of this, University policy requires that the Human Resources Office receive and maintain attendance and absence records for all employees.
Attendance is tracked on the Dayforce for all non-faculty employees. The employee approves the attendance record and assumes responsibility for truthfulness. Supervisors will approve the attendance record and assume responsibility for ensuring that properly prepared, accurate and authentic attendance records are submitted on a timely basis for all employees under their supervision. The attendance record will form the basis for payroll action for all non-exempt employees. Failure to submit properly prepared attendance records approved by the employee and the supervisor may result in payroll errors.

Attendance for employees is defined as being in the appropriate place to perform his/her job responsibilities as defined by the supervisor. Employees are required to report for work on time. Habitual tardiness or recurring absences may be grounds for disciplinary action or dismissal. All absences must be recorded on Dayforce.

For non-exempt employees, all hours worked and absences must be reported through Dayforce on a bi-weekly record and approved on a bi-weekly basis. Exempt employees need to report their absences on a monthly basis.

Absenteeism and tardiness adversely affect the efficiency and effectiveness of the institution. Three consecutive absences without notification to the immediate supervisor at the beginning of the employee shift/work hours may be cause for immediate dismissal.
Three consecutive absences without notification to the immediate supervisor at the beginning of the employee shift/work hours may be cause for immediate dismissal.

For Employees who work at the Notre Dame Prep location (in addition to the above):

Employees should personally report absence from work, or significant late arrival to work, to the designated administrator by 6AM of the absent/non-punctual day or, if tardy, within thirty (30) minutes of the scheduled start time. Notice must be given as to the reason for absence or tardiness.

Disciplinary Action

For employees to work effectively together in a professional organizational setting, compliance with the code of conduct must be maintained. When employees do not observe these standards, they will be subject to certain disciplinary measures.

When there are violations of the code of conduct by the employee, suspension or termination may be warranted. For actions of a very serious nature as determined by the University, the employee may be warned or discharged immediately depending on the violation. The University may discipline or discharge employees at its sole discretion.

Grounds for disciplinary action or termination include, but are not limited to, the following:

- Violation of any established Sacred Heart University policy
- Insubordination
- Conduct which, in the judgment of his/her supervisor, is harmful to other employees or property or which is of such nature that it tends to be destructive of goodwill or causes jeopardy or serious discredit to the University, its standing or reputation.

Some examples of incidents that would justify immediate termination include, but are not limited to the following:

- Theft/destruction of University property or other employees' property
- Falsifying timecards/employment records
- Use of drugs or alcohol on the job or impairment of the job due to drugs or alcohol
- Fighting, threatening
- Failure to report for work for three or more days without contacting immediate supervisor
- An act that threatens the health, safety or well-being of another employee

All terminations must be reviewed and approved by the Office of Human Resources.

Dress Policy

All Sacred Heart employees represent the University. Your appearance during working hours must meet appropriate standards for the department in which you work.

It is required that employees arrive at work neat, clean, presentable and dressed in attire that is appropriate for their job. In the selection of any type of dress, modesty and good taste governs.

Department heads and supervisors have the responsibility to enforce standards of good taste appropriate in their area of responsibility. The University reserves the right to require that an employee alter attire that the University considers inappropriate. If you have any questions regarding appropriate dress attire please see your supervisor.

Separation from Employment

Sacred Heart University values the contributions employees make to the success of the University and hopes to foster a productive and mutually satisfactory employment relationship with each employee.

As a matter of professional courtesy, employees who resign from their position at the University should submit a letter of resignation to his or her supervisor. A copy of this letter must be forwarded to Human Resources by the supervisor. It is helpful to the department and supervisor to give as much advance notice as possible. The minimum notice time is generally considered to be at least two weeks.

The resignation period must consist of time that will actually be worked. Vacation time will not be permitted to extend the termination date. Should an employee require time off during the resignation period, only vacation time usage will be permitted and must first be approved by the Supervisor. Use of personal time is not allowable during the resignation period. Upon termination, no payment will be made for remaining accrued sick or personal days.

Anyone leaving Sacred Heart University must return all University property including, but not limited to, keys, University I.D., University equipment, library books, parking permits and uniforms to their supervisor on their last day of employment. Full payment of any outstanding financial obligations to the University must be made prior to departure. Payment of remaining vacation days will not be released until all university property has been returned. The SHU property must return in the same condition it was originally disbursed. Consideration will be provided with regard to the length of time the property was in the employee's possession.

All time off must be entered into the Dayforce time and attendance system and authorized by the Supervisor.

An Exit Interview may be completed with the Human Resource Office. The exit interview form can be found on the Human Resources website.

Policy Revision March 2021

Inclement Weather Guidelines for Staff & Administration

In the event of inclement weather, the University will remain open for business purposes and all staff and administration should report to work. However, there may be times that Sacred Heart University may cancel some or all of the day's classes or possibly the University will close completely for the day. These guidelines are available to assist you with managing your attendance during such circumstances.

In the event the University cancels classes

A delayed opening may be posted indicating that classes are delayed and/or canceled, however staff and administration should report to work by the alternate time indicated on the snow line.

- In the event the employee does not feel they will be able to report to work on time, needs to leave work early, or needs to cancel the day completely, the employee is required to notify their Supervisor and/or Manager immediately.
- An employee may utilize their available personal time to cover the absence. In the event the employee does not have personal time available, the employee may utilize a vacation day.

At no point should an employee be made to feel as though they are required to stay at work or come into the office, especially if they feel their safety is at risk.

In the event the University closes (i.e., power outage, state of emergency declared by the State of Connecticut, etc.):

- Staff & Administration who are scheduled to work are not required to report into the University. The employee's regularly scheduled workday will be paid for without charge to the employee's vacation and/or personal accrual. *However, if an employee is out on a scheduled vacation day, a full day of vacation will be charged.
- Essential Service employees provide care for the safety of the students and staff. The following departments are considered "Essential Services" and are still expected to report to work in the event the University closes: Campus Operations, Dining Services, Library, Mail Center, Pitt Center, Public Safety, Residential Life, Student Services and The Factory. Coverage and scheduling are the responsibility of the divisional/departmental leader.

Notification of University Closing, Delayed Opening and/or Cancellation of Classes:

Due to space or other limitations with voice recordings or electronic messages, the university website will contain the most complete and updated information. Further notification will include:

- Recording on the SHU Info Line: 203-365-7669 or ext. 7669.
- Alerts sent through SHU EAS emergency alert system (text message & email).

Revised May 1, 2019

Safety and Security

The Department of Public Safety provides safety and security on campus, to foster an environment so that all who live, study, work or visit at the University are able to do so in a safe and secure environment. The Department of Public Safety is a service-oriented department committed to providing professional, timely and efficient safety and security services to all employees on a 24-hour, 7-day-a-week basis.

The following are some of the services provided by the Department of Public Safety:

- Register vehicles and issue University parking decals and motor vehicle handbooks.
- Enforce University parking and traffic regulations.
- Assist on-campus motorists with battery jump-starts and vehicle unlocks.
- Provide personal safety escorts on campus.
- Provide crime prevention information.
- Investigate and document incidents on campus.
- Provide locksmith services and maintain key control for all SHU buildings.
- Patrol the buildings and grounds of the campus, securing buildings.
- Provide unlock services to authorized individuals.
- Respond to all emergencies on campus, notifying the local police, fire and ambulance service when necessary.
- Interact with and act as a liaison with the local police and fire departments regarding state and local laws and ordinances.
- Enforce University policies

Important Phone Numbers:

- Emergencies: 203-371-7911
- Routine Business: 203-371-7995

- Fax: 203-365-4781
- Snow Phone: 203-365-SNOW (7669)

If there is an emergency, contact Public Safety at 371-7911.

Service Awards

Sacred Heart University honors individual employees for their length of service within the University each year at the Founder's Day Celebration hosted by the President. All employees at Sacred Heart University are invited to participate. In addition, the University recognizes its administrative professional employees for their contributions to the University community through an annual Administrative Professionals Day Celebration.

No Solicitation Policy

Policy

In order to avoid disruption of University operations or disturbance of faculty, staff, students and guests the following regulations will apply to solicitations and distribution of literature and materials at Sacred Heart University.

Regulations

1. *Vendors, Contractors, Non-Employees of Sacred Heart University*

   Persons not employed by Sacred Heart University may not solicit or distribute literature or materials on Sacred Heart University property at any time for any purpose.

2. *Employees of Sacred Heart University*

   Employees may not solicit during working time or in working areas for any purpose and may not distribute literature or materials anywhere at any time except within the process of its academic endeavors.

   - Working time does not include break periods and meal times, or other periods during the work day when employees are not properly engaged in performing their work tasks. Working time includes the working time of both the employee doing the soliciting and the employee to whom the soliciting is directed.
   - Working areas are all areas of the university where work may be performed.
   - Any literature displayed on walls, elevators, halls, or work areas is not permitted and will be removed.
   - University email, mail services, telephones/cell phones, voicemail, Blackberries, and bulletin boards are to be used only for university purposes.

Statement of Equity

Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy is for the purposes of protecting privacy, and the educational and work environment of the campus.

May 14, 2007

Whistle Blowing Policy

I. It is the responsibility of all of the University community which includes all employees (faculty, staff and administration) and students to report actions which violate the University Code of Conduct in accordance with this "whistleblower policy." Confidentiality will be maintained, when possible subject to the needs of the University, and the ability to investigate so that no individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation, adverse employment, academic or educational consequence by the University or anyone within its control because of the good faith report.

   It is not intended that this policy alter in any fundamental aspect the responsibility for conducting investigations, it is to provide guidance on how reports of misconduct may be made. Employee grievances and complaints concerning terms and conditions of employment are not included within this policy and will continue to be reviewed in accordance with applicable law and academic and human resources policies. In all cases, University General Legal Counsel will exercise its discretion in determining when circumstances warrant investigation and the appropriate investigative process to be employed.

   Anonymous reports will be investigated, if deemed to be reasonably based, to the extent reasonably practical.

   The University will investigate allegations of improper conduct. Anyone found to have engaged in such conduct is subject to disciplinary action by the University up to and including termination. Civil or criminal prosecution when warranted may be pursued.

II. All members of the University community are encouraged to report violations. An employee should report occurrences to a supervisor or manager. If for any reason an employee finds it difficult to report to a manager or supervisor, the employee may report it directly to Human Resources, an officer of the University or to General Legal Counsel. You are encouraged to report through reporting channels but may report to any authority.

   Individuals wishing to report violations may do so by sending a sealed envelope addressed to Sacred Heart University's General Counsel - Michael D. Larobina, Sacred Heart University, 5151 Park Avenue, Fairfield, CT 06825. Envelopes should be marked "Confidential".

Officers, managers and supervisors are required to report assertions and incidents of improper conduct to the next higher level of reporting authority. Final reporting and the result of investigations must be reported to General Legal Counsel.

Persons making baseless allegations, allegations with reckless disregard for the truth or with malicious intent are subject to institutional disciplinary action up to and including termination. People making baseless allegations may be subject to private legal claims by individuals accused of misconduct.

III. The policy includes, but is not limited to, a deliberate act or failure to act by an employee with the intention of obtaining an unauthorized benefit. This policy includes any act of misconduct that is in the performance of official duties or is not within the scope of his or her employment if a University policy is violated. Examples of misconduct include, but are not limited to:

- Forgery or alteration of documents, files or records;
- Unauthorized alteration or manipulation of University computer files;
- Fraudulent financial reporting;
- Pursuit or intentional receipt of a benefit or advantage in violation of the University's conflict of interest policy;
- Misappropriation or misuse of University resources or property;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked;
- Violation of any federal or state law or regulation, including but not limited to; corruption, malfeasance, bribery, theft, fraudulent claims, fraud or conversion;
- Interference with a University investigation conducted in accordance with this or any other University policy, including the withholding, destruction or tampering with evidence or any effort to influence, coerce, intimidate or retaliate against whistleblowers or witnesses.
- A violation of the University Code of Conduct;
- Use of this policy or any University policy for malicious reasons or vindictive purposes.

IV.

- All members of the University community have a duty to cooperate fully in any investigation.
- Participants may not discuss or disclose the investigation or their testimony with others.
- Refusal to participate and cooperate in an investigation may be the basis of disciplinary action up to and including termination.

- No person may interfere with an investigation or withhold, destroy or tamper with evidence or influence, coerce or intimidate witnesses.

V. Allegations of improper conduct must be reported as soon as known and no later than ninety (90) days after the event(s) giving rise to the allegation, unless there is good reason to explain the delay.

- The University will reasonably protect whistleblowers against retaliation. It cannot guarantee confidentiality, however, and there is no such thing as an "unofficial" or "off the record" report. General Legal Counsel will keep the whistleblower's identity confidential, unless (1) the person agrees to be identified; (2) identification is reasonably necessary to allow University or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of improper, fraudulent, or dishonest violations is entitled to the information as a matter of legal right in disciplinary proceedings.
- University employees may not retaliate against a good faith whistleblower. Whistleblowers who believe that they have been retaliated against may file a written complaint with General Legal Counsel. A proven complaint of retaliation shall result in disciplinary action, up to and including dismissal, against the retaliating person. Protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

VI. General Legal Counsel shall conduct or direct the investigations of all reasonably based allegations of fraudulent or dishonest conduct in consultation with such University officials as may be necessary or appropriate at the discretion of General Legal Counsel. Cases involving possible violations of criminal law may be investigated in cooperation with appropriate law officials.

The conclusion and any action resulting from the investigation or decision shall be final.

VII. This Policy is intended to complement and supplement existing policies and legal requirements. No statement in this Policy is intended to authorize, or to prohibit disciplinary and/or legal action against, a University employee who knowingly discloses information recognized or designated as confidential under law. Where provisions exist elsewhere under law or University policy governing information disclosure rights and obligations and /or retaliation relative to such disclosures, those shall apply in lieu of those contained in this Policy.

Questions related to this policy should be directed to: General Counsel, Michael D. Larobina, Sacred Heart University, 5151 Park Avenue, Fairfield, CT 06825. Telephone: 203-371-7859.

The University reserves the right to amend this policy from time to time. This policy is intended as guidance for the reporting and investigating of allegations of suspected of improper, fraudulent or dishonest conduct.

This policy does not create, nor should it be viewed as creating a contractual obligation between the University and any faculty, employee, student or other person.

Approved by the Board of Trustees on May 9, 2008
Effective Publication Date: August 2008

Animals/Pets on Campus Policy

Introduction

The University regulates the presence of animals/pets in all University facilities, and on campus grounds, in order to maintain a safe and healthy environment for students, faculty, staff and visitors.

The University appreciates that many staff, faculty and students love and care for their pets as "members of their family". This policy identifies that, to create a healthy, safe, and respectful environment, animals/pets should not be part of the campus community.

Effective **immediately** Sacred Heart University will prohibit animals/pets on campus.

Animals/Pets on Campus Policy

Sacred Heart University prohibits staff, faculty, students, contractors, visitors, and volunteers from bringing pets into any University building or facility.

All members of the campus community are required to comply with all aspects of this policy. Employees and students who fail to comply or who interfere with the implementation of this policy will be subject to progressive disciplinary action.

This Sacred Heart University animal/pet policy is applicable to all staff, faculty, students, contractors, visitors, and volunteers who access campus buildings, facilities, grounds, and properties. This policy applies not only to dogs, but also to other common animals considered as "pets", including but not limited to birds, cats, mice, gerbils, amphibians, reptiles and ferrets.

The University may require any person with a pet to remove the animal from campus grounds.

Failure to cooperate with a Public Safety officer is a serious violation and will result in the individual and the pet being excluded from campus immediately.

The campus community is required to abide by this policy and by the relevant local government laws and ordinances regarding dog and cat management.

Exception

This policy will not apply to "service animals", performing their duties, such as guide dogs for the blind.

Under the Americans with Disabilities Act (ADA), “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not “service animals” for the purpose of this definition. In addition, animals that serve solely to provide emotional support, comfort or companionship are also not included in this definition.

The work or tasks performed by the “service animal” must be directly related to the handler’s disability.

Under ADA regulations, “service animals” are permitted to accompany people with disabilities in all areas that are open to the general public.

Removal of a “service animal” from campus facilities will be requested if (1) the dog is out of control and the handler does not take effective action to control it, or (2) the dog is not housebroken.

Responsibility

The University requires that any individual using, or desiring to use, a “service animal” on campus request such accommodation with the following offices:

- Enrolled students wishing to be accompanied to class by a “service animal” as an accommodation shall request authorization from the Office of Student Accessibility. Students shall provide current documentation of a disability that requires accommodation and be able to describe (demonstrate) the functions the “service animal” performs as a disability accommodation.
- Faculty and staff shall contact the Executive Director in the Human Resources Department for such a request. Human Resources will review documentation provided, and will engage the requesting individual in an interactive process to determine whether bringing a “service animal” on campus is a reasonable and effective accommodation
- A “service animal” may not pose a direct threat to the health or safety of others, and will be removed if its continued presence is disruptive or would result in substantial damage to the property of others.
- A person who enters University grounds or facilities with a “service animal” shall ensure that the animal is licensed and fully inoculated in accordance with local regulations; is under control and restrained, by leash or harness, at all times; is not left fastened to stationery objects, and is under effective control while on campus.
- Owners of “service animals” are responsible for the immediate removal and proper disposal of any fecal matter deposited by the animal. The burden is on the animal user

to arrange for removal of fecal matter if he or she is personally unable to perform the task.

- Owners of a “service animal” are financially responsible for any damage caused by their animal companion.

Policy Executed October 17, 2013

Receipt of Negative/Inappropriate Correspondence

Sacred Heart University wishes to promote and provide effective communication both within the SHU community as well as with our vendors, neighbors, business constituents and the general public.

The University will not tolerate any form of correspondence that exhibits vulgar language, verbiage that could be construed as discriminatory, harassing or intolerant in nature.

Sacred Heart University wishes to resolve all concerns objectively and come to a resolution that is fair to all parties. However, should the external party continue to behave in a manner that is disrespectful to the university employee, the university will issue a final cease and desist letter and terminate any further contact with the individual and/or parties associated with the correspondence.

February 7, 2017

Electronic Monitoring of Sacred Heart University Campuses

Sacred Heart University engages in electronic monitoring of the campus, its buildings and facilities. This includes video recording and storage of images captured by cameras. Pursuant to Connecticut General Statute Section 31-48d, this notice shall serve as written notice to all employees.

February 5, 2018

Section 3: Paid Time Off

Policy Revision May 2025; Effective July 1, 2025

Paid Time Off (PTO) Policy - Benefit Eligible Staff

Taking PTO is essential for your well-being—it helps you recharge, avoid burnout, and return to work with renewed focus and energy. Regular time off supports your mental and physical health, improves productivity, and contributes to a healthier work-life integration. Don’t hesitate to use the time—you’ve earned it!

Eligibility

Employees must be in a benefit-eligible position, regularly scheduled to work in one of the following schedules:

- full-time for 35 hours/week for a minimum of 9 months
- part time for a minimum of 20 hours/week for 12 months

Accrual

PTO will be accrued monthly and capped at specific balances depending on employment type and length of service. The accrual stops once the maximum balance is reached. The accrual will resume as long as the balance is equal to or less than the maximum allowable balance.

- New hires may use the accrued time without a 90-day waiting period.
- "Personal days" no longer exist and are now rolled into PTO.
- You may carry your PTO balance from calendar year to calendar year.
- The accrual rate and maximum balance are determined and applied based on the employee's years of service as of the employee's anniversary (hire) date and employment category.
- Use of PTO: PTO is intended to be used while the employee is actively employed. It may not be cashed out in lieu of use, except at termination as outlined below.
- Payout upon termination-Employees who separate from the University for any reason will receive payment for any unused, accrued PTO, up to the maximum allowable balance at the time of termination, in accordance with the payroll schedule.

Accrual Rates and Maximum Balances by Employee Type

Table 1 - Paid Time Off Accrual Rates

Paid Time Off Accrual Rates				
Employee Type	**Minimum Years of Service**	**Monthly Accrual (Days)**	**Total Annual Accrual**	**Maximum Balance**
Full-Time Staff, 12-Month	0	1.50	18	28
	5	2.00	24	34
Part-Time Staff, 12-Month	0	0.83	10	15
	5	1.50	18	23
Senior Management	0	2.00	24	34
Full-Time, 12-Month Faculty	0	1.83	22	30
Full-Time, 9-10 Month Staff	0	n/a	3	3

Full-Time Benefit Eligible Staff, 12-Month

- Zero to five years of service:
  - Monthly Accrual: 1.5 Days
  - Maximum Balance: 28

- Over five years of service:
  - Monthly Accrual: 2 Days
  - Maximum Balance: 34

Part-Time Benefit Eligible Staff, 12-Month

- Zero to five years of service:
  - Monthly Accrual: 0.83 Days
  - Maximum Balance: 15

- Over five years of service:
  - Monthly Accrual: 1.5 Days
  - Maximum Balance: 23

Senior Management (Non-Faculty) - Full-Time

- Zero or more years of service:
  - Monthly Accrual: 2
  - Maximum Balance: 34

Full time Benefit Eligible Faculty, 12-Month

- Zero or more years of service:
  - Monthly Accrual: 1.83 days
  - Maximum Balance: 30

Full time Benefit Eligible Staff, 9-10 Months

- Zero or more years of service:
  - Monthly Accrual: 0 days
  - Maximum Balance: 3 days

<u>Accrual Example</u>: FT Benefit Eligible Staff (12 Month)- new hire in September (hired on any date within the month of September)

- September-accrued 1.50 days (PTO total =1.50 days)
- October-accrued 1.50 days (PTO total = 3 days)
- November-accrued 1.50 days and uses .50 days (PTO total at end of month= 4.00 days)
- December-accrued 1.50 days (PTO total=5.50)
- January-accrued 1.50 days and uses 2 days (PTO total=5 days) …. Etc.

Promotion/Changes in Employment Status

When an employee is promoted into a higher classification (non-exempt to exempt or exempt to senior management) or changes employment status from part-time to full-time, the employee will start accruing PTO credits as entitled by the new status at the beginning of the month in which the change occurs. If an employee goes from exempt to non-exempt or full-time to part-time, the same procedure will be followed.

*Note-Should an employee go from benefit eligible to non-benefit eligible position, the employee will receive a payout of their unused PTO.

PTO – Unpaid Leave/Workers' Compensation

Employees do not earn PTO accrual during a period of unpaid absence or while on workers' compensation if absent more than 10 days in the previous month.

PTO – Holiday Schedule

If the observance of a holiday, as published by the University, occurs within the PTO period, such a day is not chargeable as a PTO day.

NOTE: SHU operates on a 24 hours/7 day/week schedule. However, if the university is required to close its doors in response to inclement weather, previously planned PTO days will remain in place.

Holidays

Each year the University publishes the holiday schedule for the upcoming calendar year. The list of general holidays does not include additional holidays that the University may offer. The holiday schedule is reviewed annually and is subject to change.

At the present time the University observes the following holidays:

- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- ½ day Wednesday before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas/New Year's Break

When a regularly scheduled holiday falls on a Saturday or a Sunday, it will be observed on the

day prior to or following such holiday.

All regular full-time employees working 12 months a year are paid for the designated holidays.

Part-time employees and those employees who work less than 12 months a year shall be paid only for holidays which occur on their regularly scheduled workdays. If a holiday falls on a scheduled day off for any employee, it shall not be substituted by giving another day off.

Temporary employees are not eligible for paid holidays.

Employees must be at work, on paid vacation, or on paid sick leave the day before and the day after the holiday in order to be eligible for holiday pay.

New employees eligible for benefits must be on the payroll and work a minimum of five consecutive workdays in order to receive holiday pay.

Holidays occurring during a period of paid vacation or paid sick leave will be treated as holidays and not charged against such leave. However, an employee will not be entitled to holiday pay for such holidays that occur during a period of non-paid absence.

An employee is also not entitled to holiday pay while on a short-term disability leave or on Workers' Compensation.

Bereavement Leave

Bereavement leave is intended to pay up to three days for working time lost in connection with the death of and attendance at the funeral of immediate family members.

Immediate family is defined as spouse, parent, child, sister, brother, grandparent, father-in-law, mother-in law, brother-in-law and sister-in-law.

If you are on vacation and an immediate family member dies, bereavement time off will be given.

Personal or vacation time can be used for attendance at services for non-immediate family members and friends.

If you are on a leave of absence, you are not entitled to bereavement leave pay.

All time off for bereavement should be approved by the supervisor.

Jury Duty Policy

Jury duty is a civic obligation and Sacred Heart University recognizes that such service is a sign of good citizenship. Employees called for jury duty will need to present proof of such duty in the form of a notice from the Clerk of the Court to the Office of Human Resources at least one week prior to the start of jury duty.

Sacred Heart University will pay regular full-time and part-time employees their regular wages.

Should you be selected for the case, your pay will not be interrupted. When you receive checks from the court for serving, you may keep and cash the checks but will need to provide us with a copy prior to cashing so that Payroll can deduct that amount from your next paycheck.

Employees are expected to spend as much time on their regular duties as the intermittent nature of jury duty may reasonably permit.

To receive salary payment for such an absence, the employee must obtain a Juror Service Certification that indicates the dates of service and total reimbursement. Submit this certificate promptly to the Office of Human Resources.

All time while on jury duty must be recorded in the attendance system to avoid loss of wages.

Revised October 18, 2017

Section 4: Employee Benefits

Introduction

The purpose of this section of the Employee Policy Handbook is to provide you with a helpful highlights summary of employee benefits for reference purposes.

Note: The University reserves the right to review and/or amend the benefits plans at any time, in whole or in part, without prior notice to participants, including but not limited to changing eligibility criteria, scope of coverage or plan coverage costs, and imposing limits on or restricting or eliminating covered expenses. The University also reserves the right to terminate or discontinue any benefit plan, in whole or in part, at any time without prior notice to participants.

Health Insurance (Medical and Dental)

All regular full/part-time benefits-eligible exempt and non-exempt employees and full-time faculty are eligible for group medical and dental insurance coverage. Participation in the plan is voluntary for you and your eligible dependents. For employees enrolling in the health insurance plans, coverage is effective as of the first day of the month following the employee's date of hire with the University.

The University offers a choice of medical and dental plan options.

The cost of medical insurance premiums is shared by the University and the employees. The University pays the basic dental plan coverage cost for the employees, and the employees may obtain dental coverage for eligible dependents by paying the required contributions.

Your portion of the cost of medical and dental coverage is payable through payroll deductions and can be taken from your pay on a pre-tax basis, before Social Security, Federal and State income taxes are determined. Plan elections made are binding for the plan year.

Changes in class of coverage or health plan elections may be made at annual enrollment each year or with a qualifying life event. If there is a change in personal/family status such as marriage, birth of a child, divorce, death, dependent child status change (may be covered up to age 26, regardless of student status) or loss of other insurance coverage, you must make the necessary addition or deletion within 30 days of the qualifying life event. Therefore, it is essential to contact the SHU Benefits Office as soon as possible within the 30-day period following any of these events to complete the required forms/paperwork.

Visit Dayforce and click on the Benefits icon to find the SHU Employee Benefit portal link for all benefit information.

Flexible Spending Accounts (FSA)

The University offers benefits-eligible employees the option to participate in Flexible Spending (reimbursement) Accounts. The Flexible Spending Account (FSA) plan is governed by Sec. 125 of the IRS Code which allows participants to set aside money via payroll deductions on a tax-free basis, to pay certain eligible healthcare and dependent care expenses.

You can establish two types of Flexible Spending Accounts:

- A healthcare spending account, for reimbursement of qualified healthcare related expenses for yourself and your qualified dependents;
- A dependent care spending account, for reimbursement of eligible dependent care expenses.

Enrollment for FSAs is offered at annual enrollment and elections are made for the plan year from January 1 to December 31. The Flexible Spending Accounts generally operate on a "use-it or lose-it" basis, and unused funds are not refundable at the end of the calendar plan year.

Further information about the FSA plan is available from the Benefits/Human Resources Office.

Retirement Plans

Sacred Heart University offers retirement plans that provide for retirement income benefits to participating employees.

Retirement Plan

All benefits-eligible employees become eligible for participation in the University's 403 (b) Defined Contribution Retirement Plan, upon satisfaction of the plan's waiting periods and eligibility requirements regarding service. The plan's contribution levels for University and employee contributions are the same for all employees. Participants in the 403 (b) Defined Contribution Retirement Plan are fully and immediately vested in all contributions made under this plan.

Employee contributions are tax-deferred through a salary reduction agreement. You have a choice of various fund options through each of the investment management companies offered

by the University for the investment of contributions to your retirement plan accounts. You can select conservative or more aggressive investment vehicles or a combination of both.

Both University and employee contributions to the retirement plan cease during periods of unpaid leave.

Supplemental Tax-Deferred Retirement Savings Plan (TDA)

All benefits-eligible employees who want to save money for retirement may participate in the voluntary 403 (b) Tax-Deferred Retirement Savings Plan. You may join this plan at any time and your voluntary contributions are taken from your salary through salary reduction (i.e., before taxes). There are no matching University contributions for your voluntary tax-deferred contributions.

The same investment management companies and fund options that are offered for the Retirement Plan (described in Section A) are available for your voluntary TDA contributions to your Supplemental Retirement Savings Account.

The IRS places a limit on the maximum salary reduction contributions that you can make either to the Retirement Plan and/or to your Supplemental (TDA) Retirement Savings Account. The Benefits Office can assist you in obtaining a calculation of your maximum tax-shelter contribution limits.

Further information on all the above plans may be obtained from the Benefits/Human Resources Office.

Family and Medical Leave Policy (effective January 1, 2022)

Introduction

It is the policy of Sacred Heart University (the "University") to provide family and medical leave to eligible employees in accordance with the federal Family and Medical Leave Act of 1993 ("federal FMLA") and Connecticut's Family Medical Leave Act ("CT FMLA").

In general, when an employee requests FMLA leave, the University will separately determine the employee's rights (if any) to such leave under the respective state law (CT FMLA) and federal law (the federal FMLA), and the employee will receive whichever is most advantageous to the employee. However, if the law permits the University to count any FMLA leave toward an employee's entitlement under both the federal and the state laws, then the University will do so.

These laws are very complicated, and it is impossible to write a policy that addresses every situation that may arise. If an employee has any questions about this policy or about his or her entitlement to FMLA leave in any specific situation, please contact the Office of Human Resources.

Eligibility

To be eligible for job protected leave under the CT FMLA, an employee must have worked for the University for at least 3 months preceding the leave, but does not need to have worked a specific number of hours or made a specific amount of money for the University.

To be eligible for job-protected leave under the federal FMLA, an employee must have worked for the University for at least 12 months, and must have completed at least 1,250 hours of work for the University in the 12 months preceding the leave.

Qualifying Reasons for Leave

Family and Medical Leave may be taken for the following reasons:

1. The birth of a child and to care for the newborn child within 1 year of birth.
2. The placement of a child with employee for adoption or foster care and to care for the newly placed child within 1 year of placement.
3. Because of the employee's own serious health condition.
4. To care for a family member with a serious health condition.
5. To serve as a bone marrow or organ donor (per CT FMLA only).
6. If an employee is experiencing family violence, the employee may apply to take up to 12 days of leave (per CT FMLA only).
7. For Qualifying Exigency Leave arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call or order to covered active duty in the armed forces.
   Note: A "qualifying exigency" must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) childcare and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, 8) other activities arising out of the covered military member's active duty, subject to agreement between the University and the employee.
8. For Military Caregiver Leave to care for a spouse, son, daughter, parent or next of kin who is a current member of the armed forces and injured during active military duty. Military Caregiver Leave may be taken when the employee must be absent to care for a spouse, son, daughter, parent or next of kin who is a service member undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status or on the temporary disability retired list, for a serious illness or injury incurred in the line of active duty in the armed forces.
   Note: Per the CT FMLA, an eligible employee taking Military Caregiver Leave is entitled to a one-time benefit of 26 work weeks of leave during any 12-month period for each armed forces member per serious injury or illness incurred in the line of duty.

Definition of Serious Health Condition

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, nursing home, or residential medical care facility; or
- Continuing treatment, including outpatient treatment, by a health care provider; or

Note: under federal law, continuing treatment, including outpatient treatment, by a health care provider must have incapacity of more than three full consecutive calendar days or

- Any period of incapacity because of pregnancy or prenatal care; or
- A chronic condition or a long-term condition under the continuing supervision of a healthcare provider.

Definition of Family Member

Under the CT FMLA, "family member" means a spouse, sibling, child, parent, grandchild, grandparent (as defined), or an individual related to the employee by blood, or affinity, if the employee can show a close association to be the equivalent of those family relationships. The determination of "related by affinity" is necessarily situation specific and governed by the circumstances of the individuals involved.

The definition of "family member" under the federal FMLA is more restrictive than the definition under CT FMLA. It is limited to the spouse, son, daughter, parent or next of kin of a servicemember. As stated above, if both the CT FMLA and the federal FMLA are applicable in a situation, the University will apply the CT FMLA definition.

Amount of Leave Taken and How Time Period Measured

The amount of family medical leave taken by an employee may not exceed maximums set according to law.

a) Pursuant to the CT FMLA, family medical leave may not exceed:

(1) 12 work weeks in a 12-month period for most FMLA reasons.
(2) An additional 2 weeks of leave in addition to the 12 weeks for an aggregate total of up to 14 weeks may be available if, during pregnancy, a healthcare provider determines that an individual has a serious health condition that results in incapacity.
(3) Up to 26 weeks of leave if taking FMLA for Military Caregiver Leave.
(4) A maximum of 12 days of leave may be used if taking CT FMLA leave because of family violence.

b) Pursuant to the federal FMLA, family medical leave may not exceed:

(1) 12 work weeks in a rolling 12-month period for most FMLA.

(2) But note: Up to 26 weeks of leave is available if taking FMLA for Military Caregiver Leave.

c) Federal and CT FMLA Leaves Run Concurrently: If an employee is eligible for, and entitled to, FMLA leave under both the CT FMLA and the federal FMLA, the leaves under both statutes run concurrently and the leave period is limited to a total of 12 weeks, 14 weeks or 26 weeks as applicable and set forth above. To further clarify, the leave periods run together at the same time, not separately. An employee eligible to take both leaves must take them at the same time, not CT FMLA leave for 12 weeks before federal FMLA leave for 12 weeks or vice versa.

d) How the University Measures the 12 Month Period: The University measures the relevant 12-month period by looking forward from the date an employee first uses any such FMLA leave.

Employee Notification of Need for Leave

Employees must, if possible, notify the University (by notifying their supervisor) in writing of their need for FMLA leave at least 30 days prior to the date the leave is to commence. If the need for leave cannot be anticipated, the employee must notify the University in writing as soon as practicable, but not less than 2 working days after learning of the need for leave. The notification must be signed by the supervisor and forwarded to the Office of Human Resources for final approval. Employees requesting the leave and/or supervisor's receiving notification should contact the Office of Human Resources with questions.

Certification of a Serious Health Condition

The University requires employees requesting FMLA leave to provide a written certification from a medical provider supporting entitlement to the leave. The certification should be provided with the request for leave, if possible, but, in any event, no later than fifteen (15) days after the University requests certification. The written certification from the employee's or relative's health care provider should indicate the reasons for the leave, including diagnosis, the date the condition began, and the anticipated length of the leave. For a leave related to the employee's own serious illness, the certification must state the reasons the employee cannot perform the functions of his/her own job. The certification process for the University is managed by a third- party administrator (as of the date of this policy, Mutual of Omaha).

The University requires employees on FMLA leave to provide recertification of the serious health condition justifying their need for continued leave every 30 days after the initial certification. An employee's failure to timely provide adequate certification or recertification according to the University's requests may result in termination of the employee's leave and/or lead to disciplinary action.

The employee's or employee's family member's health care provider (the "employee's provider") makes the initial determination whether the employee or family member has a serious health condition. If there is a question about this determination, the University may, at its own expense, obtain a second opinion from a provider that the University does not regularly use. If the opinion of the second provider conflicts with the employee's provider, then a third opinion can be obtained, at the University's expense, from a health care provider mutually agreed to by the University and the employee. The third opinion shall be final and binding. An employee's failure to submit to a medical exam for purposes of certification upon the University's request may result in the termination of leave, or delay the commencement of such leave, and/or subject the employee to disciplinary action.

Intermittent or Reduced Schedule Leave

FMLA taken for purposes of birth, adoption or foster placement may be taken on an intermittent or reduced schedule basis only with the prior approval of the Office of Human Resources. FMLA taken in connection with a serious health condition may be taken on an intermittent or reduced schedule basis only if the health care provider certifies it is medically necessary. Qualifying exigency leave relating to a covered family member's military service may be taken on an intermittent basis subject to certification.

Employees are expected to schedule medical treatment for themselves and/or their family members so as to have the least practicable intrusion on the University's business operations, provided that the health care provider approves. The University may reassign an employee to an equivalent position better able to tolerate leave taken on an intermittent or reduced schedule basis.

Use of University Provided Paid Leave During FMLA Absence

The University requires all employees taking FMLA leave to concurrently exhaust all University-provided paid leave entitlements (for example PTO, sick time and short-term disability (if and as applicable), provided however, that employees may retain at least 2 weeks of accrued paid time off available under a University policy pursuant to the CT FMLA. When such University- provided paid leave is exhausted, the remaining FMLA leave is unpaid by the University. To the extent that the employee is eligible for other leave or benefits (including but not limited to short term disability), those benefits will run concurrently with FMLA leave if applicable and permitted. Employees may also be eligible for income replacement benefits from the Connecticut Paid Leave Authority during their FMLA absence. (See section below for more information)

Income Replacement Benefits Which May Be Available through the Connecticut Paid Leave Program

The CT FMLA entitles eligible employees to receive income-replacement benefits from the Connecticut Paid Leave Program while on approved CT FMLA leave, or while on leave under the Connecticut Family Violence Leave Act, in certain circumstances. The Connecticut Paid Leave Program is administered by the Connecticut Paid Leave Authority and not the University. Eligible employees are responsible for applying to the Connecticut Paid Leave Authority for income-replacement benefits. The University has no responsibility to apply for, determine eligibility for or to pay for income-replacement benefits under the CT FMLA, but requires that employees eligible for FMLA under this policy apply for such benefits. Consult ctpaidleave.org for more information.

How FMLA Leave Affects Your Benefits

If an employee is enrolled in the University's health insurance plan prior to commencing leave, the University will continue to pay its share of the cost of the employee's current health (medical and dental) coverage during the approved FMLA leave, as if the employee were actively at work under this policy. The employee will continue to be responsible for the employee's portion of the cost and the University will collect payment for the cost from the employee while the employee is on FMLA leave as described below. The employee should discuss logistics for the collection of premiums while out on FMLA leave with the Office of Human Resources prior to commencing leave or, if that is not possible, as soon as practicable.

For any periods when the employee is receiving paid leave from the University concurrently with FMLA Leave, employee payments for medical and dental coverage will be withheld from pay just as during active employment. If the employee is out of work on FMLA leave but is not being paid by the University, the employee must make payments to the University for the employee's portion of the health insurance cost at least every two (2) weeks or arrange a payment schedule agreed upon by the University. The University will notify employees on FMLA leave of the required amounts and payment dates. Failure to make a payment within thirty (30) days after the payment due date may result in loss of coverage. The University has no obligation to continue an employee's health insurance coverage and/or to pay any premiums if an employee does not return to work following the expiration of the time approved for FMLA leave or the maximum period of FMLA leave approved by law (whichever date is earlier).

Employees will not accrue vacation during any periods of FMLA leave. However, such leave periods will be treated as continued service for the purpose of calculating pension and retirement plan vesting and eligibility (if applicable).

Returning to Work

At least once a month during a Family and Medical Leave, the employee must provide a status report on the employee's status and intent to return to work to the Office of Human Resources.

An employee returning from FMLA leave taken because of the employee's own serious health condition must provide a return to work ("fitness for duty") certification from the attending health care provider prior to returning to work.

An employee returning from FMLA Leave must contact the Office of Human Resources at least two (2) weeks prior to the date of return. The employee will be restored to the same position held before the leave, or to an equivalent position, with no loss of seniority or benefits accrued before the leave commenced. However, if a leave qualifies only under federal law, a "key employee" – i.e., a salaried employee who is among the most highly paid 10% of our employees within 75 miles of the employee's worksite – may be denied reinstatement if reinstatement would cause substantial economic injury to the University. "Key" employees will be given written notice that they qualify as "key" employees at the time they give notice of their need for FMLA leave, or when the leave commences, if earlier.

If an employee advises the University during FMLA leave that he or she is not returning to work, his or her employment will be terminated. Such termination of employment may, if the employee has maintained health insurance coverage during the FMLA leave, constitute a qualifying event entitling the employee to COBRA insurance continuation coverage rights.

The University may recover from the employee any health insurance premiums (or portions of such premiums) the University paid during FMLA leave if the employee fails to return to work upon expiration of the leave, unless the reason for not returning is the employee's continued need for absence due to the serious health condition of the employee or his/her family member, or other circumstances beyond the employee's control.

No Work While On Leave

The taking of another job and/or working elsewhere while on Sick Leave, short term disability, FMLA Leave or any other authorized leave of absence may be grounds for immediate termination of employment. If you are not able to work at the University, you are not permitted to work elsewhere during such leave periods.

No Retaliation

The University will not retaliate against any employee for requesting, applying for or using FMLA leave for which the employee is eligible. An employee has a right to file a complaint with the Labor Commissioner for any violation of C.G.S. sections 31-51kk to 31-51qq, inclusive, and 31-51ss.

Determination of Employment Status When Totally Disabled

For employees who become totally disabled and are unable to perform the essential functions of their job for a period which exceeds the applicable FMLA period or, in order to maintain workplace efficiency, the employee's employment will terminate, so long as permitted by all applicable laws and policies. This applies to all injuries and illnesses that result in a total disability that prohibits the performance of the essential job functions of the employee's job and restricts the employee's ability to work for more than the applicable maximum FMLA time period and/or as required by applicable policy or law. Any employee who sustains a totally disabling injury or illness and is subsequently terminated from employment may reapply for employment if the employee's condition improves and the employee is certified by a doctor as able to return to work.

Questions and Further Information

For further information or questions about FMLA leave benefits, contact the Office of Human Resources. All information about FMLA is subject to and superseded by the terms of the applicable family medical leave laws and regulations as they may from time to time be amended.

Leave of Absence (LOA)

Regular full-time or part-time employees may request a leave of absence without pay for unusual or compelling personal circumstances. Granting an unpaid personal leave of absence will be at the sole discretion of the University. Such requests will be considered on an individual basis, taking into account factors such as:

- Reason for leave and length of leave;
- Employee's length of service and past service record;
- Needs of the department /University and the University's ability to replace the employee during the leave.

Short-Term Personal Leave of Absence

If an employee needs to remain absent from work for personal reasons for a short period of time ranging from one week to one month, he/she should apply in writing to his/her direct supervisor. The supervisor should then contact the Benefits/Human Resources Office to review

the request for a short-term leave of absence without pay.

If the leave is approved by both the supervisor and Benefits/Human Resources Office, the employee's group insurance coverages will continue during the short-term unpaid leave up to one month, provided the employee arranges payment of his/her share of the normal insurance contributions. The unpaid leave time will not count towards determining service-related benefits. Sick leave and vacation days will not accrue and retirement plan benefits will also cease during this time.

If the employee does not return to work at the end of the leave, the employee will be considered to have voluntarily resigned his/her position with the University.

Long-Term Personal Leave of Absence

Employees with more than one year of continuous service may request an unpaid leave of more than one month for personal reasons. As with a short-term leave, the request for a long-term personal unpaid leave must be made in writing to the employee's immediate supervisor. The supervisor should then contact the Human Resources Office to review the request. Human Resources will review the request with the employee's supervisor and a decision to approve or deny the leave will be made. Such leave will normally be limited to a period of three months, unless both the supervisor and the Human Resources Office approve a subsequent three-month extension, if feasible. Unless there are extraordinary circumstances, in no event will a personal LOA last longer than six months.

When an employee takes a long-term personal leave of absence without pay, he/she becomes an inactive employee with the University and is paid for any unused vacation time. All benefits coverages stop during the unpaid leave. The employee should contact the Benefits Office to obtain information about continuing insurance coverages at his/her expense. Retirement plan benefits stop and sick and vacation time also cease to accrue during the leave of absence.

If the employee wishes to return at the end of the leave, the University will make every effort, but cannot guarantee to place the employee in his/her former job, or in a similar one. Upon return to active employee status at the end of the leave, benefits and prior years of service will be reinstated. If the employee fails to return to work at the end of the leave, the employee will be considered to have voluntarily terminated his/her employment with the University.

Coordination of LOA with FMLA Leave

If an employee's request for an unpaid personal leave of absence is for an FMLA- qualifying reason (such as care of the employee's newborn or adopted child, or serious health condition of employee or family member, as defined by FMLA) and if the employee is eligible for the FMLA leave, the University shall process the leave under applicable FMLA guidelines.

Please refer to the FMLA section of the handbook for further information.

Policy Revision January 2025

Paid Sick Leave Policy

Purpose

Sacred Heart University's Paid Sick Leave (PSL) Policy is intended to provide SHU employees with paid sick leave in support of their health and wellness and care for eligible family members.

Eligibility

- The Paid Sick Leave policy applies to all employees, including Faculty, Staff and Adjuncts who work full-time, part-time, salaried, hourly, exempt, and non-exempt, who are hired to work a minimum of 120 days per year.
- Seasonal employees hired to work less than 120 days a year are not eligible for Paid Sick Leave under this policy.
- Eligibility for Paid Sick Leave will begin immediately for eligible rehired employees who have previously met the 120-calendar day employment requirement.

Reasons for Using Paid Sick Leave

Employees may use accrued paid sick leave for the following reasons:

1. Personal Health:
    - Illness, injury, or health condition (including mental health conditions).
    - Medical diagnosis, care, or treatment related to a physical or mental health condition.
    - Preventive medical care or wellness check-ups.
    - Mental health wellness days.

2. Family Member Health:
    - Illness, injury, or health condition of a family member.
    - Medical diagnosis, care, or treatment for a family member.
    - Preventive care for family members.
3. Workplace or School Closures:
    - The closure of the employee's place of business or a family member's school or place of care due to a public health emergency.
4. Exposure to Communicable Diseases:
    - If a health authority, the employer, or a healthcare provider determines that the employee or a family member poses a risk to others due to exposure to a communicable disease.
5. Family Violence or Sexual Assault:
    - If the employee or family member is a victim of family violence or sexual assault, paid sick leave may be used for:
        - Medical care or psychological counseling related to physical or emotional injury.
        - Services from a victim services organization. Relocation due to safety concerns.
        - Participation in civil or criminal proceedings related to the incident.

Family Member Definition: For the purposes of this policy, "family member" includes a spouse, child, sibling, grandparents, grandchild, or parent of the employee or anyone with whom the employee shares a close association equivalent to those relationships.

Accrual

- Eligible employees will receive up to 12 days of sick leave per fiscal year (July-June).
- Newly hired employees, hired after July, will receive a total number of days depending on the month of the date of hire.
  Example: July hire date=12 days, August hire date= 11 days, September hire date=10 days, October hire date= 9 days and so on to the following June. For all employees, the total number of sick days will reset to 12 the following July 1st of the new fiscal year.
- It is the University's policy to pay for a reasonable number of days missed due to short-term illness/injury, subject to a maximum of 12 days with pay per absence. For extended illness or disability, see the University's Short-Term Disability Policy and Family Medical Leave Policy. In the event that the accrued time has been exhausted, please contact the Office of Human Resources.
- Employees will be able to carry over unused sick days from FY to FY, to be capped at 90 days.

Pay for Sick Leave

- Employees will be paid for sick leave at their normal hourly wage, or the minimum fair wage (whichever is higher) as required by state law, for each hour of paid sick leave taken.
- Paid sick leave may be used in one-hour increments.
- Sick leave pay will not exceed the hours the employee was scheduled to work on the day they were absent.
- Paid sick leave hours will not be included in the overtime calculation. Only actual hours worked during a workweek are considered when determining overtime eligibility.
- At the discretion of the supervisor and the Office of Human Resources, unused (accrued) vacation and personal days may be used once accumulated sick leave is exhausted.
- During extended periods of illness, refer to the University's Short-Term Disability and Family Medical Leave Policies.
- There is no payment of unused sick leave upon termination of employment from the University.

Recordkeeping

- The total number of sick days available will be reflected in the Dayforce system and noted via the employee's pay statement.
- Employees are required to report all absences, including sick leave, in the Dayforce System. See Attendance Policy.

Request for use of Sick Time

- Employees are not required to provide advanced notice before using the 12 days of paid sick leave. However, employees are required to notify their supervisor as soon as practicable by telephone on the first day and each consecutive day of absence.

- Employees must inform their supervisor that the absence is being taken for a permitted purpose under the Paid Sick Leave law.
- Employees are not required to provide a medical note or other documentation about when paid sick leave is being taken for a reason permitted by the paid sick law. Sick time used in excess of 40 hours may require a doctor's note, especially in the event of an extended leave of absence.
- **For an extended absence, the employee must periodically inform the supervisor and the Office of Human Resources. An extended absence is any absence beyond 40 hours.**
- Paid sick leave and CTFMLA may run concurrently, and if so, the requirements of the CTFMLA must be adhered to by the employee. When this occurs, notice and documentation will be required if the employee's absence(s) are due to a qualifying reason under an applicable state or federal law, and the CT Family and Medical Leave Act (CTFMLA).

Other Provisions

- When appropriate and with prior approval from the manager, the employee may make up the missed hours rather than utilizing sick leave.
- If the Employee is not eligible to make up the hours, the Employee may not forego pay if paid sick leave hours are available.

Retaliation or Discrimination

- Sacred Heart University prohibits any form of retaliation or discrimination against employees for:
  - Requesting or using paid sick leave in accordance with this policy.
  - Filing a complaint with the Labor Commissioner or other authorities regarding a violation of this policy.
  - Employees who believe they have been retaliated against should contact the Human Resources department immediately.

Complaint Process

If an employee believes that their rights under this policy have been violated, they may file a complaint with the Labor Commissioner of Connecticut.

- Complaints can be filed through the Department of Labor's website: [Insert Link].
- Sacred Heart University will cooperate fully with any investigations or actions resulting from such complaints.

Policy Revision January 2025

Short-Term Disability (STD) Policy

Purpose

The University recognizes that an employee may be disabled and unable to work due to an extended illness, injury or pregnancy/childbirth. For such times, Sacred Heart University has a Short-Term Disability (STD) Policy which will run concurrently with its Family Medical Leave Policy (as applicable).

"Disability" will be determined by the employee's doctor. An employee must submit to the Office of Human Resources an appropriate doctor's written statement explaining the nature of the disability and the expected return-to-work date.

Eligibility

The following employment positions are eligible for short-term disability:

- All full-time employees who work at least 35 hours per week for 12 months or part-time employees who work at least 20 hours/week for 52 weeks or 25 hours/week for 40/44 weeks a year.
- Adjuncts, temporary employees, seasonal employees and student workers are not eligible for short term disability.

Payment Structure

Short Term Disability (STD) applies as follows, for a period not to exceed six months:

- For an extended absence due to illness or non-work-related injury, the eligible employee must first use their accumulated sick leave.
- In the event that the employee's available sick time has been exhausted, the employee may be required to use his/her unused accrued vacation leave and personal days. This will be at the discretion of the supervisor and The Office of Human Resources.
- If eligible, the employee must apply for Family Medical Leave and income substitution benefits available through the CT Paid Leave Authority upon becoming disabled. (See Family Medical Leave Policy.)
- Once the allowable sick leave has been exhausted, the following pay schedule applies to eligible employees for the duration of the disability not exceeding six months.

Table 2: Short-Term Disability Pay Schedule

Length of Service at Onset of Disability	Base Salary Paid (Full Pay) from Onset of Disability	Base Salary Paid (50% Pay) from Onset of Disability
0-1 Year	-0-	-0-
After 1 Year	4 weeks	22 weeks
After 2 Years	8 weeks	18 weeks
After 3 Years	13 weeks	13 weeks
After 4 Years	17 weeks	9 weeks
After 5 Years	21 weeks	5 weeks
After 6 Years	26 weeks	-0-

- The salary set forth in Table 1 above is the maximum amount of income that the employee will receive from the University during the period of short-term disability.
- To the extent an employee is disabled and eligible for FMLA and income substitution benefits from the CT Paid Leave Authority, they are required to apply for FMLA and CT Paid

Leave income substitution benefits and begin collecting CT Paid Leave income substitution benefits from the CT Paid Leave Authority upon becoming disabled.

- The University will use short term disability to subsidize the difference between what the CT Paid Leave Authority pays and up to 100% of the eligible employee's salary during the FMLA period (12 or 14 weeks as applicable) under this short-term disability policy. If the employee continues to be disabled past the applicable FMLA period, the employee will receive that portion of their salary for the number of weeks set forth in the above schedule in short term disability payments. The number of weeks set forth in the above schedule run from the onset of the disability.
- Holidays occurring during short-term disability are treated as a part of the period of disability and are not paid separately as holiday pay.
    - If an employee becomes disabled again within 12 months of returning to work from a STD for the same or a related injury/illness, such absence will be considered as an extension of the original disability. Accordingly, the above pay schedule will also be applied as a continuation of the original disability.

Full-Time Faculty

Regular full-time faculty will also be covered by the STD policy applicable to exempt employees as set forth above, for periods of short-term disability occurring during the academic semesters covered by such faculty member's base contract period. This excludes periods of leaves of absence, sabbatical leaves and semesters when the faculty member is not teaching.

Other Provisions

1. Benefits: All insurance benefits will continue during a short-term disability, for as long as the employee is on pay status. New hires with less than one year of service will continue on insurance benefits up to the end of the calendar month in which four weeks of disability are completed under this policy. An employee may further continue medical and dental insurance coverage by assuming full premium costs for the remainder of the STD. Basic life, AD&D and Basic LTD insurance (where applicable) will continue at University cost for the duration of the short-term disability to a maximum of six months. Retirement/Pension plan contributions will continue only while the employee is on pay status.
2. Employees who are on short term disability may not work for another employer while on short term disability. Such outside employment is grounds for immediate termination.
3. The University reserves the right to require the employee submit to a second medical opinion by a doctor designated by the University.
4. The employee must return to work as soon as the doctor certifies that the employee is no longer disabled and may return to work. The employee must provide the Human Resources Office with the release to return to work. If the employee does not return to work when released by the doctor, then he/she will be considered to have voluntarily terminated his/her employment.
5. If the employee does not wish to return to work when released by the doctor, any extension of absence must be requested as a Personal Leave of Absence from the Human Resources

Office and will be without pay (See Leave of Absence Policy). Exempt and non-exempt employees must first use vacation, and their personal days, if available.

6. An employee wishing to return to work from an STD, or an authorized extended leave of absence, will be returned to his/her position, if still available, at the University's discretion. If the position is not available, the employee may be offered another position. If no position exists, the employee will become inactive until a suitable job opening occurs.
7. Short-term disability will be designated as Family Medical Leave for employees who are eligible and qualify under the FMLA provisions (See Family Medical Leave Policy) and will run concurrently.

Maternity Leave

Please refer to Short-Term Disability/FMLA policies

Paternity Leave

Please refer to FMLA policy.

Workers' Compensation

All employees of the University are covered by Workers' Compensation insurance at University cost. In the event of a work-related injury or illness, the insurance provides coverage for medical treatment and compensation for lost time in accordance with Connecticut state regulations.

Injured employees are required to receive treatment only with providers in the Workers' Compensation network by obtaining referrals through the designated urgent care/emergency care center. If treatment occurs outside this network, all Workers' Compensation benefits may be suspended.

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

All work-related accidents/injuries MUST be reported to the Public Safety Office and also to your immediate supervisor, even if you do not need immediate medical treatment for the injury. An Injury Report Form has to be completed and the forms are available at the Public Safety Office. Failure to report the injury within 24 hours and to submit reports promptly may result in delayed payments or loss of workers' compensation benefits.

At the end of 18 months on a Workers' Compensation-related absence, the employee will automatically be terminated as a University employee.

Long-Term Disability (LTD) Insurance

Basic LTD Insurance

All regular full-time exempt and non-exempt employees and full-time faculty are covered automatically for basic LTD insurance coverage, at University cost. Coverage begins on the first day of the month coinciding with or next following the completion of a one-year waiting period from the date of full-time benefits-eligible employment status at the University.

The LTD insurance plan provides income protection for covered employees, beginning after an employee is totally and continuously disabled for a period of six months. The LTD income benefit replaces a portion of the disabled employee's regular base salary, and is subject to offset by the amount of disability income benefits from other sources such as Social Security, Workers' Compensation etc.

In the event of an extended absence due to disability, a covered employee should apply for the LTD benefits by giving timely notice of claim to the insurance company, and provide the documentation required for a review of the claim. The insurance company will determine whether the disabled employee qualifies for the LTD benefits. Application forms for LTD benefits are available at the Benefits Office.

Buy-Up LTD Insurance

An optional Buy-Up LTD insurance plan is also available for eligible employees, to provide additional income protection on annual base salary over $50,000. The cost of the Buy-Up LTD coverage is payable by the employee via payroll deductions. Buy-Up LTD coverage may be elected by eligible employees when initially eligible, without evidence of insurability. Eligible employees can also elect the Buy-Up LTD option at a later time during the annual enrollment period. Coverage is then subject to approval of the employee's proof of good health by the insurance company.

Further information about the LTD insurance plan coverage is available in the Benefits Office. Also refer to the handbook section on Short-Term Disability Leave.

Life and Accidental Death and Dismemberment (AD&D) Insurance

Basic Life and AD&D Insurance

All regular full-time exempt and non-exempt employees and full-time faculty are provided with Basic Group Term Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance, at University cost. This coverage is effective as of the first of the month following the completion of 30 days of continuous full-time benefits-eligible employment status at the University.

Your Basic Term Life Insurance benefit is equal to one times your base annual salary, rounded to the next thousand dollars if not an even multiple, subject to a maximum of $250,000. The plan also provides for an AD&D benefit with a maximum benefit equal to the amount of the basic life insurance. As provided in the group contract, your life insurance benefit is subject to reductions in the amount of life insurance at attained ages of 70 and 75 years.

Supplemental Life Insurance

All full-time employees who are eligible for Basic Life Insurance coverage are also eligible to

purchase Supplemental Life Insurance coverage at their own cost. The cost is payable via payroll deductions.

Supplemental Life Insurance coverage may be elected or changed by you during the annual enrollment period. Coverage for benefit amounts over $50,000 or for later election/addition of Supplemental Life Insurance is subject to approval of your medical insurability by the insurance company. Your Supplemental Life Insurance is subject to reductions in benefit due to attained ages of 70 and 75 years.

The Life Insurance benefit is paid to your designated beneficiary if you die from any cause while you are insured. You should review your beneficiary designation periodically and make appropriate changes to ensure that it is up to date.

Social Security/Medicare

All employees participate in Social Security (FICA) as required by federal law. The University is required to make regular deductions for Social Security and Medicare taxes from each employee's gross wages, and to make matching University contributions according to percentage rates established by the federal government.

The Social Security program provides valuable benefits for individuals who have worked the required number of years needed for eligibility. These include retirement or disability benefits, medical (Medicare) benefits, survivor and dependent benefits. This program is administered by the Social Security Administration.

You may request a record of your Social Security earnings periodically from the Social Security Administration.

It is your responsibility to apply for Social Security/Medicare benefits directly with the local office of the Social Security Administration, when eligible. Further information may be obtained from your local Social Security Office.

SHU Educational Benefits Tuition Remission Program

Purpose

The purpose of the educational assistance provided under this program is to encourage and assist eligible employees/dependents to obtain a college level education.

Policy and Procedure

It is the policy of Sacred Heart University to provide tuition remission benefits to eligible and qualified employees and dependents, enabling them to enroll in undergraduate or graduate course work at Sacred Heart University while actively employed at the University. The Tuition Remission Benefits are awarded at the sole discretion of Sacred Heart University.

Employees and their dependent students who are eligible to receive the tuition remission benefit are not eligible to receive any other form of university remuneration, this includes, but is not limited to the following sources: merit/scholarship awards, CLA programs, monetary

payment for conducting work as a Work Study, Scribe, Tutor, Resident Assistant, Student Body, Spectrum, PULSE, IT Factory Technicians, Mascot, Student Leadership positions, Student Ambassador positions, Club Leadership positions, etc.

Who is eligible:

- All regular full-time faculty employees and all regular full-time and part-time benefits-eligible exempt and non-exempt employees are eligible for the tuition remission program at Sacred Heart University.
- Immediate family members of above employee groups are also eligible. Immediate family includes spouse and dependent children.
- An eligible employee's dependent child is defined as:
    - a natural, legally adopted or step-child up to age 25 years, or at the conclusion of the current enrolled semester, whichever is later; and
    - unmarried, living at home with a parent or step-parent, and
    - is a legal dependent who is: (A) any child claimed by an eligible employee and allowed as a dependent for federal income tax purposes; (B) any child who otherwise demonstrates, as determined by the University, substantial financial dependency upon the eligible employee; or (C) in the case of parents, legally separated or whose marriage has been dissolved, any child who fulfills the terms of (A) or (B) as to either parent or for whom a dissolution of marriage or legal separation decree obligates the employee parent for payment of college tuition.

The University will require annual verification of dependent status, for all dependent children's tuition remission requests.

Who is not eligible:

- Part-time exempt/non-exempt employees working less than 20 hours per week/52 and/or those working less than 25 hours per week/40 weeks per year, who are not defined as "benefits-eligible" employees.
- Adjunct and part-time faculty.
- Seasonal or temporary employees, student employees and part-time athletic coaches who are classified as "non-benefits-eligible".

Percentage of Tuition Remission

Employees are eligible for tuition benefits as described in Sec. IV Tuition Remission Credits Allowance.

The tuition remission will apply to any semester which begins on or after the date of hire. The employee's length of service in a benefits-eligible status will determine the percentage of tuition remission as follows:

Table 3: Percent of Tuition Remission for Credit Allowance in Sec. IV

Length of Service	Employee	Spouse/Dep. Children
0 to 1 Year	50%	50%
1 to 2 Years	75%	75%
2 or More Years	100%	100%

An employee's eligibility for the next higher level of tuition remission for self or dependents will begin with the next semester following completion of the applicable length of service.

The tuition remission applies only to the tuition for eligible credit loads. The employee is responsible for payment of the balance amount of tuition as well as all other fees and charges, including, but not limited to, registration, lab fees, student fees, matriculation deposit, graduation fees, etc.

Course Withdrawal & Payment Process

Tuition remission benefit is contingent upon full completion of the course(s).

Should an employee or dependent withdraw from a course prior to its completion, the individual will become responsible for payment of the course. Employees and dependents should contact Student Accounts regarding charges incurred and/or balances due.

Sacred Heart University will not release grades, transcripts, education verifications, diplomas or allow a student to register for subsequent terms with a delinquent balance.

The University reserves the right to request all delinquent payments be made in the form of a bank check, certified check or money order.

Tuition Remission Credits Allowance

Regular full-time employees are eligible for tuition benefits as follows:

Table 4: Regular Full-Time Employees Tuition Benefits

Student	Undergraduate	Graduate
Employee	2 courses	6 credits
Spouse	2 courses	6 credits
Dependent Children	18 credits (per child)	6 credits (limit one child at a time)

Regular part-time employees are eligible for tuition benefits as follows:

Table 5: Regular Part-Time Employees Tuition Benefits

Student	Undergraduate	Graduate
Employee	6 credits	3 credits
Spouse	6 credits	3 credits
Dependent Children	9 credits (per child)	3 credits (limit one child at a time)

These tuition benefit limits apply for each benefit period, i.e., Fall, Spring and Summer. Late Spring and Summer sessions count as one benefit period. Winter intersession courses will be charged to the Spring semester benefit. Short-duration course modules (e.g., the AHEAD program) do not count as separate semesters; the above benefit allowance applies cumulatively for courses/credits taken within such modules. Courses that begin after the official end of a semester will be charged to the next semester.

Courses may be taken for audit, with appropriate permission. The tuition remission benefit will be applicable to audit charges. An employee or eligible dependent may apply his/her tuition benefit credits towards Life Work Experience (LWX) credits in the semester in which these are approved. The usual application fees will be payable by the employee.

Benefit Requirements/Restrictions:

a. Full-time employees of the University cannot be full-time students.
b. Employees are not permitted to take classes during regularly scheduled work hours.
c. The tuition benefits applicable to spouse and dependent children are subject to co-ordination of benefits, i.e., if the tuition benefit for an eligible family dependent is available through his/her employer, then he/she must utilize that employer's benefit plan. In cases of partial reimbursement by the dependent's employer, the balance of the individual's benefit entitlement may be requested through the University's Human Resource Office. The University will not provide duplicate tuition benefits coverage. The University may require verification of tuition benefit status from the dependent's employer.
d. Sacred Heart University, the tuition remission benefits available to the employee with the greater seniority will be applied for the dependent requesting tuition benefits. In the case of a child, the dependency criteria must continue to be met. Duplicate benefits will not be available in any case.
e. There will be no duplication of benefits available through this program and other scholarship/financial aid programs.
f. All rules and regulations of the University, such as normal admission standards, academic requirements for admission to courses, academic standing, personal conduct and payment of all fees, tuition balances and finance charges (where applicable), must be satisfied by the employee/ dependent. Employees must submit the appropriate student health insurance forms to the Student Health Services Department for their enrolled dependent children.

General Provisions:

a. Employees may request tuition benefits by completing and submitting the Tuition Benefit form to the Office of Human Resource for approval. The Office of Human Resource will review and approve the forms and forward them to the Student Accounts Office and/or Student Financial Assistance.

   All tuition benefit requests must be submitted at the time of application for Admissions and/or registration for each semester. Tuition benefit forms submitted after these time periods, including the add/drop period will not be processed and the tuition remission will not be applied for that semester.

b. The University reserves the right to exclude or restrict programs/courses from coverage under the Tuition Remission Program. An example of this type of course or program may be Study Abroad Programs. Tuition remission is not available for non-credit or special programs. New programs introduced by Sacred Heart University do not automatically qualify for tuition remission under this benefit program. Employees are advised to check the benefit coverage for new program introductions with the Human Resource Office sufficiently in advance of registering for such courses.
c. The University at its sole discretion may cap the dollar amount of tuition remission for certain courses/programs. The employee will be responsible for payment of the tuition

balance.

d. Tuition benefits that are unused are not transferable or treated as compensation in any way and are not a vested or legal right of the employee, spouse or dependent, nor can such unused benefits be carried over from one semester to another.
e. The University will tax employees as required by law for the tuition remission value of graduate courses taken by the employee, or his/her eligible spouse or dependent children. Employees should check with the Human Resource Office regarding the current regulations which change from time to time.

Tuition Remission Benefit Status During Employee Leave of Absence, or Upon Employee Termination:

a. Eligible employees whose employment terminates for any reason (other than layoff or retirement) prior to the end of the semester will be required to reimburse the University for the balance of the tuition from the date of termination to the end of the semester. The same procedures that apply to **Tuition Remission Course Withdrawal & Payment Process** will apply in the case of an employee termination. See the section on course withdrawal within this policy.
b. Eligible dependents enrolled for courses will be allowed to complete the semester in progress if the employee goes on an approved leave of absence or is totally disabled after the start of the semester.
c. In the event of the employee's death while his/her dependent child is enrolled at Sacred Heart University, the University will continue tuition remission benefits for the enrolled dependent child to complete the remainder of the first baccalaureate degree program. This benefit will only be available to complete the program on a continuing basis without a break in attendance, and within the dependent child age limit of 25 years.

Revised July, 6, 2015

SHU Tuition Exchange (TE) Scholarship Program

Sacred Heart University is currently a member of the Tuition Exchange, Inc. (TE) – a nation-wide program with a membership of more than 650 colleges and universities that allows for tuition exchange awards among the participating institutions.

As a participating institution in the TE program, Sacred Heart University is able to offer the opportunity to apply for tuition exchange scholarships at member institutions for the dependent children of eligible full-time faculty and full-time staff. In exchange, dependent children of employees of member institutions may apply for and receive TE scholarship awards for attendance at Sacred Heart University. General information about Tuition Exchange, Inc. and the list of TE participating institutions can be found on the TE website.

General:

a. The TE program is a scholarship program. The TE scholarship awards are competitive,

and application for a TE scholarship does not guarantee acceptance or ensure a TE scholarship at a member institution. Each institution decides the number of scholarships it will offer each year (within the requirements set by the TE national office) and the criteria for selection of the recipients.

b. The term "import" refers to an incoming student from a participating institution accepted by Sacred Heart University to attend and receive a TE scholarship award. The term "export" refers to a Sacred Heart University (home institution) employee's outgoing dependent child selected by a participating (host) institution to attend and receive a TE scholarship award.
c. The Tuition Exchange, Inc. is the governing body that determines and limits the number of slots for outgoing (export) students and incoming (import) students based on the University's credit balance as maintained at the TE program's national office. The TE national office also has the sole right to increase or reduce the number of available member institutions in the TE program.
d. Each participating institution appoints a TE liaison officer who manages the TE program at the institution. Sacred Heart University has designated the Executive Director of Human Resources as the liaison officer, and the Office of Human Resources handles all the administrative functions related to Sacred Heart University's TE program.
e. Sacred Heart University assumes no liability for educational expenses of attending students on TE scholarships should the University's participation in the TE program be suspended or terminated.
f. While it is intended that this program will continue indefinitely, Sacred Heart University reserves the right to modify, change or terminate it at any time, in any manner, including, without limitation, the right to amend the policy to reduce, change, and/or modify the type and amount of tuition exchange provided to any class of individuals covered hereunder.

Eligibility for SHU's TE Export Scholarships:

a. Only active full-time regular employees (faculty, administration and staff) who have completed a minimum of two consecutive years of active, continuous, regular, full-time employment with Sacred Heart University at the time of application for participation in the TE program are eligible to apply on behalf of an eligible dependent child. There is no credit for prior part time employment, temporary employment, broken service and no credit for time on leave of absence. Double benefits are not permitted if both parents are employed at Sacred Heart University. The eligibility for scholarship will be based on full time length of service and offered to the parent with the longer full-time employment record.
b. Adjunct or part-time faculty, part-time, seasonal or temporary employees are not eligible for participation in this program. Their employment service will not count towards meeting the full-time service requirement for eligibility.
c. The term "dependent child" refers to legally dependent eligible children: natural, legally

adopted or step-children. Legal dependents are defined as: (A) any child claimed and allowed by the eligible employee as a dependent for federal income tax purposes; (B) any child who otherwise demonstrates, as determined solely by the University, substantial financial dependency upon the eligible employee; or (C) in the case of any child of the parents whose marriage to each other has been dissolved or who are legally separated by decree who fulfills the terms of (A) or (B) as to either parent or for whom the dissolution agreement or decree obligates the employee parent for payment of college tuition. Proof of dependency will be required for each year for which an eligible dependent receives a TE scholarship.

d. An eligible dependent child will remain eligible to receive a TE scholarship until the end of the academic year during which the child reaches age 25.

Scholarship Availability:

a. The number of TE scholarships is limited and will vary from year to year based on the available slots for imports and exports each year. The TE scholarship awards are not guaranteed and are dependent on many criteria such as, but not limited to, budgetary constraints, selection criteria at importing host institutions, etc.
b. Certification of eligibility by the home institution does not guarantee a TE scholarship. The decision regarding award of a TE scholarship rests entirely with the host institution based on the selection criteria defined by that institution. Once accepted, the TE scholarship recipient must continue to meet all requirements established by the host institution.
c. All export participants are required to reapply each year. It is anticipated that SHU can continue to sponsor the export participants for the maximum duration of four years (eight semesters maximum). However, SHU can only guarantee for one year at a time. In the event that Sacred Heart University has to limit the number of export participants, the following eligibility criteria and priority order will be used:
    - **Current export participants:** Current eligible participants within SHU's TE program who have not yet graduated or have not yet received a minimum of four semesters of TE scholarship will have priority to receive up to a total of four semesters (two years). Further continuation within the TE program up to a cumulative total of eight semesters (four years) will depend on the University's credit balance within the TE program.
    - **Prospective export participants:** Within this category and based on the greatest seniority in terms of continuous full-time employment in all cases, first consideration will be given to eligible employees with a first TE applicant child. Second consideration will be given to eligible employees with a second TE applicant child. Third consideration will be given to eligible employees applying for two children concurrently within the TE program.
d. An eligible employee whose child was not awarded a TE export scholarship may reapply in the following year, subject to the same eligibility rules as stated in Section 2.
e. SHU Employee's Termination, Retirement, Incapacity, Change to Part-Time Status or

Death – An eligible dependent child who is currently receiving a TE scholarship will be allowed to continue within the TE program to the end of the academic year in progress, in the event of the employee's total disability or retirement. Any child not within the TE program at the time of the employee's (parent's) retirement or disability will not be eligible. In the event of the employee's death while his/her dependent child is enrolled through the TE program, Sacred Heart University will continue to sponsor the dependent child to remain in the program for the remainder of the maximum eligibility of eight semesters and subject to the age limit of 25 years. The TE scholarship ceases with the termination of an employee's employment, although the student will be permitted to continue to the end of the semester then in progress, should the termination take place after a semester/term begins. A change in status to part-time voids eligibility for the program.

Scholarship Awards:

a. Sacred Heart University's sponsorship of the TE program is limited to undergraduate programs only and does not include part-time and/or non-degree programs and graduate programs. TE scholarship applicants will be sponsored for a first baccalaureate degree only and they must be enrolled as full-time students in the TE host institution.
b. TE scholarship applicants must meet all regular admissions requirements of the institution(s) to which they apply. Host institutions have the right to terminate TE scholarships if the students do not meet the institution's academic performance or personal conduct standards.
c. The host institution decides the applicable TE scholarship award amount, which may be the full value of the tuition or a lower set rate. It is the responsibility of the TE participant to obtain information directly from the host institution regarding balance tuition, charges for room and board, fees and other costs, and to assume the financial responsibility for all non-covered charges and balance tuition amounts.

TE Export Scholarship Application Procedure:

a. A Preliminary Application Form can be obtained from the Office of Human Resources. Completed applications must be submitted to the TE liaison officer (the Executive Director of Human Resources).
b. The application should be filed in the fall semester preceding the academic year for which the scholarship is sought. The deadline date will be posted on the TE application for each applicable year.
c. Sacred Heart University limits sponsorship for a TE scholarship to five member institutions per applicant.
d. Applicants must meet the admission standards at the participating host institution and complete all admissions procedures directly at the host institutions.
e. Upon receiving an acceptance, the participating employee must notify the Sacred Heart University liaison officer immediately in writing and let him/her know if the dependent child is still interested in receiving the scholarship, and must submit a copy of the letter

of acceptance from the host institution. If he/she does not accept the award, the next student in ranked order will be notified. Failure to notify the liaison officer will result in the student being ineligible for a future Tuition Exchange scholarship. Any student not meeting this requirement will then forfeit the award to the alternate.

f. TE export scholarship participants must reapply for renewal of the scholarship each year. (Refer to section 3 (c) above for details.) Proof of continued dependent status (section 2 (d) above) will be required each year. SHU may also require submission of grade reports with the renewal application as proof of continued eligibility.

TE Import Scholarship Application Procedure:

TE import scholarship applicants must be sponsored by their parent(s)' employing (home) institution to apply for a TE scholarship at Sacred Heart University. They must complete the application procedure as required by their home institution.

A TE import scholarship applicant must meet all regular admissions standards and admissions requirements of Sacred Heart University and be a student in good standing.

Sacred Heart University's selection of TE import scholarship award recipients is determined in consultation with the Undergraduate Admissions Office. Import award recipients are notified of the selection decision directly, and the sponsoring home institutions are also notified.

Recertification of TE import scholarships must be applied for annually through the (home) institution where the parent is employed, and will be subject to the TE guidelines established at the home institution.

Revised November 20, 2023

Military Leave Policy

The University will grant a leave of absence to regular full-time and part-time employees required to fulfill their military duties in the armed services. This will also apply to members of the National Guard and Reserve Units called into active service. An employee will be treated in accordance with applicable requirements of state and federal laws.

Seniority is accrued for all time spent in the military services, providing reapplication for employment is made under the provisions of current government regulations.

An employee is expected to notify his/her supervisor and Human Resources of upcoming military duty by providing a copy of the orders as soon as possible. If an employee is scheduled for routine annual training with the National Guard and/or Reserve units, he/she must provide at least one month's notice to his/her supervisor. A copy of the orders must be forwarded to Human Resources.

The employee will be reimbursed the difference between regular pay and the pay received

from the military, for up to a maximum of four weeks per year. An employee will be required to submit a copy of his/her military pay voucher to Human Resources.

Insurance coverage will continue through the end of the calendar month in which the employee completes four weeks of absence due to military leave. Further continuation of insurance coverage will be determined based on the terms of the group insurance policies. For military leaves of over four weeks, all other University benefits cease (including but not limited to, accrual of sick leave, vacation, tuition benefits, etc.).

Section 5: Compensation

Performance Appraisal Review

It is Sacred Heart University's policy that every employee should receive ongoing performance comments and an annual written performance appraisal.

At Sacred Heart University, the annual review process serves a formative function. Our expectations are that employees at all levels will strengthen performance and professional development as a result of a thorough performance evaluation and coaching process. The annual evaluation review is an opportunity for reflection on accomplishments and discussion of goals and future directions. Since the University utilizes a merit assessment as part of its compensation process, the result of the annual performance review process may be used in determining individual merit increases.

The implementation of the performance review process is the responsibility of each manager/supervisor who is responsible for managing employees. It is also his/her responsibility to meet individually with their direct reports to establish and discuss the performance objectives at the beginning of each fiscal year. All employee performance reviews must have two levels of written approval. This includes the employee's direct supervisor and that direct supervisor's manager. In cases where the performance is below expectations, the divisional vice president will need to approve the review as well.

There are two types of performance appraisal review. One is a six-month review for newly hired employees and the other used by ongoing non-faculty employees each fiscal year is the Partnering for Performance (PFP) application. For faculty employees, please refer to the Faculty Handbook for guidance. PFP utilizes a goal setting and competency rating structure managed entirely online. More informally, the manager/supervisor should meet with his/her employees on a regular basis to discuss performance results against the goals and objectives established for the fiscal year. These meetings are an opportunity for the supervisor and employee to discuss progress against the stated objectives.

The annual performance appraisal review is scheduled towards the end of each fiscal year. The

purpose of this is to review annual objectives, accomplishments and highlight areas in which performance is strong or could be strengthened. In addition, this meeting serves as a vehicle for planning the following fiscal year's performance objectives. These objectives are based on a combination of the division/department's operational plan and objectives and individual responsibilities.

The Associate Vice President for Human Resources is responsible for the oversight and implementation of this policy across Sacred Heart University divisions.

February 6, 2018

Employee Salary Review Process

Sacred Heart University seeks to attract and retain highly qualified employees using a variety of management tools. This includes competitive and equitable compensation levels for an employee's position consistent with the employee's level of skill, experience, responsibility and performance. Compensation levels are based on a combination of external benchmarking data, internal equity considerations as well as management judgment of performance and the position.

Salary merit increases are generally effective on the first day of the academic year (September 1st). Each year the size of the merit increase pool is determined through a budgetary process with appropriate financial and economic considerations, approved by the board of directors and is implemented at the discretion of senior management.

A performance review at the end of the fiscal year does not automatically mean that the employee will receive a merit increase. The decision to grant an increase is based in part on individual employee performance and management discretion.

If an employee has questions regarding his/her salary or merit increase, it is recommended that the employee discuss them with his/her supervisor.

February 6, 2018

Job Performance Corrective Action Process

Employees are responsible for adhering to job performance standards, University policy, and the Code of Conduct as set forth from time to time and established by Sacred Heart University. There may be a need for a supervisor to provide verbal or written comment to an employee who is not performing at a satisfactory level. The following are guidelines when dealing with job performance corrective action issues.

Verbal Coaching Discussion

The supervisor will have a verbal coaching discussion with the employee to review the areas of concern. The content of the discussion will be set forth in writing, which the employee and supervisor will sign, and it will become part of the personnel file. If an employee's performance does not improve after 30 days, the supervisor will then proceed with a written warning.

Written Warning

If the employee's performance has not improved after the 30-day period following the verbal coaching discussion, the supervisor will provide the employee with a written warning outlining the areas of performance that need improvement. The employee and supervisor will sign the written warning and it will become part of the personnel file.

Final Warning

If the employee performance has not improved to a satisfactory level following the 30-day written warning period, the employee will receive a final warning from the supervisor. The employee and supervisor will sign the final warning and it will become part of the personnel file. If after 30 days the employee is still not performing at a satisfactory level, the supervisor may recommend termination of employment.

During the process, a Human Resources representative will normally be present at the written and final warning meetings and work with both the employee and supervisor. The supervisor will provide the employee with guidance to assist in getting performance back to a satisfactory level.

The failure or refusal of an employee to sign any performance documents will not invalidate any aspect of the corrective action process.

Employment Classifications

The following non-faculty employment classifications are observed by the University for the purpose of determining University benefits:

Full-Time

Scheduled to work a minimum of 35 hours per week for at least 40 weeks each year.

Part-Time

Scheduled to work less than 35 hours per week. For benefits eligibility, an employee must be scheduled to work:

- a minimum of 20 hours per week on a 12-month basis, or
- a minimum of 25 hours per week for at least 40 weeks per year

Temporary Employees

Hired for a limited period of time for occasional, seasonal or overload assignments, or to substitute for an employee.

Overtime (All Non-Exempt Employees)

The Fair Labor Standards Act requires that overtime be paid to non-exempt employees for hours worked over 40 in a work week. Non-exempt employees who work over their scheduled 35 hours a week will be paid straight time up to 40 hours. For overtime purposes, vacation, holidays and jury duty are counted as hours worked; sick time, bereavement and personal time are not counted.

All employees may be required to work their fair share of overtime based on the business needs of the University. All overtime work must receive the Supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

An employee is not eligible for overtime if the position is considered exempt from the overtime pay provisions of the Fair Labor Standards Act. Exempt employees are paid a salary for carrying out a particular function over a period of time rather than for completing assigned tasks during a 40-hour workweek. Therefore, the number of hours necessary for an exempt employee may vary from week to week.

Approved by the President & Cabinet
Revise April 7, 2008

Payroll Procedures and Services

The University payroll schedule is bi-weekly, and paychecks are distributed every other Friday between the hours of 9:00-4:00. Paychecks are picked up by a member of the department and distributed to the employees.

If a regular payday occurs on a holiday, paychecks will be distributed on the last working day before the holiday.

All employees must complete a W-4 form. Any employee claiming "exempt" from deductions is required to submit a new W-4 form every year to Payroll by February 15. This is a requirement of the IRS. Failure to do this will result in allowances defaulting to Single-0 deductions until a new W-4 form is submitted.

The University is required by law to withhold Social Security taxes (FICA) and Medicare. The Federal income taxes and state taxes may vary according to the number of deductions claimed by the employee on his/her W-4 form. These deductions, as well as other deductions authorized by the employee, are itemized on the paycheck stub. Any allowances over 11 or if an employee claims exempt status the University is required by law to report to the IRS. For changes in income tax deductions, etc., the employee is required to complete the appropriate form and send it to the Payroll Department.

The following additional payroll services are provided by the University:

Direct Deposit of Paychecks

An employee's paycheck can be directly deposited into his/her checking/savings account, provided that his/her bank is included on the computerized system used by the University's payroll service company. The University encourages all employees to use direct deposit.

Annual Giving

Annual Giving contributions to the Fund for Excellence may be made through payroll deductions. For further information on Annual Giving, please contact the Office of Annual Giving at 203-396-6804.

Please notify Payroll and Human Resources with any address changes in Dayforce (Forms/Address).

The University is required by law to apply, against the salary of any employee, any court order for the garnishment or attachment of an employee's wages following appropriate legal procedures.

If an employee has any questions about his/her paycheck, he/she should consult his/her supervisor, or contact the Payroll Department.

For more information on any of the above payroll services, employees should contact the Payroll Department.

Section 6: Career Development

Job Postings

Sacred Heart University desires to encourage the professional growth of employees. Recognizing that our employees are our greatest asset, the University takes an interest in giving employees the opportunity to apply for open positions at the University.

Vacant positions will generally be posted on the Sacred Heart University website and in the Human Resources Office. In some cases, a position vacancy may be posted both internally and externally at the same time.

Current employee job performance must be satisfactory and meet the standards of his/her current position in order to be considered for a position. Any employee who is on a Performance Plan will not be eligible to apply.

If there is a position that interests an employee he/she should contact the Director of Staffing and Employee Relations in Human Resources to apply.

When an employee is contacted for an interview, it is his/her responsibility to notify his/her

supervisor. Applying for a new position will not affect an employee's current position.

Once a decision has been made to hire a candidate for the position, it is the responsibility of that candidate to notify his/her supervisor that he/she has accepted a new position. The current supervisor and the new supervisor will determine a mutually acceptable effective date for the transfer to the new position.

All applicants interviewed will be notified by the hiring manager that the position has been filled.

In order to be considered for a vacant position the employee must be in his/her current position for a least one year and be qualified for the new position.

Career Opportunities

Promotions

It is the policy of Sacred Heart University to promote qualified employees from within the University whenever possible before going to outside sources.

When a position vacancy occurs within a department, the position is to be posted on the SHU website. In certain circumstances there may be times when a position vacancy will not be posted. This decision will be made by the department filling the position and the Office of Human Resources.

Transfers

A transfer refers to the move of an employee into another position in the same department or to another department. Transfers can occur when an employee responds to a posting or a change is initiated by the existing department which may require a transfer to another department. A new employee may not apply for a transfer during the first year of employment.

Transfers are solely within the discretion of SHU and must meet the needs of the department.

Employees are encouraged to contact the Director of Staffing and Employee Relations to discuss job possibilities and the qualifications needed for any open positions.