



Lasell College Employee Handbook

July 2018

LASELL COLLEGE
OFFICE OF HUMAN RESOURCES

This Handbook replaces all previous employee handbooks and manuals in their entirety.

Introduction

Dear Lasell College Employees,

Welcome to Lasell College, where we seek to advance the Mission of the College by working together to achieve our goals and celebrating our victories when we do. We aspire to receive new employees with open arms and create a work environment that is both challenging and rewarding.

Mission Statement

We immerse students in experiential and collaborative learning that fosters lifelong intellectual exploration and social responsibility.

Values

The values we hold that guide our daily decision making:

- Student focus
- Integrity, honesty and ethical decision making
- Inclusion and intercultural competence; and
- Empathy and kindness

Since 1851, Lasell College has been dedicated to high-impact educational experiences preparing students for careers and life. Students engage in collaborative, team-based learning through professional internships, service learning projects, and international experiences.

Our primary focus is to provide our students with an outstanding experience. Our collective job is to strive for excellence in the many ways we contribute to the intellectual and personal development of each and every student. You are a vital part of this process. Your work directly influences the quality, reputation, and atmosphere of the College. We depend on you to perform the duties assigned to you to the best of your abilities. We believe that hard work, commitment and creativity will help us succeed in our Mission, and will provide you with a sense of pride and accomplishment in your work.

We seek employees who appreciate the value diversity brings to our campus community and are eager to foster an inclusive and equitable environment here at Lasell. Employees who represent the varieties of backgrounds and perspectives of our student body are key contributors to our vision of an organization that is constantly learning from each other.

Welcome again to our team of warm, caring people.

Michael B. Alexander

President

Foreword

Read this disclaimer carefully. It provides important information about the nature of your employment with Lasell College ("The College") and this employee handbook ("Handbook"). Please contact Human Resources if you have any questions.

This Handbook is presented as a matter of information only and as guidance concerning policies and practices of Lasell College. **The Handbook does not cover every aspect of your job, and it is not to be understood or construed as a promise or contract between Lasell College and you. As an employee-at-will, your employment and compensation can be terminated, with or without cause, at any time, at the option of either Lasell College or yourself.** Any employment on a basis other than employment-at-will must be clearly set forth in writing and signed by the College's President, Academic Vice President or Director of Human Resources. To the extent that this Handbook conflicts with any benefit plan contract or summary plan description, the actual plan documents shall be controlling. If you are employed pursuant to a contract with the College and any term of your contract conflicts with any provision of the Handbook, the terms of your contract shall be controlling. In the event of any question as to the interpretation of College policies or practices, the decision of the President shall be final and binding.

This Handbook supersedes and replaces any and all prior handbooks, manuals, policies and practices of Lasell College. **Lasell College reserves the right to modify, change, disregard, suspend, add to or cancel at any time, without written or verbal notice, all or any part of the contents of this Handbook as it deems appropriate.** To find the most current handbook, please refer to <https://my.lasell.edu/hr/default.aspx> (the Human Resources page of My.Lasell)

If you have any questions about this Handbook, please consult Human Resources.

Integrity

Integrity is the foundation of character. The College expects all employees will be honest and operate ethically. Lying to College officials, Trustees, supervisors, or a member of management may be grounds for discipline, up to and including termination of employment.

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Section 1: Employment Policies

1.1 Equal Employment Opportunity

It is the policy of Lasell College to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, national origin, religion, physical or mental disability, sexual orientation, gender identity, genetic information, veteran status, membership in the uniformed services or any other characteristic protected by applicable laws. It is the intent and desire of Lasell College that equal employment opportunity will be provided in all aspects of employment including, but not limited to, recruiting, hiring, training, transfers, promotions, compensation, benefits, layoffs, terminations and all other privileges, terms and conditions of employment.

Accommodating Employees with Disabilities

Lasell College is committed to compliance with the Americans with Disabilities Act (ADA) and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. It is the policy of the College to provide qualified employees and applicants with disabilities reasonable accommodations to enable them to perform the essential functions of the position held or applied for and to enjoy equal benefits of employment, in compliance with applicable law. If you believe that you may require accommodation for a disability, you should contact your Manager/Supervisor and Human Resources.

You should immediately report concerns regarding conduct or decisions inconsistent with this policy to your Supervisor, Human Resources and/or the President regardless of whether you or someone else is the subject of possible discrimination. All complaints will be investigated promptly.

Lasell College protects you if you come forward with complaints or concerns regarding equal employment opportunity, and prohibits retaliation against any person for making a complaint or participating in an investigation of conduct inconsistent with the College's policies on equal opportunity employment. Any Manager/Supervisor or other employee who the College determines to have engaged in conduct inconsistent with the College's policies on equal employment opportunity or retaliation will be subject to disciplinary action, up to and including termination from employment.

1.2 Pregnant Workers Fairness Act

Lasell College is firmly committed to protecting the rights of pregnant employees and complying with the Massachusetts Pregnant Workers Fairness Act (effective April 1, 2018). Under the Act, you are entitled to:

- freedom from discriminatory or unlawful employment practices based on your pregnancy or a condition related to the pregnancy, including but not limited to, lactation or the need to express breast milk for a nursing child, and;
- reasonable accommodations, upon request, related to your pregnancy or a condition related to the pregnancy, unless an accommodation would impose an undue hardship on the business of the College.

In general, it is your responsibility to notify your Manager/Supervisor and Human Resources of the need for an accommodation. Upon doing so, the College may ask you for input about the type of accommodation believed to be necessary, or the functional limitations caused by the disability. Also, when appropriate, the College may request that you provide additional information from your physician or other medical or rehabilitation professionals, unless the requested accommodation is in regards to:

- more frequent restroom, food or water breaks,
- seating,
- limits on lifting over 20 pounds, or
- private non-bathroom space for expressing milk.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The College requires that you cooperate with, or help provide, any reasonable accommodations required by qualified individuals with a disability, including pregnancy or a related condition.

1.3 Form 1-9 (Immigration Law Compliance)

It is the policy of Lasell College to employ only individuals who are legally eligible to work in the United States. Therefore, as a new employee you must complete the Employment Eligibility Verification Form (I-9) to comply with the Immigration Reform and Control Act of 1986. All offers of employment and continued employment with Lasell College are contingent upon an indi-

vidual's ability to present documentation establishing their identity and employment eligibility.

You must furnish the College with proof of identity and eligibility to work in the U.S. within three days of your first day of employment. If you are unable to present the appropriate documents within three business days of the first day of employment, you will not be able to work. Former employees who are rehired must also complete the form if you have not completed one with the College within the three years prior to your rehire, or if your previous I-9 is no longer retained or valid.

Any change to your legal right to work in the United States, such as immigration status, must be reported immediately to Human Resources.

1.4 Background Checks

The College conducts background checks as a part of the employment process to increase our ability to verify critical information about applicants, and to determine their qualifications and suitability for employment or volunteer work. Background checks may include, but are not limited to, inquiries into an individual's employment history, certifications and licenses, driving record, education, character, finances, reputation, and criminal record.

For some positions of employment or volunteer work, the College may obtain Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI). Typically, the College will identify those positions requiring CORI/SORI checks in job descriptions, offer letters and/or other appropriate documents. The College will normally inform applicants of such a requirement during the pre-employment process and will advise candidates that any offer will be contingent upon the College's receipt of CORI/SORI results that it deems satisfactory. A copy of the College's CORI procedure can be obtained from Human Resources. Details regarding the College's CORI procedures can be found on the Human Resources page of My.Lasell.

Furthermore, the College may require you to undergo a background check at any time the College determines that one is reasonably necessary to the safe, compliant or efficient operation of the College.

1.5 Nature of Employment

Massachusetts is an "at-will" employment state. All College staff, regardless of their classification or posi-

tion, are employed "at-will." Your employment may be terminated at any time, for any reason, at the option of either the College or you.

Any employment on a basis other than employment-at-will must be in writing and signed by the College's President, Academic Vice President or Director of Human Resources.

1.6 Employee Records

Personnel File

The College maintains a personnel file for you. Where applicable, the file contains documents such as: the individual's employment application; offer letter; conditions of employment; payroll wage/deduction authorization forms; benefit elections; performance reviews; and, any formal disciplinary documentation. Some employment records are kept in separate files, such as records relating to I-9 requirements; medical conditions and leave; workers' compensation; and, records relating to investigations.

The College relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

If you seek to review your personnel file, you may do so twice annually by contacting Human Resources and providing at least five business days' advance notice.

All files connected with you are strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question.

Maintaining Personal Information

It is your responsibility to promptly notify the College of any changes in personnel data to assure that your pay, benefits, and other employment matters are administered as accurately and efficiently as possible. You should update your information in Paycom if there is a change regarding any of the following information: legal name; personal contact data; address change, emergency contact information; number and names of dependents; change in gender; marital status; beneficiary changes, direct deposit changes, military or draft

status; exemptions on tax form; and, educational and professional accomplishments. If you have questions or need assistance, please contact Human Resources at x2332.

1.7 Introductory Period

The first 90 days of employment are considered an introductory period. This period is intended to give you and your Manager/Supervisor time to evaluate your abilities, performance and suitability for a particular position. During the introductory period, vacation, personal and earned sick time will accrue but cannot be taken.

You will have a chance to talk with your Manager/Supervisor prior to the completion of your introductory period to review your performance and duties. The Manager/Supervisor may conduct an evaluation at any time there is a question concerning your performance or general suitability for continued employment.

Neither the existence of an "introductory period" nor your successful completion of that period changes the at-will employment relationship between you and Lasell College. While completion of the introductory period is required for continued employment at the College, the successful completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it mean that you may thereafter only be terminated "for cause."

1.8 Employment of Relatives/Nepotism

The College permits the employment of members of the same family. However, because the employment of members of the same family may create conflicts of interests and concerns regarding favoritism in the workplace, the College does not allow relatives to work in a supervisory capacity over one another or to be involved in decisions concerning a relative's employment including, but not limited to, hiring, promotion, discipline, transfer, or evaluation. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

The College understands that you may be related and may also develop friendships and personal relationships with other employees. However, the College expects you to maintain appropriate boundaries between your personal and working relationships and to conduct yourself appropriately and professionally at

all times when at work and when engaged in work-related activities.

The College reserves the right to take whatever action it deems appropriate when it believes that a familial, personal, or other relationship between employees has or may have a negative impact on its operations, reputation, or work environment or which creates a conflict or potential conflict of interest. Such actions may include, but are not limited to, transfer, reassignment, changes in duties and/or responsibilities or termination of employment for one or more of the employees involved.

Failure to meet the College's expectations of appropriate conduct will result in disciplinary action up to and including termination of employment. This policy shall apply to all employees regardless of sexual orientation or marital status. If you feel that you have been disadvantaged by this policy or believe that this policy is not being followed, you should report your concerns to Human Resources. Retaliation against you for reporting such concerns will not be tolerated.

Section 2: Employee Designations

2.1 Employment Classifications

Lasell College will assign you to one of the following employment categories in order to clarify employment and benefit status. Assignment to a category does not guarantee eligibility for any specific benefit or alter the at-will employment relationship in any way. Your participation in any College sponsored benefit programs is subject to College policies and the terms, conditions, and limitations of each benefit program.

Regular Full-Time Employees

Regular full-time Employees are scheduled to work a minimum of 35 hours per week on a pre-established, regularly assigned work schedule.

Regular Part-Time Employees

Regular part-time employees are scheduled to work a pre-established, regularly assigned work schedule of less than 35 hours per week.

Temporary Employees

Temporary Employees work for a specific limited period of time or for the duration of a specific project. During their assignments, Temporary Employees may be regularly scheduled to work any number of hours per week. Employment beyond any initially-stated or anticipated period does not in any way imply a change in employment status.

Examples of Temporary Employees include: Adjunct Faculty (hired on a limited “per course, per semester” basis); Consultants (hired for a limited time, usually for a special project); and, Casual or Per Diem (hired on an “as needed / limited” basis).

Student Workers

Student Workers are College students who are not participating in the Federal Work Study program but are employed by the College. Student Workers may experience various restrictions in hours based upon applicable laws.

2.2 Exemption Status

Certain positions must be paid wages and overtime in accordance with rules established under federal and state law. All positions are classified as being either Non-Exempt or Exempt based on the strict requirements of government regulations; such classification is not assigned at the discretion of the College and is not a title or an indication of authority or performance.

Exempt Employees are those employees in positions meeting the requirements for exemption (as defined under federal and state law). You are paid a salary which is intended to compensate you for all time spent working for the College and are not eligible for overtime compensation.

Non-Exempt Employees are those employees in positions which are not within the “Exempt” classification. Non-Exempt employees may be paid an hourly rate or on a salary basis. If paid on a salary basis, the salary is intended to be compensation to you for all time spent working for the College. You are eligible to receive overtime compensation for working any hours in excess of 40 in a work week.

Human Resources will inform you of your employment classification and exemption status upon hire and subsequently, if there is any change. If you have any questions regarding the classification of your position or your exemption status, please speak with your Manager/Supervisor or Human Resources.

You do not have permanent status, and you are an employee-at-will.

2.3 “Academic Year” or “Calendar Year” Employees

The nature of College employment dictates that work schedules may vary based on the needs of each department. Various positions will typically be classified as “Academic Year” or “Calendar Year” positions. A “Calendar Year” employee typically will be expected to work during all 12 months of the year. An “Academic Year” employee typically will be scheduled to work only while the College is in session (i.e., from a date immediately preceding the first day of fall semester, including the winter term, and ending after Commencement) and will not be scheduled to work during the summer months. Academic Year employment may be for 9 or 10 months.

Full-time and part-time employees should note that some benefits identified in this Handbook will vary depending on whether you are a “Calendar Year” employee or an “Academic Year” employee.

Nothing changes the “at-will” employment nature of an employee hired on a “Calendar Year” or “Academic Year” basis.

Section 3: Compensation And Hours Of Work

3.1 Pay Schedule

You are paid on a bi-weekly basis through direct deposit on a Thursday. All timecard entries must be made in Paycom no later than Tuesday at 9:00 AM following the close of the pay period, with approval by your Supervisor/Manager. Failure to submit time on the schedule noted interferes with payroll processing and may result in delayed payment and/or disciplinary action.

If a regular payday falls on a holiday or weekend, the College will pay you before the end of the weekday immediately preceding the holiday/weekend.

You are responsible for ensuring that your time record in Paycom is accurate. Falsification or misrepresentation of time records may result in disciplinary action up to and including termination of employment.

3.2 Deductions

The College will deduct federal and state withholding taxes, FICA and Social Security tax from your wages as required by law. The amount of money withheld for tax purposes is determined by the wages and information you provide to payroll concerning your applicable state and/or federal tax deductions. All payroll deductions are indicated on your paystub.

Certain employees will also observe other types of deductions from their wages, such as: your portion of health, dental, vision or life insurance premiums; or voluntary contributions to the Lasell College 403(b) Retirement Plan or charitable contributions to the College.

3.3 Direct Deposit

Direct deposit of your paycheck into your personal bank account is required for you (including student-employees). With direct deposit, your net pay is electronically deposited into your designated bank account(s). Every payday you will be able to view and print a Paycom deposit statement that shows your gross pay, your deductions and your net pay.

3.4 Pay Corrections

If you believe there has been an error in your paycheck or an error in pay practices, you should immediately report the information to Human Resources or Payroll. The College will investigate promptly, and you will be informed of the results of the investigation. If it is determined that an improper deduction or other under-payment has been made, you will be reimbursed accordingly.

3.5 Attendance and Punctuality

Dependability, attendance, and punctuality are expected. If you have a question or problem with your schedule, discuss it with your Supervisor/Manager.

Your absence or tardiness may affect the workload of others in your department. If you are unable to be at work on time or are unable to work on a particular scheduled day, you must notify your Supervisor/Manager in advance. If an illness or injury prevents you from working, you must contact your Supervisor/Manager each day of your absence to let him/her know that you will not be in that day. Repeated failure to give notice, excessive absenteeism or tardiness (without appropri-

ate justification), unexcused absences, or leaving work during your regular shift hours without the permission of your supervisor or a member of management may result in disciplinary action, up to and including termination of employment. An unreported or unauthorized absence of three (3) consecutive work days may be considered a voluntary resignation and may result in termination of employment.

Time and attendance records must be submitted in Paycom by you and must include notation of all absences for vacation, illness, personal leave, and other time off (paid or unpaid).

3.6 Work Week/Pay Period

For purposes of payroll and overtime calculations for non-exempt staff, the work week shall begin at 12:00 AM Tuesday and end at 11:59 PM on Monday.

3.7 Flexible Hours

The College recognizes that flexible hour arrangements for employees may be beneficial in some circumstances, especially for employees in certain departments or positions. All requests by employees for flexible hours must be submitted in writing to the applicable Manager/Supervisor and will be considered on a case by case basis. A flexible hour arrangement must be approved in writing, and will be subject to change at any time at the discretion of the College.

3.8 Summer Work Hours

At the discretion of the Senior Management Team, administrative offices of the College may work a reduced work week during the summer months ("summer hours"). This decision to offer summer hours is made each year and is not guaranteed. Summer hours may vary by department based on the needs of the College. The decision will be communicated by the Office of the President.

The Office of the President will post a notice of the summer hours for each department and the specific period of time that they will be in effect during that year (usually beginning after Memorial Day and ending no later than the third week in August).

Most offices will be fully staffed four (4) days per week (usually Monday through Thursday) during summer hours. For other offices that are required to be open

Monday through Friday, schedules will be maintained to ensure proper coverage at all times.

The following apply during a “summer hours” period:

- Administrative offices may adjust office hours.
- Lunch periods will be limited to one-half hour.
- If you are normally scheduled to work a five (5) day week when “summer hours” are not in place, each vacation, personal day and/or sick day taken during the “summer hours” period will be counted as one (1) day against your allotment of accrued time.

3.9 Winter Break Hours

Each year, at the discretion of the Senior Management Team, the College may declare additional days off between Christmas and New Year’s Day. If you are normally scheduled to work during this winter break period, you will receive regular pay for the designated days off. In the event that ongoing operations require you to work on one of the designated days off, you will be permitted to take another day off during the month of January; this day off must be scheduled and approved in advance by your Supervisor. Please note that Winter Break is not guaranteed and if the decision is made to grant Winter Break, it will be communicated by the Office of the President.

3.10 College Employees Working at Lasell Village

Winter Break – Non-Union College employees working at the Village receive the winter break week;

Summer Fridays – College employees working at the Village do not receive summer Fridays;

Snow days – College employees working at the Village follow the snow day closings at the Village (not the College); and

Holidays – College employees working at the Village will follow the College holiday calendar.

Paid Time Off – College employees working at the Village follow the Paid Time Off accrual policies of the College for vacation, sick and personal time accrual.

3.11 Timekeeping for Non-Exempt Employees

Each day as a non-exempt employee, you are required to submit an accurate record of your hours worked in Paycom during each week in a bi-weekly pay period in accordance with College procedures. In Paycom, the time record is the legal notice of time worked and the basis upon which you are paid.

You must make an entry in Paycom when you begin and end work, as well as before and after meal breaks. All time worked, and any use of leave or paid time off, must be recorded in Paycom.

The College prohibits you from performing “off-the-clock work” or under-recording working time.

3.12 Timekeeping for Exempt Employees

You should note in Paycom that any Paid Time Off or leave time in accordance with applicable procedures. You are not required to record all hours worked or meal periods.

You will receive full salary for any pay period in which work is performed, subject to certain deductions. For example, your salary can be reduced for the following reasons in a workweek in which work was performed: full-day absences, in excess of time allotted under the College’s personal, vacation, sick leave, disability, and FMLA leave policies; full-day disciplinary suspensions; and, the first or last week of employment in the event you work less than a full pay cycle.

3.13 Overtime for Non-Exempt Employees

At times, the College will find it necessary to require work beyond the regularly scheduled hours. You may not work overtime without the prior authorization of your Supervisor or a member of management; working unauthorized overtime may result in disciplinary action, up to and including termination.

You will receive overtime pay for hours worked beyond 40 in a work week. Overtime is paid at a rate equal to 1.5 times your regular hourly rate of pay. You must actually work over 40 hours during a workweek to earn overtime for that week (i.e., paid holidays, vacation days, and other paid time-off are not counted toward the 40 hours). If you are scheduled to work 35 hours per week, any hours worked between 35 and 40 hours would be paid at your regular hourly rate of pay.

3.14 Meal and Break Periods for Non-Exempt Employees

Massachusetts law provides that if you work more than 6 hours per day you are entitled to take a 30-minute uninterrupted meal break each day. We provide all non-union employees and non-faculty staff with a one-hour, unpaid lunch break during the regular academic year. During the summer months, lunch breaks may be adjusted to 30-minutes if you work a reduced week and do not work on Friday. You are encouraged to take their break away from their regular work environment.

You should record your time in and out in Paycom before and after a lunch period. You should not consistently shorten the meal break period in order to shorten the work schedule or to work additional hours.

Brief rest breaks may be permitted at the discretion of the Supervisor. You should not leave College premises during a rest break period. Work demands may occasionally prevent you from taking a scheduled rest break, but there will be no additional compensation or time off as a result of the loss of such a break. Employees shall be permitted to take extended or additional breaks as a form of reasonable accommodation under Federal and state laws unless such breaks will pose an undue hardship to the business of the College.

Section 4: Paid Time Off And Leaves Of Absence

4.1 Vacation

Time off from work is important and makes you healthier and productive.

Vacation time is accrued on a schedule coinciding with the College fiscal year, which begins July 1st and ends June 30th. Vacation accrues each pay period and is dis-

played in hours in Paycom. The total amount of vacation that is accrued on the last day of the pay period is calculated based on the number of full years' of employment that you have completed as of that pay period. Subject to the exceptions identified below, the schedule in Table 4.1 of accrual applies to non-exempt regular full-time employees who generally work five days per week.

10 Month Employees

"Academic Year" 10 month employees accrue five (5) vacation days per year, accruing .5 days per month that they are employed. "Academic Year" 9 month employees are not eligible for vacation time.

Exempt Employees

Exempt regular full-time employees and certain specifically designated "Calendar Year" employees accrue vacation at the rate of four (4) weeks per fiscal year. Regardless of the number of full years of employment completed.

Full-Time Employees Working Less Than 5-Day Weeks

For regular full-time employees who are normally scheduled to work less than five (5) days per week, the above accrual schedule is adjusted to account for both the shorter week and the longer days. For these employees, the "total days accrued per year" will be divided by five (5) and then multiplied by the number of regularly-scheduled workdays per week.

Example: a regular full-time employee normally scheduled to work 10 hours per day four (4) days per week. In his/her first year of employment, he/she will accrue eight (8) days per year – and each day will be deemed to be 10 hours long.

Table 4.1) Accrual for non-exempt regular full-time employees

Years of Employment Completed	Total Weeks Accrued Per Year	Total Days Accrued Per Year
0 through 4	2 weeks	10
5 through 8	3 weeks	15
9+	4 weeks	20

Part-Time Employees

Accruals for eligible part-time employees will be pro-rated based on the proportion of a normal full-time schedule you are normally scheduled to work each week. (For purposes of this calculation, 40 hours will be deemed the normal full-time schedule.)

Example: a new part-time employee is normally scheduled to work four (4) hours per day five (5) days per week (total 20 hours). In his/her first year of employment, he/she will receive 50% of the accrual that would be available for a full-time employee (i.e., he/she will accrue 5 days per year. Each “day” of vacation that is earned will be deemed a four (4)-hour day.

Vacation time accrual is pro-rated during the first fiscal quarter of employment.

Use of Accrued Vacation Time

You will begin accruing vacation time immediately upon employment but may not use vacation time until the completion of your 90-day introductory period.

If you work a compressed four (4)-day workweek during the summer months, a vacation day taken during the summer is considered to be use of one (1) accrued day.

Vacation requests should be made at least two weeks in advance, and must be approved by your Manager/Supervisor. All vacation scheduling, including dealing with conflicting vacation requests, is subject to the College’s business needs and discretion.

Vacation Carry-Over

Vacation days not taken as of June 30th of the fiscal year in which they are accrued may be carried over to the following fiscal year as shown in Table 4.2.

Unused vacation time that is not carried forward will be forfeited.

“Borrowing” Vacation Time

As a general practice, you cannot take vacation time before it is earned. Requests for an exception must be approved by your Manager/Supervisor. Requests will be considered on a case-by-case basis. The amount of borrowed time will be considered an advance on your wages. In the event you separate employment before earning the vacation that has been borrowed, you will be required to reimburse the College for unearned borrowed time, absent exceptional circumstances.

4.2 Sick Leave

You are eligible to earn paid sick leave in accordance with the Massachusetts Earned Sick Leave law and as stated in this policy. Accrual begins on the date of hire. Sick leave may be used after the completion of your 90-day introductory period.

Accrued sick leave may be used to care for your child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or to care for your own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or to attend your routine medical appointment or a routine medical appointment for your child, spouse, parent, or parent of spouse; or to address the psychological, physical or legal effects of domestic violence; or to travel to and from an appointment, pharmacy, or other location related to the purpose for which the sick leave was taken.

When you are unable to report for work and wish to utilize sick leave, you should notify your Manager/Supervisor by email or phone as soon as possible, preferably at least one (1) hour before you are scheduled to work. For pre-scheduled or foreseeable absences, you should try to give notice seven days in advance. For multi-day absences from work, you should notify your

Table 4.2) Vacation carry over schedule

If total accrual is one (1) week/year	Carryover maximum one (1) week
If total accrual is two (2) weeks/year	Carryover maximum two (2) weeks
If total accrual is three (3) weeks/year	Carryover maximum three (3) weeks
If total accrual is four (4) weeks/year	Carryover maximum four (4) weeks

Supervisor of the expected duration of the absence or provide notice on each day of the absence, unless on a pre-approved extended leave of absence. After an absence of twenty-four consecutively-scheduled work hours, you may be asked to submit a health care provider’s note documenting that you used sick leave for an allowable purpose.

You must document all time away from work via Pay-com due to the use of sick leave in the course of your normal timekeeping. Sick leave is paid at your regular hourly rate. Sick leave may be used in increments of one (1) hour. Sick days are displayed in hours in Pay-com.

Full-time employees accrue sick time at the rate of 10 sick days per fiscal year. If you join the College after the start of a fiscal quarter, you will accrue a pro-rated portion of sick time based on the number of full months remaining in the fiscal year.

Part-Time employees who are scheduled to work a minimum of 1,000 hours per year shall accrue sick time on a pro-rated schedule, based on the proportion of a normal full-time schedule you are normally scheduled to work each week.

Part-time employees who are scheduled to work fewer than 1,000 hours per year shall accrue sick time on a pro-rated schedule but no less than one (1) hour of sick time for every 30 hours worked and no more than five (5) days per year. (For purposes of this calculation, 40 hours will be deemed the normal full-time schedule.)

Example: An employee normally scheduled to work four (4) hours per day five (5) days per week (20 hours/week) will accrue five (5) sick days per fiscal year.

You are permitted to maintain a balance of a maximum of 120 days of sick time.

At the discretion of the College, if you are absent from work for a reason that qualifies for sick leave, you may have the option of working the same number of hours

Massachusetts Earned Sick Time Policy:

Temporary Employees and Student Employees Working in the Summer.

The Massachusetts Earned Sick Time policy applies to those persons who are employed by Lasell College as temporary employees and student employees working in the summer.

All temporary employees (that is, those who are not regular full time or part time employees) will earn one (1) hour of paid sick time for every 30 hours worked up to a maximum accrual of 40 hours of sick leave, as will students employed by Lasell whose wages are subject to FICA.

in the same pay period to make up the time and not have to use earned sick leave for the missed time.

Note: if you work a compressed four (4)-day work-week during the summer months, a sick day taken during the summer is considered to be use of one (1) accrued sick day.

Unused sick time will not be paid out upon separation from employment.

4.3 Personal Days

You may occasionally need time off to tend to personal needs. When you use a personal day, you are expected to notify your Manager/Supervisor at least one (1) week in advance (or as soon as possible, if the need is unforeseeable). Personal days can be used as you see fit, including for: sick leave in excess of any accrued leave available to you, participation in your child’s school activities, taking your child to medical appointments, or accompanying an elderly relative to routine

Table 4.3) Personal day award schedule

Full-time employees (including both “Calendar Year” and “Academic Year”)	Three (3) personal days per fiscal year (July 1 - June 30)
Part-time employees who are regularly scheduled to work more than 1,000 hours per year	Pro-rated according to the percent of a 40 hour full-time schedule (in increments not less than ½ day)

Table 4.4) First FY personal days based on date of hire

An Employee is Hired Between	Personal Days Awarded During First FY
July 1 and September 30	Three (3) days (pro-rated if part-time)
October 1 and December 31	Two (2) days (pro-rated if part-time)
January 1 and March 31	One (1) day (pro-rated if part-time)
April 1 and June 30	Zero (0) days

medical or dental appointments or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes.

Personal days do not carry over from year to year and you are not compensated for unused personal days. Personal days are awarded based on the schedule shown in Table 4.3.

Personal days are displayed in hours on Paycom. Personal days awarded during the first fiscal year of employment (i.e., between date of hire and the end of the fiscal year June 30) are based on the date of hire as shown in Table 4.4.

If you work a compressed four (4)-day workweek during the summer months, a personal day taken during the summer is considered to be use of one (1) personal day.

4.4 Holidays

Non-union and non-faculty employees are not expected to report for work on holidays designated by the College, unless you have been requested to do so by your Supervisor/Manager.

The College presently designates the following holidays:

New Year’s Day, Martin Luther King Day, Presidents’ Day, Patriots’ Day, Memorial Day (and a half day on the preceding Friday), Independence Day, Labor Day, Columbus Day, Veterans’ Day (when it falls on a week-day), Thanksgiving Day (and half the preceding day and a full day following the holiday), Christmas Day, Winter Break

When a holiday falls on a Sunday, it is typically observed on the following Monday; when a holiday falls on a Saturday, it is typically observed on the preceding Friday. The College’s holiday schedule will be subject to re-

view prior to the beginning of each calendar year, and the current year’s holiday schedule will be published. The College reserves the right to amend or change the number of paid holidays that are set each year.

Full-time and part-time non-exempt employees: (a) will be eligible to receive holiday pay only if the holiday falls on a day on which you would normally be scheduled to work; and, (b) will be paid for the number of hours that you would normally have been scheduled to work on that day. If it is necessary for a non-exempt employee to work during a designated holiday, you will receive holiday pay and will also receive one and a half (1.5) times pay for any hours worked on that day.

As a non-exempt employee, you must work your regularly-scheduled work days before and after the holiday to receive holiday pay. For example, if the holiday falls on a Monday, a full-time, non-exempt employee must work on Friday of the preceding week and on Tuesday of the holiday week to receive payment for the holiday. An exception to this rule will be granted only if: (a) you are absent due to a pre-authorized period of time off; or, (b) you provide your Supervisor with a doctor’s note certifying that an illness or injury prevented you from working on such day or days.

If you are on a leave of absence you are not eligible for holiday pay if the holiday falls within a leave of absence period. However, if a designated holiday occurs during a period of paid vacation, you will be paid for the holiday instead of using vacation pay for that day.

4.5 Voting

On election days, you are encouraged to vote, and are expected to do so either before or after work. If there are circumstances that do not allow you to vote during non-work hours, you should notify your Manager/Supervisor, make reasonable arrangements to vote

during work hours, and are expected to make up the time missed during the same workweek.

4.6 Veterans

If you are a veteran as defined under Massachusetts law or are a member of a department of war veterans, and you wish to participate in a Veterans Day or Memorial Day exercise, parade or service, you are entitled to a leave of absence, generally with or without pay at the discretion of the College, in order to participate in such services in your community of residence. The College will grant the leave of absence on Veterans Day with pay if you provide reasonable notice for such leave, as determined by the College.

This leave shall not apply to you if your services are essential and critical to the public health or safety and determined to be essential to the safety and security of the College or its property.

4.7 General Information About Leaves of Absence

The following information applies to all leaves of absence available to you.

Application for Leave

If you require a leave of absence for medical or non-medical personal reasons, you must contact Human Resources and complete a written Leave of Absence Request Form at least two (2) weeks prior to the beginning of the requested leave, if possible. Human Resources, on behalf of the College, will respond in a timely basis to requests for a leave of absence. Human Resources will inform you when requesting the leave whether you are eligible under FMLA (see [Subsection 4.12](#), below). If you are, the notice will specify any additional information required as well as your rights and responsibilities under FMLA. If you are not eligible for FMLA, the College will provide a reason for the ineligibility. All requests for leave will be reviewed in a timely manner and will be approved or denied at the sole discretion of the College. Managers who become aware of your need for a leave of absence must immediately notify Human Resources.

Payment through our Short-Term Disability (STD) salary-continuation benefit may be available during various types of medical leaves (see Section 5, below), including but not limited to FMLA Leave and Parental Leave. There is a 45-day waiting period that must be

satisfied by you and all accrued sick time must be used before STD can be applied. Disability caused by a pregnancy related condition, however, only requires the satisfaction of a 14-day elimination period. You may also choose to use available vacation time and/or personal days prior to requesting STD.

Medical Certification

The College requires a physician's certification if you are absent for five (5) or more consecutive days due to illness or injury.

The physician's certification must state: (1) the reason for the absence; (2) whether and how much additional time is needed; (3) the physician's permission to resume work duties (if and when one is returning to work); and, (4) the nature and duration of any job duty restrictions needed.

A medical examination may be required before resumption of employment after a medical leave of absence, following a period of illness, or after an industrial accident. The purpose of the examination is to determine if you are able, or may require accommodation, to perform the essential functions of your position and to ensure your health and safety and that of others.

This policy is not to be construed as preventing any qualified disabled individual from working at the College. The College maintains a commitment not to discriminate on the basis of disability and will provide reasonable accommodation for the known physical or mental limitations of qualified employees with disabilities to enable them to perform essential job functions and enjoy equal benefits of employment.

Except for military leaves and as required by law, leaves generally will not extend longer than a maximum of 12 weeks. Leave will run concurrently under all applicable leave provisions to the extent permissible under law. Except as required by law, you may not stack leaves to extend the twelve-week limitation. Unless prohibited by law, the College may require that any accrued time off that is available to you at the time the leave begins must be used to provide pay during the leave, but may not extend the duration of the leave.

You will be responsible for paying the full cost of insurance benefits you receive during the leave, unless otherwise noted in the applicable leave policy.

You may not be employed by any other employer (except military employment of employees on military

leave or with the College's prior written authorization) during a leave of absence and may not use a leave for unauthorized purpose. The College may require you to contact your Manager on a regular basis or to comply with other reasonable requirements during a leave.

The College will attempt to keep your position open during the leave. If you are on non-job-protected leave you will be subject to the same employment actions as active employees. If you are unable to return to employment at the end of the leave, your employment may be terminated.

Unless required by law, nothing in this policy guarantees you a right to resume any previously held position, or to return to a position on the same terms and conditions as was in effect prior to the leave.

4.8 Bereavement Leave

The College provides up to three (3) paid days of leave to eligible full-time and part-time employees in the days following the death of an immediate family member or significant other. For purposes of this policy, the following are immediate family members and significant others: parent (or parent-in-law), brother (or brother-in-law), sister (or sister-in-law), spouse, domestic partner/significant other, son, daughter, step-child, grandparent or grandchild.

The College provides one (1) paid day's leave for eligible full-time and part-time employees to attend the funeral of an aunt, uncle or first cousin.

Notify your Supervisor/Manager as soon as possible of the need to take bereavement leave. You are not eligible to take paid bereavement leave while already on any other leave or paid time.

4.9 Religious Accommodation

The College will attempt to reasonably accommodate your request based upon religious beliefs and practices. You must give a minimum of two (2) weeks' written notice of the request to your Supervisor/Manager. If the request is for time off, only earned vacation or personal time may be used for payment if you are eligible to use such time. Otherwise, time off granted for this purpose will be unpaid.

4.10 Jury and Witness Duty

The College provides paid time off for jury duty for up to three (3) days during any year. You are paid for the

time you are absent for jury duty, less the amount you receive for performing jury duty service. If you are subpoenaed as a witness in a Massachusetts court during scheduled working hours you shall be paid your regular scheduled wages for that day.

When you are required to serve as a juror, or are subpoenaed to serve as a witness with pay, time off will be granted as follows:

- You must notify your Supervisor upon receipt of a summons or subpoena so that arrangements can be made to accommodate your absence.
- A document from the court, which shows your time spent and the amount paid to you, must be submitted to Human Resources.
- Verification of your being seated on a jury, being detained in a jury pool, or subpoenaed as a witness is required.
- If you are subpoenaed to serve as a witness for reasons not related to College business, you must use earned vacation time.
- If the court dismisses the jury before 1:30 p.m., you are expected to return to work as soon as possible and complete a regular work day.
- Should the court excuse you from any full day of jury duty, you are expected to return to work.
- Should your work duties with the College be vital to its operation, the College may ask the court to excuse you from jury duty.

You shall not be eligible if you are appearing as a plaintiff, defendant, or for a non-subpoenaed court appearance. Earned paid time-off or unpaid time should be used in these instances.

4.11 Military Leave

If you are required to take time off for uniformed service in the United States military, you will be automatically granted a leave of absence for the duration of such service, provided the total duration of such leave and all of your previous military leave(s) from Lasell College does not exceed five (5) years, and provided you present your written orders in advance to Human Resources. If you were continuously employed at the College at least 30 days before your leave began, Lasell College will pay you the difference between the amount paid by the military and your regular rate of pay for each workday of your military leave up to a maximum of 10 days per fiscal year; in order to be eli-

gible for such pay, you must present your military pay receipt showing the actual amount of military pay received. You may opt to use vacation time while away for military training; in which case, you would receive vacation pay, in addition to the military pay differential.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), upon your return from uniformed services you will be eligible for reemployment in the position you would have attained through continued employment, including all benefits in which you had been a participant or would have participated had you remained employed with the College. USERRA also may provide for the temporary continuation of health care coverage during your military leave.

Generally, to qualify for reemployment benefits under USERRA: (1) you must have been honorably discharged from the uniformed service; (2) you must have given Lasell College advance notice of your impending service, if possible; (3) your military leave from Lasell College must not have exceeded five (5) years (cumulative); and (4) you must reapply or report for employment within the time limits provided under USERRA.

For these purposes, "uniformed services" includes: the U.S. Armed Services including the Coast Guard, the Army National Guard and the Air National Guard (when engaged in active duty for training, inactive duty training, or full-time National Guard duty), the Commissioned Corps of the Public Health Service and some members of the National Disaster Medical System.

Please see the College's posting area and/or Human Resources for additional information regarding your rights under USERRA.

4.12 Parental Leave

According to the Massachusetts Parental Leave Act, employers must provide you with eight (8) weeks unpaid leave for the birth of a child; this leave also applies to adoption of any child under 18 years of age or under 23 if the child is physically or mentally disabled or the placement of a child with an employee pursuant to a court order.

To qualify for this leave you must:

- Have completed three (3) consecutive months of continuous full-time employment with Lasell College; and
- Give Lasell College at least two (2) weeks' notice of: (a) expected departure date (except

when such notice is not possible due to unexpected disability); and (b) intention to return to job.

To request leave under this policy, you must submit the appropriate leave of absence forms to Human Resources and must include supporting medical documentation, if necessary.

If you return from leave within eight (8) weeks, or such longer period of actual disability as is certified by a physician, you will be reinstated to the same or similar position without loss of employment status. If applicable, leave under this policy runs concurrently with Short Term Disability (STD) and FMLA leave.

Pregnancy-related disability leave begins the first day that you are unable to work on account of a pregnancy related condition, and ends when your health care provider certifies that you are able to return to work, or after the maximum leave allowed by applicable law has been exhausted, whichever occurs first.

A full-time employee who has completed at least six (6) months of employment and is scheduled to work at least 1000 hours per year with the College will receive six (6) weeks of paid parental leave for the birth, adoption or fostering of a child under the age of 18, or for adopting a child under the age of 23 if the child is mentally or physically handicapped.

The College will continue to provide health insurance benefits to you at the same level of coverage during the leave period. You will continue to be responsible for your benefit premium contributions. Paid time off is not accrued during parental leave and winter holiday week and summer-off Fridays are not counted toward the six (6)-week paid leave total.

Upon termination of parental leave, you are entitled to return to a previous or similar position at the same pay level, unless other employees of equal seniority and/or status in the same or similar position have been laid off due to legitimate business reasons (e.g. a reduction in force).

Where applicable, parental leave will run concurrently with any FMLA and Short Term Disability leave for which you are eligible. It can commence on a date chosen by you, within 12 weeks of the date of birth, (or placement of the adopted/foster child).

For more information regarding parental leave, please contact Human Resources.

4.13 Nursing Mothers Accommodation

If you breastfeed your child you will be provided reasonable break times to express milk throughout the day, each time you need to express milk, for up to one (1) year after the birth of your child. The College will provide appropriate private areas, other than bathrooms, for this purpose. The area provided, if not dedicated to the nursing mother's use, will be made available when you need it. The area provided will be shielded from view, and free from any intrusion from co-workers and the public. If possible, break times may be taken during regularly scheduled meal and rest breaks.

Nursing mothers will be paid for short breaks (20 minutes or less) otherwise given to employees. If the nursing mother is a non-exempt office employee and your breaks exceed 20 minutes, your manager should make a good faith effort to permit you to make up time. If no reasonable opportunity exists for you to make up time, a break time in excess of 20 minutes will not be paid. Nursing mothers who are exempt employees will not have a pay deduction for taking a break to express milk.

Free from Discrimination Related to Pregnancy & Childbirth

You have the right to be free from discrimination in relation to pregnancy, childbirth and related conditions, including the right to reasonable accommodations for conditions related to pregnancy and other childbirth related conditions.

4.14 Family and Medical Leave

The College provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

The Family and Medical Leave Act of 1993 (FMLA), as amended, provides eligible employees with unpaid, job-protected leave during a 12 month period, for the specific reasons outlined in the Act. The twelve-month period is defined on a "rolling" basis as the 12 months preceding the first day of any FMLA Leave. Any leave, with or without pay, which is designated as leave under FMLA will count against your FMLA allotment.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of FMLA leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the College will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, *Medical and Other Benefits*. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

Leave Entitlement

Lasell College will grant an eligible employee up to twelve weeks of unpaid Family/Medical leave in any rolling 12-month period to address serious family and medical issues. Eligible employees may take Family/Medical leave due to the following reasons:

- the birth of a child and in order to care for such child (leave to be completed within one (1) year of the child's birth);
- the placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave to be completed within one (1) year of the child's placement);
- to care for a spouse, child or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, child or parent who is a covered military member on active duty or called to active duty in support of a contingency military operation.

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a family member who is a covered military member and who has experienced a serious injury or illness that began during active duty service (known as military caregiver leave).

If leave is taken for military caregiver leave, but you do not take all of the 26 workweeks of leave entitlement during the single 12-month period, you forfeit the remainder of the leave entitlement that is not taken.

Spouses Employed by the College

Spouses who are both employed by the College and eligible for FMLA leave are limited to a combined total of 12 weeks of leave during the rolling 12-month period if leave is requested:

- for the birth of a child and in order to care for such child;
- for the placement of a child with you for adoption or foster care and in order to care for the newly placed child; or
- to care for your parent with a serious health condition.

Spouses who are both employed by the College and eligible for FMLA leave are limited to a combined total of 26 weeks in a single 12-month period if the leave is either for:

- military caregiver leave; or
- a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give the College at least 30 days' prior, written notice. If such notice is not possible, you must give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances. Where leave is taken intermittently or on a reduced schedule, consult with your supervisor to coordinate a mutually agreeable schedule.

Where the need for leave is not foreseeable, notify the College within one to two business days of learning of your need for leave, except in extraordinary circumstances. The College has FMLA request forms available from the Human Resources office. Please submit a written request when requesting leave.

Managers who become aware of your need for leave should immediately notify Human Resources.

Certification of Need for Leave

If you are requesting leave because of your own serious health condition or one of a covered relative, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, the College will notify you of the

requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave, until it is provided.

The College, at its expense, may require an examination by a second healthcare provider designated by the College. If the second healthcare provider's opinion conflicts with the original medical certification, the College, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. The College may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such as practicable, may result in delay of further leave, until it is provided.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the College periodically (specific time determined at issuance of leave) regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave is Unpaid

FMLA leave is unpaid. You will be required to substitute any accrued and unused paid time off, such as paid sick leave, for unpaid FMLA leave. You also may be eligible for short-term disability benefits (STD benefits). The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks of the FMLA leave period. In no case will the substitution of paid leave time for unpaid leave time result in receipt of more than 100% of salary. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Medical and Other Benefits

During approved FMLA leave, the College will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the College will deduct your portion of the health plan premium as a regular payroll deduction.

tion. If your leave is unpaid, you must pay your portion of the premium by providing a check made out to the College and submitting it to the attention of Human Resources. Your health coverage will cease if your premium payment is over 30 days late. If payment is more than 15 days late, you will receive a notice to this effect. If payment is not received within 15 from the notice, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the College for the cost of health benefit premiums paid by the College for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Schedule Leave

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or in a reduced leave schedule (reducing the usual number of hours you work per work week or workday).

If leave is unpaid, the College will reduce salary based on the amount of time worked. In addition, while on an intermittent or reduced schedule leave, the College may temporarily transfer you to an available alternative position which better accommodates your leave, schedule and which has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until you provide medical certification.

4.15 Domestic Violence Leave

The College recognizes that you may have a need to be excused from work in order to attend to issues related to domestic violence. Accordingly, if you are the victim of abusive behavior, including domestic violence, stalking, sexual assault, or kidnapping, or if your family member is the victim of such behavior, you may take up to 15 days of unpaid leave during any 12-month period to address such issues, in accordance with Massachusetts law.

If you are eligible you may take leave from work under this policy to seek or obtain medical attention, counseling, victim services or legal assistance; to secure housing; to obtain a protective order from a court; to appear in court or before a grand jury; to meet with a district attorney or other law enforcement official; to attend child custody proceedings; or to address other issues directly related to the abusive behavior against you or a family member. However, if you are the perpetrator of abusive behavior you shall not be eligible for leave.

If you are seeking leave from work under this policy you must provide your Manager/Supervisor and Human Resources with reasonable advance notice of the leave for foreseeable events, and as soon as possible if the need for leave is unforeseeable. In the event of a threat of imminent danger to the health or safety of you or a family member, you are not required to provide advance notice of leave; provided, however, that you or a representative shall notify your Manager/Supervisor and Human Resources within three (3) work days that leave was taken or is being taken under this policy.

Lasell College may require employees seeking leave under this policy to provide documentation evidencing that you or your family member has been a victim of abusive behavior and that leave is taken to address an issue directly related to such abusive behavior. Satisfactory documentation may include protective orders, police reports, witness statements, documentation of medical treatment or sworn statements from you or counselors who assisted you in addressing the effects of the abusive behavior.

During leave, you will continue to participate in College sponsored benefit programs and insurance plans under the same conditions that applied before the leave commenced. To continue coverage, you must continue to make your required contributions to maintain your benefits while on leave. If you request, the College may make both the employer and your contributions toward the continuation of your coverage under College sponsored health plans, provided, however, that you shall be responsible for repaying the College for all payments made to cover your share of the costs for such coverage, if any.

You are required to use all available paid time off benefits to cover all or a portion of your absence and will receive pay until available paid leave is exhausted. Any remaining leave will be unpaid (unless you qualify for compensation under a disability or other applicable payment plan).

All information related to your leave under this policy will be kept confidential by Lasell College, except to the extent that disclosure is: (i) requested or consented to, in writing, by you, (ii) ordered to be released by a court of competent jurisdiction, (iii) otherwise required by federal or state law, (iv) required in the course of a law enforcement investigation, or (v) necessary to protect your safety or the safety of other College employees.

4.16 Small Necessities Leave

The Massachusetts Small Necessities Leave Act (SNLA) provides you with leave for certain family obligations. If you are eligible, you are entitled to a total of 24 hours of unpaid leave during any 12-month period for any of the following reasons:

- To participate in school activities directly related to the educational advancement of your son or daughter such as parent-teacher conferences or interviewing for a new school;
- To accompany your son or daughter to routine medical or dental appointments, such as check-ups or vaccinations; and
- To accompany an elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

The SNLA covers you only if you have been employed by Lasell College for one year or more and have worked 1,250 hours during the previous 12 months. Leave under the SNLA is in addition to leave which may be available to you under the FMLA. The allowed 24 hours of SNLA leave does not have to be used all at one time; it may be taken intermittently or on a reduced leave schedule, in increments of one hour.

The SNLA requires you to provide The College with at least seven (7) days' notice prior to the beginning of the leave if the leave is foreseeable. Notice must be provided as soon as possible if the leave is unforeseeable. You will normally be required to provide certification to support your requests for leave.

If you are eligible, you may choose to use accrued vacation, personal or sick time for this leave.

4.17 Personal Leaves of Absence

If you have at least one (1) year of service with the College and you do not qualify for some other job-protected leave benefits, and your absence from work

is compelled by exceptional circumstances (medical or otherwise), you may apply for an unpaid Personal Leave of Absence by completing a Leave of Absence Request Form. Such leaves are usually considered only for emergency situations and must be approved by management. The leave must not interfere with the efficient operation of the College and are typically approved for no longer than 30 days. Health or dental insurance benefits will continue for the duration of the approved leave, only if you pay the full portion of your contribution in advance, for the duration of the leave.

You are required to utilize all accrued and unused vacation, personal and sick time prior to receiving unpaid time. Accrual of vacation and sick time ceases during any Personal Leave of Absence and resumes on the first day back on active duty.

Though reasonable effort will be made to hold your position open during a Personal Leave of Absence, the College does not guarantee you a job when the personal leave is over. When the approved leave ends, effort will be made to reinstate you in the same position or comparable position, provided such position is available. If no such position is available, employment will be terminated effective the day you are eligible to return to work. If you fail to report promptly at the expiration of the approved leave period, the College will treat this situation as a voluntary resignation.

Section 5: Health And Welfare Benefits

5.1 Overview

This is a brief overview of the benefits currently offered by the College. Eligibility for benefits depends on a number of factors, including employment classification. Visit Lasell College's benefit site accessible through My.Lasell.edu or the internet site www.Lasell.edu/humanresources.com, or visit the Human Resources office for the Summary Plan Descriptions applicable to each benefit. The Summary Plan Description will identify all eligibility criteria and will inform you of additional relevant information. The information below does not change or otherwise interpret the terms of the official plan documents available through employee self-service or from Human Resources. To

the extent that any information below is not consistent with the plan documents, the official plan documents govern in all cases.

Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits or a contract of any kind between the College and its employees, retirees or their dependents. The College reserves the right to amend or terminate any of these programs, to change policies, procedures and participation rules at any time in accordance with applicable law.

You must complete enrollment for benefits or waive benefits, in employee self-service for health, dental and vision insurance plans and complete required paperwork for other available benefits within 30 days of the date of hire, with few exceptions.

5.2 Eligibility

Regular Full-Time Employees are eligible for the benefits as described in this section, subject to any additional eligibility requirements for the particular benefit.

Part-Time Employees, hired to work 1,000 or more hours/year, are eligible for specific prorated benefits as described below, subject to any additional eligibility requirements for the particular benefit.

Temporary, Per Diem, Casual Employees and/or Part-Time Employees hired to work less than 1,000 hours/year, are not eligible for employee benefits, except as noted herein.

5.3 Health, Dental, and Vision Insurance

The College currently offers comprehensive health insurance options, including an HMO, a high deductible health plan with a Health Savings Account (HSA) through Tufts Health Plan; dental through Delta Dental; and vision insurance.

5.4 Life & Accidental Death & Dismemberment Insurance

The College currently offers full-time employees Life Insurance equal to one-and one-half of your annual salary (capped at \$200,000), at no cost to you. Accidental Death and Dismemberment (AD&D) may pay a benefit equal to your Life Insurance if your death is the result of an accident.

5.5 Short Term Disability Insurance (STD)

Short Term Disability Insurance (STD) is a benefit paid by the College to full-time employees who have completed six months of employment. There is a 45-day elimination period with a maximum weekly benefit of 60% of base pay for a period of no more than eight weeks. All accrued sick time must be used and you can choose to use vacation time prior to requesting STD.

5.6 Long Term Disability Insurance

Long Term Disability Insurance (LTD) helps protect your family's financial security. It is intended to replace a percentage of your lost income if you are unable to work due to injury or illness. The maximum monthly benefit for full-time employees is 60% of base pay. The monthly cap for LTD is \$10,000. There is a 90-day elimination period.

5.7 Health Care & Dependent Care Flexible Spending Accounts (FSA)

Health Care & Dependent Care Flexible Spending Accounts (FSA) are offered to you. FSAs provide an important tax advantage that can help pay for healthcare and dependent care costs on a pre-tax basis. You can save approximately 25% of each dollar spent on these expenses when you participate in FSA.

5.8 Employee Assistance Program

An Employee Assistance Program is currently provided through Optum at no cost to you and your family members. The program offers anonymous employee assistance services, as well as one-on-one telephonic and online coaching and counseling, budget, financial, and legal consultations and referrals.

Visit their website at www.Liveandworkwell.com (login credentials below) or talk with a specialist toll-free, 24 hours a day/7 days per week at 1-866-248-4096.

Access Code: **Lasell**

5.9 403(b) Retirement Plan

If eligible, you are able to participate in the College's tax-deferred 403(b) Retirement Plan. You become eligible to participate on a voluntary basis as of your date of hire. Participating, eligible employees who complete one (1) year of employment and contribute a percent of your salary or wages, may receive a match from the

College of up to 7.5% to your contributions up to the statutory limit. Contributions are immediately vested.

5.10 Health Insurance Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health, dental, vision, and FSA health care insurance when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events include termination of employment; the death of a covered employee; a reduction in an employee’s hours; an employee’s divorce or legal separation; and a dependent child no longer meeting plan eligibility requirements.

Under COBRA, you or a qualified beneficiary pays the full cost of continuation coverage at the College’s group rates plus an administrative fee of 2%. Each eligible employee and qualified beneficiary will receive a written notice describing rights granted under COBRA when he or she becomes covered under the College’s group health, dental and vision plans. Please see your COBRA notice or contact Human Resources with any questions regarding coverage continuation.

Section 6: Educational Benefits

6.1 Eligibility for Employee Tuition Waiver Benefit

The College provides a variety of educational benefit programs to you, if you are eligible. Eligibility for educational benefits will depend on a number of factors, including employment classification. If you have any questions regarding any educational benefit, you should contact Human Resources.

All full-time and part-time employees hired to work at least 1,000 hours/year (~20 hours/week for 52 weeks/year) are eligible for tuition benefits. Tuition benefits will be prorated for you if you are working less than full-time. This benefit only applies to regular employees of the College. It does not apply to students attending the College who may at any time and from time to time perform work for the College as a means of earning part of their expenses while studying at the College.

To be eligible for the Waiver of Tuition benefit at the College you must:

Complete your 90-day introductory period on or before the end of the “ADD/DROP Period” of the semester for which the benefit is being requested. This date is published in the Academic Calendar and will be used by Human Resources to determine your eligibility.

6.2 Employee Tuition Waiver Benefit

If you are eligible, you may access one Tuition Waiver Benefit per semester. If you are currently exercising this benefit for a dependent who is a full-time student (see *Guidelines for Employee Dependent Usage of Tuition Waiver Benefit*, below), you may request a tuition waiver for one (1) course per semester for yourself.

The Tuition Waiver Program at the College provides for a waiver of tuition only. Deposits and other fees including comprehensive fees, room and board, as well as any special course fees for materials, labs, etc. are not waived and must be paid in full.

Tuition will be waived per federal guidelines for matriculating students, and applies to up to 124 attempted credit hours or the equivalent of four (4) years of study over six (6) years. If you are a fulltime employee, you cannot exceed six (6) credits per semester/session. If you are a part-time employee, you cannot exceed three (3) credits per semester/session.

If you are not matriculating, tuition will be waived for up to six (6) credits per semester, with a lifetime maximum of 12 credits, subject to course availability and supervisory approval. If you exhaust this benefit you may apply for admission and, if accepted, then matriculate and receive the applicable tuition waiver.

To be approved for the College Tuition Waiver program, eligibility must be confirmed by Human Resources each semester. Forms needed for the Tuition Waiver Benefit are available on the Human Resources section of My.Lasell.edu.

Any approved tuition waiver benefit is only effective while you are employed at the College. In the event of your leaving the college while receiving the Tuition Waver Benefit (voluntarily or involuntarily) during a semester and you or your dependent continues to attend classes at the College, this benefit will be prorated to your separation date and you will pay the balance due.

6.3 Additional Requirements for Employee Usage of Tuition Waiver Benefit

To enroll in undergraduate and/or graduate course(s) you must do the following:

if matriculating;

complete an “Application for Admission to Lasell College” form, available from the Undergraduate or Graduate Admission Office,

if not matriculating,

complete an “Employee Application for Study” form, available from the Office of the Registrar,

You must meet College entrance requirements; and complete a “Tuition Waiver Benefit Employee Eligibility/Approval Form” on My.Lasell.edu and submit the form to Human Resources following completion of the Admissions requirements noted above.

After enrolling in either the graduate or undergraduate program, you must maintain satisfactory academic progress (as defined by the current College Catalog) and remain an employee in good standing to avail yourself of this benefit. If you do not satisfactorily complete the course you may be subject to tuition fees and an academic probationary period equal to one semester. Consistent with the College Catalog, if you drop a course after the add-drop period you may be responsible for tuition and associated fees based on add drop guidelines.

6.4 Taxation of Employee Tuition Waiver Benefit

Summary

Employee tuition benefits are normally provided by the College as a tax-free “educational assistance benefit” under Internal Revenue Code Sections 117, 127 or 132. However, if the educational assistance does not meet the current requirements of the Internal Revenue Code, the value of the employer-provided reimbursements/payments/waivers will be considered wages subject to withholding.

Undergraduate Courses

Currently, you and your dependents are excluded from both Federal and Massachusetts taxations for all educational assistance for undergraduate course work.

Graduate Courses

Educational assistance for graduate course work by you is **excluded** from both Federal and Massachusetts taxations up to \$5,250 per year, whether the course work is job related or not. Any graduate level educational assistance in excess of \$5,250/year will be reported as wages for Federal and Massachusetts tax purposes *if the course work is not job related*.

Definition and Example of “Job Related Education”

The IRS defines “job related education” as education that allows you to maintain/improve skills for a **current job**, not education that qualifies you for a new occupation. For example, if an Administrative Assistant enrolled in the Masters of Science in Management Program, with a concentration in Marketing or Elder Care, this education would not be considered job related. As a result, in this example, if the value of the courses taken exceeded \$5,250/calendar year, the excess would be reported as wages for Federal and Massachusetts tax purposes.

6.5 Eligibility for Waiver of Tuition for Dependents

Dependent eligibility for the tuition waiver program is consistent with the relevant IRS provisions for such programs. Currently, covered dependents are qualified dependent children of yours.

To be eligible for the Waiver of Tuition for Dependents benefit at the College you must:

- Complete one (1) full year of employment on or before the end of the “ADD/DROP Period” of the semester for which the benefit is being requested. This date is published in the Academic Calendar and will be used by Human Resources to determine your eligibility.
- Complete a “Tuition Waiver Form: Dependent Eligibility/Approval Form” available on the Human Resources section of My.Lasell.edu
- Verify dependency by submission of a recent income tax return.

6.6 Guidelines for Employee Dependent Usage of Tuition Waiver Benefit

Dependents of eligible full-time employees will receive a full tuition waiver for undergraduate study at the College or an approved College Study Abroad program. Dependents of eligible part-time employees

will receive a pro-rated waiver based on the number of hours you are scheduled to work per week, and you will be responsible for paying the difference.

Matriculating Students: Up to four (4) years of undergraduate tuition may be provided to dependents of eligible employees, if the dependent meets the following criteria:

- meets College's entrance requirements as defined in the current College Catalog;
- enrolls at the College subject to course availability;
- maintains acceptable academic, judicial and financial standing, as defined by current policies.

Twelve to eighteen credits per semester will be waived for full time students. Any credits taken in excess of eighteen are not covered by this benefit and will be billed accordingly.

Non-matriculating Students: Up to six (6) undergraduate credits can be approved for dependents of yours who are eligible for this benefit.

If the dependent is new to the College, the dependent must:

- complete an application for admission to the College;
- submit a completed "Tuition Waiver Benefit Dependent Eligibility/Approval Form" with the Application for Admission to the Admission Office;
- meet the College's enrollment criteria;
- be accepted by the College as a student;
- apply for all eligible state and federal funding using the FAFSA and the College Application for Aid and provide all accompanying documents.

If the dependent is a returning student:

- complete the "Tuition Waiver Benefit Dependent Eligibility/Approval Form," prior to the end of "Add/Drop Period" each semester; and,
- provide the completed form to Human Resources for eligibility processing.

To remain eligible for this tuition benefit the dependent must:

- maintain satisfactory academic progress;
- remain in good judicial and financial standing; and, remain your dependent.

6.7 Additional Requirements for Waiver of Tuition for Dependents

Course withdrawal: If the dependent withdraws from a course after the Add/Drop Period (see College Calendar on my.lasell.edu) you will receive an invoice for the full cost of the course.

Other Financial Assistance: All state and federal financial aid will be applied in the following order: room and board, comprehensive fees and other institutional fees. Any State or Federal funds remaining, after this allocation, will be applied to tuition, thus reducing the tuition waiver benefit dollar for dollar.

This tuition waiver, combined with other College awards such as the Presidential, Leadership, Community Service and/or Donahue scholarships may not exceed the cost of our tuition.

Dependents are not eligible for tuition waiver for graduate school courses.

The College reserves the right to suspend Tuition Waiver benefits for you or your Dependents due to repeated poor academic performance or excessive or multiple course drops.

6.8 Tuition Reimbursement

For Courses Taken by Lasell College Employees at Other Institutions

Eligibility: after one (1) full year of employment, regular full-time employees become eligible for this benefit. Eligible employees must be active employees, in good standing, to receive reimbursement.

Benefit Summary: maximum reimbursement is \$1000 per fiscal year. The tuition reimbursement benefit applies to tuition only; fees and other related costs are not covered by this benefit. Tuition reimbursement under this policy may be for non-job related courses.

Application for/Reimbursement Process:

Before taking the course

- Complete a Tuition Reimbursement Eligibility Form, available from Human Resources
- Attach a copy of the course description with tuition bill; and, submit Eligibility Form with documentation to Manager/Supervisor for approval.

- Courses taken at a non-accredited institution must also be pre-approved by the Senior Management Team (SMT) member responsible for the Department in which you work.

After taking the course

- You must earn a passing grade and submit a copy of the bill with your transcript for the coursework to Human Resources along with the Tuition Reimbursement form no later than 60 days following course completion.

Members of the Collective Bargaining Units should refer to the Tuition Reimbursement Section of your Collective Bargaining Agreement for details of this benefit.

6.9 Other Work Perks

Employment at the College includes additional perks, if you are eligible. These perks may change from time to time.

- Holway Child Study Centers- Rockwell and The Barn (priority placement and a 30% discounted tuition rate)
- The College Bookstore (discount)
- Valentine Dining Hall (reduced price meals)
- Parking (free)
- The Brennan Library (free access)
- Tuition Exchange Program, scholarship program for undergraduate courses, for your dependents
- A Certified Financial Planning benefit (free to eligible faculty and staff)
- Credit Union Membership with Digital Federal Credit Union (DCU)
- Athletic Center Usage (free access)
- Charles River Canoe and Kayak (discounted rental and access)
 - » 50% off standard rates of on-site rentals.
 - » Lasell ID required. One boat/board per ID.
 - » Rental sites open to Lasell for this discount,
 - Charles River Canoe & Kayak, Waltham/Moody St.
 - Charles River Canoe & Kayak, Nahanton Park, Newton

Contact Human Resources for information regarding these additional perks.

Section 7: Compliance

7.1 FERPA

A federal law, the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) affords students certain rights concerning their educational records and prohibits the release of information regarding students (including release to parents and to other College employees) in many circumstances. In accordance with this law, educational institutions have the responsibility to prevent improper disclosure of personally identifiable information (including, but not limited to, records, files, documents and other materials containing information) relating to students.

The College's full FERPA policy is available from the Director of Legal Affairs/Title IX Coordinator and the Registrar's Office. If you regularly create or have access to student educational records you will receive specific training regarding the proper handling of such records consistent with FERPA. All other employees must not transmit or communicate any information contained in the educational record of a student or former student without prior authorization. All questions regarding the release of information regarding students should be directed to the Director of Legal Affairs/Title IX Coordinator or the Registrar.

7.2 HIPAA PRIVACY LAW

Lasell College has adopted a policy that protects the privacy and confidentiality of Protected Health Information (PHI) whenever it is used by you. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

Protected Health Information Defined

PHI refers to individually identifiable health information received by the College's group health plans or received by a health care provider, health plan or health care clearinghouse that relates to the past, present or future health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histo-

ries, physical examinations, genetic information and evidence of disability.

The HIPAA Compliance Officer

Lasell College has designated the Director of Human Resources as the HIPAA compliance officer (HCO), and any questions or issues regarding PHI should be presented to the HCO for resolution.

Lasell College employees should report violations to the Director of Human Resources.

Section 8: Professional Management And Corrective Action

8.1 Performance Evaluations

The College endeavors to give you an annual performance review, which will consist of an evaluation of your work performance, attendance and other criteria relating to your performance of your job responsibilities. The annual performance review is an opportunity to provide you with developmental feedback to aid you in your continued growth during your tenure with the College and throughout your career. Ongoing development conversations should take place at least quarterly during the year. Wage adjustments will not necessarily be given in connection with performance reviews. You should be provided with a copy of your Annual Performance Review and it should be forwarded to Human Resources and will become part of your personnel file.

8.2 Corrective Action

You are expected to perform duties and responsibilities in a professional and competent manner, and to adhere to College's policies, practices and procedures. When performance is unsatisfactory the policies or procedures of the College are violated, as determined by the College, it will take such action as it deems appropriate under the circumstances, up to and including immediate termination of employment.

The procedures outlined below shall not prevent, limit or delay the College from taking any disciplinary action, including termination, at any point, without prior warning, where the College finds such action to be ap-

propriate. When deemed appropriate by the College, the College may take, but is not limited to, any or all of the following types of disciplinary actions.

Counseling or verbal reprimand: The Supervisor/Manager counsels you regarding your performance or conduct, in an effort to eliminate possible misunderstandings, improve job performance or explain what constitutes proper conduct. Your Supervisor should make a written notation of the counseling session and note the date of it.

Written reprimand: You receive a written notice following continued poor job performance or repeated misconduct. A written reprimand may also be given if performance or conduct in the first instance is deemed by the College to warrant a written notice.

The purpose of the written reprimand is to make certain that you are fully aware of the misconduct that has been committed or of those areas of performance that need to be improved. The Supervisor/Manager should provide examples of the behavior or performance requiring improvement and also provide examples of how behavior or performance can be improved. If you are given a written reprimand, you will be required to sign an acknowledgment of receipt. This acknowledgment indicates receipt only – it does not indicate that you agree with the substance of the reprimand. A signed, dated copy of the written reprimand(s) should be forwarded to Human Resources and retained in your personnel file.

Suspension: If management requires time to investigate an incident, you may be suspended with or without pay pending investigation. If you are reinstated to your job after the investigation, you may (in the College's discretion) be paid for scheduled work time missed during suspension. In most instances, you will not receive pay for missed work if your employment is terminated following the investigation.

Termination: Termination of employment may occur under circumstances including, but not limited to, the following:

- The College has made an effort to have you correct performance or conduct and you have failed to meet expectations or have not responded in a satisfactory manner; or
- Your performance or conduct is of a nature such that termination is deemed by the College to be warranted.

It is impossible to list every example of conduct that can be considered grounds for termination of employ-

ment. In general, the College may make the decision to terminate employment for any action that compromises our ability to deliver a high-quality educational experience, violates College or student confidentiality or jeopardizes the reputation of the College's educational programs. Some examples include, but are not limited to, the following:

- lying to a supervisor, member of management or College official or Trustee;
- insubordination;
- conviction of a crime;
- threatening, harassing, intimidating, coercing, or abusing any member of the campus community (including, but not limited to, staff, faculty, students, alumni, vendors and other visitors to the College);
- damage to, or destruction, misuse or theft of any property owned by the College or any member of the campus community;
- falsification of College records including, but not limited to, time and personnel records;
- unauthorized possession of firearms, explosives, other weapons or any unauthorized knife or blade on College premises;
- defrauding or attempting to defraud the College or any member of the campus community, including theft of money or property;
- making maliciously false statements about the College or any member of the campus community;
- neglect of duty, incompetence (failure to meet job performance standards) or inefficiency; and/or
- failure to observe or violation of any College policies.

This list is not all-inclusive. You must act honestly, appropriately and with common sense judgment in your position, and are accountable for your actions as well as inactions.

If in doubt about the propriety of any conduct, you should seek assistance from a Manager/Supervisor, Human Resources or other member of management, who can assist in determining the correct and appropriate course of action.

Nothing in this Handbook is intended or shall be construed to restrict your rights to protected concerted activity under the National Labor Relations Act.

Section 9: The Workplace

9.1 Appropriate Dress and Appearance

The College does not maintain strict dress requirements. However, your appearance must reflect common sense, good taste and be a positive representation of the community. You must wear appropriate clothing that is in good condition, keep hair neat, and practice good personal grooming and hygiene. When applicable, College supplied uniforms will be worn.

9.2 Housekeeping

You are expected to maintain a clean, neat and orderly condition of the work area or office to which you are assigned, as well as the areas commonly used by all employees (e.g., lounges, rest areas, coffee rooms, copier areas, conference rooms, etc.). Student, alumni and other confidential information and files must be safeguarded at all times, and such files must be maintained in locked file drawers out of public view and not left on the floor.

9.3 Employee Parking Rules and Regulations

Parking at Lasell College is managed by the Campus Police Department. The Office is located on the lower level of Winslow Hall, 80 Maple Street; the telephone number is 617-243-2279 (or extension 2279 in the College system).

Parking at Lasell College is a privilege, not a right. If you receive six or more tickets for parking violations in an academic year you may have your parking permit revoked, and may not be eligible for a parking permit for a period of one year.

- Vehicles are only permitted to operate on proper streets, roadways, and parking lots. Driving and parking is prohibited on fields, grass, and walking paths. Drivers must obey all traffic laws, and operate their vehicles in a safe manner at all times while on Lasell College property. Operating vehicles in an unsafe manner may result in the revocation of parking privileges and/or possible criminal complaints.
- Mopeds and mini-bikes are not permitted on or in Lasell College property at any time.

- All vehicles must display a Lasell College parking permit while parked on Lasell College owned or leased property. Vehicles with a Lasell parking permit must be properly registered and insured in their home state. Any change in the information pertaining to a vehicle with a Lasell parking permit (e.g. a new license plate or new insurance) must be reported to the Campus Police Department within three (3) business days.
- Lasell College parking permits must be displayed on the lower, front windshield of the vehicle, on the driver's side. Improperly placed stickers may result in a ticket being issued for "failure to display decal".
- Vehicles displaying a Lasell parking permit may only be parked in the designated areas for which they are permitted.
- Vehicles with a Lasell parking permit must be parked within lined parking spaces. An improperly parked car in an adjacent space does not constitute an excuse for straddling any painted lines
- Lasell College is not responsible for any damage or theft of motor vehicles or their contents, while on Lasell College owned or leased property.
- During snow emergencies, vehicles must be moved upon notice from the Campus Police Department.
- Vehicles found parked in a Fire Lane, at any time, are subject to immediate ticketing and/or towing.
- Vehicles found parked, at any time, in a designated handicap parking space without a handicap parking permit, are subject to immediate ticketing and/or towing.
- Any individual who alters a Lasell College parking permit, or is found to be in possession of a counterfeit or altered Lasell College parking permit, may be subject to the temporary or permanent revocation of their parking privileges, along with a fine (not to exceed the cost of a year's permit), and/or possible criminal prosecution.
- You are not permitted to transfer parking permits to another person or vehicle.

Temporary Parking

There is no temporary or short-term parking on campus. If you need to park your vehicle for a limited time

in an area for which you do not have a permit, you must notify the Campus Police Department prior to parking your vehicle. An officer will advise you where to park temporarily, and the vehicles must be moved within the designated time period or you will be subject to ticketing and/or towing. If you arrive at the lot for which you have a permit, and find all of the parking spaces taken, you must notify Campus Police immediately. You will be advised where to park until spaces in the permitted lot become available.

You must not take it upon yourself to park in a lot other than that for which you have a permit, as you will be subject to being ticketing and/or towing. Activating emergency flashers while parked illegally will not prevent a vehicle from being ticketed and/or towed. Reminder: vehicles are never permitted to park in a Fire Lane, nor are they permitted to park in a designated handicap space without a handicap parking permit. Such illegally parked vehicles are subject to immediate ticketing and/or towing.

Visitor Parking

Visitor Parking Permits are available for invited guests and/or persons coming to campus for business (i.e. guest lecturers, meeting participants, interview candidates, etc.) Visitor Parking Permits can be obtained through the Campus Police Department in advance or on the day of the visit. There are also designated parking spaces for registered guests in the Central Street Parking Lot.

Street Parking

If you chose to park on a public street, you should familiarize yourself with City of Newton parking regulations. Note: there is no overnight parking on City of Newton streets between November 15 and April 15.

Parking Fees

As an employee, currently there is no fee for your parking permit.

Permits for Employees with Disabilities

Permits for Employees with Disabilities may be requested through the Human Resources Office. Requests for these permits must include the nature of the request, sufficient certification from a health care provider to support the request, and should include the anticipated duration of the request.

Lost or Stolen Parking Permits

Lost or stolen permits must be reported to Campus Police immediately. A *Lost/Stolen Permit Form* must be completed before a new permit can be issued.

New Vehicles

When you change vehicles, you must obtain a new parking permit from the Campus Police Department.

Violations/Fines/Payments

Tickets issued for parking violations indicate the date, time, place, and reason for the ticket being written. Tickets are placed on the windshield of the offending vehicle. Tickets must be paid within 14 days of issuance.

Appeals

If you wish to appeal a parking ticket you must do so within seven (7) days of issuance. Appeals can be filed by choosing the “Appeals” tab in the MyParking application on MyLasell. Appeals for tickets issued for illegally parked vehicles (for any reason and/or for any amount of time), will be denied. You should review the “Employee Parking Rules and Regulations” to insure that you were not in violation, prior to sending an appeal.

Towing

Vehicles creating a safety hazard, parked in a fire lane, and/or illegally parked in handicap spaces, may be towed at any time. Vehicles with three or more outstanding Lasell College parking tickets within an academic year are subject to being towed. If your vehicle has been towed, you should contact the Campus Police Department, located on the lower level of Winslow Hall, for instruction on how to retrieve your vehicle. You are responsible for all parking fines and fees related to the towing.

Payments

Payment of parking fines and towing fees should be made via the Student Account Center (SAC). To make a payment, can log in to **MyLasell**, then select **Self Service** and click on the **SAC/ePay** button. From the landing page, select **Make a One Time Payment**, then choose the appropriate term and complete the payment. You may pay on line by check (using the account routing number) at no extra charge; or you may pay by credit card with a convenience fee. To verify your account when you first login to Self Service, your “System

ID” is four zeros (0000) followed by the number on your LasellID (0000XXXXX), and the format for your birthdate is Year-Month-Day (XXXX-XX-XX).

9.4 Employee Problem Solving

The College utilizes a Problem Solving Procedure that is designed to reveal and resolve your situations, disputes, problems or dissatisfactions in a timely fashion. The procedure is based on a belief that a free exchange of views among reasonable people enhances the opportunity for successful resolution of any problem.

This Problem Solving Procedure is available to all non-faculty and non-union employees; staff members subject to a collective bargaining agreement must utilize the problem-solving or grievance procedure that is applicable to them. A faculty grievance process is described in the Faculty Handbook.

You are encouraged to raise issues or problems that you feel need to be resolved in a timely manner, and where practicable, no later than five work days after you first become aware of the issue that you believe is problematic. This Problem Solving Procedure is not available to address terminations of employment and does not pertain to concerns related to sexual harassment or discrimination, which should be reported pursuant to the Unlawful Discrimination and Harassment Policy contained in this Handbook (see *Subsection 9.6*, below).

The Problem Solving Procedure

The Problem Solving Procedure includes five (5) steps of problem solving, beginning with your immediate supervisor and continuing up through the College’s President, if necessary. Normally, you can expect a response from the applicable College representative within five (5) work days of the problem solving discussion, unless a reason for delay is provided. Likewise, if you wish to proceed to the next step in the process, you must do so within five (5) work days of receiving a response.

Step I: Discuss the issue with your immediate Manager/Supervisor. If the problem involves your immediate Supervisor, proceed directly to Step II.

Step II: If you choose to skip the first step or are not satisfied with the response at Step I, take the matter to the Director of Human Resources in Eager House.

Step III: If you are not satisfied with the response at Step II, you are to request that Human Resources as-

sist you in discussing the situation with your next level of management.

Step IV: If you are not satisfied with the response at Step III, you are to request that Human Resources assist you in taking the issue to the appropriate Senior Management Team member. If the matter was already addressed by a member of the Senior Management Team at Step III, then Human Resources will direct you to proceed directly to Step V.

Step V: If you feel an issue has not been adequately resolved, you may submit a written request to Human Resources requesting that the problem be reviewed by the College President; your request should include a brief description of the issue and the surrounding facts that you deem relevant. Human Resources will discuss your issue with the President of Lasell College. At the President's discretion, some or all of the parties involved may be contacted for further discussion. The President's decision regarding the issue is final. Human Resources will record the resolution in writing, obtain the President's signature for the resolution, and notify you and your supervisor of the President's decision.

Important note: *The College reserves the right to amend or abandon the problem solving procedure when it deems that the problem at issue cannot be best resolved through the framework described above.*

9.5 Unlawful Discrimination and Harassment

It is the goal of the College to promote a workplace and educational setting that is free of unlawful harassment and discrimination. The College prohibits discrimination and harassment against you based on your age, race, color, creed, ancestry, national origin, religion, sex, sexual orientation, gender identity, handicap, results of genetic testing, or service in the military or any other characteristic protected by applicable law. In addition to the policy and procedures described below, you are expected to understand and abide by the College's Sexual Misconduct Policy.

Discrimination or harassment against employees in the workplace, or in other settings in which you find yourself in connection with your employment, is unlawful and will not be tolerated. Any retaliation against an individual who has complained about discriminatory treatment or harassment is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from unlawful discrimination and harassment, we have provided a procedure by which

inappropriate conduct will be dealt with if encountered by employees. As set forth below, if you believe you have been subjected to discriminating or harassing conduct, or become aware of such conduct against other employees, you should immediately report such conduct to the College's Director of Human Resources.

The College will respond promptly to complaints of discrimination or harassment and where it is determined that such conduct has occurred, Lasell College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. The College will respond to complaints of discriminatory treatment or harassment by other employees, visitors to the College and students.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of discrimination or harassment.

Title IX

Lasell College complies with all state and federal discrimination laws, including Title IX of the Higher Education Amendments of 1972, the federal law that prohibits discrimination on the basis of sex in educational programs and activities. The Lasell College Sexual Misconduct Policy applies to all employees. Sexual harassment, sexual assault, sexual exploitation, stalking, and relationship violence are all forms of sexual misconduct prohibited by law and this policy. For further information, please review the Sexual Misconduct Policy at <http://www.lasell.edu/discover-lasell/title-ix-and-sexual-respect/sexual-misconduct-policy-and-grievance-procedures.html>

Alleged sex discrimination, sexual misconduct, or gender-based violence complaints against or involving you and/or student employees, as well as other aspects of the College's harassment policy inquiries or complaints may be made to:

The Title IX Coordinator	The Director of Human Resources
Jennifer O'Keeffe	Marymichele Delaney
Eager House	Eager House
(617) 243-2065	(617) 243-2176
jokeeffe@lasell.edu	mdelaney@lasell.edu

Sexual Harassment

It is the goal of the College to promote a work environment that is free from sexual harassment. Sexual harassment of employees occurring at work, or in other settings in which you may find yourself in connection with your employment, is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual or other harassment, or retaliation against individuals for cooperating with the investigation of a sexual or other harassment complaint, will not be tolerated.

Lasell College takes allegations of harassment seriously and will respond promptly to complaints of harassment. Where we determine that inappropriate conduct has occurred, we will act reasonably to eliminate the conduct and impose such corrective action as we deem necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the College's goal of promoting a work environment that is free from sexual and other forms of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem inappropriate or unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.

Definition of Sexual Harassment

The legal definition of sexual harassment is as follows: "sexual harassment" means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- 1) submission to or rejection of such advances, requests or conduct is either: (i) made explicitly or implicitly a term or condition of employment/enrollment; or (ii) is used as a basis for employment/educational decisions; or
- 2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests (by a supervisor, manager or other individual responsible for work/academic evaluations) for sexual favors in exchange for actual or promised job benefits (such as favorable reviews, salary increases, promotions, increased benefits or continued employment) constitutes sexual harassment.

The legal definition of sexual harassment is broad, and, in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment. Harassment also refers to behavior that is personally offensive, impairs morale and interferes with the work and effectiveness of employees. Harassment of visitors, clients, employees, or other persons by any member of College staff will not be tolerated.

While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Creation or dissemination of sexually explicit voicemail, email, graphics, downloaded material, websites or the like;
- Sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment about an individual's body and/or comment about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; or
- Inquiries into one's sexual experiences.

You should note that sexual harassment can occur between individuals of the same sex and regardless of sexual orientation. The same standards that apply to harassment between individuals of the opposite sex also apply to harassment involving individuals of the same sex.

Complaints of Harassment

If you believe that you have been subjected to harassment by a staff member, supervisor, student, vendor/supplier, visitor or other individual, whether or not employed by the College, you may wish to make it clear to the offender that such behavior is offensive and/or unwelcome. In any event, you should immediately bring the matter to the attention of your Manager/

Supervisor or Human Resources. In addition, if you become aware of harassment or other violations of this policy, whether you are personally affected or not, you should immediately advise one of these designated individuals.

If you believe that you have been subjected to sexual harassment or other unlawful harassment based on a protected status, you have the right to file a complaint with the College. A complaint may be filed in writing or orally. If you would like to file a complaint you may do so by contacting: the Human Resource Director at 617-243-2716 or the President at 617-243-2221. These individuals are also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

Harassment Investigations

When we receive a complaint of sexual or other harassment, we will investigate the allegation in as fair and expeditious a manner as reasonably possible. We will conduct the investigation such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation generally will include interviews with: (1) the person filing the complaint; (2) the person alleged to have committed the harassment; and (3) witnesses (if any and if deemed necessary and appropriate by the College). You will be expected to cooperate fully in our efforts to investigate and enforce this policy. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Retaliation is Prohibited

You should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment, and retaliation against individuals for cooperating with an investigation of a sexual or other harassment complaint, is unlawful and will not be tolerated.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to unlawful harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission ("EEOC")

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000

The Massachusetts Commission Against Discrimination ("MCAD")

- *Boston Office:*
One Ashburton Place, Room 601
Boston, MA 02108
(617) 994-6000
- *Springfield Office:*
436 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145
- *Worcester Office:*
484 Main Street, Room 320
Worcester, MA 01608
508-453-9630
- *New Bedford Office:*
128 Union Street, Suite 206
New Bedford, MA 02740
774-510-5801

The requirements for filing a claim differ between agencies, with filing deadlines ranging from 180 to 300 days from the date of the alleged discrimination.

Other Unlawful Harassment

In addition to sexual harassment, the College forbids harassment on the basis of your age, race, color, creed, ancestry, national origin, religion, sex, sexual orientation, gender identity, handicap, genetic testing, service in the military or any other characteristic protected by law. Prohibited behavior includes, by way of example, slurs or other derogatory comments, objects, pictures, cartoons or demeaning gestures connected to one's membership in, or association with one of these groups. Any harassment toward, or by, you will be investigated and addressed in accordance with this policy.

9.6 Confidentiality

You may have access to confidential information including, but not limited to, information and materials about the College's students, alumni, donors/donor lists, recruiting lists and strategies, mailing lists, methods of operation, know-how, business plans and confidential information about financial, marketing, pricing and other non-public matters relating to the College and its students, alumni, donors and business associates ("Confidential Information"), all of which consti-

tutes a valuable part of the assets of the College, which the College seeks to protect.

You shall not at any time during or after the termination of your employment with the College reveal, disclose or make known to any person (other than as may be required by law or in the performance of your duties), or use for your own or another's account or benefit, any of the College's Confidential Information, whether or not developed, devised or otherwise created in whole or in part by the efforts of the employee. Confidential Information remains confidential regardless of the medium on which it is stored (including paper, computers, and other information systems).

9.7 Student, Visitor & Other Public Relations

The College depends on our students and alumni for continued success. Maintaining our excellent reputation requires your active participation. You must be sensitive to the importance of providing courteous treatment in all working relationships with students, faculty, staff, Alumni, and members of the public. You should be as responsive as possible to all issues and should attempt to resolve problems promptly and courteously. Failure to provide courteous and professional treatment to a student, faculty or staff member, alumnus or other visitor to the College will result in disciplinary action, up to and including termination.

9.8 External Communications/Public Information

As the College grows in size and complexity, we must ensure that the College speaks with a single, consistent voice when dealing with various internal and external constituencies, including: the media, donors, corporate contacts, vendors, neighbors or government agencies. The Office of Communication is responsible for planning and implementing comprehensive and integrated marketing and communication strategies and media relations for the College and its component parts.

Maintaining a campus-wide public information policy is not intended to limit freedom of speech. It is designed to ensure that the College's public stance and message are delivered accurately, diplomatically, and in a consistent and timely manner. For these reasons, the following procedures regarding public information are to be observed:

Outgoing (print)

Copies of all materials, announcements and other informational devices prepared on behalf of the College for external public consumption should be sent to the Director of Communication, including advertisements, direct-mail packages and other mass representations from the College and its affiliates. Providing the Office of Communication with these materials will enable this Office to respond to media inquiries and also provides this Office with the opportunity to take a proactive approach in marketing and supporting institution-wide activities, events and initiatives.

Outgoing (in-person)

When invited to speak or make a presentation on behalf of the College at a professional meeting held off campus, individuals should remember that it is also the College that is making a presentation. Representatives of the College should be professional in appearance in accordance with generally accepted norms for attire, behavior and preparation in the business world.

College representatives invited to speak off campus should notify the Director of Communication of these presentations in advance. Such notification provides this Office with the opportunity to support those off campus appearances with informational handout materials for the media and publicity to the College's constituency base. Additionally, the Office of Communication is available for individual or group coaching on effective ways to deal with the media.

Incoming Inquiries

Off-campus inquiries come in many forms -- from a request for directions to an investigative news report. The College's response to these inquiries is equally multi-tiered, and should be handled according to the following procedures:

- You may answer questions about location and directions, calendar items, names (including correct spelling) of appropriate personnel to whom correspondence can be addressed, items listed in the Course Catalog (no comments, just listing).
- Departmental questions should be referred to the appropriate department head. Such questions include issues dealing with programs, faculty, employees, specifically identified students, admission and enrollment, tuition and fees, grades, transcripts, College policies, personnel (and unions), vendors, extracurricular activities

and clubs, departmental planning, forecasting or projections, budgets, and Trustee, Overseer, and Advisory Board information.

- All media inquiries for comments on behalf of the College must be referred to the Director of Communication in order to reduce the likelihood of “ambush” interviews and allow the individual(s) who represent the College to the media to prepare for their engagement with the media. In the event that you will be interviewed by the media, the Office of Communication will provide you with tips to ensure a productive interview and may be present for the interview.

The College’s Public Response to Events

In the unlikely event of an emergency, a tragedy or other “newsworthy” event at the College, you must immediately notify: (1) the President (or a member of the President’s Senior Management Team, if the President is unavailable); and (2) the Director of Communication. All subsequent inquiries relative to the event must be directed to the Office of Communication. The President and the Senior Management Team, in consultation with the Office of Communication, will coordinate the College’s response (i.e. schedule news conference, etc.).

9.9 Fundraising Activities

All fundraising efforts that are intended to benefit any aspect of the College (including, but not limited to, student organizations, academic departments or teams, or scholarship funds) must be preapproved and administered by the Office for Development and Alumni Relations. Fundraising efforts include raffles, bake sales, auctions, casino nights and any other activities intended to raise money – some of which are highly regulated by state and local law. You should make your written request to the Vice President for Development & Alumni Relations regarding any such activity as far in advance as possible in order to ensure that the Development and Alumni Relations office staff are able to process or obtain any necessary applications or permits required by applicable law.

The Office of Development and Alumni Relations will be solely responsible for the receipt, processing, acknowledgement and documentation of all gifts to the College.

Please contact the Vice President for Development & Alumni Relations if you have any questions regarding this policy.

9.10 Political Activities

As a non-profit organization, the College is subject to rigid legal restrictions regarding political activities. Your political activities (including, but not limited to, campaigning, fundraising and soliciting for political candidates, legislation or other issues) must be kept wholly separate and distinct from College activities. You must ensure that your personal political activities cannot be mistaken for action by the College and do not involve (nor give the impression of using) funds or other College resources intended for educational purposes. In order to promote this separation, all employees are subject to the following:

- You may not use the name, seal, and letterhead or return address of the College for any letters or literature intended for political purposes or activities.
- If you use your College title in any political literature or activities, such use must be accompanied by a clear statement that you are speaking in your personal capacity and not as a representative of the College.
- You may not engage in any political activities during working time or in work areas and may not use College equipment or supplies (including, but not limited to, copiers, fax machines and paper) for any such activities.

9.11 Solicitation/Distribution

Only recognized College organizations and College departments, approved in advance by the Vice President of Student Affairs, the Vice President for Academic Affairs or the Vice President of Development and Alumni Relations, may solicit on campus.

Solicitations by unauthorized personnel on behalf of outside organizations tend to create disruption and undermine workplace morale. For this reason, persons who are not employed by the College are prohibited from soliciting and from distributing literature or other materials, for any purpose and at any time, on College property. Moreover, you are prohibited from: (1) soliciting during working time; and (2) distributing literature or other materials in working areas at any time.

- “Working time” refers to the work hours of the employee being solicited and to the work hours of the employee doing the soliciting. “Working time” does not include meal periods, coffee breaks, rest periods, before work, after work or other specified periods during the work day

when you are not engaged in performing your work duties.

- “Soliciting” includes approaching anyone for any of the following purposes without authorization: offering anything for sale; asking for donations; seeking contributions, pledges or subscriptions; collecting funds; canvassing or seeking to promote, encourage or discourage participation in or support for any organization, activity or event or membership in any organization. Handing out or delivering literature, membership cards or applications for any organization is considered soliciting.
- “Distributing literature or other materials” includes handing out or delivering to anyone any literature, petitions or any other printed or written materials.
- Supervisory employees are not allowed to solicit or distribute material at any time while on College premises.
- This policy includes, but is not limited to solicitation using any of the College’s electronic communications systems.

Violation of this policy will subject you to disciplinary action. Nothing in this section prohibits you from discussing the terms and conditions of employment.

9.12 Telephones & Personal Electronic Devices

Personal Calls

Personal calls during working time should be limited to those that are absolutely necessary and should be brief. If you are found to be spending excessive time on personal calls, this privilege may be removed and/or disciplinary action may be taken. Charges incurred by you for personal use of College telephones may be charged to you.

Cell Phones, and Other Electronic Devices

Excessive or disruptive use of cell phones, and other electronic devices during working time and in working areas is unprofessional and compromises the College’s effective and efficient operations. Excessive use is prohibited.

Communications While Driving

If you drive a College vehicle or drive for College business, you are prohibited from using a cell phone or other electronic device while the vehicle is in motion. If you need to use the cell phone or electronic device while driving, you must pull over to the side of the road and bring your vehicle to a full stop. Your safety and that of other drivers is important. You must comply with all applicable laws pertaining to distracted driving.

9.13 Information Systems

Overview

Lasell College maintains information technology and services, which are essential to the mission of this organization. You (including student employees), students and residents of Lasell College, guests and affiliates of the College are obliged to use information technology appropriately and lawfully and maintain the College’s values of integrity, honesty, and ethical decision making. Upon acceptance of your account information and agreement to follow these procedures, you will be granted access to the College’s information technology.

Some departments on campus may have additional procedures that apply to the use of information technology within those departments. The use of these information technologies is governed by the Student, Faculty, and Employee Handbooks, Written Information Security Plan, Acceptable Use Policy of Information Technology Systems, Record Retention and Disposition Procedure, and all other College policies and procedures.

You should not expect that the use of the College’s information technology systems, including for example, email and computer use, is private. The College expressly reserves the right to monitor the use of all its information technology systems.

Scope

These procedures apply to all users of information technology resources owned or managed by Lasell College. Individuals covered by the document include, but are not limited to the College’s full-time and adjunct faculty, staff, students, Lasell College residents, guests or agents of the administration, external individuals and organizations accessing network services via Lasell College’s information technology facilities.

9.14 Social Media

We understand that social media can be a rewarding way to share your life and opinions with family, friends and co-workers around the world. Use of social media also presents certain risks and carries certain responsibilities. To assist you in making responsible decisions about use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the College, as well as other forms of electronic communication.

The same principles and guidelines found in College policies apply to activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the College or its legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, and the other guidelines provided in the Handbook, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be professional

Professional conduct toward colleagues, students, families, alumni, and others you encounter in your work for the College is required. You are more likely to resolve work-related complaints by speaking directly with your co-workers or your Manager (or Human Resources) than by posting disparaging complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements,

photographs, video or audio that reasonably could be viewed as malicious, discriminatory, violent, obscene, threatening, or intimidating, or that might constitute unlawful harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or College policy.

Be honest and accurate

Make every effort to be honest and accurate when posting information, and if you make a mistake, correct it quickly. Be open about any posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the College community.

Post only appropriate and respectful content

- Maintain the confidentiality of the College's private or confidential information, including, for example, information about students.
- Do not create a link from your blog, website or other social networking site to a College website.
- Express only your personal opinions. Never represent yourself as a spokesperson for the College. If the College is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the College. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Lasell."
- Comply with guidelines and restrictions regarding photos of students (also applies to The Barn and Rockwell Child Study Centers).

Using social media at work

Refrain from using social media during working time or using the College's computer systems unless it is work related as authorized by your Manager or consistent with the Acceptable Use Technology Policy. Do not use your College email address to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The College prohibits taking negative action against you for reporting a possible deviation from this policy or for cooperating in an investigation. If you retaliate against another associate for reporting a possible deviation from this policy or for cooperating in an investigation, you will be subject to disciplinary action, up to and including termination.

9.15 Record Retention and Disposition

All records created or maintained by the College in the course of institutional business are retained for periods of time necessary to satisfy the College's business and legal obligations and are appropriately disposed of at the appropriate time, when they are no longer required to be kept by law and are no longer needed by the College.

This procedure applies to all College administrators, faculty and staff as well as all academic and administrative departments, offices, and other business and operational units of the College. Please refer to the IT section of MyLasell.edu for detailed Records Retention Procedures.

Section 10: Workplace Safety And Health

10.1 Employee Safety

Lasell College has a continuing concern for your health and safety. To keep the work environment safe, please follow basic safety rules and keep work areas, floors, walkways and fire exits clean and free from obstructions. Every individual shares a role in developing and maintaining a safe work environment. In addition to exercising common sense regarding safety issues, you must adhere to the following guidelines:

- Unsafe conditions should be reported to Facilities Department and your Manager/Supervisor immediately.
- You should ask about, and Supervisors/Managers should discuss, specific known hazards that may be encountered as an employee.
- You are not expected to take unnecessary risks and should speak immediately with Human Resources or a member of Management if you believe that you have been asked to do so.

- Everyone should be proactive to reduce and/or eliminate risks.

If you observe or are involved in an accident in which an employee, resident, vendor or visitor is injured, report the incident to a Manager/Supervisor immediately, regardless of how minor the accident may seem. You must report any incident to your Manager/Supervisor before the end of your shift on the day of the occurrence and complete an Accident Reporting form within 24-hours. **Keep in mind that all injuries must be reported, no matter how minor.**

10.2 Workers' Compensation

Workers' Compensation generally provides reimbursement to you for medical expenses incurred and wages lost as a result of an injury that occurs in the course of employment. Coverage does not apply to injuries that occur while you are commuting to or from your regular place of employment.

The College maintains insurance to provide Workers' Compensation coverage in accordance with applicable law. Detailed information about the College's Workers' Compensation coverage may be obtained from Human Resources.

If you incur an injury on the job or an occupational illness, you must immediately report it to your Manager/Supervisor or Human Resources and must submit an accident report to Human Resources within 24 hours. Normally, a physician's verification of incapacity is required for time off from work. Depending upon the length of an absence from work associated with a work-related illness or injury, the time off may be subject to the College's leave policies that are described in this Handbook and may be counted against your entitlement to leave under the Family and Medical Leave Act.

The decision whether a claim for Workers' Compensation will be paid is determined by the College's insurance carrier – not by the College. You must use accrued vacation, sick or personal time to receive pay until Workers' Compensation benefits begin. If you receive Workers' Compensation benefits for lost time, you are not eligible to accrue or receive paid sick/personal days, holidays or vacation during a period where no work is performed.

State law imposes legal consequences for the abuse of Workers' Compensation benefits. Lasell College will report any concerns of false or fraudulent claims to its Workers' Compensation insurance carrier for investi-

gation. Any person who makes, or causes to be made, any knowingly false or fraudulent statement or misrepresentation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a crime and subject to criminal and civil penalties.

First Aid kits are available on the premises for minor cuts and scrapes. For your own safety and the safety of our guests, however, you should seek the assistance of a Manager/Supervisor regarding medical aid. In addition, please remember that only a member of management can answer questions about the College's responsibility to injured guests.

10.3 Workplace Violence Policy

Lasell College has adopted a "zero tolerance" policy regarding violence in the workplace. The College will not, under any circumstances, tolerate workplace violence, threats, harassment or intimidation. Lasell College will assume that any threat to harm is serious and intended.

Lasell College expressly prohibits the use, possession, or sale of any weapon, other than as expressly authorized by the College, by any person or employee while on College property and/or while conducting business on behalf of or for the benefit of, the College. This prohibition applies even if you have a valid license to carry a firearm. Massachusetts General Laws Chapter 269, section 10(j)) prohibits carrying a firearm, whether loaded or unloaded, or any other dangerous weapon, in any building or on the grounds of any college or university.

The College reserves the right to inspect your property or motor vehicle that is on College property.

You should immediately report any act of violence that you observe on College property and/or any threat to commit harm that you hear on or about the campus. All such reports should be made to Human Resources or another member of management.

All reports received by the College shall be investigated in as confidential a manner as deemed appropriate. If necessary, the investigation will include internal security personnel and/or outside law enforcement officials. If you believe that you may need police protection while at work or while leaving work, you should immediately notify Campus Police, Human Resources or another member of management.

Lasell College encourages you to seek assistance in addressing personal issues that could result in inap-

propriate workplace behavior, including violence. If you believe that you need assistance in handling anger, or dealing with violent tendencies, you should contact Human Resources or another member of management for an appropriate referral.

10.4 Security

We expect you to assist us in protecting College property that is used in the performance of your jobs. If you lose, break or damage the College's property, please report it to your Manager/Supervisor immediately.

Keys and/or key cards that are issued to you should be kept free from personal identification to avoid misuse if stolen or misplaced. Immediately report misplaced or stolen keys to your Supervisor/Manager and Campus Police.

Lasell College will immediately terminate you if you steal, damage or deface College property and may initiate legal prosecution. If you witness or have knowledge of such an act, you are required to report it immediately to your Manager/Supervisor or Human Resources.

No College property may be removed from the premises without proper written authorization from management. Lasell College reserves the right to conduct searches of your desk, office, work station, locker, lunch boxes/bags, briefcase and other employee property and locations. Employment with Lasell College, entry onto the College premises, or work performed for, or on behalf of, the College shall constitute consent to all such searches or inspections. Refusal to permit a search may result in disciplinary action up to and including termination of employment.

10.5 Personal Property

Lasell College cannot be responsible for the loss or damage of any personal property. If you must bring valuable personal articles with you to work, keep them in a designated secure area during your working hours and take them home with you at night.

10.6 Fire, Emergency, Disaster and Safety Plans

The safety of the residents is a priority of Lasell College. Each department has a plan for the safe evacuation of residents and you during a disaster, which should be posted.

It is your responsibility to become familiar with the plan applicable to the areas in which you work. Your in-service training during on-boarding should cover this important topic.

10.7 Smoke-Free Workplace

In keeping with the College's intent to provide a safe and healthful work environment (and pursuant to the Massachusetts Smoke-Free Workplace law), smoking is prohibited in all Lasell College vehicles and buildings. This policy applies equally to employees, residents, vendors and other visitors. Smoking is only permitted in designated areas.

10.8 Alcohol and Drugs

The intent of this policy is to establish and maintain effective methods for providing assistance to members of the campus community who have impairments of varying natures due to drug and alcohol abuse and dependence, and to provide a healthy, safe and productive work and educational environment at the College.

In accordance with the Drug-Free Schools and Communities Act, the College has a drug and alcohol awareness policy to inform you about: (1) the policies of the College regarding maintenance of a drug free campus environment; (2) legal sanctions for unlawful possession or distribution of illicit drugs and alcohol; (3) health risks associated with the use of illicit drugs and the abuse of alcohol; (4) available drug/alcohol counseling, treatment, rehabilitation and employee assistance programs; and, (5) penalties that may be imposed upon you for drug/alcohol abuse violations.

Except as expressly permitted by this policy, the possession, distribution, sale or use of alcohol or substances of abuse is prohibited during work hours and at all times that you are on College premises, on College business or in a College vehicle. The condition of being under the influence of such substances is also prohibited.

For purposes of this policy, substances of abuse include over-the-counter or prescribed medications not used as indicated or prescribed, over the counter or prescribed medications that if used at or before work would impair function at work, illegal drugs (including but not limited to marijuana), chemical substances not used for their intended purpose, and any alcoholic beverages.

The following are exceptions:

- The use of prescription drugs or other medications in the manner, quantity and/or combination prescribed is not prohibited by this policy. However, when prescribed or over the-counter drugs may affect behavior or performance, you must advise the appropriate Supervisor/Manager that you are taking such drugs for medical reasons; reasonable accommodations will be made where possible which are in the best interest of you and the College as determined by Lasell.
- Alcoholic beverages may be served at College functions, with the prior approval of the respective Senior Management Team member, but the provisions of this policy otherwise apply to such functions. Prior to alcohol being served at a function, the Chief of Campus Police must be notified, and in some cases, the Chief of Campus Police may require the presence of a police officer.
- The use of marijuana for medical purposes outside of work as a means of reasonable accommodation. Appropriate documentation will be required.

Anyone who observes the possession, distribution, sale or use of substances of abuse or alcohol on College premises is to report such an instance immediately to Human Resources or a member of management.

In the event you appear to be unfit for work, a supervisor will attempt to have a representative from management verify his or her observation(s); however, a supervisor may immediately remove you from the workplace if he/she determines that health, safety or similar considerations warrant such action.

The College recognizes that alcohol or substance abuse may occur as a result of a physical or psychological dependency on alcohol or chemical substances. Depending on all relevant circumstances, disciplinary action may include an attempt to correct such an issue and to motivate you to seek or accept help as appropriate; referral to a rehabilitation or employee assistance program may be required of you.

Where the College has a reasonable belief that a violation of this policy has occurred, the College reserves the right to conduct searches of desks, vehicles, handbags, briefcases, lunch bags and other employee property and work areas. Failure or refusal to permit a requested search may result in disciplinary action, up to and including termination of employment.

Any person who violates any criminal laws in connection with the possession, distribution, or use of alcohol or drugs shall be subject to discipline or other action by the College. Law enforcement officials may be notified when deemed appropriate by the college.

Notwithstanding your use of recreational marijuana during non-work hours or possession of a medical marijuana authorization card, you will still be expected to adhere to the College's prohibition of working in a diminished capacity or under the influence of alcohol and drugs, and will be subject to any and all College policies including performance, appearance, personal conduct, attendance, safety and any other criteria established throughout this handbook. If you are found to test positive, you will be subject to our discipline policy.

Counseling, Treatment and Rehabilitation Programs

Numerous resources for drug and alcohol counseling, treatment and rehabilitation programs are available to you. Optum (Employee Assistance Program) provides professional counseling and referral to you and your family. Referrals can be made to private counselors or community agencies. Treatment is also available to you through your health coverage.

All services are confidential.

Referrals to outside agencies on an inpatient or outpatient basis include:

Newton-Wellesley Hospital

2014 Washington Street
Newton, MA 02462
(617) 243-6000

McLean Hospital

115 Mill Street
Belmont, MA 02178
(617) 855-3361

Massachusetts General Hospital

15 Parkman Street #835
Boston, MA 02114
(855) 644-6387

St. Elizabeth's Hospital

736 Cambridge Street
Brighton, MA 02135
(617) 789-3000

Section 11: Separation Of Employment

11.1 Overview

You are an employee-at-will, which means that your employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the College or yourself.

We hope that your experience working at the College is rewarding in every possible way. Should you decide to leave the College, you should provide a letter of resignation to your Supervisor informing him/her of your decision to separate. We expect that you will give us as much advance notice as possible. A notice period of at least two (2) weeks is customary for most positions. Generally, vacation, sick, and personal time cannot be used during the final two (2) weeks of employment or to extend dates of employment. Even if you do not offer a letter of resignation, some other actions by you will be deemed by the College to be a voluntary resignation (e.g., verbal statements by the employee, no call/no show for three (3) days, etc.).

11.2 Exit Interview

Prior to your separation, you will be invited to an exit interview in Human Resources to discuss your time at the college. An exit interview will afford an opportunity to discuss such issues as employee benefits, suggestions, criticisms, and questions. Discussions concerning the reasons for leaving will assist the College in evaluating the effectiveness of our personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other personal considerations will be discussed if they have not already been addressed.

11.3 Final Pay

If you separate from the College on a voluntary basis, you will receive your final paycheck, including accrued but unused vacation, in the next regularly scheduled payroll following the last day of employment. If you are involuntarily terminated, you will be paid final wages, including accrued but unused vacation, on the last day of employment.

The College reserves the right to deduct from the last payment any owed time off or vacation balance, as well

as losses incurred by your failure to return College property and/or damaged College property.

11.4 Post-Separation Release of Personal Information

All requests for employment verification (confirmation of name, title, dates of employment, etc.) must be forwarded to Human Resources. The College will not provide any information about you to a third party without prior written consent (a release) from you.

Section 12: Acknowledgement

I acknowledge that I have received a copy of the Lasell College Employee Handbook, and that I have been advised that the Lasell College Employee Handbook is online and can be found at www.My.Lasell.edu or at <http://my.lasell.edu/hr/default.aspx>.

I have read this Handbook thoroughly, and I understand it. I understand that I am an “at will” employee, and as such, my employment with the College is not for a fixed term or definite period, and may be terminated at the will of either myself or College, with or without cause, and without prior notice. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the College for benefits or for any other purpose.

I understand that this Handbook states the College’s policies and practices in effect on the date of publication. I also understand that this Handbook replaces any and all prior handbooks, manuals, policies and procedures of Lasell College.

In addition, I understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to Human Resources.

Date

Signature

Print Name

