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*This Policies and Benefits Manual dated 1/09 supersedes any and all other previous Policies and Benefits Manual.*

# INTRODUCTION

## PREFACE

This handbook for (non-union) staff, faculty\* and administration is intended to serve as a practical guide to WPI's policies, practices and benefits. It is not a contract and does not contain binding promises or agreements between WPI and its staff. However, since it is only a summary compiled for your convenience, it is not intended to cover all topics or circumstances. You may have questions or need additional information; if so, the Human Resources staff will be happy to assist in all matters concerning your employment at WPI.

Nothing in this handbook is intended to create a contract of employment. The University does not recognize any contract of employment unless it is reduced to writing and signed by an officer of WPI. We adhere to the principle of employment at will, which means that employment may be terminated at any time without cause at the option of either the employee or the University.

The University reserves the right to amend or eliminate these policies from time to time, and the University may apply, withdraw or modify the policies when circumstances warrant individualized consideration. Please read the handbook carefully and use it as a reference source during your employment at WPI.

You are a valued employee. Your efforts will be important to the main function of the University and you play an important role in maintaining WPI's reputation as an outstanding educational institution.

\*Faculty are advised to read the Faculty Handbook which contains additional information relevant to academic policies. In the event of a conflict between the provisions of this handbook and the Faculty Handbook, the provisions of the Faculty Handbook shall govern.

## ABOUT WPI

Founded in 1865, WPI is a pioneer in technological higher education. Its early curriculum was based on balancing theoretical instruction with practical application. In 1970, that model was transformed into a new approach to education that emphasizes outcomes and learning by doing, an innovative curriculum that prepares people for success in life and work in our technological world. More than any other university, WPI offers its undergraduates the opportunity to apply their knowledge to address societal needs, gaining valuable real-world benefits.

WPI students gain a depth of understanding of the humanities and arts, they demonstrate their ability to apply what they learn in the classroom to real-world problems, and they develop an appreciation for how the solutions to those problems might impact the world around them. This groundbreaking approach to education has become a model for change in technological education at the national level.

WPI is a pioneer in globalizing technological education. The university established its first off-campus project center in 1974 in Washington, D.C., and its first international center in 1987 in London. Today, it maintains a network of project centers that span the globe. About 60 percent of WPI undergraduates now travel off campus to complete professional level projects with international corporations and organizations, gaining an invaluable global perspective.

WPI awarded its first advanced degree in 1898. Today most of WPI's academic departments offer advanced degree programs that can be pursued on a full or part-time basis. Graduate courses and continuing education programs are offered at WPI and at two branch campuses in eastern Massachusetts. The growth of the graduate program has helped the university build research efforts that have earned widespread recognition in the scientific and engineering communities. With the external support these efforts have attracted, WPI has created a host of advanced research laboratories, centers and institutes.

WPI's well-maintained physical plant is an important contributor to the success of its programs. Of its 32 major campus buildings, 18 have been built or acquired since 1962 and a number of historic buildings have been fully renovated in recent decades. WPI's state-of-the-art campus-wide data network connects every laboratory, classroom, office, residence hall room, and fraternity and sorority at WPI, linking members of the campus community to a host of advanced information technology resources on campus, to each other and, through the Internet, to computer users around the world. Wireless access is offered in the university's campus center, library and in several public spaces.

WPI's attractively landscaped 80-acre campus, bordered by public parks and scenic residential areas, is only a few minutes walk from downtown Worcester. Situated in the heart of New England, WPI is in a city known as a leading center for biotechnology and bioengineering, and is adjacent to one of the largest concentrations of high-technology industries in the nation.

## **THE MISSION OF WPI**

WPI educates talented men and women in engineering, science, management, and humanities in preparation for careers of professional practice, civic contribution, and leadership, facilitated by active lifelong learning. This educational process is true to the founders' directive to create, to discover, and to convey knowledge at the frontiers of academic inquiry for the betterment of society. Knowledge is created and discovered in the scholarly activities of faculty and students ranging across educational methodology, professional practice, and basic research. Knowledge is conveyed through scholarly publication and instruction.

*Adopted by the Board of Trustees, May 22, 1987*

# **Policies and Procedures**

## **ACCESS TO PERSONNEL FILES**

The personnel files for all non-faculty employees are retained in the Office of Human Resources. Employees have the right of access to their personnel file at any time with reasonable notice during normal business hours.

WPI will not disclose or verify any information regarding past or present employees except by written request accompanied by signed permission of the employee.

## **AIDS POLICY**

Employees diagnosed as infected with the human immunodeficiency virus (HIV), as having the acquired immune deficiency syndrome (AIDS), as having an AIDS-related condition, or as having any other life-threatening illness (including but not limited to such illnesses as cancer and heart disease) shall be treated in the same manner as any other employee.

WPI recognizes that an employee with such a condition may wish to continue working for as long as, and to the extent that, his or her physical and mental condition allows.

As long as such employees are able to meet acceptable standards of performance and medical evidence indicates that their condition is not a threat to themselves or to others, they will be permitted to continue working. All co-workers should be sensitive to such an employee's condition and ensure that he or she is treated in a manner consistent with other employees. WPI condemns any harassment or abusive behavior directed at such employees and will use all means at its disposal to deal swiftly with such occurrences.

The Vice President for Human Resources is available to assist any individual needing assistance in connection with medical forms, medical leave or other benefit matters and in referring the individual to agencies and organizations offering competent support services.

When dealing with situations involving individuals with AIDS/HIV or other life-threatening illnesses, all employees should:

Remember that the individual's health condition is personal and confidential and that precautions must be taken to protect the confidentiality of any information regarding an individual's health or medical condition.

Know that WPI is prepared to make reasonable accommodation for such individuals.

Support WPI's position in these matters when dealing with individual concerns so that we take care not to reinforce any unreasonable fears that may develop in the office. Current medical and scientific opinion, (including statements from U.S. Public Health Service, Centers for Disease Control and Prevention,) concludes that there is no reason to believe that HIV and AIDS are casually transmitted in ordinary social or occupational settings or conditions. No special consideration can be given to employees who express a fear of working with persons diagnosed as infected by HIV, as having AIDS, or as having an AIDS-related condition.

## **ANTI-HARASSMENT POLICY**

### **Harassment**

It is the policy of WPI that all our employees should be able to enjoy a work environment free of disruptive elements (e.g. noise, scents, etc...), discrimination and harassment.

This policy refers to, but is not limited to, harassment in the following areas: (1) race, (2) sex, (3) age, (4) color, (5) national origin, (6) religion, (7) handicap, (8) marital status, (9) sexual orientation, and (10) veteran status. Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

### **Sexual Harassment**

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the University. Further, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the University's goal of providing a workplace free from sexual harassment, inappropriate conduct described in this policy will be dealt with using the established informal and formal procedures of the University, including disciplinary action, where appropriate.

WPI takes allegations of sexual harassment seriously and will respond promptly to complaints. In fulfilling their obligation to maintain a positive and productive work environment, managers and supervisors are expected to immediately halt any harassment which comes to their attention and are expected to report such violations to the Human Resources office. Where it is determined that such inappropriate conduct has occurred, the University will act promptly to eliminate the conduct.

### **Sexual Harassment Training**

As of January 1, 2007, all employees, both new as well as existing, are asked to complete an on-line sexual harassment training tutorial. WPI has partnered with New Media Learning to create a customized tutorial on sexual harassment, and all employees must take the tutorial, pass the mastery test, and record their certificate of completion in the Office of Human Resources. The tutorial can be accessed 7 days a week, 24 hours a day, from any computer that has internet access. The entry point to the New Media Learning/WPI sexual harassment tutorial can be found on the Training and Development pages of the Division of Human Resources website: <http://training.newmedialearning.com/psh/worcesterpi/> . All faculty and staff must complete the sexual harassment tutorial every two years.

### **Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is:

Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor 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. In addition to the examples above, other sexually oriented conduct that, whether intended to be or not, is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female employees may also constitute sexual harassment.

While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct that, 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 or not they involve physical touching;
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the University.

### **Complaint Procedure**

Individuals who believe they have been subjected to harassment from either a co-worker or a supervisor should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Vice President for Human Resources (in the case of an Exempt or Non-Exempt staff member charged with harassment), (831-5470); the Provost (in the case of a member of the faculty charged with harassment, (831-5222); or the Vice President for Student Affairs and Campus Life (831-5060) or the Dean of Students (831-5021) (in the case of a student charged with harassment), who will make an independent inquiry into any allegations. All allegations of harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to management.

Anyone found to have engaged in harassment shall be subject to discipline, up to and including discharge.

### **Sexual Harassment Investigation**

When the University receives notice of conduct which appears to be sexual harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in accordance with the University's customary procedures, and in such a way as to maintain confidentiality to the extent practicable under the circumstances and permissible by law. The investigation may, as appropriate, include private interviews with the person filing the complaint, with witnesses, and with the person alleged to have committed sexual harassment.

When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed, to the extent appropriate, of the results of the investigation.

### **Appropriate Response/Disciplinary Action**

If it is determined that an employee has been engaged in inappropriate conduct, appropriate action will be taken immediately, using the University's established procedures, to fulfill its obligations under the law to promote a workplace that is free of sexual harassment. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as appropriate under the University's procedures.

## **ATTENDANCE/TARDINESS**

Punctuality and regular attendance are essential for the proper operation of each department in the University. These important factors are taken into consideration for merit reviews and promotional opportunities. Employees who are unable to come to work, or are going to be late, should notify their supervisor as soon as possible. The reason for lost time and the anticipated duration of the absence should be provided. *For the duration of an absence, employees are expected to use paid time off before requesting unpaid time off.* If unable to call, a member of the employee's family may make the call instead. In the event that the immediate supervisor cannot be reached, contacting the Human Resources Office will fulfill the obligation to report.

Unreported absences will automatically be considered lost time and will not be creditable toward sick leave or other paid time. Additionally, any approved absences would be credited toward personal, vacation or sick time, however, if an employee has no creditable time available then time taken would be considered personal unpaid. All time taken as personal unpaid time must be approved by a supervisor in advance. Supervisors have the responsibility to assure that bi-weekly time reports are correct and should notify Human Resources if tardiness or frequent absenteeism is interfering with employee performance.

Excessive absenteeism and/or tardiness may result in disciplinary action up to and including termination. If an employee is absent for two consecutive workdays without notification, he/she may be subject to separation from employment without notice or benefits. If an employee is absent for more than three days due to an illness, a doctor's note must be provided to the employee's supervisor upon returning to work.

## **BREAK IN SERVICE**

A part-time or full-time employee whose break in service from the University is less than one year shall have his/her service "bridged" for purposes of computing eligibility for benefits and for long service.

An employee whose break in service is one year or greater, will retain their years of service towards long service but will be treated as a new employee for benefits eligibility.

### **BUSINESS ETHICS POLICY**

In 2008 WPI adopted a business code of ethics. This code was created to protect the university's assets and provide a guide for appropriate business conduct, behavior, and practices. It outlines guidelines in the following areas: Working with one another, confidentiality, conflict of interest, student loan principles, vendor relations and fair trade, gifts and entertainment, proper accounting, misuse of university assets, information technology acceptable use, network security compliance, and proper use of the WPI name and insignias. To review the WPI business code of ethics in its entirety, please visit the Accounting and Treasury website: <http://www.wpi.edu/Admin/Acc/> To ANONYMOUSLY report a violation of WPI's code of ethics, contact EthicsPoint, Inc. via phone at 888-359-6326 or online at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=20475](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=20475)

### **CHANGE OF PERSONAL DATA**

All changes in any personal data, i.e. name, address, marital or dependent status, for an employee or dependent should be reported to the Office of Human Resource by submitting a Personal Data Change Form. This ensures that all necessary forms relating to payroll and benefit changes may be completed. Failure to do so may result in lost or delayed payment of benefits. The Personal Data Change Form can be found on the Office of Human Resources website under Forms for Employees: <http://www.wpi.edu/Admin/HR/Forms/index.html>.

### **CONFIDENTIALITY POLICY**

As a member of the WPI community whose position responsibilities require interaction with any or all of the University's administrative information systems, it is understood that direct access to confidential and valuable data may be provided.

While every effort is made to limit access to confidential information to those individuals with a "need to know," users may intentionally or unintentionally gain access to other data. Information access and screen privileges are issued to individuals with the understanding that they use the information obtained only in the conduct of their official duties, and that no information will be disclosed to any person who does not have an official "need to know."

In the interest of ensuring the secure and proper use of this data, and out of respect for the privacy of others, the following operational principles have been established.

1. Maintain the confidentiality of passwords that are granted for any of the WPI systems.
2. Maintain or view the data in the strictest of confidence. The information viewed will not be shared in any manner with others who are unauthorized to view such data.
3. Use of the University's administrative data for profit or personal purposes is prohibited.

4. There may be legitimate requests for data from law enforcement officers. However, confidential information should not be given out without a valid warrant or without the approval of the Vice President for Human Resources.
5. Inappropriate use of privileges to access and use administrative data may result in disciplinary action, loss of access to the system, and possible sanctions up to and including dismissal from the University.

### **CORI POLICY**

For some positions of employment and/or volunteer work at the University, WPI requires that Criminal Offender Record Information (CORI) be obtained. Typically, WPI will identify those positions requiring CORI checks in job descriptions, job advertisements and/or other appropriate documents. WPI will inform applicants of such requirement during the pre-employment process and will advise candidates that any offer will be contingent upon the University's receipt of CORI results that it deems satisfactory.

- I. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If WPI is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, WPI will make a determination based on a comparison of the CORI record and documents provided by the applicant. WPI may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If WPI reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;

### **COURT SERVICE AND JURY DUTY**

In the event that an employee is called for jury duty, the University will pay the difference between the employee's regular pay and the amount received from the court for jury duty for all time served during normal working hours after three (3) days. The first three (3) days of jury duty are paid in full by the University.

Upon receipt of a jury duty notice, notification to a Supervisor or Department Head should be provided promptly.

If jury duty continues for more than three (3) days, notification to the Payroll Office should be provided in writing. Compensation for that pay period will be adjusted to reflect the amount received from the State each day until the employee returns to work.

Employees on jury duty should receive an official voucher from the State showing dates and time served and the amount of compensation received. A copy of this voucher must be forwarded to Payroll. This voucher should be received no later than ten (10) days after jury duty is complete.

### **DIRECT DEPOSIT**

The University requires Direct Deposit of employees' checks to be deposited in the bank(s) or credit union(s) of their choice at the time checks are normally distributed. Please contact the Payroll Office (X5594) for further details.

### **DRUG/ALCOHOL FREE WORKPLACE**

WPI is required under the Drug Free Workplace Act of 1988 and the Federal Drug-Free schools and Communities Act Amendment of 1989 to adopt a policy with specific provisions which prohibits the unlawful manufacture, distribution, possession, and use of illicit drugs and alcohol in the workplace. The Act stipulates that failure to comply with these requirements could result in the loss of all federal grants for a five-year period.

The provisions of the Drug-Free Workplace Act and the Federal Drug-free Schools and Communities Act Amendment apply to any employee engaged in the performance of a Federal grant, regardless of the dollar value. Since virtually all departments utilize some form of federal funds, whether it is in the form of research, work-study, or student scholarships, the University has adopted the following policy for all segments of the University.

- Faculty and staff are expected and required to report to work on time and in mental and physical condition for work. It is our intent and obligation to provide a drug and alcohol-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol on WPI premises or while conducting WPI business off WPI premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- WPI recognizes drug and alcohol dependency as an illness and a major concern. WPI also recognizes drug and alcohol abuse as a potential health, safety, and security problem.
- Employees needing help in dealing with such problems are encouraged to use the resources available through our Employee Assistance Program (EAP) and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off WPI premises while conducting WPI business. A report of a conviction must be made within five (5) days after the conviction to the Vice President for Human Resources. WPI has 10 days to notify the government contracting officer that a conviction has occurred and 30 days from the time of the conviction to impose sanctions or remedial measures. These may include termination or requiring the employee to participate in a drug/alcohol rehabilitation program. WPI provides a drug and alcohol counseling and rehabilitation program through its Employee Assistance Program. This program is available to all regular faculty and staff and their families. (This requirement is mandated by the Drug-Free Workplace Act of 1988 and the Drug-Free schools and Communities Act Amendments of 1989).

### **EMERGENCY CRISIS**

WPI is concerned about the safety of its employees and is committed to respond promptly and effectively in the case of a natural disaster or other emergencies occurring on the WPI campus. Action will be taken to insure the protection of life and property; alleviation of human suffering and hardship; and maintenance and/or restoration of essential facilities and services. For further information about crisis/emergency preparedness at WPI, please visit the Emergency Preparedness website at:

<http://www.wpi.edu/Pubs/Policies/Emergency/> .

### **EMPLOYEE REFERRAL BONUS PROGRAM POLICY**

For each person an employee refers who is hired and successfully completes six months of active service, a **\$500.00** bonus (subject to taxes) shall be granted. The details of the program are:

- All permanent non-faculty, exempt, and non-exempt positions are eligible for the Employee Referral Bonus.

- Faculty and staff at WPI are eligible to receive the Employee Referral Bonus, with the exception of Vice Presidents, employees in the Office of Human Resources, individuals referring their own direct or indirect reports into their own department, and the hiring supervisor of the open position.
- There is no limit to the number of referrals an employee may provide.
- Referrals for candidates currently employed (permanent or temporary) by WPI or employees who have left WPI during the last twelve (12) months will not be eligible for the Employee Referral Bonus.
- WPI will continue to emphasize diversity efforts.

The procedure for the Employee Referral Bonus Program is as follows:

- The referring employee must complete and submit an employee referral form (available online and in the Office of Human Resources). Also, the applicant that the employee is referring should reference the employee's name in his/her cover letter that accompanies the application.
- The referring employee will be advised *in writing* of the outcome of the referral.
- When the referred hire has completed six (6) months of active service and successfully completed their introductory period, the referring employee will receive a bonus of **\$500.00** (subject to taxes) in their paycheck.
- Employee Referral Program final decisions - in the event of any disputes, all final decisions will be made by the Vice President for Human Resources.

### **EMPLOYMENT AT WILL**

Employment at WPI is "at will" in nature and may be terminated, at any time, either by the employee or the University with or without cause.

### **EMPLOYMENT OF RELATIVES (NEPOTISM)**

No individual shall be employed in a regular full or part time position by WPI or transferred to a department under the supervision, either directly or indirectly, of an immediate relative or member of their household who has or may have a direct effect on the individual's progress, performance or welfare. Relatives include parents and children, husbands, wives, brothers, sisters, sons-in-law, daughters-in-law, step-relatives in the same relationship, and domestic partners. Temporary employees who work less than three days would be an exception and will be considered on a case-by-case basis. All cases involving the potential hiring or transfer of relatives must be reviewed and approved by the Human Resources Office.

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

WPI is committed to the principles of equal opportunity for all persons and it is the policy of WPI to affirmatively seek, employ, and promote the best qualified employees, students, and applicants without regard to race, sex, age, color, national origin, religion, handicap, veteran's status or sexual orientation. This policy applies to the total WPI community and is designed to comply with both the spirit and letter of governing state and federal laws. It is expected that this policy, as well as the WPI Affirmative Action Plan will be effectuated by employees, students and others who act on behalf of WPI.

All supervisors, managers, and administrators are responsible for helping the campus fulfill its equal opportunity responsibilities. This is accomplished by making good faith efforts toward meeting affirmative action goals and ensuring a workplace that is free of discrimination and harassment. WPI's goal is to employ and retain a diverse workforce of the best-qualified individuals.

## **GRIEVANCE PROCEDURE**

WPI recognizes that employees may, on occasion, experience a job-related difficulty with an employment condition or University policy.

It is important that a satisfactory solution be worked out.

Employees are encouraged to try to solve difficulties via informal discussions whenever possible. Most problems can be worked out at this level by just getting them "out in the open." The University makes available an Ombudsperson who may be of assistance during informal discussions.

However, when a complaint cannot be resolved informally with the help of an immediate supervisor, the University provides for a formal review process which will seek a fair and timely resolution. Generally addressed in the procedure are the interpretation and application of the provisions of the handbook, disciplinary actions, terminations, any type of discrimination, and matters related to environmental and work safety conditions at the University. Regular performance reviews are not subject to the grievance procedure. If the grievance involves alleged sexual harassment, the employee should use the University's Sexual Harassment Policy and Procedure.

Only Step I of the Grievance Procedure is available to probationary employees. Procedures for grievances involving termination of employment are explained in Step III. If there is a question as to whether a particular matter is subject to this procedure, the determination will be made by the Vice President for Human Resources. All problems or complaints will be held in strictest confidence, unless employee consent is granted. No employee shall be discriminated against because he/she elects to use the formal procedure described below:

### **Step I: Department Head**

If informal procedures are not effective in resolving an issue with an immediate Supervisor and/or Ombudsperson, the employee must, within ten (10) working days of the event or occurrence which is the subject of the grievance, present the grievance in writing to the Department Head.

Failure to file the grievance within the required time limit shall mean that the employee is barred from proceeding further with the grievance.

The Department Head may (but is not required to) meet with the parties involved, including the grievant and any witnesses, to investigate the complaint. He/she will issue a written response to the grievant within ten (10) working days of the filing of the grievance.

### **Step II: Vice President for Human Resources**

If the employee is not satisfied with the outcome of the grievance at Step I, he/she may appeal in writing to the Vice President for Human Resources within five (5) working days of receipt of the decision by the Department Head. If the Department Head fails to issue a response within ten (10) working days, the grievant may immediately appeal to the Vice President for Human Resources. Failure to file the appeal within the required time limit shall mean that the grievant is barred from proceeding further. The Vice President for Human Resources shall try to resolve the matter through the use of fact finding and information gathering, including interviewing the principal parties involved in the matter and any relevant witnesses. The Vice President for Human Resources shall issue a written decision on the matter within ten (10) working days of receipt of the appeal.

### **Step III: Senior Administrative Officer**

If the employee is not satisfied with the outcome of the grievance at Step II, he/she may file an appeal in writing to the appropriate senior administrative officer of the University within five (5) working days of receipt of the Step II decision. Failure to file the appeal within the required time limit shall mean that the grievant is barred from proceeding further. For purposes of this provision, the senior administrative officers of the University are the Provost, the Vice President for Student Affairs and Campus Life, the Executive Vice President/Chief Financial Officer, the Vice President of Information Technology, and the Vice President of Development and Alumni Relations. Any appeal at this step should be directed to the officer responsible for the department in which the grievant is employed. When the grievant's responsibilities cross departmental or divisional lines, the Vice President for Human Resources shall decide to which administrative officer the appeal should be directed.

The senior administrative officer shall review the substance of the grievance, including the information gathered at the Step II appeal, and at his/her discretion may (but is not required to) meet with the principal parties and relevant witnesses. The officer shall issue a written response to the grievant within ten (10) working days of receipt of the appeal. The decision of the senior administrative officer shall be final.

The Vice President for Human Resources (or designee), is available for assistance and consultation at any point in the informal or formal consideration on any complaint or grievance. Employees are encouraged to adhere to these guidelines so that a prompt satisfactory solution can be reached.

### **HIPAA POLICY**

WPI may only use or disclose Protected Health Information, as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), for the purpose of making or obtaining payments for care, conducting its health care operations, or as otherwise allowed by HIPAA. Protected Health Information ("PHI") is considered individually identifiable health information that is transmitted or maintained by WPI in any form. WPI will only use or disclose PHI in a manner that complies with HIPAA. All responses to requests for PHI will be limited to the minimum amount of information needed to

accomplish the purpose of the request or disclosure. An individual may authorize use, request restrictions, inspect his or her records, and amend and request an accounting of disclosures of his/her PHI. The Notice of HIPAA Privacy Practices describes in more detail how an individual's PHI may be used and disclosed.

The HIPAA Contact Person will receive all requests, inquiries, questions, and complaints with regard to the use and disclosure of PHI and any questions under this Policy, the Procedures, or the Notice of HIPAA Privacy Practices. If an individual believes that it would be inappropriate to contact the Contact Person, the individual should immediately contact the HIPAA Privacy Officer. The Privacy Officer will assist in the interpretation of all laws and regulations related to this Policy, the procedures and practices, and will guide the Contact Person and WPI in their implementation.

Violations of this Policy may result in disciplinary action up to and including termination.

Please see the Human Resources Web site for WPI's HIPAA Privacy Procedures, WPI's Notice of Privacy Practices and the Authorization to Use or Disclose Information Form.

**HIPAA CONTACT PERSON:**

Benefits Administrator  
WPI  
100 Institute Road  
Worcester, MA 01609  
Phone: (508) 831-5470  
Fax: (508) 831-5715

**HIPAA PRIVACY OFFICER:**

Vice President for Human Resources  
WPI  
100 Institute Road  
Worcester, MA 01609  
Phone: (508) 831-5473  
Fax: (508) 831-5715

**HOURS OF WORK**

The workweek is the seven-day period beginning Sunday morning at 12:01 a.m. All offices are expected to be open Monday through Friday from 8:00 a.m. – 5:00 p.m. Hours worked, as well as starting/ending times may vary and will be determined by each supervisor.

Full-time non-exempt staff generally works 37 ½ hours per week – Monday through Friday, 52 weeks per year. Some non-exempt staff work 40 hours per week, 52 weeks per year. The normal workday is either 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m. with two 15-minute coffee breaks and a daily unpaid lunch period of one (1) hour, normally from 12:00 noon to 1:00 p.m.

Full-time exempt staff is expected to work a minimum of 40 hours per week, 52 weeks per year, and are expected to work from 8:00 a.m. – 5:00 p.m. each workday.

### **IDENTIFICATION CARDS**

Immediately after beginning work at WPI an identification card can be obtained from the Office of Administrative Services. The WPI ID card has many uses. It may be used to attend any on-campus WPI sporting event free of charge, it serves as a library card for borrowing library items, Dining Club Plus membership (complete details available at Dining Services), and a Fitness Center pass. The WPI ID card also serves as a key for any of the electronic card access locks on campus.

Additionally, a Worcester Area Cooperating Libraries (WACL) card is needed to borrow books directly from other selected WACL libraries. To receive information about WACL libraries please contact the Reference Department of Gordon Library.

### **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Employment at WPI is contingent upon proof of identity and authorization to work in the United States.

Employees are required to comply within 3 days of their first day of work by presenting documents and completing an I-9 form.

Below is a partial list of some of the types of document(s) which will satisfy the requirement:

- United States Passport
- Driver's license (with picture) and a Social Security Card
- Driver's license (with picture) and a U.S. birth certificate
- U.S. Resident Alien Registration Card (Green Card)
- Current foreign passport (Visa) with a stamp showing authorization to work

Originals or notarized copies of the documents must be presented in the Office of Human Resources. For more information, please visit the Department of Homeland Security website at: [www.dhs.gov](http://www.dhs.gov)

### **INCLEMENT WEATHER**

In the event that the University's regular business operations are closed because of inclement weather prior to the start of the workday, announcements will be carried as early as possible on the following:

#### **Radio Stations:**

**WTAG (580 AM)**

**WBZ (1030 AM/CH 4)**

**WSRS (96.1 FM)**

**WRKO (680 AM)  
WWFX (100.1 FM)**

**WXLO (104.5 FM)**

**WORC (98.9 FM)**

**Television Stations:**

**WBZ-TV (Channel 4)**

**WCVB – TV (Chanel 5)**

**WHDH-TV (Channel 7)**

Additionally, announcements regarding inclement weather will be available on the WPI web page.

The University will also close in response to weather emergencies declared by either the Governor of Massachusetts or the Worcester City Manager. Announcements regarding university closings or a delayed opening will be carried as early as possible prior to the scheduled opening of the university by calling our campus snow closing/delay telephone number, 831-5744 or by visiting our web page at [www.wpi.edu](http://www.wpi.edu).

If a decision to close school during the working day is made, Human Resources will advise all departments in advance of any closing. Departments that may have to remain open and Faculty who decide to continue their classes must advise the Campus Police at Ext. 5270 of such a decision.

**Pay Policies:** In the event of an announced University closing, the following pay procedures will be followed for all personnel not essential for the safety and operation of the university.

1. If an announcement is made before the beginning of the workday, all staff (except those in temporary positions) scheduled to work that day will receive pay based on their regularly scheduled workday.
2. If employees are sent home during the course of the day, all employees will receive pay based on their regularly scheduled workday.

In the event of inclement weather, when there is no announced closing, the following pay procedures will be followed for employees reporting to work late, not at all, or leaving early:

1. If an employee reports to work by 10:00AM, and remains at work for the rest of the regularly scheduled workday, he/she will be paid for a normal workday.
2. If an employee reports to work after 10:00AM, he/she will be paid only for the balance of hours worked for the remainder of the normal workday.
3. If an employee does not report to work, is unable to work, or leaves early (after notifying a supervisor), lost time may be charged to vacation/personal time or it may be listed as time off without pay.

## **INTRODUCTORY PERIOD**

### **Non-Exempt Staff:**

There is a three (3) month introductory period for all new non-exempt employees. This period provides for job adjustment and an opportunity for both the employee and the supervisor to determine whether or not to continue the employment relationship.

**Exempt Staff Administration:**

There is a six (6) month introductory period for all new administrative personnel. This period provides for job adjustment and an opportunity for an employee and the University to determine whether or not to continue the employment relationship.

The introductory period for non-exempt and exempt staff may be extended if it is determined by a supervisor and the Vice President for Human Resources that more time is needed to evaluate an employee's performance.

Prior to the expiration of the introductory period, a supervisor will evaluate the new employee's performance and complete an evaluation form that is forwarded to the Vice President for Human Resources. A decision will be made as to whether employment at WPI will continue.

**NEW EMPLOYEE ORIENTATION**

New Employee Orientations (NEOs) are held on Monday mornings at 8:30am in the Human Resources conference room. All new employees should attend an NEO or meet with a member of the Human Resources staff upon the start of their employment to: Review benefits, complete applicable enrollment forms, comply with The Immigration Reform and Control Act (Form I9), and obtain a "New Employee Information Package" with campus map, WPI history, benefit literature, handbook, etc.

Remember, the Human Resources staff is available to answer questions, provide assistance and help with problems.

**OVERTIME PAY**

Overtime may be permitted in exceptional circumstances for Non-Exempt Staff employees, but only at the request of a supervisor and with the approval of a Department Head. Exempt Staff employees are not eligible for overtime pay.

**Non-Exempt Staff:**

Payment of time and one-half will apply after more than forty (40) hours in a week have been worked. Time worked beyond 37 ½ hours a week, will be compensated at straight-time rates until 40 hours per week have been worked.

At the discretion of the Supervisor and subject to the approval of the Department Head, employees may request to work additional hours in a work day in order to receive compensatory time off for justifiable reasons such as an unavoidable work day appointment, etc. Both the overtime and time off must take place within the same work week period and be designated as such on the time sheet. Accumulating time off (also known as "comp time"), is illegal and the University does not permit an accumulation of hours for future time off privileges.

**Exempt Staff:**

Full-time administrative employees with an annual twelve-month salary base are not eligible to earn additional administrative salary from the University unless pre-approved by a supervisor of an employee and the Office of Human Resources. Employees who have a full-time academic year appointment (9 or 10 months) may be eligible to earn additional salary in the summer months.

### **PARKING**

Employees who operate or park a vehicle on University property must register their vehicle with the Campus Police Department located in the basement level of Founders Hall. All employees are expected to adhere to the WPI Parking and Traffic Regulations.

### **PAY CHECKS**

#### **Non-Exempt Staff:**

Non-Exempt staff is paid biweekly on Wednesdays. Payroll statements are distributed to individual departments via campus mail and are also available for viewing on the Banner web for employees.

#### **Exempt Staff Administrators and Faculty:**

Exempt staff is paid on the last working day of the month. If the last day of the month falls on a weekend or a holiday, checks are distributed on the preceding workday. Payroll statements are distributed to individual departments via campus mail.

**ALL FIRST PAYCHECKS ARE “LIVE” CHECKS, AND MUST BE PICKED UP AT THE PAYROLL OFFICE LOCATED ON THE 2<sup>ND</sup> FLOOR OF BOYNTON HALL.**

### **PERFORMANCE APPRAISAL**

Each spring, formal written performance appraisals are carried out by department heads and supervisors and forwarded to the appropriate vice president for review. The key objectives of the appraisal process are as follows:

- (1) Performance standards are clarified in conjunction with the current position description (i.e., employees know what is expected of them).
- (2) Employees understand the supervisor's assessment of their effectiveness in carrying out the assigned duties and responsibilities (i.e., they know where they stand). The key to this appraisal is a clear understanding of performance strengths and weaknesses.
- (3) Employees know where improvement is either possible or required, and agreement has been reached on how that improvement can be achieved.

- (4) Goals and objectives have been mutually developed for the next twelve months, and an understanding has been reached on the key performance standards and measures, which will be used to evaluate future performance.
- (5) To complete a yearly job description audit on all employees involved in the appraisal process.

### **PROMOTIONS, RECLASSIFICATION OF POSITION AND TRANSFERS**

It is the policy of WPI to promote persons in all job classifications without regard to race, color, religion, age, sex, national origin, sexual orientation or handicap and to ensure that promotional decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

The University will attempt to fill vacancies from within. Employees who are capable of performing higher levels of work and assuming greater responsibility, should apply for, and be considered for, a promotion to a position of greater opportunity, challenge and pay.

The following factors are considered for a promotion:

- Length of time in current position
- A consistent and sustained track record of excellent performance in the current position
- Demonstration that employee has significantly increased his/her job responsibilities

Generally, a request for a promotion or transfer will not be considered until at least one (1) year of service is completed in any given position.

The promotion and/or transfer within or between departments is arranged between Department Heads and the Office of Human Resources in conjunction with the individual staff member to be promoted or transferred.

Information relating to current vacancies can be obtained from the Office of Human Resources. The Office of Human Resources is responsible for the coordination of all internal and external advertising. Job vacancies are posted for ten (10) days on the bulletin board located outside of the Office of Human Resources on the 2<sup>nd</sup> floor of Boynton Hall.

### **REDUCTION IN FORCE**

WPI values the stability of its work force. If the University determines that a reduction in force is necessary due to the elimination of programs, reduction in student enrollment, reduction in services, reorganization, or any other reason, it is the policy of the University to attempt to accomplish reductions through attrition whenever practical. If circumstances call for a reduction in force, the criteria used to determine which employees to retain include, in the following order: (1) operational needs of the University, (2) qualifications and demonstrated ability, and (3) seniority. Seniority may take precedence

when qualifications and demonstrated ability to do the particular job(s) are determined to be equal by the University. The determination of qualifications and ability will be made by the University.

## **SMOKING**

WPI has been a smoke-free workplace since 1994. No smoking of any kind is permitted inside nonresidential campus buildings (not even within private offices).

## **TERMINATION OF EMPLOYMENT**

### **Voluntary Termination:**

A voluntary termination is a termination initiated by the employee (for example a resignation or a retirement). Employees who terminate their employment at WPI are asked to give the University at least two weeks advance notice (for non-exempt staff employees) and at least four weeks notice for exempt staff employees. Employees wishing to terminate from the university should submit a written statement (forms are available in Human Resources) which states the reason(s) for termination and the effective date of the resignation (the effective date is the last work day at WPI). A copy of the resignation letter should be submitted to the direct supervisor and the Office of Human Resources. In some cases, the University may accept an employee's resignation effective immediately or as of another date prior to the end of the notice period. In those cases, the University will compensate the employee at his/her straight-time rate of pay for the notice period (or for any remaining portion of the period) to a maximum of two weeks' pay (in the case of a non-exempt employee) or four weeks' pay (in the case of an exempt employee), unless the employee's resignation is accepted early due to the employee's poor conduct or performance during the notice period.

### **Involuntary Termination:**

An involuntary termination is any termination of employment initiated by the University.

### **Transition Interview and Final Pay:**

If an employee terminates employment with the University through resignation or retirement or because of a voluntary termination, he/she is encouraged to schedule a transition interview with the Office of Human Resources. During this meeting, the employee will be informed of any termination benefits to which he/she may be entitled and any continuing obligations he/she may have, such as loans. Keys, books, tools, equipment, ID cards, uniforms and other University property must be returned at this time.

In cases of an involuntary termination, final pay is issued on the date of termination. In cases of voluntary termination or retirement, final pay will usually be issued on the next regular payday. Final pay includes payment for all hours worked since the employee's last payday and payment for any earned but unused vacation time. Final pay is reduced by taxes and other required legal deductions, authorized deductions (such as employee contributions to the premium cost of the group health plan). Upon separation from employment, all debts payable to the University must be settled.

## **TIME RECORDING**

Time sheets are provided to all department offices by the Payroll Office. Time sheets must be completed by all biweekly paid employees, submitted to the Department Head for approval, and received in the Payroll Office by noon on the Friday prior to the pay date. Payment of earnings may not be made until the following biweekly payroll in cases where the weekly time sheet is submitted late.

## **TYPES OF POSITIONS**

Some positions are classified as Exempt, others as Non-Exempt. The Fair Labor Standards Act defines, in part, Exempt employees as employees paid a salary for carrying out a particular function over a period rather than completing tasks during a standard workweek. All Exempt and Non-Exempt positions at WPI are grouped into the following classifications: (Some WPI Non-Exempt employees are covered by Collective Bargaining Agreements.)

### **Regular Full-Time:**

A regular, full-time employee is one who is scheduled to work a minimum of 1,450 hours per fiscal year and has successfully completed the introductory period.

### **Regular Part-Time:**

A regular, part-time employee is one who is regularly scheduled to work fewer than 1,450 hours per fiscal year and has successfully completed the introductory period.

### **Casual/Temporary:**

A position with/without a regular and defined work schedule for a defined period of time. Temporary employees are not eligible for employment benefits.

## **WORK BEHAVIOR/DISCIPLINE**

It is essential that all employees accept personal responsibility for maintaining high standards of conduct and job performance, including observance of WPI rules and policies. Violations of these standards will result in disciplinary action. Disciplinary action is considered a dimension of performance evaluation. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance and achieve success.

Supervisors are encouraged to discuss what the appropriate course of action is in a particular case with the Human Resources staff prior to taking any disciplinary action. The penalty may vary due to

extenuating circumstances or prior violations and each case should be evaluated on its own set of circumstances.

In dealing with deficiencies in conduct and work performance, the University tries to be fair and consistent in its treatment of employees. Many factors are taken into consideration if it becomes necessary to discipline an employee, including the nature and seriousness of the offense, the employee's past record, the total impact on the employee's department and on the University, and any mitigating or aggravating circumstances. In general, discipline for employees is applied in progressive steps as follows:

1. Oral warning
2. Written warning
3. Final written warning, suspension and/or disciplinary probation
4. Termination of employment

This policy is not contractual in nature and does not constitute an agreement that any particular procedure or rule will apply. The nature of the offense and the particular circumstances determine whether or not all or any of the steps in the above sequence are followed. Disciplinary steps may be omitted, accelerated, or repeated, as the University determines appropriate.

The purpose of disciplinary measures short of termination is corrective, to encourage employees to improve their conduct or performance so that they may continue their employment with the University. The University expects all employees to behave in a mature and responsible manner and to perform their jobs conscientiously, without the need of disciplinary action. These corrective disciplinary measures will not apply in the event of any offense that the University determines to warrant immediate termination of employment or in other circumstances when the University determines that corrective measure would be ineffectual or otherwise inappropriate.

**Oral Warnings.** If an employee is given an oral warning the employee is informed of the warning by his/her manager. The warning is also recorded by the manager in writing and the record is placed in the employee's personnel file.

**Written Warnings.** If an employee is issued a written warning or a final written warning, the manager will meet with the employee to discuss the disciplinary action and the employee will be asked to sign the warning. The employee's signature is only an acknowledgment that the employee has been informed of the warning; it does not indicate agreement with the warning. All written warnings are retained in the employee's file.

**Disciplinary Probation.** An employee may be placed on disciplinary probation for unsatisfactory performance or conduct. An employee placed on disciplinary probation will be given a written notice of probation, which generally provides an explanation of the reason for the action, the length of the probationary period and a plan of corrective action to be successfully completed during the period. The employee's manager will meet with the employee to discuss the terms of the disciplinary probation, and the employee will be asked to sign the notice of probation as an acknowledgment that the employee has been informed of the action. A copy of the notice is retained in the employee's personnel file.

At the conclusion of the probationary period, and from time to time during the period, as appropriate, the employee's manager will meet with the employee to review his/her progress.

An employee on disciplinary probation who does not show satisfactory improvement is subject to further disciplinary action at any time, up to and including termination of employment.

**Investigative Suspension.** A suspension from work may be appropriate when circumstances require an investigation and it does not appear practical or desirable or in the best interests of the University or of the employee for the employee to remain at work during that investigation. An investigative suspension is not itself a disciplinary measure. If, at the conclusion of the investigation, the investigative suspension is not converted to a disciplinary suspension or discharge, the employee will be reinstated and will be paid at his/her normal straight-time rate for all regularly scheduled work missed during the suspension.

**Disciplinary Suspension.** A disciplinary suspension is a suspension from work without pay for one or more days for a repeated or serious infraction of University rules or policies. A record of the suspension is retained in the employee's personnel file.

**Misconduct During the Probation Period.** The disciplinary action policy is not normally applied to new employees during the probationary period. Unsatisfactory performance or any infraction of University rules or policies or other misconduct during this period may result in immediate termination of employment. Probationary employees are not eligible to use the grievance procedure.

## **WORKPLACE VIOLENCE POLICY**

### **Policy Statement:**

Worcester Polytechnic Institute (WPI) is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling WPI's mission of teaching and research. Therefore, WPI will not tolerate threats, threatening conduct, or any other act of aggression or violence in the workplace or in any work-related setting outside the workplace, such as during business trips, office outings, or at business related social events. WPI reaffirms the basic right of all faculty and staff to a safe and humane working environment. All members of the faculty/staff community will be treated with dignity, respect, and fairness at all times.

### **Workplace defined:**

Workplace, for the purposes of this policy, is defined as any WPI owned, managed, or leased property, including WPI vehicles or private vehicles being used for WPI business.

**Who is covered:** All faculty and staff.

### **Prohibited Conduct:**

WPI will not tolerate any type of workplace violence committed by or against faculty or staff. Workplace violence, for the purpose of this policy, is defined as any behavior that creates a work environment that a reasonable person would find intimidating, threatening, violent, or abusive, regardless of whether the behavior may affect a person's psychological or physical well being and ability to do his/her job.

Examples include **but are not limited to:**

- a. Physical assault or battery

- b. Threats to do physical harm that are made either verbally, non-verbally, electronically, or through a third party
- c. Aggressive or intimidating behavior that would lead a reasonable person to feel physically afraid
- d. Intentional damage or threat of damage to property, computers, or equipment owned, operated, or controlled by WPI
- e. Unauthorized possession, use, or display of firearms or weapons, or any inappropriate use of other dangerous materials or devices on WPI property
- f. Stalking
- g. Domestic violence
- h. Rape
- i. Bullying

### **Reporting Procedures**

All faculty and staff are responsible for notifying a supervisor or the Office of Human Resources of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Faculty and staff should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is or might be carried out on WPI property or in connection with WPI employment. In instances where immediate fear for safety is present, WPI Campus Police (x5555) or emergency personnel (911) should be notified first. All reports or incidents of workplace violence will be investigated by the Workplace Violence Prevention Team, and those warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Retaliation toward an employee bringing forward a workplace violence complaint will not take place and will not be tolerated.

### **Workplace Violence Prevention Team**

The WPI Workplace Violence Prevention Team is made up of the following individuals:

- A. Vice President for Human Resources
- B. Executive Vice President/CFO
- C. Director of Public Safety and Chief of Police
- D. Vice President and General Counsel
- E. Worcester Police Department Representative
- F. The Wellness Corporation Representative

### **Investigations**

All reports of workplace violence will be taken seriously and will be investigated by the Workplace Violence Prevention Team. If necessary, Respondents may be temporarily put on administrative leave with pay while the investigation takes place, and a Safety Plan will be devised for the Complainants. At the conclusion of the investigation, violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including termination from WPI.

### **Workplace Violence Information for Faculty and Staff**

WPI shall provide opportunities for all faculty and staff to receive educational resources on the risk factors associated with workplace violence, and the proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

# **BENEFITS**

## Employee (Non-Faculty) Benefits Matrix

<i>Benefit</i>	<i>Column #1</i>	<i>Column #2</i>	<i>Column #3</i>	<i>Column #4</i>
	<i>Employee must be scheduled to work at least 1450 hours per fiscal year</i>	<i>Employee must be scheduled to work at least 1200 hours per fiscal year</i>	<i>Employee must be scheduled to work at least 800 hours per fiscal year</i>	<i>Employee must be scheduled to work less than 800 hours per fiscal year</i>
Auto/Homeowner Ins.	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium
Bereavement Leave	Yes	Yes	Yes	Yes
Dental Insurance	Yes	Yes	Yes Must pay entire premium	No
Short Term Disability	Yes	No	No	No
Long Term Disability	Yes	No	No	No
Doctor Visits	Yes	No	No	No
Domestic Partner Benefits	Yes	Yes	Yes	Yes
Employee Assistance Program	Yes	Yes	Yes	Yes
Fitness Center	Yes	Yes	Yes	Yes
FLEXCOMP	Yes	Yes	Yes	No
Health Insurance	Yes	Yes	Yes Must pay entire premium	No
Holidays	Yes	Yes - Depending on Work Schedule	Yes - Depending on Work Schedule	Yes - Depending on Work Schedule
Leaves				
FMLA	Yes	Yes	No	No
Maternity	Yes	Yes	Yes	Yes
Military	Yes	Yes	Yes	Yes
Personal	Yes (unpaid)	Yes (unpaid)	Yes (unpaid)	Yes (unpaid)
Life Insurance/A.D. & D	Yes	No	No	No
Life Insurance/Supplemental	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium
Long Service Recognition	Yes	Yes	Yes	No
Long-Term Care Insurance	Yes Must pay entire premium	Yes Must pay entire premium	Yes Must pay entire premium	No
Retirement Plan	Yes * after 1 year of service	Yes * after 1 year of service	Yes * after 1 year of service	No
Group Supplemental Retirement Plan	Yes	Yes	Yes	Yes
Sick Days	Yes	Yes	Yes	Yes
Sick Days Buy Back	Yes	Yes	Yes	Yes
Social Security/Medicare	Yes	Yes	Yes	Yes
Tuition Assistance Plan				
On-Campus (dependent)	Yes	No	No	No
Off-Campus (dependent)	Yes	No	No	No
On-Campus (spouse)	Yes	No	No	No
On-Campus (employee)	Yes	No	No	No
Non-Credit (employee)	Yes	No	No	No
Off-Campus (employee)	Yes	No	No	No
Tuition Exchange Program	Yes	No	No	No
Unemployment Insurance	Yes	Yes	Yes	Yes
Vacation	Yes	Yes	Yes	Yes
Workers' Compensation	Yes	Yes	Yes	Yes

**Notes:**

*Summer Hours are extended only to full-time employees working a minimum of 37.5 hours/week for the entire fiscal year.*

*This is a summary of eligibility. Please refer to specific benefit details in the Policy and Benefits Manual.*

\* Waiting period will be waived for anyone with one year of continuous service as a non-student at a non-profit educational organization or teaching hospital, or already participating in a 403B plan immediately prior to the start of employment at WPI. Must work 1000 hours for the calendar year and be in an includable category.

## **AUTO/HOMEOWNERS INSURANCE PROGRAM**

WPI offers the convenience of paying Auto/Homeowners insurance premiums through payroll deduction to full and part time employees and their family members living in the immediate household. There are premium discounts for automobile insurance off the regulated Massachusetts rates and reduced homeowner's insurance rates. Please call the Office of Human Resources to schedule an appointment.

## **BEREAVEMENT LEAVE**

In the event of a death in an employee's immediate family, a leave of up to five (5) consecutive days with full pay may be taken to attend a funeral or handle other affairs in connection with the death.

"Immediate family" is defined as parents, stepparents, mothers/fathers-in-law, sisters, brothers, children, spouses, domestic partners or other members of the immediate household.

In the event of a death of a family member who is not an immediate family member, i.e. sisters/brothers-in-law, aunts, uncles, grandparents, grandchildren, cousins, nieces, nephews, etc. employees will be granted one (1) day with full pay to attend a funeral or handle other affairs in connection with the death.

Leave with pay must be arranged with the supervisor/department head, and the relationship to the person who has passed away should be specified on timesheets submitted for bereavement leave for non-exempt employees.

## **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) was signed into law April 7, 1986. COBRA contains provisions which mandate the continuation of employer sponsored health insurance under specific circumstances.

There are two areas:

1. Under COBRA, age limits have been removed so that any active employee or spouse age 65 or older, remain covered under the University's group health plan unless he/she has specifically elected Medicare as primary coverage.
2. As long as the University offers health insurance coverage to employees, the University is required to offer continued group health insurance coverage to covered employees, former employees, spouses and dependents who become ineligible for group coverage because of one of the following qualifying events:

If the qualifying event is: disability, coverage is available for 29 months.

If the qualifying event is: retirement, termination of employment or reduction of hours, the employee is given the opportunity to continue coverage for 18 months (entire premium cost is assumed by the employee).

If the qualifying event is: death of employee, eligibility for Medicare, divorce or legal separation, or dependent child ineligible due to age or loss of full-time student status, coverage is available for 36 months (entire premium cost is assumed by employee or beneficiary).

At WPI, COBRA is administered through a third party vendor. For information on the current vendor, please contact the Office of Human Resources directly.

### **DENTAL INSURANCE**

The University currently offers employees who are scheduled to work 1450 hours or more during the fiscal year (and those part-time employees who regularly work at least 20 hours per week) dental insurance. Premium changes are usually announced by May of each year. Rate changes occur in June, and coverage is effective July 1<sup>st</sup>.

### **DISABILITY INSURANCE**

**Short Term Disability** - Maximum Benefit Period: 26 weeks

**Exempt Staff:** See Sick Days to clarify that exempt employees are not eligible for Short Term Disability.

**Non-Exempt Staff:** Employees scheduled to work 1450 hours or more during the fiscal year are eligible for short-term disability insurance beginning on the 13<sup>th</sup> consecutive day following a non-work related accident or illness for a maximum of 26 weeks. Beginning on the 13<sup>th</sup> workday of absence, pending medical approval, weekly income benefit payments will provide 100% of the base weekly earnings, up to a maximum of \$750 per week, for a maximum of 26 weeks per disability.

If an employee's available sick time does not cover the full 12 days prior to the first disability payment, WPI will allow up to 6 sick days from the following fiscal year's awarded sick time to be borrowed, providing short-term disability is approved by the insurance provider.

#### **Long Term Disability:**

Exempt employees or employees scheduled to work 1450 hours or more during the fiscal year are eligible for Long Term Total Disability Insurance on the first of the month following their date of hire. On or about the first day of the fourth month of total disability, Human Resources will begin application procedures. WPI assumes the entire cost of this benefit.

Once medically approved by the carrier, the plan provides for 60% of the base monthly earnings not to exceed \$10,000, which begins on the first of the month following 6 consecutive months of total disability and continues during such disability until the age of 65. If an employee's total disability begins after attainment of age 60, the Long Term Disability Plan Summary outlines the maximum period of payment.

Employees participating in WPI's retirement plan while totally disabled receive a monthly retirement contribution to their retirement plan on their behalf.

The maximum monthly retirement contribution is 15% of base monthly earnings, but not more than \$2,500, to a maximum age of 65, at which time the monthly retirement contribution ceases.

WPI will continue contributions to benefits up to a maximum of 26 weeks from the date of disability. On the first day of the 27<sup>th</sup> week, separation of employment will occur. At that point, all but life insurance and tuition assistance benefits and the above-described retirement contribution will cease. Health insurance benefits will continue under COBRA, but the entire premium must be paid by the employee.

### **DOCTOR VISITS**

The intent of this benefit is to provide additional paid time for medical and dental appointments that can not be scheduled outside of normal working hours or during the lunch hour. Continuing non-exempt and exempt employees who have completed their introductory period and are scheduled to work 1450 hours or more during the fiscal year are eligible for this benefit. Employees shall be paid for the time they spend at a doctor visit as long as they report to work for at least a portion of the work day. Except for in the case of emergencies, employees should give five (5) days notice of a medical or dental appointment to their immediate supervisor.

### **DOMESTIC PARTNER BENEFITS**

Domestic partners are defined as two adults who live together in a mutually exclusive and enduring relationship similar to marriage, consider themselves life partners, share joint responsibility for their common welfare, and are financially interdependent. Neither partner may be married to someone else, nor related by blood to the other. They must have shared a common residence for at least 6 consecutive months and intend to do so indefinitely. An Affidavit of Domestic Partnership, available in Human Resources, must be completed prior to enrollment in any applicable WPI benefits.

WPI employees who are on the payroll and who are eligible to participate in the appropriate plans may enroll one domestic partner and his or her children for coverage under certain plans and programs as follows:

- Health Insurance: Coverage under any plan offered by WPI to the extent allowed by the health providers/insurers providing services under the plan.
- Tuition Assistance: Refer to Tuition Assistance Plans.
- Bereavement, FMLA, and Maternity or Adoption Leaves: The domestic partner is treated as the equivalent of a spouse.

A domestic partner may be the equivalent of a spouse for the purposes of pension benefits and life insurance benefits if the employee lists the domestic partner as a beneficiary of such benefit as provided under the applicable plan.

Domestic partner benefits may be subject to applicable taxes

### **EMPLOYEE ASSISTANCE PROGRAM**

WPI is concerned about its faculty and staff, not only as employees, but also as individuals. The Employee Assistance Program (EAP) provides WPI faculty and their families with an opportunity to identify potential problems and prevent them from becoming major obstacles in their work and personal lives. The program also helps employees and their families resolve personal problems that may already be affecting their performance both on and off the job.

The EAP can assist WPI employees and their families to obtain – **at no cost to the employee** – confidential assessment, counseling, referral and follow-up services for problems covering a wide range of issues, including: emotional problems, marital and relationship concerns, family problems, parenting issues, stress, work problems, domestic violence, eating disorders, alcohol and drug use, communication problems, depression and suicidal thoughts, budget and debt problems, and legal concerns.

**Confidentiality** is a critical feature of the Employee Assistance Program. Employees and their families can be confident that no one at the work place or anywhere else will know that the EAP was utilized unless the employee chooses to tell someone, except as may be required by law.

Consultation/assessment is at no cost to the employee and his/her family members. To access the services of the WPI Employee Assistance Program, please contact the Office of Human Resources.

### **FITNESS CENTER**

The WPI Fitness Center located in the lower level of the Alumni Gym is available at no cost to current employees and retirees of WPI; a small membership fee is charged for families. For additional information regarding family membership please contact the Physical Education & Athletics Office.

Please check with the Department of Physical Education, Recreation and Athletics (831-5243) for the Fitness Center hours of operation.

### **(FSA) FLEXIBLE SPENDING ACCOUNTS**

The WPI Flexible Benefit Plan, a flexible spending account approved as a federal tax shelter, allows employees to use pre-tax dollars to pay health and dental insurance premiums, uninsured medical, dental and optical expenses, and dependent care expenses. FSA accounts are administered through a third party vendor.

Eligibility begins on the employees' date of hire; all employees who are employed at least 800 hours per fiscal year are eligible to participate in an FSA. An FSA enrollment form must be completed each year during open enrollment, directing a fixed sum of money into this account by regular payroll deduction.

In addition to health insurance, the FSA account may be used to cover reimbursements for expenditures incurred during the coverage period in the following categories:

**Medical Care** - Any out-of-pocket expenses associated with visits to doctors, dentists, opticians or prescription drug charges or over the counter medicines for a specific injury or illness that are not covered by insurance for employees, spouses, or dependents (including step-parents and step-children).

**Dependent Care** - Expenses for the care of a dependent which enables an employee to be gainfully employed. Such expenses may include direct care for dependent children or dependent parents as well as household services associated with that care.

All claims for FSA reimbursement must be accompanied by a bill showing when services were rendered and proof of payment.

At the end of the plan year, the plan allows for a run-off period for employees to submit claims for services rendered. For specifics of the plan and the run-off period allowed at any given point, please consult the summary plan description. Any unclaimed amounts remaining in an FSA account at the end of the plan year will be forfeited.

## **HEALTH INSURANCE**

The University currently offers employees who are scheduled to work 1200 hours or more during the fiscal year (and those part-time employees who regularly work at least 20 hours per week) a variety of health care plans.

WPI pays a portion of the cost of health insurance for those employees that are scheduled to work at least 1200 hours per fiscal year. Employees who work less than 1200 hours per year and have a regular part-time appointment will be responsible for the entire premium, which must be deducted from the employee's paycheck. Premium changes are usually announced by May of each year. Employee rate changes occur in June, coverage is effective July 1<sup>st</sup>. Normally, this is the only time of the year that employees have the opportunity to make changes to their health and dental plans.

The health care plans which WPI offers will be reviewed annually by the administration and recommendations submitted to the Board of Trustees for approval.

See the Plan Summary for the applicable insurer or health provider for coverage details.

\*\*Please note, the Massachusetts Health Care Reform Law requires that all Massachusetts residents carry health insurance. Employees not electing health insurance through WPI will need to complete a state Health Insurance Responsibility Disclosure (HIRD) form indicating that they have health coverage elsewhere.

## **HOLIDAYS**

Full and part-time employees are eligible for eleven (11) scheduled paid holidays per year.

1. and 2. Two days during New Year's Holiday as designated by the University.

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3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. The Day after Thanksgiving
8. and 9. Two days during December Holiday as designated by the University.
10. Martin Luther King Day
11. Patriot's Day

In order to be eligible for holiday pay, employees must be regularly scheduled to work on that day.

Two (2) "personal" holidays per fiscal year are also granted and may be taken, once supervisor approval has been obtained, after 90 days of employment. These days may be used to observe state or religious holidays (for example, Columbus Day or Veteran's Day) when the University is functioning. Employees who begin employment at WPI after January 1<sup>st</sup> and prior to April 1<sup>st</sup> are only entitled to one personal holiday. The personal holidays used to observe state holidays will be forfeited if not taken within the fiscal year.

### **LEAVES**

Employees may apply for any of the following leaves, Family Medical Leave Act (FMLA), Maternity/Adoption, Military Training or Personal, through the Office of Human Resources. It is requested that all employees planning to take a leave give their supervisor and the Office of Human Resources at least two week's notice prior to the anticipated date of departure and intention to return.

### **FAMILY MEDICAL LEAVE ACT** **(FMLA)**

In accordance with the federal Family and Medical Leave Act of 1993 (including revisions effective January, 2009), WPI has established a policy to allow employees to take a period of unpaid leave for the care of family members under specifically defined circumstances. Regular employees who have been employed by the University for at least 12 months for 1250 hours over the previous 12 months, may request leave under this policy for the following reasons:

- to care for a newborn child or a child placed with the employee for adoption or foster care; or
- because of the serious health condition of a child, parent, domestic partner or spouse requiring the employee's participation in care, or
- for a serious health condition that makes the employee unable to perform the employee's job.

For purposes of this policy, a "serious health condition" is defined as an injury, illness, or physical or mental condition involving either an overnight stay in a medical facility or continuing treatment by a health care provider that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or daily activities. Requests for leave to care for other seriously ill family members or members of an employee's household may be considered on a case-by-case basis.

### **Length of Allowable Leave**

Family medical leaves may be approved for a maximum of 12 weeks in a 12-month period. For purposes of this policy, a "rolling" 12-month period will be used, measured backwards from the date an employee uses any family medical leave.

Spouses or Domestic Partners who are both employed by the University are allowed a combined total of 12 weeks of family medical leave within a 12-month period for the care of a newborn or adopted child, or to care for a parent with a serious health condition. If leave is requested due to the illness of a child or of the other spouse or domestic partner each would be allowed 12 weeks of leave.

In the case of the serious health condition of a family member, employees may request leave in continuous periods, intermittent periods, or by a reduced work schedule, to a total of 12 weeks. In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee temporarily to an alternative position to accommodate the needs of the work area. In such situations, the employee's salary rate and benefits should remain the same.

Leave to care for a newborn or a newly adopted child should normally be taken in continuous periods and must be taken within 12 months of the birth or placement of the child. Intermittent leave or reduced schedules may be arranged only if agreed to by both the department supervisor and the employee.

Requests for family medical leave to exceed 12 weeks will be reviewed in accordance with the specific circumstances of the request, considerations of work coverage, and the provisions of the University's general policy on leave without pay.

### **Requesting Family Medical Leave:**

Employees are expected to provide as much advance notice of the need for leave as is possible to allow for planning of coverage in the work area. Notice of at 30 days is preferred when the need is foreseeable.

Application for family medical leave requires the completion of a **Request Form for Family Medical Leave** with the proper authorizations. Copies of this form are available in the Human Resources Office. Employees must provide sufficient information for the employer to determine if the leave will qualify for FMLA protection.

In addition, certification from a qualified health care provider will be required for approval of a leave to care for an injured or seriously ill family member. Copies of the U.S. Department of Labor's **Form for Certification of Physician or Practitioner** are available in the Human Resources Office for this purpose. Such certification should be provided prior to the beginning of the leave (or in as timely a manner as possible) and should include: the date on which the illness or condition began; the estimated duration of the condition; a statement that the illness or condition warrants the participation of the employee to provide care; and, in the case of intermittent leave, the dates and duration of treatments to be given.

Additional certification may be requested for any extension of a leave period beyond the dates originally approved.

### **Continuation of Benefits during Family Medical Leave:**

Health plan coverage and life insurance coverage continue during family medical leave periods.

Under IRS rules, contributions to the WPI Retirement Plan are not allowed during periods of leave without pay. Deposits to the University's Flexible Reimbursement Accounts also stop during periods of leave without pay; however, claims may continue to be filed against an account for a limited period.

Employees should contact the Human Resources Office for detailed information regarding benefits continuation during periods of leave without pay.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **Use of Vacation Leave during Family Medical Leave:**

Employees may elect to use earned vacation in place of leave without pay within the approved period of family medical leave. Employees on the biweekly payroll may also elect to use their sick day buy back balances in place of unpaid leave. In cases where an employee is taking FMLA to care for a family member, the employee will be required to use their vacation/sick day buy back time off before taking unpaid leave.

An employee on leave without pay for 22 or more working days during the fiscal year will receive a prorated share of normal vacation for that year. Any period of leave without pay is counted as continuous service in determining length of service at the University for purposes of establishing vacation accrual rates, but not for purposes of vacation accrual itself.

Employees on the biweekly payroll who take leave without pay that exceeds a total of 22 days during the year will have a reduction in their total sick days at the rate of one day for every 22 working days of absence (whether or not the days of absence were consecutive)

### **Conditions of Return from Family Medical Leave:**

At the completion of the approved leave period, an employee will be reinstated to his or her former position or a position of equivalent classification and pay within the department. If the position has been eliminated (due to a reduction in the work force or other operational change under circumstances

applying equally to other similar positions in the department), efforts will be made to find other suitable employment at the University.

Return from family care leave should be at the same work schedule at which the employee was working when he or she left. However, a supervisor may agree to have a full-time employee return on a part-time schedule if it is mutually convenient; if so, the new schedule must be at least 50% of a normal workweek.

Questions relating to the provisions and eligibility requirements for family care leave may be directed to the Benefits Administrator.

Failure to return to work at the end of the family medical leave (without an approved extension) shall be considered a resignation.

For additional information on FMLA, please consult the following website: [www.wagehour.dol.gov](http://www.wagehour.dol.gov)

### **MATERNITY/ADOPTION/PARENTAL LEAVE**

After successful completion of the introductory period, female employees, exempt and non-exempt, are eligible to receive 100% pay and benefits for up to eight weeks for maternity/adoption leave. Non-exempt employees are required to fulfill the elimination period as outlined in the section pertaining to Short Term Disability. Maternity Leave covers a maximum of eight weeks after delivery, unless it is medically determined that the disability must be extended.

In accordance with the Massachusetts Maternity Leave Act (MMLA), male employees are eligible for up to eight weeks of unpaid parental leave, so long as the employee:

1. Has completed the introductory period or has been employed by WPI for three consecutive months as a full-time employee;
2. Requests parental leave in connection with the birth or adoption of a child;
3. Gives two weeks notice of the date of his departure and indicates an intent to return

Maternity/Adoption/Parental leave is considered time used against the maximum twelve weeks of FMLA. Refer to the FMLA Section for more details on FMLA. Employees who take maternity, adoption, or parental leave will be reinstated to their regular position upon their return. Failure to return to work at the end of the maternity/adoption/paternal leave (without an approved extension) shall be considered a resignation.

### **MILITARY TRAINING LEAVE**

Full-time employees in the reserve branches of the Armed Forces or National Guard units required to attend two weeks active training on an annual basis shall be granted military leave for such training upon the presentation of military orders to the Human Resources Office.

Full pay will continue, as usual, while serving reserve duty. Any payments for military training leave must be used to reimburse WPI for paid leave.

Failure to return to work at the end of the military leave (without an approved extension) shall be considered a resignation.

### **PERSONAL LEAVE**

While taking an unpaid leave, employees remain responsible for their portion of the cost of health, life and disability insurance. Also, sick and vacation time are not accrued during an unpaid leave, and employees on leave are not eligible to receive holiday pay (if applicable) during the leave.

Requests for unpaid leave must be coordinated through the Office of Human Resources and requires review and approval by a supervisor, department head and division head.

Every attempt will be made to reinstate employees to the same or similar position upon their return from a personal leave.

Failure to return to work at the end of a personal leave (without an approved extension) shall be considered a resignation.

### **SMALL NECESSITIES LEAVE ACT**

In accordance with the Small Necessities Leave Act, all WPI employees are entitled to 24 hours of unpaid leave during any 12 month period to attend to certain family obligations, such as but not limited to:

- Participating in school activities directly related to the educational advancement of a son or daughter;
- To accompany a child on a routine medical or dental appointment;
- To accompany an elderly relative on a routine medical or dental appointment or for other professional services related to the elder's care.

### **LIFE INSURANCE**

Employees scheduled to work 1450 hours or more during the fiscal year are eligible for life insurance and accidental death and dismemberment insurance beginning on the first day of the month following their date of hire.

The value of the life insurance is two times the employee's annual salary rounded to the next \$1,000 to a maximum of \$300,000. WPI assumes the entire cost of this benefit.

If an employee continues full time employment at WPI upon reaching the age of 67, the amount of the employee's Life Insurance and Accidental Death and Dismemberment Insurance will be reduced by 35%.

Upon retirement, retirees continue coverage on the University paid life insurance plan. The amount of the insurance is reduced to \$15,000 for the first year of retirement, to \$7,500 for the second year of retirement, and to \$5,000 for the third year of retirement and all subsequent years.

For additional details or specifics on the plan, please refer to the summary plan description provided by the life insurance carrier.

The premium cost of group-term life insurance in excess of \$50,000 must be included in gross income and that premium cost must be reported on the W-2. Inquiries about individual personal tax liability should be directed to the Payroll Office.

Upon termination from the University, employees are offered the opportunity to convert coverage to a non-group plan.

### **LIFE INSURANCE (Supplemental)**

Employees working at least 800 hours per fiscal year are eligible to purchase Voluntary Supplemental Life Insurance beginning on the first day of the month following their date of hire. All employees are eligible for guarantee issue supplemental life insurance and AD&D insurance if they enroll within the first 30 days of their date of hire. "Guarantee issue" is defined as the option to purchase insurance without answering proof of good health questions.

The value of the supplemental life insurance can be up to 5 times your annual salary, up to a maximum of \$500,000, whichever comes first. Supplemental life insurance is also offered to spouses/domestic partners and dependent children. Spouses/domestic partners are eligible for up to half of what an employee purchases for coverage; evidence of insurability may be required.

Upon termination from the University, employees are offered the opportunity to convert coverage to a non-group plan.

### **LONG SERVICE RECOGNITION**

A key resource of the University is the experience and expertise of its long-service staff members.

WPI acknowledges long service of its employees at 5-year intervals, beginning after the completion of 5 years of service. Service in every case will represent a full year's service either in a full-time or regular part-time capacity, or a combination of both types of service.

In each year that a long service anniversary is celebrated after 15 years, an additional week of vacation will be added to annual vacation accrual for that year. This anniversary vacation must be used within the fiscal year following the year in which the service anniversary occurs.

### **LONG TERM CARE INSURANCE**

Employees working at least 800 hours per fiscal year are eligible to purchase Long Term Care insurance for themselves and eligible family members. The Long Term Care insurance offered is flexible, allowing employees to purchase a plan that works for them.

Long Term Care is the type of care received at either a home or a facility, when assistance is needed with the activities of daily living (bathing, dressing, toileting, transferring, continence and eating), or suffers severe cognitive impairment (such as Alzheimer's disease).

Employees are eligible for coverage on the first of the month following their date of hire. This is an individual and personalized benefit that is paid entirely by the employee. Each employee has 30 days to enroll in coverage with guarantee issue, however if an employee enrolls with maximum coverage allowed he/she will need to provide evidence of insurability. Employees are eligible to enroll at anytime; however, they may be subject to providing evidence of insurability.

Upon termination from the University, employees are given the opportunity to convert their insurance. More information is available by contacting the Office of Human Resources.

### **RETIREMENT PLAN – Employer Contributory**

Employees are eligible to participate in WPI's retirement plan on the first day of the month following completion of at least twelve months of continuous service, if they are in the eligible class of participants, and work at least 1,000 hours per calendar year. Investment options are available through TIAA/CREF and/or Fidelity. The waiting period will be waived for any employee with one year of continuous service as a non-student at any non-profit educational organization or teaching hospital, or already participating in a 403B plan immediately prior to the start of employment at WPI.

Contributions to the retirement plan are calculated annually as follows:

- Employees must contribute 5% of their base salary -- and WPI will contribute 6% of the first \$10,800 in base salary and 11% of base salary in excess of \$10,800.

For eligible exempt employees participation is mandatory after one year of service.

### **GROUP SUPPLEMENTAL RETIREMENT ANNUITY (GSRA)**

The GSRA is an alternative tax sheltered annuity for employees who want to set aside funds in addition to the amount being accumulated under the University's retirement plan. Employees are eligible to participate on the first day of the month following their date of hire. The GSRA has a unique feature consisting of a loan provision, which allows access to tax deferred annuity savings without current income taxation or penalty. For details and enrollment forms contact the Office of Human Resources.

## SICK DAYS

Sick days are intended to provide income in the event that a non-work related personal illness or injury prevents an employee from performing his/her job. When calling in sick, employees must speak directly to a supervisor. A statement from a physician must be provided to the Office of Human Resources after three or more consecutive sick days.

- Employees may use up to six (6) sick days of their total accumulated sick days per year to care for an ailing member of their immediate family or member of their household. "Immediate family" is defined as parents, grandparents, stepparents, stepchildren, sister, brother, child, spouse, domestic partner or other member of the immediate household.

**Non-Exempt Staff:** Paid sick days eligibility begins after successful completion of the three month introductory period. Upon continued service, one sick day per month is accrued until the following June 30<sup>th</sup>. On July 1<sup>st</sup> employees are credited with twelve (12) sick days for the coming fiscal year. Unused sick days may be carried over to the next year to accumulate a maximum of 20 sick days.

### Sick Days - Example for Part-time Non-Exempt Staff

If a part-time employee works 30 hours a week for 52 weeks in a department where his/her non-exempt co-workers work 37.5 hours per week, sick time would be determined as follows:

$$\frac{30}{37.5} \times 90 \text{ hours} = 72 \text{ hours}$$

*Once the amount of available sick time is determined, the part-time employee is allowed to use up to one half (1/2) of the total accumulated sick time to care for a member of his/her immediate family or member of his/her household.*

**Exempt Staff:** Full-time employees who have successfully completed the 6-month introductory period are eligible for unlimited sick days, subject to review by a supervisor, and in the case of an extended illness or injury subject to medical review and approval. Beginning the day a non-work related accident or illness occurs, monthly income benefit payments provide 100% of your base monthly earnings for a maximum of 26 weeks. *Full-time employees are allowed to use up to six (6) sick days to care for an ailing member of their immediate family or member of their household.*

## SICK DAYS BUY BACK

Any non-exempt, non-union employee who has any unused sick time in excess of the 20 days accumulation as of the end of the fiscal year will have excess unused sick days exchanged at a two-for-one rate, resulting in a credit of additional "personal" days that may be utilized during the next fiscal year. **Example:** A staff member who already has accumulated 20 sick days and uses only 4 of the 12 sick days earned in a current fiscal year, 8 surplus sick days will be converted to 4 additional "personal" days to be utilized during the next fiscal year.

## **SOCIAL SECURITY/MEDICARE**

Social Security (FICA)/Medicare (MQFE) is applicable to all employees. Employees and the University contribute equal amounts of tax on the statutory base earnings. Eligibility and benefit determinations are made by the Social Security Administration.

## **TUITION ASSISTANCE PLAN**

For employees who have worked a minimum of 1,450 hours or more for three (3) years of continuous service, WPI will provide financial assistance for the undergraduate university education of dependent children of employees (as defined by the IRS), and the undergraduate and graduate education of full-time employees and their spouses or domestic partners. All employees who intend to utilize the tuition benefit are required to complete the annual tuition survey indicating their intent to use the benefit.

If an employee elects to distribute the assistance between WPI and other Universities, attendance at WPI reduces the total sum available at other Universities by \$5,200 per academic year. Part time enrollment reduces the total sum of semesters available.

The tuition assistance benefit continues for an employee's dependent children if the employee retires, dies, becomes totally disabled during service, or is on a leave (FMLA, maternity/adoption, or military) while the dependent is utilizing the tuition assistance benefit.

An outline of the tuition benefits for employees, children of employees, and spouses or domestic partners follows:

### **EMPLOYEES of WPI**

#### **Undergraduate or Graduate Tuition at WPI**

(Graduate is defined as Master's degrees only)

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15<sup>th</sup> (for the fall terms) or on or before January 15<sup>th</sup> (for the spring terms) of the year the employee will begin classes.

**Cost:** Tuition waived by WPI

**Comments:** One undergraduate course per term or two graduate courses per semester (day or evening classes). A Request for WPI Tuition Remission form must be filled out, submitted to, and approved by Human Resources, prior to enrollment. These "tuition scholarships" are awarded with the provision that employees are qualified for admission and that the class hours do not conflict with regular work requirements.

\*The amount of graduate tuition is subject to all applicable taxes, per section 127 of the IRS guidelines.

#### **Off Campus Undergraduate or Graduate Tuition**

(Graduate is defined as Master's degrees only)

(Credit earning courses ONLY at an accredited institution of higher learning)

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15<sup>th</sup> (for the fall terms) or on or before January 15<sup>th</sup> (for the spring terms) of the year the employee will begin classes.

**Cost:** Reimbursement of 75% of tuition and mandatory fees, up to a maximum of \$2,000 per fiscal year.

\*The amount of graduate tuition is subject to all applicable taxes, per section 127 of the IRS guidelines.

**Comments:** Employee must complete an Application for Off-Campus Educational Assistance (a copy of the course description(s) must be attached to the request) and obtain approval from their supervisor and Human Resources prior to enrollment. Classes must be job related or part of a job-related degree program, as approved by a supervisor or department head and the Office of Human Resources. If the course takes place during work hours, a Department Head signature will be required. Once the employee has completed the class, a copy of their final passing grade and receipt of payment for the class must be submitted to Human Resources for the reimbursement to be processed.

#### **On or Off Campus Non-Credit Courses**

**Eligibility Requirements:** Full-Time, Date of Hire

**Cost:** Non-credit courses (i.e. Continuing Education Units, courses, seminars, etc.) taken at WPI or off campus must be approved by a department head, and all direct costs of attendance are charged to the department. These courses should contribute directly to the employee's present position.

### **DEPENDENT CHILDREN of WPI EMPLOYEES**

Each family is eligible for tuition assistance equivalent to a total of not more than twelve (12) academic years at WPI, or a maximum of \$62,400 at Universities other than WPI, whichever comes first. If a family elects to distribute assistance between WPI and other universities, attendance at WPI will reduce the total sum available for other universities by \$5,200 per academic year.

#### **Undergraduate Study at WPI**

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15<sup>th</sup> (for the fall terms) or on or before January 15<sup>th</sup> (for the spring terms) of the year the student will begin classes.

**Cost:** Tuition waived by WPI\*

\*Please note that recipients of the WPI tuition benefit are not eligible to receive WPI Academic Merit Scholarships, WPI University Awards, or WPI need based scholarships. If a dependent child of a WPI employee is utilizing the tuition benefit, a copy of the WPI Employee's Dependent Children Tuition Form must be completed and submitted to Human Resources, as these funds must be documented as resources received.

**Comments:** Children may attend the undergraduate school with tuition costs waived for up to 16 terms (full-time or part-time enrollment in each of A, B, C, D, and E terms count as one of the sixteen terms allowed). In order to receive this benefit, an Application for Participation in WPI Employees' Dependent Children Tuition Plan must be submitted to, and approved by, Human Resources along with a copy of the tuition bill. Overload, project, or independent study work during E-term are not included.

**Off Campus Undergraduate Study**

(Must be an accredited institution of higher learning where a student is enrolled in a degree seeking program)

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15<sup>th</sup> (for the fall terms) or on or before January 15<sup>th</sup> (for the spring terms) of the year the student will begin classes.

**For employees hired after July 1, 1987:** WPI will pay up to \$2,600 per semester (\$5,200 per year) per child to a maximum of \$62,400 per family. This will be examined for inflation annually. This benefit applies to an undergraduate degree program and is for tuition and mandatory fees. Each child is eligible for not more than 4 academic years (8 semesters or the equivalent) of tuition assistance except when the specified length of baccalaureate curriculum is greater than four years, in which case the full period will be covered.\* The tuition grant is paid directly to the employee, upon receipt by Human Resources of an Application for Participation in WPI Employees' Dependent Children Tuition Plan and an itemized bill from the college or university at which the student is enrolled, in appropriate installments for semester or quarters.

\*If a dependent child is enrolled in a baccalaureate curriculum that is greater than four years, official documentation from the institution where the degree is being sought will be required.

**For exempt staff and faculty members hired prior to 1987:** WPI will continue to offer a grant for tuition and mandatory fees, not to exceed 50% of the tuition at WPI per student.

If a dependent child discontinues his/her educational program, any tuition refund up to the amount of the grant will revert to WPI.

**SPOUSE OR DOMESTIC PARTNER of WPI EMPLOYEE**

**Undergraduate or Graduate Study (Master's degrees only) at WPI**

**Eligibility Requirements:** Employee must have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15<sup>th</sup> (for the fall terms) or on or before January 15<sup>th</sup> (for the spring terms) of the year the student will begin classes.

**Cost:** Tuition waived by WPI

\*The amount of graduate tuition is subject to all applicable taxes, per section 127 of the IRS guidelines.

**Comments:** One undergraduate course per term or two graduate courses per semester (day or evening). Enrollment for spouses and domestic partners will be provided on a space available basis. A Request for WPI Tuition Remission form must be filled out, submitted to, and approved by Human Resources, prior to enrollment.

### **TUITION EXCHANGE PROGRAM**

The Tuition Exchange (TE) program is a national scholarship exchange program available to dependent children of full-time faculty and staff at approximately 500 participating colleges and universities.

Colleges and universities participating in this program have agreed to grant tuition scholarships for participants from other member institutions. The primary obligation of each member institution is to maintain a balanced exchange pattern, i.e., a reasonable match between student 'exports' and student 'imports'. A member institution may import as many students as it wishes. It may not, however, export more than it imports over a predefined period of time. Institutions with more "import" applicants than "exports" might limit the number of TE Scholarships they award.

All applicants must seek admission to the TE partner institution, which determines admission and admission procedures.

The following guidelines are applicable to eligible WPI employees who participate in the Tuition Exchange program.

1. **ELIGIBLE EMPLOYEE:** Any faculty or staff member who has completed three years of continuous full-time employment at WPI as of August 31<sup>st</sup> of the year the employee's dependent child would matriculate at a TE school is eligible. Participation in the program will cease upon termination of employment.
2. **DEPENDENT CHILD:** Any dependent child of an eligible employee (as defined by the IRS) up to age 27.
3. **APPLICANT:** The dependent child of an eligible employee who has applied for full-time, undergraduate study to a college or university participating in the Tuition Exchange (TE) program. Tuition Exchange scholarships are not granted for graduate study, non-degree study, or second undergraduate degrees.
4. **MAXIMUM SCHOLARSHIP:** The maximum period of time that each export and import recipient may receive a scholarship is four years (eight semesters).

5. A WPI Tuition Exchange (TE) Application must be completed and returned to the Human Resources Office for confirmation of eligibility during the year preceding the dependents enrollment to be considered for the Tuition Exchange scholarship. The TE application deadline will be determined by Human Resources and Financial Aid yearly.
6. If the number of prospective applicants exceeds the number of slots available to WPI, applicants will be selected in the following manner:
  - a. A random lottery of all prospective applicants will be conducted. The lottery will occur annually. Certifications will be done for the number of names equal to WPI's available export slots.
  - b. Remaining names will be placed on a wait list in the order drawn during the lottery. In cases where a certified export applicant is not successful in obtaining a TE scholarship, the next name on the wait list will be certified.
7. If the number of applicants is equal to the number of slots available, each applicant will be given the opportunity to seek a Tuition Exchange (TE) scholarship and WPI will certify the prospective student as a Tuition Exchange (TE) candidate to any participating college to which they apply to for admission.
8. WPI's Tuition Exchange Liaison Officer, the Director of Financial Aid, will complete the certification of export applicants.
9. Tuition Assistance and Tuition Exchange cannot be used simultaneously.

### **UNEMPLOYMENT INSURANCE**

The University pays the entire cost of the Unemployment Insurance Program. Benefits for unemployed workers in Massachusetts are provided under the Federal Unemployment Tax Act and Massachusetts Unemployment Compensation Law.

Eligibility and benefit determinations are made by the Massachusetts Division of Employment and Training.

### **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

The Uniformed Services Employment and Reemployment Rights Act (USERRA), prohibits discrimination against persons because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

### **VACATION**

All full and part-time employees are eligible for paid vacation time. Vacation time is earned in one fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) and taken the following fiscal year. Vacation allowance is computed each June 30<sup>th</sup> and must be taken during the next twelve months. Only in exceptional circumstances are requests for vacation time to be carried over granted. Any requests for exceptions must be in writing, and are subject to the approval of a Supervisor and the Vice President for Human Resources.

**Non-Exempt Staff:**

Both full and part time non-exempt staff are entitled to paid vacation as shown in the following table. Vacation pay is based upon a standard work week and regular base earnings at the time vacation is taken. Length of continuous service is determined as of July 1<sup>st</sup>.

<b>Length of Service as of July 1<sup>st</sup></b>	<b>Amount of Paid Vacation</b>
1 year but less than 5	2 weeks (10 days)
5 years but less than 10	3 weeks (15 days)
10 years but less than 25	4 weeks (20 days)
25 years or more	5 weeks (25 days)

Eligible employees hired on or before the fifteenth (15<sup>th</sup>) of the month will be credited with a full month of service. Employees hired on or after the sixteenth (16<sup>th</sup>) of the month are not credited with a month of service for that month.

1. Employees who have not completed one year of service on July 1<sup>st</sup> will receive a prorated share of vacation based on the number of full months of service, or major fraction thereof, up through June 30<sup>th</sup>.
2. Employees who have not completed their fifth (5<sup>th</sup>), tenth (10<sup>th</sup>) or 25<sup>th</sup> year by July 1<sup>st</sup> will be given a prorated share of vacation for their additional week based on the number of full months of service. In subsequent years employees will be credited with the entire week.

$$\frac{\text{Months of Service} \times 10}{12} = \text{days vacation (to nearest whole day)}$$

**Example:** Mary is a full time non-exempt employee hired on November 15, 2005. On July 1, 2006, Mary will be given a total of seven (7) days' vacation to be taken during the 2006-07 fiscal year.

$$\frac{8 \text{ months}}{12} \times 10 = 7 \text{ days of prorated vacation}$$

On July 1, 2007, Mary will be given a total of 10 days to be taken during the 2007-08 fiscal year

**Exempt Staff:**

Exempt staff is eligible for 20 vacation days per fiscal year. Employees with twenty-five (25) or more years of service are eligible for 25 vacation days per fiscal year.

Employees who have not completed one year of service on July 1<sup>st</sup> will receive a prorated share of vacation based on the number of full months of service, or major fraction thereof, up to June 30.

This is computed as follows:

$$\frac{\text{Months of Service}}{12} \times 20 = \text{days vacation (to nearest whole day)}$$

**Part Time Non-Exempt and Exempt Staff:**

Part time Non-Exempt and Exempt Staff are entitled to prorated vacation. Vacation time is accrued based on the employee’s regular work hours. Please contact the Payroll Office for an accurate vacation accrual. Vacation is computed as follows:

**Part Time Non-Exempt:**

$$\frac{20 \text{ hours} \times 40 \text{ weeks}}{37.5 \text{ hours} \times 52 \text{ weeks}} \times 75 \text{ hours (10 days)} = 31 \text{ vacation hours}$$

$$\frac{30 \text{ hours} \times 52 \text{ weeks}}{37.5 \text{ hours} \times 52 \text{ weeks}} \times 150 \text{ hours (20 days)} = 120 \text{ vacation hours}$$

**Part Time Exempt:**

$$\frac{130 \text{ hours} \times 12 \text{ months}}{40 \text{ hours} \times 52 \text{ weeks}} \times 160 \text{ hours (20 days)} = 120 \text{ vacation hours}$$

**Vacation Matrix**

The following matrix was created to assist in determining the amount of vacation available to a new WPI employee on July 1<sup>st</sup> of the following year.

Hire Date	Admin		Staff (80 hrs)		Staff (75 hrs)		P.T Staff (60 hrs)		P.T. Staff (40 hrs)	
	hours	days	hours	days	hours	days	hours	days	hours	days
July 1 to July 15	160	20	80	10	75	10	60	10	40	10
July 16 to August 15	147	18	73	9	69	9	55	9	37	9
August 16 to September 15	133	17	67	8	63	8	50	8	33	8
September 16 to October 15	120	15	60	8	56	8	45	8	30	8
October 16 to November 15	107	13	53	7	50	7	40	7	27	7

November 16 to December 15	93	12	47	6	44	6	35	6	23	6
December 16 to January 15	80	10	40	5	38	5	30	5	20	5
January 16 to February 15	67	8	33	4	31	4	25	4	17	4
Hire Date	Admin		Staff (80 hrs)		Staff (75 hrs)		P.T Staff (60 hrs)		P.T. Staff (40 hrs)	
	hours	days	hours	days	hours	days	hours	days	hours	days
February 16 to March 15	53	7	27	3	25	3	20	3	13	3
March 16 to April 15	40	5	20	3	19	3	15	3	10	3
April 16 to May 15	27	3	13	2	13	2	10	2	7	2
May 16 to June 15	13	2	7	1	6	1	5	1	3	1

### **WORKERS' COMPENSATION**

The Workers' Compensation Law of Massachusetts provides financial benefits for employees who have a work-related injury or illness. Medical expenses for injuries occurring on the job and a percent of the employee's salary for lost time are paid by this insurance.

If an employee is injured at WPI, he/she will be paid by the University for the remainder of the day of injury and for the next five (5) consecutive workdays. If lost time amounts to more than five (5) days, Workers' Compensation pays the employee 60% of the employee's average weekly gross wage. If a duplication in payment occurs, the employee's authorization to make adjustments in Workers' Compensation payments will be required.

Work-related injuries or illnesses must be reported promptly (within 24 hours) to a Supervisor or Department Head. Necessary forms must be completed with the Office of Human Resources. Failure to submit reports promptly may result in a delay in payment or denial of benefits.

In addition to the Workers' Compensation weekly benefit payment, the supplement paid from the University will depend on the employee's length of service as follows:

- a. Completion of introductory period but less than five (5) years of service: Employee will receive, during the first 12 days of absence, the equivalent of their regular daily pay (Workers' Compensation payments supplemented by WPI). Starting with the 13th day, the employee will receive Workers' Compensation payments only.
- b. Completion of five (5) years but less than ten (10) years of service: Employee will receive, during the first twenty-four days of absence, the equivalent of their regular daily pay (Workers' Compensation payments supplemented by WPI). Starting with the 25th day, the employee will receive Workers' Compensation payments only.
- c. Completion of more than ten (10) years of service: Employee will receive, during the first thirty-six days of absence, the equivalent of their regular daily pay (Workers' Compensation payments supplemented by WPI). Starting with the 37th day, the employee will receive Workers' Compensation payments only.



# **SALARY ADMINISTRATION**

## **SALARY ADMINISTRATION**

### **GENERAL OVERVIEW**

WPI recognizes that its employees are valuable assets. To achieve our goal of continuing to build an environment that promotes innovative thinking, values mutual respect and diversity, highly regards scholarship, and engenders life-long learning for the campus community, we must attract, retain and motivate a highly qualified and competent work force. As an employer, we believe that it is in the best interest of the University and our employees to fairly compensate our work force for the value of work provided. It is our plan to use a compensation system that will pay our employees based on the skills and knowledge required of a fully qualified member of our community.

The Board of Trustees has ultimate authority for establishing the compensation policies of the University and for approving major decisions such as budget for salaries, wages and benefits.

### **THE STAFF EMPLOYEE**

Staff employees generally occupy clerical, secretarial and technical positions. The staff employee is "NON-EXEMPT" and protected by the Fair Labor Standards Act, and paid overtime for hours worked in excess of 40 per week. Full documentation on the Fair Labor Standards Act can be accessed at "Handy Reference Guide" <http://www.dol.gov/dol/esa/public/regs/compliance/whd/hrg.htm> .

### **THE ADMINISTRATIVE EMPLOYEE**

Administrative employees are "EXEMPT" from the provisions of the Fair Labor Standards Act, and are not eligible for overtime pay. The Administrative employee:

- Should possess an expertise or competence, usually exercised in a top or middle management capacity in a specialized field;
- Should possess a bachelor's degree or better; has relevant (often extensive) experience in place of or in addition to the degree; and
- Has the potential to influence in a significant way the success of the university because of the scope of responsibilities and the latitude of individual discretion allowed.

### **POSITION DESCRIPTIONS**

The position description is an important document in the administration of the classification and compensation plan at WPI. This written analysis sets forth in detail the duties and responsibilities of the position and provides the basis for the proper classification of positions on campus. The position description:

- Provides a descriptive statement of duties
- Indicates the level of responsibility required for carrying out the duties of the position and the education and experience needed
- Describes the nature of the supervision given and received, and the type and level of decision making entailed in the position
- Provides a measure of the magnitude of impact on the operation of the University

The position description is the basic document for the maintenance of the salary program and it must be kept up-to-date. It is the responsibility of each supervisor, department head and the Office of Human Resources to assure the position description is reviewed and updated. If duties and/or responsibilities change, or a new position is created, a revised or new position description is prepared. For assistance in developing a position description, a position description questionnaire is available at <http://www.wpi.edu/Admin/HR/Forms/pdq.doc>.

The Vice President for Human Resources has the immediate responsibility for maintaining up-to-date position descriptions, evaluating positions and assigning pay grades. The Vice President for Human Resources and the appropriate supervisor review new or vacant position descriptions and make revisions as appropriate to assess their competitiveness with pay levels in other institutions. Copies of job descriptions can be obtained by contacting the Office of Human Resources.

### **GRADE STRUCTURE/SALARY SCALE**

It is the intent of WPI to maintain rates of pay that are externally competitive in order to attract and retain a highly qualified workforce and to maintain rates of pay that are internally fair and consistent to ensure equity throughout all departments. Pay programs will be developed within the constraints of institutional conditions to meet this policy.

The Office of Human Resources will conduct annual salary surveys to ensure our rates of pay are externally competitive. Data for the majority of non-exempt, non-managerial positions will be collected using local labor market data. Specifically, WPI participates in the annual salary survey conducted by the Central Massachusetts Employer's Association (CMEA). Data for managerial and professional positions is obtained from national survey data collected from other private colleges and universities. The primary source for this data is the College and University Professional Association - Human Resources (CUPA-HR).

After a position description is developed, it is then evaluated and that position is assigned a salary grade. When the duties and responsibilities are equal to other positions within the institution and the experience and education required is the same, the positions are assigned the same grade. The university's financial condition and salaries paid by other competitive employers including colleges for similar positions are factors considered when assigning a salary grade.

Salary ranges will be reviewed and updated periodically to ensure that all individual jobs are graded appropriately to ensure that WPI maintains its external competitiveness and internal consistency.

### **PERFORMANCE AND SALARY APPRAISALS**

WPI utilizes a pay-for-performance structure. Annually, the appropriate supervisor will evaluate each employee's performance. During the performance evaluation process, the most recent job description on file with Human Resources will be reviewed and updated if necessary, by both the employee and the supervisor.

Employees are reviewed for a salary increase, annually, effective July 1st. The amount of the salary increase pool of funds is recommended by the administration and approved by the Board of Trustees. The method for allocating funds is based on rewarding meritorious performance. Merit increases will be

awarded on a pay-for-performance basis and are based on individual performance. WPI does not have across-the-board or cost of living raises.

### **PROMOTIONS AND TRANSFERS**

Supervisors wishing to request a promotion for an employee may do so during the performance appraisal process. Promotions are based on evidence of significant increases in job responsibilities. Requests for promotions are submitted to the appropriate Division Head along with the Promotion Request Form <http://www.wpi.edu/Admin/HR/Forms/promotion.pdf> . Promotions will only be considered during the designated period of time or as a result of a new or vacant position being posted.

All vacant and newly created positions will be posted on the Office of Human Resources web page. Employees wishing to apply for a posted position must submit a resume, cover letter, and application via the PeopleAdmin system. Generally, only employees who have worked at WPI for a minimum of one year in any given position are eligible to transfer to another position.

**POSITION DESCRIPTION QUESTIONNAIRE**

DATE \_\_\_\_\_ POSITION \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF PERSON CURRENTLY IN POSITION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

REPORTS TO (TITLE) \_\_\_\_\_

DEPARTMENT HEAD'S TITLE \_\_\_\_\_

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**REGULAR WORK SCHEDULE**

# Months Per Year \_\_\_\_\_ # Hours Per Week \_\_\_\_\_

DAILY SCHEDULE From \_\_\_\_\_ To \_\_\_\_\_

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**POSITION RESPONSIBILITIES**

1. **POSITION SUMMARY STATEMENT** - What is the basic function and purpose of this position within the University?

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2. **DETAILED DESCRIPTION OF ON-GOING RESPONSIBILITIES** - What are the main duties of the position?  
(Describe in concise and clear statements. List in order of importance and note the appropriate percent of time required for each task on an annual basis.)

A. Essential Duties and Responsibilities:

B. Other Duties and Responsibilities:

C. Special Licenses, Tools and Equipment Needed:

3. QUALIFICATIONS

A. What level of formal education is required to do this job and why?

B. How many years of previous experience in similar or related work is required for a person new to this job?

C. What required knowledge, skills or abilities are needed to accomplish this job?

4. DIRECT SUPERVISORY RESPONSIBILITIES - (List job title and the number of employees in each title.)

Title

Number

Title	Number

5. OTHER MEASURES OF SCOPE OF RESPONSIBILITIES

(I) Quantitative

Identify significant numerical measures other than supervision which apply to the position (e.g., size of budget, number of applicants, average volume of correspondence, number of work orders completed).

(II) Qualitative

If quantitative or numerical measures are not applicable, identify factors which have an impact on the university's objectives (e.g., quality of student life, projecting a positive public relations image).

6A. WHAT TYPE OF DECISIONS IS THE PERSON IN THIS JOB RESPONSIBLE FOR?

Please give examples regarding policy, priorities, financial, etc.

6B. WHAT IS THE TITLE OF THE PERSON WHO REVIEWS THESE DECISIONS?

7A. WHAT KINDS OF ERRORS CAN OCCUR IN THE PERFORMANCE OF THIS JOB?

Please give examples.

7B. WHAT WOULD BE THE IMPACT OF THESE ERRORS?

Please give examples within your own department, among other departments, etc.

8. INTERACTION WITH OTHERS

With whom and for what reasons does the employee have contact with the following categories of individuals? Please check appropriate contacts.

Primary Reason for Contact	Faculty	Major Administrators and Department Heads	Other Staff Members	Students	Alumni	Outside Groups & Organizations
Obtain/provide information						
Give or receive advise/opinions						
Discuss confidential policy/plans, actions						
Persuade/negotiate policy/plans, actions						

9. UNUSUAL ENVIRONMENTAL WORKING CONDITIONS - LIST OTHER THAN NORMAL JOB CONDITIONS TO WHICH PERSON IS REGULARLY EXPOSED.

(Excessive noise, extreme outside weather conditions, etc.)

Examples:

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All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform other job-related duties requested by their supervisor.

Please review this position questionnaire to ensure you have not overlooked any important item. Sign the questionnaire and return it to your Department Head.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Please review this position questionnaire to ensure you have not overlooked any important item. Sign the questionnaire and return it to your Division Head.

Approved Grade \_\_\_\_\_

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head's Signature

\_\_\_\_\_  
Date

# WPI

Exempt Salary Ranges  
40 hours/week  
52 weeks/year

It is the intent of WPI to maintain salaries that are externally competitive and internally fair and consistent. Most positions are paid at a rate of pay consistent with national and local benchmarking; therefore these ranges are to be used only as a guide.

<b>Grade</b>	<b>Range Minimum</b>	<b>Range Midpoint</b>	<b>Range Maximum</b>
800	\$ 29,419.62	\$ 39,716.49	\$ 50,013.36
810	\$ 32,498.45	\$ 43,872.91	\$ 55,247.37
820	\$ 38,583.89	\$ 55,174.96	\$ 71,766.03
830	\$ 47,603.84	\$ 69,025.57	\$ 90,447.30
840	\$ 59,106.12	\$ 88,659.18	\$ 118,212.23
850	\$ 80,205.67	\$ 120,308.50	\$ 160,411.33

WPI  
 Non-Exempt Salary Range  
 40 hours/week  
 52 weeks/year

Grade	HIRING RANGE				
	Range Minimum		Range Mid-Point		Range Maximum
	A	B	C	D	E
<b>200</b>	\$ 10.94	\$ 11.48	\$ 12.03	\$ 12.58	\$ 13.12
	\$ 874.91	\$ 918.65	\$ 962.40	\$ 1,006.15	\$ 1,049.89
	\$22,747.64	\$ 23,885.02	\$ 25,022.40	\$ 26,159.78	\$ 27,297.16
<b>300</b>	\$ 11.33	\$ 12.04	\$ 12.75	\$ 13.46	\$ 14.17
	\$ 906.67	\$ 963.33	\$ 1,020.00	\$ 1,076.67	\$ 1,133.33
	\$23,573.33	\$ 25,046.67	\$ 26,520.00	\$ 27,993.33	\$ 29,466.67
<b>400</b>	\$ 12.20	\$ 13.12	\$ 14.03	\$ 14.95	\$ 15.86
	\$ 976.00	\$ 1,049.20	\$ 1,122.40	\$ 1,195.60	\$ 1,268.80
	\$25,376.00	\$ 27,279.20	\$ 29,182.40	\$ 31,085.60	\$ 32,988.80
<b>500</b>	\$ 13.42	\$ 14.42	\$ 15.43	\$ 16.44	\$ 17.44
	\$ 1,073.39	\$ 1,153.90	\$ 1,234.40	\$ 1,314.90	\$ 1,395.41
	\$27,908.17	\$ 30,001.29	\$ 32,094.40	\$ 34,187.51	\$ 36,280.63
<b>600</b>	\$ 14.76	\$ 15.86	\$ 16.97	\$ 18.08	\$ 19.18
	\$ 1,180.52	\$ 1,269.06	\$ 1,357.60	\$ 1,446.14	\$ 1,534.68
	\$30,693.57	\$ 32,995.58	\$ 35,297.60	\$ 37,599.62	\$ 39,901.63
<b>700</b>	\$ 16.58	\$ 17.83	\$ 19.07	\$ 20.31	\$ 21.56
	\$ 1,326.61	\$ 1,426.10	\$ 1,525.60	\$ 1,625.10	\$ 1,724.59
	\$34,491.83	\$ 37,078.71	\$ 39,665.60	\$ 42,252.49	\$ 44,839.37

WPI  
 Non-Exempt Salary Range  
 37.5 hours/week  
 52 weeks/year

Grade	HIRING RANGE				
	Range Minimum		Range Mid-Point		Range Maximum
	A	B	C	D	E
<b>200</b>	\$ 10.94 \$ 820.23 \$21,325.91	\$ 11.48 \$ 861.24 \$ 22,392.20	\$ 12.03 \$ 902.25 \$ 23,458.50	\$ 12.58 \$ 943.26 \$ 24,524.80	\$ 13.12 \$ 984.27 \$ 25,591.09
<b>300</b>	\$ 11.33 \$ 850.00 \$22,100.00	\$ 12.04 \$ 903.13 \$ 23,481.25	\$ 12.75 \$ 956.25 \$ 24,862.50	\$ 13.46 \$ 1,009.38 \$ 26,243.75	\$ 14.17 \$ 1,062.50 \$ 27,625.00
<b>400</b>	\$ 12.20 \$ 915.00 \$23,790.00	\$ 13.12 \$ 983.63 \$ 25,574.25	\$ 14.03 \$ 1,052.25 \$ 27,358.50	\$ 14.95 \$ 1,120.88 \$ 29,142.75	\$ 15.86 \$ 1,189.50 \$ 30,927.00
<b>500</b>	\$ 13.42 \$ 1,006.30 \$26,163.91	\$ 14.42 \$ 1,081.78 \$ 28,126.21	\$ 15.43 \$ 1,157.25 \$ 30,088.50	\$ 16.44 \$ 1,232.72 \$ 32,050.79	\$ 17.44 \$ 1,308.20 \$ 34,013.09
<b>600</b>	\$ 14.76 \$ 1,106.74 \$28,775.22	\$ 15.86 \$ 1,189.74 \$ 30,933.36	\$ 16.97 \$ 1,272.75 \$ 33,091.50	\$ 18.08 \$ 1,355.76 \$ 35,249.64	\$ 19.18 \$ 1,438.76 \$ 37,407.78
<b>700</b>	\$ 16.58 \$ 1,243.70 \$32,336.09	\$ 17.83 \$ 1,336.97 \$ 34,761.29	\$ 19.07 \$ 1,430.25 \$ 37,186.50	\$ 20.31 \$ 1,523.53 \$ 39,611.71	\$ 21.56 \$ 1,616.80 \$ 42,036.91