



WPI

Employee Benefits and Policies Manual



WPI

Worcester Polytechnic Institute Employee Benefits and Policies Manual

This Employee Benefits and Policies Manual dated January 20, 2021 supersedes any and all other previous Benefits and Policies Manual.

Policies and benefits for Faculty: [Faculty Handbook](#)
Benefit plan documents: WPI Employee Resource Center
Forms: Talent and Inclusion

JANUARY 20, 2021

WORCESTER POLYTECHNIC INSTITUTE
100 Institute Road, Worcester, MA



Contents

- Welcome6
- About WPI7
- Mission Statement8
- ANTI DISCRIMINATION, HARASSMENT, & ACCOMMODATIONS 8**
- Notice of Non-Discrimination8
- Interim Sexual Misconduct Policy9
- Other Workplace Harassment.....10
- Affirmative Action Policy10
- The Genetic Information Nondiscrimination Act (GINA).....12
- Disability Accommodation.....12
- Accommodation for Pregnancy & Lactation13
- Religious Accommodation14
- Uniformed Services Employment and Reemployment Rights Act (USERRA).....14
- EMPLOYMENT 15**
- Access to Personnel Files15
- Background Check Policy15
- Break in Service.....20
- Change of Personal Data.....20
- Consumer Credit Report Check Policy20
- Employment at Will.....21
- Hours of Work.....22
- Identification Cards22
- Immigration Reform and Control Act of 198622
- Introductory Period.....23
- Non-Exempt (Hourly) Staff..... 23



- Exempt (Salaried) Staff Administration:..... 23
- New Employee Orientation24
- Employment of Relatives (NEPOTISM)24
- Promotions, Reclassification of Position and Transfers24
- Position Types.....25
- Reduction in Force25
- Termination of Employment.....25
- WORKPLACE EXPECTATIONS 26**
- Attendance/Tardiness26
- Business Ethics Policy27
- Employee Privacy and Right to Inspect.....27
- Confidentiality Policy.....28
- HIPAA Policy28
- Performance Appraisals.....30
- Social Media Policy (Personal)30
- Work Behavior/Discipline.....32
- Grievance Procedure 34
- BENEFITS..... 36**
- Auto/Homeowners Insurance Program36
- COBRA36
- Dental Insurance37
- Disability Insurance37
- Short Term Disability..... 37
- Long Term Disability..... 38
- Domestic Partner Benefits.....39
- Employee Referral Bonus Program Policy.....40
- Employee Assistance Program40
- Fitness Center41



- Flexible Spending Accounts (FSA).....41**
- Health Insurance42**
 - Affordable Care Act-..... 43**
- Life Insurance.....43**
- Life Insurance (Supplemental)43**
- Long Service Recognition44**
- Long Term Care Insurance44**
- Retirement Plan – Employer Contributory.....45**
- Group Supplemental Retirement Annuity (GSRA).....45**
- Sick Time Exchange45**
- Social Security/Medicare45**
- Tuition Assistance Plan46**
 - Employees at WPI..... 46**
 - Dependent Children of WPI Employees 47**
 - Spouse or Domestic Partner of WPI Employee 49**
- Tuition Exchange Program49**
- Unemployment Insurance51**
- Workers’ Compensation-.....51**
- COMPENSATION 52**
- Direct Deposit52**
- Pay Checks52**
- Overtime Pay53**
- Supervisor’s Responsibility in Payroll Matters53**
- Time Recording53**
- Salary Administration Guide54**
 - General Overview..... 54**
 - The Staff Employee 54**
 - The Administrative Employee..... 54**
 - Position Descriptions..... 54**



Grade Structure/Salary Scale	55
Performance and Salary Appraisals	56
TIME OFF/LEAVE	56
Bereavement	56
Court and Jury Duty.....	56
Doctor’s Visits	57
Domestic Violence Leave Act Policy	57
Holidays.....	59
Leaves.....	59
Requesting Leaves of Absence.....	59
Family Medical Leave Act (FMLA).....	60
Eligibility Requirements	60
Military Training Leave	64
Military Leave [USERRA].....	65
Parental Leave	65
Personal Leave	66
Sick Days.....	67
Small Necessities Leave Act	69
Vacation	69
Scheduling of Vacations	71
SAFETY	71
Workplace Violence Policy.....	71
Drug/Alcohol Free Workplace.....	73
Inclement Weather	74
Emergency Crisis	76
Security.....	76
Tobacco Free Campus/No Smoking Policy	76
Use of University Vehicles	78



INTRODUCTION

Welcome

Welcome! You have just joined a dedicated team of employees and supervisors. We hope that your employment with Worcester Polytechnic Institute (WPI) will be rewarding and challenging.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The University reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

This Handbook is not a contract and does not create an express or implied guarantee of any specific term of employment.

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 Talent & Inclusion 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 in 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. This manual is available and in its most current form on the WPI website at <http://www.wpi.edu/offices/hr>.

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 is 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.

We wish you success in your employment here at Worcester Polytechnic Institute



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% 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 via distance learning options. 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 33 major campus buildings, 19 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. With a password, 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.

Mission Statement

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

ANTI DISCRIMINATION, HARASSMENT, & ACCOMMODATIONS

Notice of Non-Discrimination

WPI is committed to the principle of equal opportunity in education and employment. It is the policy of WPI to provide each qualified individual - regardless of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other legally protected status – the opportunity to participate in the University's educational and employment programs and activities, including admissions, in a discrimination and harassment-free environment, in accordance with state and federal laws, including Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, and their respective implementing regulations.

Furthermore, WPI prohibits and will not tolerate unlawful discrimination or harassment. Unlawful discrimination or harassment consists of treating a person differently in any WPI program or activity based on their race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other legally protected status. This includes, for example, the display or circulation of written or electronic materials or pictures degrading to a person's 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.

WPI will administer any complaint of discrimination or harassment with the utmost degree of privacy and confidentiality possible under the circumstances of each matter and as permitted by law. Failure of



any participant to respect confidentiality, both during or after an investigation process, may constitute retaliation and subject the violator to discipline. WPI prohibits and will not tolerate any form of retaliation against persons who have complained about, or participated in an investigation of a complaint about, unlawful discrimination or harassment.

WPI will make an independent inquiry into complaints of unlawful discrimination and harassment, according to applicable WPI policies and procedures, and violations by Students/Employees will be subject to disciplinary action, including suspension, expulsion, or termination, where appropriate.

Student/Employee inquiries concerning discrimination or harassment based on sex, gender identity or expression, sexual orientation, or pregnancy should be referred to the Title IX Office:

Jonathan Stewart
Title IX Coordinator
100 Institute Road
Worcester, Massachusetts 01609
Campus Center, Room 234
508-831-6514
jstewartTitleIX@wpi.edu

Student/Employee inquiries concerning discrimination or harassment based on disability should be referred to the Office of Accessibility Services (students) or Talent & Inclusion (employees):

Students
Amy Curran
Director, Office of Accessibility Services
100 Institute Road
Worcester, Massachusetts 01609
Daniels Hall, Room 124
508-831-4908
acurran@wpi.edu

Employees
Heather Mulry
Talent & Inclusion Partner
Section 504 Coordinator
100 Institute Road
Worcester, Massachusetts 01609
508-831-5470
hmulry@wpi.edu

Student/Employee inquiries concerning discrimination or harassment based on any other protected status should be referred to the [Dean of Students](#) (Students) or [Talent & Inclusion](#) (Employees).

Interim Sexual Misconduct Policy

Reports and complaints of sexual misconduct that fall within the Title IX Final Rule’s definition of “sexual harassment” shall be governed by WPI’s [Interim Title IX Policy](#). To the extent that alleged misconduct falls outside the Title IX Policy, or misconduct falling outside the Title IX



Policy is discovered in the course of investigating covered Title IX sexual harassment, WPI retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the [Sexual Misconduct Policy](#) through a separate grievance proceeding.

Other Workplace Harassment

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the University determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the University may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the University will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

Affirmative Action Policy

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, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status. 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.

Employment of Minorities and Women

The Institute's Affirmative Action Program is intended to expand our efforts to guarantee equality of opportunity in employment and in education and to reduce underrepresentation and underutilization of minorities and women at WPI. For all Institute categories of employment, our objectives are to achieve a representation of minorities and women that is at least in proportion to their current availability and to provide new opportunities for career development which both stimulate and respond to their changing interests and aspirations. WPI's obligations as a federal contractor under Executive Order 11246 includes the development of an affirmative action program which provides for analysis of utilization of minorities and women in all job groups in each organizational unit.

Employment of Disabled Individuals



The Institute's program for the employment of individuals with disabilities is intended to expand WPI's efforts to provide opportunities for employment and advancement for qualified persons with disabilities. The Institute will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant is qualified.

WPI's obligations as a federal contractor under Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, include an assessment of all employment practices to assure that any adaptation that permits the employment or advancement of individuals with disabilities is reasonably accommodated, provided it does not cause undue hardship to the employer. Some individuals may require flexible work schedules, worksite accommodations, or auxiliary aids in order to perform the required duties of a job. Reasonable accommodation to needs such as these is the Institute's affirmative action responsibility under the law.

Inquiries regarding this policy may be directed to the Benefits Administrator in the Office of Talent & Inclusion

Employment of Disabled and Other Covered Veterans

In compliance with the Vietnam-Era Veterans Readjustment Assistance Act of 1974, as amended, and the 2002 Jobs for Veterans Act (JVA), as amended, WPI does not discriminate against any qualified employee or applicant for employment because he or she is a veteran with a disability or other covered veteran. WPI, in this respect, takes affirmative action to employ, advance in employment, and treat without discrimination, veterans with disabilities and other covered veterans.

A covered veteran is a person in one of the following categories:

- **Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- **Recently Separated Veteran:** Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- **Other Protected Veteran:** A person who served on active duty in the U.S. military, ground, naval or air services during a war or in a campaign or expedition for which a campaign badge has been authorized.
- **Disabled Veteran:** A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs, or a person who was discharged or released from active duty because of a service-connected disability.
 - A disabled individual is defined as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment, or is regarded as having an impairment. ("Life activities" are those which affect employability; "substantially limits" means the degree that the impairment affects employability.)



As a government contractor, WPI will take affirmative action to ensure that job applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, sex, or other protected classifications.

WPI also invites all employees to voluntarily self-identify themselves to the Office of Talent & Inclusion. (FORM)

The Genetic Information Nondiscrimination Act (GINA)

The Genetic Information Nondiscrimination Act of 2008 (GINA) provides federal protection from genetic discrimination in health insurance and employment.

Genetic discrimination occurs when people are treated differently by their employer or insurance company based on family medical history or individuals' and family members' genetic tests and services. GINA is a federal law designed to protect people in the United States from this form of discrimination.

The law has two parts: Title I, which prohibits genetic discrimination in health insurance, and Title II, which prohibits genetic discrimination in employment. Title I makes it illegal for health insurance providers to use or require genetic information to make decisions about a person's insurance eligibility or coverage. This part of the law went into effect on May 21, 2009. Title II makes it illegal for employers to use a person's genetic information when making decisions about hiring, promotion, and several other terms of employment. This part of the law went into effect on November 21, 2009.

Disability Accommodation

The University complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the University that they have a physical or mental disability, which requires accommodation in order for them to perform the essential functions of their jobs should inform Talent & Inclusion so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises Talent & Inclusion and their supervisor of the need for accommodation.
- Employee completes a [Request for Accommodation form](#) and provides it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee's manager(s) along with a member of the Talent & Inclusion department.
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.



- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

WPI will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. WPI will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

Accommodation for Pregnancy & Lactation

It is the policy of the University to support pregnant workers and new mothers. The University complies with the Pregnant Workers Fairness Act “the Act”. The Act, effective on April 1, 2018 expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. WPI has designated several private spaces on campus for nursing and expressing breast milk. These rooms are located in the Gordon Library (Room 203) and can be reserved on the library’s [Space & Room Reservation page](#) and the lower level of Boynton Hall. The Fair Labor Standards Act (FLSA) provides that employees who are not exempt from overtime must be provided with reasonable break time to express breast milk for a nursing child for one year after the child’s birth. Employees who are exempt from overtime may be provided with such breaks as required by state law (if applicable) or at the discretion of the University.

The employee and her immediate supervisor will agree on the times for these breaks. Employees may also utilize any paid break or meal time each day for purposes of expressing milk.

If a qualified employee requires additional accommodations to perform the essential functions of their job they should inform The Division of Talent and Inclusion so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises The Division of Talent and Inclusion and their supervisor of the need for accommodation.
- Employee completes a [Request for Accommodation form](#) and provides it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee’s manager(s) along with a member of the Division of Talent and Inclusion.



- The employee may be required to provide medical documentation unless the accommodation is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits of lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

WPI will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. WPI will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

Religious Accommodation

WPI is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from WPI's dress code, schedule, basic job duties, or other aspects of employment. The University will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Accommodations may include but are not limited to changes in current job conditions, a change in position, an exception to the dress code, paid/unpaid leave time, etc. The University will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will WPI question the validity of a person's belief. Religious accommodation [request forms](#) are available on-line or through the Office of Talent & Inclusion.

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.



EMPLOYMENT

Access to Personnel Files

The personnel files for all non-faculty employees are retained in the Division of Talent & Inclusion. Every effort will be made to keep your personnel and medical records confidential. Access is on a “need-to-know” basis only. This includes, but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer or layoff.

Employees have the right of access to their personnel file at any time with reasonable notice during normal business hours. Inspection must occur in the presence of a Talent & Inclusion representative.

According to Massachusetts Legislature, personnel Records Statute, G.L. c. 149, S 52C. employers are required to notify an employee within ten days of placing any information in the employee’s personnel record that is, has been, or may be used to negatively affect the employee’s qualification for employment, promotion, transfer, or additional compensation or the possibility that the employee will be subject to disciplinary action. Examples include but are not limited to performance evaluations, performance improvement plans, notes from coaching sessions, written documentation of verbal counseling or warnings, written warnings or final written warnings.

WPI would like to expand on what is required by law to encourage employees to share positive items for their personnel files, such as written thank you notes, kudos, or notes on positive counseling. Please feel free to send these to the Office of Talent & Inclusion in hard copy form via campus mail or by email.

Per the personnel Records Statute, employees have the right of access to their personnel files twice per year, unless a request is made as a result of receiving notice of negative information placed in the personnel record. If the employee disagrees with any information contained in the record, removal or correction of information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining his/her position and the explanation will become a part of the personnel record.

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

Background Check Policy

I. Policy Statement

In order to ensure the safety of the WPI community, WPI must conduct background checks on individuals seeking employment at WPI and, under certain circumstances, current employees



and volunteers (i.e., an individual not being paid by WPI for their service).

II. Scope

This policy applies to all individuals seeking employment with WPI and, on a case-by-case basis, may also apply to current employees or volunteers who perform services for WPI. This policy only applies to students if they are a student-employee or volunteer and to the extent they will have direct and unmonitored contact with minors per the [Participation of Minors in WPI Programs Policy](#).

III. Definitions

“**Background Check**” refers to the search of an individual’s personal history performed by a third-party vendor, the type and scope of which is dependent on the position being sought but may include, but not be limited to: Massachusetts criminal and sex offender records (i.e., Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI)), a national criminal and sex offender search, a motor vehicle driving record search, credit history, and educational verification.

IV. Policy

A. Conducting Background Checks

Background Checks, where required, are conducted with the full knowledge and acceptance of the individual on which the search is being conducted except as otherwise permitted by law. Individuals subject to Background Checks will be required to sign the appropriate documents to acknowledge/authorize the collection of required information, including those obtained from the Massachusetts Criminal Offender Record Information (CORI) and those authorized by the Department of Criminal Justice Information System (DCJIS - iCORI) and Massachusetts General Law (MGL) c. 6 §. 172.

All individuals who are required to have a Background Check must complete this process prior to the start of their employment or service activity. It is the responsibility of the department head, division, or director to ensure that an individual (whether student, faculty, staff, contractor or volunteer) who is required to have a Background Check in accordance with this policy does not commence their employment or service activity until the Background Check has been completed by WPI’s Division of Talent & Inclusion.

All offers of employment at WPI are contingent upon the satisfactory completion of a thorough Background Check. WPI also reserves the right to conduct a Background Check any time after the individual begins work or service at WPI. If a new Background Check must be conducted on an individual within one (1) year of signing a prior acknowledgement form, WPI will provide prior



notice to the individual. All individuals subject to the requirements of this policy, and who enter into employment or volunteer service with WPI, will undergo periodic Background Checks. Any misrepresentations, falsifications, or material omissions in the information provided by the individual, whenever discovered, may result in disqualification from, or termination of employment or volunteer service, with WPI.

B. Access to Background Checks

All Background Checks are confidential and access to the information is limited to those individuals who have a “need to know.” This may include, but not be limited to, hiring managers, members of Talent & Inclusion, staff submitting the Background Check requests, staff processing applications, the WPI Police Department and the Office of the General Counsel. Talent & Inclusion will keep a current list of individuals authorized to have access to, or view, the results of Background Checks.

C. Training

An informed review of a Background Check that includes criminal records requires training. Accordingly, all personnel authorized to conduct Background Checks that include criminal history information and/or who are authorized to review criminal history information, will be familiar with this policy and the relevant training materials made available by the [Massachusetts Department of Criminal Justice Information Service \(DCJIS\)](#).

D. Verifying an Individual’s Identity

WPI must make reasonable effort to ensure the Background Check information received, regardless of the source, is for the applicant under consideration. The records received must be compared with the signed authorization and release documents and other identifying information provided by the individual. In the case of CORI, the criminal report received from DCJIS through the third party vendor should be compared with the CORI Request form.

If the information in the Background Check report does not match the identification or other information provided by the applicant, this discrepancy will be reviewed by the appropriate authority in Talent & Inclusion.

E. Use of Background Checks

Background Checks used for employment purposes shall only be conducted for applicants who are otherwise qualified for the position for which they have applied. Background Checks are conducted after the individual accepts the offer of employment and, as stated above, all offers of employment at WPI are contingent upon the satisfactory completion of a Background Check.

The nature of the screening and evaluation process depends upon the requirements,



responsibilities, and activities of each position. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment or volunteer service. Rather, determinations of suitability based on Background Checks will be made consistent with this policy and any applicable law or regulations.

F. Questioning a Subject About Their Criminal History.

In connection with any decision regarding employment or volunteer opportunities, the individual shall be provided with a copy of the Background Check report, whether obtained from the DCJIS or from any other source, prior to questioning the individual about it. The source(s) of the Background Check report are also to be disclosed to the individual.

G. Determining Suitability

If a determination is made, as provided above, that the Background Check belongs to the individual, and the individual does not dispute the accuracy contained in the report, then a determination of suitability for the position will be made. Factors considered in determining suitability may include, but not be limited to, the following:

- The relevance of the criminal offense to the nature of the employment or volunteer service being sought;
- The nature of the work to be performed;
- The length of time since the offense occurred;
- The age of the individual at the time of the offense;
- The seriousness and specific circumstances of the offense;
- The number of offenses;
- Whether the individual has pending charges;
- Any relevant evidence of rehabilitation or lack thereof; and
- Any other relevant information, including information submitted by the individual or requested by the hiring authority.
- The truthfulness and accuracy of information on the application and other material provided in support of the application.
- Whether hiring, transferring or promoting the individual would pose an unreasonable risk to WPI or its employees.

Talent & Inclusion will make these decisions in consultation with the appropriate Division Head, Department Head, Provost, and/or the Office of the General Counsel, as necessary.

In connection with any decision regarding employment or volunteer opportunities, the individual shall be provided with a copy of the Background Check prior to questioning him/her about the information in the report.



Talent & Inclusion will notify the individual of the decision and the basis for it in a timely manner.

H. Adverse Decisions Based on Background Checks

If WPI is considering an adverse decision on the individual based on information contained in the Background Check report, the applicant must:

- Be notified of the potential adverse decision based on the criminal offender record information (if applicable)
- Be informed immediately of the source of the Background Check report; and
- Be provided a copy of:
 - Background Check report - to include the criminal offender record information (if applicable); and
 - Fair Credit Reporting Act - A Summary of Rights.

If the source of the information is the criminal report received from DCJIS through the third party vendor, the applicant must also:

- Be informed immediately of the specific item from the Background Check report that may result in adverse action; and
- Be provided a copy of:
 - WPI's Background Check Policy; and
 - Information Concerning the Process for Correcting a Criminal Record.

I. Appeals

If an individual wishes to dispute and/or explain the information contained in the Background Check report, the individual must do so in writing. The written explanation, and any other documents the individual wishes to submit, must be received by Talent & Inclusion within fourteen (14) days of receipt of the above notice that WPI intends to make an adverse decision. The appeal submission should include a written explanation of why the individual should be reconsidered or continue in their employment or service activity. The individual is not permitted to be employed or serve during this appeal process. Such information shall be reviewed by the Vice President of Talent & Inclusion in consultation with the appropriate Division Head, Department Head, Provost, and/or the Office of the General Counsel, as necessary.



J. Secondary Dissemination Logs

All Background Check reports that include criminal history information may only be disseminated as authorized by law. A central secondary dissemination log must be used to record *any* dissemination of such information outside of WPI, including dissemination at the request of the individual who is the subject of the Background Check.

The dissemination log must include:

- The individual's name;
- The individual's date of birth;
- The date of each dissemination;
- The name of the person to whom the information was disseminated; and
- The purpose of the dissemination.

V. Questions

If you have any questions regarding this policy, please contact WPI's Division of Talent & Inclusion at talent@wpi.edu.

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

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 entered directly in Workday. 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.

Consumer Credit Report Check Policy

WPI seeks to employ qualified, fiscally responsible individuals in sensitive positions within the University. WPI is an equal opportunity employer and does not discriminate with regard to race, sex, age, national origin, religion, disability, genetic information or other characteristics protected by federal, state and



local fair employment practices laws. Candidates who are selected for employment at WPI for a position that regularly engages in handling credit cards or other University funds may undergo a credit check.

WPI complies with all applicable federal and state laws regarding the collection, storage, use and disposal of information obtained as part of a credit check. This includes the consent and notice provisions of the Fair Credit Reporting Act and the Fair and Accurate Credit Transactions Act

PROCEDURES

When candidates apply for positions at WPI, they consent to a credit check to be performed when determined to be necessary by the University. Credit checks are not done for all candidates. They are conducted when an applicant has been interviewed and is selected as a final candidate for a qualifying position. Results of these checks typically take a few days to obtain. Every effort is made to avoid delay in the hiring process.

RESPONSIBILITY FOR CONDUCTING CREDIT CHECK

The HR department is responsible for obtaining and reviewing all credit checks for qualifying positions. The Vice-President of Talent & Inclusion reviews the information obtained when a credit check is required for a hiring decision and provides the results to management personnel involved in the hiring process. Access to this information is strictly limited to employees of the HR department and others on a need-to-know basis to ensure that the privacy of the candidate is respected.

DISQUALIFICATION OF CANDIDATE

If the credit check reveals that the candidate for hire or transfer has a history of bad debt, the individual may be disqualified from the position. WPI complies with all federal and state law requirements for consumer and credit reports when information contained in the reports is used as a basis for taking adverse action against the individual.

Employment at Will

Your employment with the University is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the University at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other University document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment. At will relationships may only be modified by the President and enforceable, with an executed written agreement.



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 (hourly) staff generally works 37 ½ hours per week, – Monday through Friday, 52 weeks per year, refer to your job description for specific hour requirements for your position. 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 breaks and a daily unpaid lunch period of one (1) hour, normally from 12:00 noon to 1:00 p.m. Some non-exempt staff work 40 hours per week, 52 weeks per year.

Full-time exempt (salaried) 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 Residential Services, located in East Hall. 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), a Fitness Center pass, and can gain access to The Worcester Art Museum. The WPI ID card also serves as a key for any of the electronic card access locks on campus you are authorized for.

Additionally, an Academic and Research Collaborative (ARC) card is needed to borrow books directly from other selected ARC libraries. To receive information about ARC libraries please contact the Reference Department of Gordon Library.

Immigration Reform and Control Act of 1986

*****UPDATE Temporary Flexibility of Form I-9 Requirements Related to COVID-19 for Remote Employees**

Due to precautions being implemented by employers and employees related to physical proximity associated with COVID-19, the Department of Homeland Security (DHS) announced that it will exercise discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9) under Section 274A of the Immigration and Nationality Act (INA).

Employers with employees taking physical proximity precautions due to COVID-19 will not be required to review the employee's identity and employment authorization documents in the employee's physical presence. However, employers must inspect the Section 2 documents remotely (e.g., over video link, fax



or email, etc.) and obtain, inspect, and retain copies of the documents, within three business days for purposes of completing Section 2.

Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within **three business days** for in-person verification of identity and employment eligibility documentation for Form I-9, Employment Eligibility Verification.

Immigration Reform and Control Act of 1986

All new hires and current employees employed after 1986 are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 during the onboarding process in Workday. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

For a list of document(s) which will satisfy the requirement, please see www.uscis.gov.

Originals or notarized copies of the documents must be presented in the Office of Talent & Inclusion. For more information, please visit the Department of Homeland Security website at: www.uscis.gov

Introductory Period

Non-Exempt (Hourly) Staff

There is a three (3) month introductory period for all new non-exempt employees or employees in a new position on campus. 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 (Salaried) Staff Administration:

There is a six (6) month introductory period for all new administrative personnel or administrative personnel in a new position on campus. 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 Director of Talent & Inclusion 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 Director of Talent & Inclusion. A decision will be made as to whether employment at WPI will continue.

Paid time is awarded after successful completion of the introductory period.



Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change of the nature the “at-will” employment relationship.

New Employee Orientation

New Employee Orientations (NEOs) are held on Monday mornings at 8:30am at East Hall conference room. All new employees should attend an NEO or meet with a member of the Talent & Inclusion 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, benefit literature, policy and benefits manual, etc.

Additionally, a quarterly NEO meeting which expounds upon benefits is held for employees hired in the prior three month.

Remember, the Talent & Inclusion staff is available to answer questions, provide assistance and help with problems.

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 Talent & Inclusion Office.

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 Talent & Inclusion in conjunction with the individual staff member to be promoted or transferred.

Information relating to current vacancies can be obtained from the Office of Talent & Inclusion. The Office of Talent & Inclusion is responsible for the coordination of all internal and external advertising.

Position Types

Some positions are classified as Exempt (salaried), others as Non-Exempt (hourly). 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. Exempt employees are not eligible for overtime pay as otherwise required by federal, state, or local laws. All Exempt and Non-Exempt positions at WPI are grouped into the following classifications: Regular Full-Time, Regular Part-Time, and Casual/Temporary. Some WPI Non-Exempt employees are covered by Collective Bargaining Agreements.

CASUAL/TEMPORARY EMPLOYEES

Temporary employees are hired for a specific period or specific work project. The University reserves the right to extend the duration of temporary employment where necessary.

Temporary employees that are expected to work over 30 hours a week will be extended health insurance benefits based on the affordable care act regulations. Please refer to the website for more information and eligibility requirements.

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.

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 (hourly) staff employees and at least four weeks' notice for exempt (salaried) staff employees. Employees wishing to terminate from the university must formally resign in the Workday system. A copy of the resignation letter should be submitted to the direct supervisor and entered into Workday. 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 hourly employee) or four weeks' pay (in the case of an exempt salaried 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. Please refer to "At Will Employment".

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 will be scheduled for a transition interview with the Office of Talent & Inclusion. 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. You may also be asked to participate in an exit interview when you leave the University. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process is appreciated.

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.

WORKPLACE EXPECTATIONS

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 required 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 Talent & Inclusion 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 Talent & Inclusion 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 five consecutive days due to an illness, a doctor's note must be provided to the employee's supervisor upon returning to work.

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 WPI Administration - University Policies web site at <http://www.wpi.edu/offices/policies/business-ethics.html> . 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

Employee Privacy and Right to Inspect

University property, including but not limited to, lockers, phones, computers, tablets, iPads, desks, work place areas, vehicles, or machinery, remains under the control of the University and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on University premises including that kept in lockers and desks.



Confidentiality Policy

Policy

Members of the Worcester Polytechnic Institute (“WPI”) community whose position requires interaction with WPI’s administrative information systems are often provided access to “confidential information” in order to perform essential job functions. “Confidential information” includes but is not limited to: passwords, financial information, business plans, staffing and operations records, employment records, student records, contractual undertakings by WPI, proprietary information, and any information that is not publicly available. Confidential Information may also include any information that, given the circumstances, should reasonably be recognized as confidential.

In the interest of ensuring the secure and proper access to, and use of, Confidential Information, and out of respect for the privacy of others, WPI has established the following operational principles:

1. Individuals who have access to Confidential Information will use it only as required to perform their assigned duties and will not disclose such information to any other person who is not also separately authorized to receive or view it, unless such a request to disclose is approved by WPI’s Division of Talent and Inclusion or the Office of General Counsel.
2. All Confidential Information remains the exclusive property of WPI.
3. Individuals who have access to Confidential Information must, among other things, maintain its confidentiality and only view the information in the strictest of confidence.
4. Use of WPI’s Confidential Information (or any WPI information) for profit or personal gain is strictly prohibited.
5. Occasionally, there may be legitimate requests for Confidential Information related to legal, judicial, or government proceedings. In such circumstances, Confidential Information shall not be disclosed without the prior written approval of the Office of General Counsel.
6. Questions about the proper handling of Confidential Information should be directed to the Division of Talent and Inclusion or the Office of General Counsel.

Enforcement

Any person that violates this policy will be subject to disciplinary action, which may include loss of access to the Confidential Information, termination or dismissal from WPI, or other appropriate disciplinary action.

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 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.

For a full description of WPI's Health Plan Notice of Privacy Practices, effective September 23, 2013, see the H R website.

The HIPAA Authorization to Use or Disclose Protected Health Information may be found at www.wpi.edu/offices/hr/forms.html.

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 Talent & Inclusion (or designee)/CDO
WPI
100 Institute Road
Worcester, MA 01609
Phone: (508) 831-5473
Fax: (508) 831-5715



Performance Appraisals

WPI will make efforts to periodically review your work performance. The performance appraisal process will take place on an annual basis. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. University pay raises and promotions are based on numerous factors, only one of which is job performance.

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.

Social Media Policy (Personal)

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

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website,



social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with WPI, as well as any other form of electronic communication.

The same principles and guidelines found in WPI policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employee of the company. Before creating online content, you may want to consider some of the risks and rewards that are involved.

Know and Follow the Rules

Carefully read the WPI's EEO Statement and Non-harassment Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

You Are Encouraged to Show Respect

WPI cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or company policy.

Honesty and Accuracy

You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched

Posting Information

When posting information:



- Maintain the confidentiality of University trade secrets and confidential University-related commercially-sensitive information (i.e. financial reports, marketing or business strategies/plans, customer lists, patents, trademarks, etc.).
- Do not create a link from your blog, website, or other social networking site to a WPI website that identifies you as speaking on behalf of WPI.
- Never represent yourself as a spokesperson for WPI. If the University is a subject of the content you are creating, do not represent yourself as speaking on the University's behalf.
- Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

- Refrain from using social media while on your work time, unless it is work related as authorized by your supervisor.

Retaliation Is Prohibited

WPI prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

For More Information

If you have questions or need further guidance, please contact the Office of Talent & Inclusion.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

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 Talent & Inclusion 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 acknowledgement 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.

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 Talent & Inclusion (or designee). All problems or complaints will be held in strictest confidence, unless employee consent is granted. No employee shall be penalized 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 of Talent & Inclusion or Designee

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 Talent & Inclusion (or designee) 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 of Talent & Inclusion. Failure to file the appeal within the required time limit shall mean that the grievant is barred from proceeding further. The Vice President of Talent & Inclusion 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. Vice President of Talent & Inclusion 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 Senior Vice President for Enrollment and Institutional Strategy, the Vice President of Development and Alumni Relations, and the Vice President for Academic and Corporate Development. Any appeal at this step should be directed to the officer responsible for the department in which the grievant is employed. When the grievant responsibilities cross departmental or divisional lines, the Vice President for Talent & Inclusion (or designee) 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 Talent & Inclusion (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.

BENEFITS

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 Sullivan, Garrity and Donnelly at 508-453-2549.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA), a federal law, 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 plus an administrative fee 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 plus an administrative fee 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 Talent & Inclusion directly.

Dental Insurance

The University currently offers dental insurance, with an employer contribution, to employees who are scheduled to work at least 1200 hours or more during the fiscal year. For individuals working less than 1200 but more than 800 hours per year, dental insurance is available and the full cost of the premium is paid by the employee. Refer to the [HR Website](#) for more benefit information.

Disability Insurance

The University provides eligible employees with disability income protection when employees miss work due to a non-work related disability.

Short Term Disability

Maximum Benefit Period: 26 weeks

Exempt (Salaried) Staff

Exempt employees are not eligible for Short Term Disability. Refer to Sick Days for clarification.

Non-Exempt (Hourly) Staff

Employees scheduled to work 1456 hours or more during the fiscal year are eligible for short-term disability insurance once the introductory period is successfully completed. Short term disability begins



on the 13th consecutive day following a non-work related accident or illness for a maximum of 26 weeks. Beginning on the 13th 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, at the employee’s request, providing short-term disability is approved by the insurance provider.

Short Term Disability

When you are eligible

After successful completion of 3 month introductory period

How to enroll

Eligible employees are enrolled automatically

When benefits begin

Beginning on the 13th calendar day of absence (pending medical approval)

Initiating a Claim

Complete **form** and return to Talent & Inclusion

Conditions covered

Non-work related injury & illness, including child birth

Benefits

100% of the base weekly earnings, up to a maximum of \$750 per week.

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.

Duration

26 weeks

Cost

Free

Long Term Disability

Exempt (salaried) employees and non-exempt employees scheduled to work 1456 hours or more during the fiscal year are eligible for Long Term Total Disability Insurance after successful completion of the introductory period. On or about the first day of the fourth month of total disability, Talent & Inclusion will review medical status and discuss with the employee Long Term Disability and employment options. When long term disability is determined, Talent & Inclusion will begin the application process. 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. Visit the WPI [Employee Resource Center](#) for plan documents.

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 27th 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.

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 Talent & Inclusion, 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 Parental 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 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 (salaried), and non-exempt (hourly) 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 Division of Talent & Inclusion, 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 Talent & Inclusion) **prior to the referred hire's start date or at the time of hire**. Also, the applicant that the employee is referring should **reference the employee's name in his/her cover letter and/or the online application for employment**. 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 Talent & Inclusion (or designee).
- The form is available online at <http://www.wpi.edu/offices/hr/forms.html>.

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 employees and their household members 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. The EAP provides additional services beyond counseling, including: on-line coaching, various discounts, and legal and financial advice.

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 their household members. Services are scheduled through [New Directions](#) (formally known as E4 Health and LifeScope) or by calling 800-624-5544.

For questions about the EAP program, you may also contact the Office of Talent & Inclusion.

Fitness Center

The WPI Fitness Center located on campus 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 (508) 831-5243 for the Fitness Center hours of operation.

Flexible Spending Accounts (FSA)

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 for IRS dependents. 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

Qualified 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.

Visit the [WPI Employee Resource Center](#) web site for plan documents. For tax information, view IRS document Health Savings Accounts and Other Tax-Favored Health Plans at <http://www.irs.gov/pub/irs-pdf/p969.pdf>.

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 eligible employees a variety of health care plans.

Eligibility- Regular and Regular Fixed terms employees as defined in Workday

- **Staff-** (Regular or Regular Fixed Term) employees scheduled to work 28 hours a week or 1456 hours or more during the fiscal year
- **Full time Faculty-** (Regular or Regular Fixed Term)

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 October of each year. Employee rate changes occur in December, coverage is effective January 1st. Normally, this is the only time of the year that employees have the opportunity to make changes to their health and dental plans. An exception to this is if the employee has a qualifying event as defined by the insurance carrier.

See the Plan Summary at the WPI [Employee Resource Center](#) web site for coverage details. Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the University, unless otherwise required by law.



Affordable Care Act-

As part of the employer mandate, WPI is required to offer health care coverage to employees who work an average of 30 or more hours per week based on a measurement period. WPI's measurement period is January 1, through December 1. For more information refer to the [Talent & Inclusion website](#).

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Benefits Reconciliation Act (COBRA). The University will mail you information about your COBRA rights.

Life Insurance

Employees scheduled to work 1456 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, visit the WPI [Employee Resource Center](#) web site.

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. All employees are eligible for guarantee issue supplemental life insurance and AD&D insurance if they enroll during their specific enrollment period, which is offered twice per year. "Guarantee issue" is defined as the option to purchase insurance without answering proof of good health questions.



Employees beyond the initial eligibility period may purchase coverage, the insurance carrier will require additional documentation, including a statement of medical health and the carrier may deny coverage.

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.

This is a voluntary benefit and the total cost is an employee payroll deduction.

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 ten 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. This is an individual and personalized benefit, the premium is paid by the employee through a payroll deduction. Employees are eligible for a guarantee issue upon their initial eligibility, up to a certain maximum set by the insurance carriers. Coverage after the initial eligibility and beyond the insurance carrier's maximums will require additional medical documentation. All coverage eligibility is determined by the insurance carrier.



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

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 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, 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. Employees must contribute 5% of their base salary and WPI will contribute 8%.

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

Visit the WPI [Employee Resource Center](#) web site for plan documents.

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 Talent & Inclusion.

Sick Time Exchange

Any non-exempt (hourly), 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. This time is not eligible to be paid out at termination of employment.

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 may be 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 at WPI

Undergraduate or Graduate Tuition at WPI

(Graduate is defined as Master’s degrees only)

Eligibility Requirements: Employee must be in a benefits eligible position and have worked a minimum of 1,450 hours or more for three (3) years of continuous service on or before September 15th (for the fall terms) or on or before January 15th (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 Talent & Inclusion, 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.

EMPLOYEE GRADUATE COURSES

**The amount of graduate tuition is subject to all applicable taxes, per section 127 of the IRS guidelines. Federal law requires that tuition remission granted in each calendar year in excess of \$5,250 be reported as taxable income on the employee’s W-2 form.*



Some individual graduate courses may be tax exempt if they meet the IRS definition of job related. The Job Related Designation Form must be submitted for each course to determine if the course meets the IRS tax exempt definition.

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 15th (for the fall terms) or on or before January 15th (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 Talent & Inclusion 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 Talent & Inclusion. 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 Talent & Inclusion 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 15th (for the fall terms) or on or before January 15th (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 Talent & Inclusion, 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, Talent & Inclusion along with a copy of the tuition bill. Overload, project, or independent study work is 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 15th (for the fall terms) or on or before January 15th (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 & Inclusion 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.

**Children may take, at no charge, one or two courses at WPI during E-Term on a space-available basis provided that the course has already met the minimum paid enrollment required for regular course status.



For exempt (salaried) 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 15th (for the fall terms) or on or before January 15th (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 Talent & Inclusion, prior to enrollment.

Tuition Exchange Program

The Tuition Exchange (TE) program (<http://www.tuitionexchange.org>), is a national scholarship exchange program available to dependent children of full-time faculty and staff at approximately 600 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 31st 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 Financial Aid 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 Talent & Inclusion 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.
1. 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.
 2. WPI's Tuition Exchange Liaison Officer, the Director of Financial Aid, will complete the certification of export applicants.
 3. 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.

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 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 Talent & Inclusion. 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.

COMPENSATION

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. Any new direct deposit authorization or change to an existing authorization will result in a pre-note period during which a live check must be picked up at the Payroll Office. Direct deposit forms are available online at <http://www.wpi.edu/offices/hr/forms.html>. Electronic Pay Stubs can be viewed on the Banner Web for Employees, <http://bannerweb.wpi.edu>. Please contact the Payroll Office (X5594) for further details.

Pay Checks

An employee's pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with your supervisor or Talent & Inclusion.

Non-Exempt (Hourly) Staff

Non-Exempt staff is paid biweekly on Wednesdays. Electronic Payroll statements are available for viewing on the Banner web for employees at <http://bannerweb.wpi.edu>.

Exempt (Salaried) 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, salaries are paid on the preceding workday. Payroll statements are available for viewing on the Banner web for employees at <http://bannerweb.wpi.edu>.

ALL FIRST PAYCHECKS ARE "LIVE" CHECKS, WHILE ESTABLISHING DIRECT DEPOSIT. PAYCHECKS MUST BE PICKED UP AT THE OFFICE OF TALENT & INCLUSION AND PAYROLL LOCATED ON THE 2ND FLOOR OF BOYNTON HALL.

Payroll Schedules are available on the Talent & Inclusion website at <http://www.wpi.edu/offices/hr>.

The University is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form. If at any time you do not believe that your paycheck is accurate, please contact the payroll office.



Overtime Pay

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

Non-Exempt (Hourly) 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 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.

Compensatory ("comp time"), is illegal and the University does not permit an accumulation of hours for future time off privileges.

Exempt (Salaried) 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 the employee's supervisor and the Office of Talent & Inclusion. Employees who have a full-time academic year appointment (9 or 10 months) may be eligible to earn additional salary in the summer months.

Supervisor's Responsibility in Payroll Matters

It is the responsibility of supervisors to familiarize themselves with necessary reporting obligations such as attendance and time reporting to enable them to administer institute pay policies consistently for all employees. The Institute has a responsibility not only to itself, it's students and employees, but also to donors of operating funds and sponsors of research in many cases.

Time Recording

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 time sheet is submitted late.

Time sheets are considered a legal document and falsification is a serious offense.



Salary Administration Guide

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, administrative 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/whd/regs/compliance/wh1282.pdf>.

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 Talent & Inclusion 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 the end of this document.

The Office of Talent & Inclusion has the immediate responsibility for maintaining up-to-date position descriptions, evaluating positions and assigning pay grades.

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 Talent & Inclusion will conduct annual salary surveys to ensure our rates of pay are externally competitive. Data for the majority of non-exempt (hourly), non-managerial positions will be collected using local labor market data. Specifically, WPI participates in the annual salary survey conducted by the Employer's Association of New England (EANE). 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 - Talent & Inclusion (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.

Contact Talent & Inclusion Resources for more details on salary ranges.



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 Talent & Inclusion 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.

TIME OFF/LEAVE

Bereavement

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 an employee's extended family member, a leave of one (1) day with full pay may be taken to attend a funeral or handle other affairs in connection with the death.

"Extended Family" is defined as brothers/sisters-in-laws, aunts, uncles, grandparents, grandchildren, cousins, nieces, nephews of both the employee and their spouse/domestic partner.

Court 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.

Doctor's Visits

The intent of this benefit is to provide paid time for medical and dental appointments that cannot be scheduled outside of normal working hours or during the lunch hour. Continuing non-exempt (hourly) and exempt (salaried) employees who have completed their introductory period and are scheduled to work 1456 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. An employee will not be paid more than their regularly scheduled time for the day of the doctor visit. This benefit is for employee's medical visits only; dependents/family members are not covered.

Domestic Violence Leave Act Policy

In accordance with M.G.L. c. 260 entitled "An Act relative to domestic violence" WPI has established a policy to allow employees up to 15 days of unpaid leave in a 12-month period if the employee or a covered family member of the employee is a victim of abusive behavior. For purposes of this policy, a "rolling" 12-month period will be used, measured backwards from the date an employee uses any domestic violence leave. Employees of WPI may request leave under this policy for the following reasons:

- The employee of WPI is a victim of domestic violence or a covered family member of an employee of WPI is a victim of domestic violence. Covered family members include the following relationships: spouse, fiancée, of a victim of domestic violence, or individual with whom the victim of domestic violence has a substantive dating relationship and who the individual resides with; someone with whom the victim of domestic violence has a child in common; or the parent, step-parent, child, step-child, sibling grandparent, grandchild, or guardian to a victim of domestic violence.
- Employee leave must be directly related to the abusive behavior, such as seeking or obtaining medical attention, counseling, victim services or legal assistance; securing housing; obtaining a protective order from a court; appearing in court or before a grand jury; meeting with a district attorney or other law enforcement official; or attending child custody proceedings or addressing other issues directly related to the abusive behavior.

Use of Paid and Unpaid Leave

Employees may elect to use earned vacation in place of leave without pay within the approved period of the domestic violence 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 domestic violence leave for a covered 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 15 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 15 days during the year will have a reduction in their total sick days at the rate of one day for every 15 working days of absence (whether or not the days of absence were consecutive).

Requesting Domestic Violence Leave

Employees must provide their supervisor with advance notice of the decision to use the leave, unless there is a threat of imminent danger to the health or safety of the employee or a member of the employee's family. An employee who does not give notice must notify their supervisor within three workdays that the leave was being taken under the Act's leave provisions. The notice may be provided by certain specified individuals other than the employee.

Employees will need to complete a [Statement in Support of Need for Domestic Violence Leave](#) and return the form to the Office of Talent & Inclusion.

Employee Status During and After Leave

Employees who take leave under the Domestic Violence Leave Act cannot lose any employment benefit accrued prior to the date on which the leave was taken.

Employees who take leave under the Domestic Violence Leave Act are entitled to the restoration of their original jobs or an equivalent position.

WPI cannot take negative actions against employees for unauthorized absences if, within 30 days of the last day of absence, the employee provides documentation that the absence was due to domestic violence. The forms of acceptable documentation include documents such as a police report documenting the abusive behavior.

Documentation Required for Domestic Violence Leave

WPI may require the employee to provide documentation evidencing they, or their family member, has been a victim of abusive behavior even if the employee provides advance notice of the leave.

With limited exceptions, information related to the employee's leave must be kept confidential by the employer.

Employers are prohibited from retaliating against or discriminating against in any manner an employee who exercises his or her rights under the new law.

Questions relating to the provisions and eligibility requirements for domestic violence leave may be directed to the Benefits Administrator in the Office of Talent & Inclusion.



Holidays

WPI offers the following paid holidays each year to full and part time employees:

January (2)-	Two days during New Year's Holiday as designated by the University.
February (1)	Martin Luther King Day
April (1)	Patriot's Day
May (1)	Memorial Day
July (1)	Independence Day
September (1)	Labor Day
November (½)	½ day before Thanksgiving
November (2)	Thanksgiving and the day after Thanksgiving
December (2)	Two days during the holiday as designated by the University

In order to be eligible for holiday pay, employees must be regularly scheduled to work on that day. The number of holidays may vary depending on the calendar. Please see the Talent & Inclusion website for up-to-date information.

Two (2) "personal" holidays per fiscal year are also granted and may be taken, once supervisor approval has been obtained, after completion of the introductory period. 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 1st and prior to April 1st are entitled to one personal holiday. Those who begin employment after April 1st will be awarded two personal holidays the following July 1st. The personal holidays used to observe state holidays will be forfeited if not taken within the fiscal year.

Leaves

Requesting Leaves of Absence

A leave of absence (leave) is defined as an approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he/she must be out of work for more than three days, he or she should contact the Talent & Inclusion department to determine if a leave of absence may be necessary.

Leaves of absence will start on the date of request or date of need. While on leave, an employee must contact the Talent & Inclusion department at least every 30 days. Failure to contact HR upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment.

Required Documentation

All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (FMLA, disability accommodation, military, parental, other medical leave, personal leave, etc.) and



submitted to the immediate supervisor. An employee must provide 30 days' advance notice when the need for the leave or absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

Return to Work

Upon return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance.

Family Medical Leave Act (FMLA)

The University complies with the Family and Medical Leave Act of 1993 (FMLA), as amended.

The FMLA requires covered employers to provide up to 12 weeks of unpaid, benefits and job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, parent, or in certain circumstances care for those in nontraditional family arrangements, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Eligibility Requirements

- Employees are eligible if they have worked for the University for at least one year, for 1,250 hours over the previous 12 months.
- Eligible employees are entitled to leave of up to 12 weeks in a 12-month period. For purposes of this policy, a "rolling" 12-month period will be used, measured backward from the starting date of the requested leave. Specific provisions and requirements for each type of FMLA leave are detailed below.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition 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 other daily activities. 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.



Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Leave Related to an Employee's Own Serious Health Condition (Including Pregnancy and Childbirth)

In the case of an employee's own serious health condition, including conditions related to pregnancy and childbirth, leave may be approved in continuous periods, intermittent periods, or by a reduced work schedule, in accordance with certification from the employee's health care provider. In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee temporarily to an alternate position to accommodate the needs of the work area. In such situations, the employee's salary rate and benefits should remain the same.

Conditions related to pregnancy and childbirth are considered to be serious health conditions under the FMLA, and disability leaves related to pregnancy and childbirth are administered in the same manner as other disability leaves under the Institute's sick leave policies.

Following a medical leave period related to pregnancy and childbirth, an employee may be eligible for additional leave, without pay, for purposes of child care. In such cases, the combination of the medical leave period and the additional period for child care leave should not exceed 12 weeks in total.

Leave to Care for the Employee's Newborn Child

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

Spouses who are both employed by the Institute are allowed a combined total of 12 weeks of leave within a 12-month period for the care of a newborn.

Following a sick leave period related to pregnancy and childbirth, an employee may be eligible for additional leave, without pay, for purposes of child care. In such cases, the combination of the medical leave period and the additional period for child care leave should not exceed 12 weeks in total.

Leave to Care for Employee's Newly-adopted or Newly-Placed Foster Child

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

Spouses who are both employed by the Institute are allowed a combined total of 12 weeks of leave within a 12-month period for the care of a newly-adopted or newly-placed foster child.



Requests for 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 Institute's general policy on leave without pay.

Leave to Care for a Family Member with a Serious Health Condition

Employees may request leave in situations where they are required to participate in the care of a seriously ill child, parent or spouse. 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.

An employee may request leave in continuous periods, intermittent periods, or by a reduced work schedule to a total of 12 weeks, in accordance with certification from the family member's health care provider. In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee temporarily to an alternate position to accommodate the needs of the work area.

Requests for 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 Institute's general policy on leave without pay.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status 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 servicemember during a single 12-month period. A covered servicemember is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise on the temporary disability retired list for a serious injury or illness*; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definition of "serious injury or illness" for current servicemembers and veterans is distinct from the FMLA definition of "serious health condition."

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 least 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 Talent & Inclusion 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 Talent & Inclusion 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.

Failure to provide requested information in a timely manner may result in the delay or denial of FMLA leave.

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 time exchange 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 exchange 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)

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.



Health benefits during Family and Medical Leave Act (FMLA) leaves are maintained by the University on the same terms as if the employee continued to work. Please contact Talent & Inclusion for clarification. In such circumstances, arrangements must be made by eligible employees to pay their share of the health insurance premium on a monthly basis to maintain insurance coverage. Please contact the Talent & Inclusion Department to determine the amount of your contribution. The University's obligation to maintain health benefits stops when:

- An employee informs the University of an intent not to return to work at the end of the leave period; or
- An employee fails to return to work when the FMLA entitlement is exhausted; or
- An employee's premium contribution is past due.

The University will be entitled to recover premiums paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Employees should contact the Talent & Inclusion Office for detailed information regarding benefits continuation during periods of leave without pay.

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:
<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>

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 Talent & Inclusion 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.

Military Leave [USERRA]

The University complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Appropriate documentation of the need for the leave is required to be submitted to Talent & Inclusion prior to the leave unless military necessity makes this impossible. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Talent & Inclusion.

Parental Leave

In accordance with the amended Massachusetts Maternity Leave Act (MMLA) any employee that has been employed for at least 3 consecutive months is entitled to up to 8 weeks of non-paid parental leave, to be used within the first 12 months after the child's birth or adoption. WPI offers paid parental leave to "primary caregivers" and "non-primary caregivers" that have successfully completed their introductory periods.

Primary Caregiver Parental Leave

Any employee that has successfully completed their introductory period and declares him-or herself to be the "primary caregiver" of a new child (biological/adopted), is entitled to receive 100% pay and benefits for up to 8 weeks for parental leave. Please refer to the [matrix](#) below for more information.

Non-Primary Caregiver Parental Leave

Any employee that has successfully completed their introductory period and declares him-or herself to be the "non-primary caregiver" of a new child (biological/adopted), is entitled to receive 100% pay and benefits for up to 2 weeks of parental leave. Please refer to the [matrix](#) below for more information.

Definition of Primary Caregiver

A "primary caregiver" is defined as someone who has primary responsibility for the care of a child immediately following birth/adoption. "Primary Caregivers" are also those individuals who have recently become parents through actions of custody. This definition thus applies to both births and adoptions. In



order to exercise the primary caregiver benefit, an employee must complete an Affidavit of Parental Leave stating that he or she is the primary person responsible for the child. This policy depends on, and assumes, the good faith of its participants.

Employees are eligible for parental leave, so long as the employee:

1. Paid parental leave is available after successful completion of the introductory period. Unpaid parental leave is available once the employee has been employed for at least 3 months, and may be taken if the introductory period has not yet been completed.

2. Request parental leave in connection with the birth or adoption of a child

a. Complete Parental Leave Request Form

b. Submit the leave request to the Office of Talent & Inclusion

c. Provide any additional documentation requested

3. Provide advance notice and indicates an intent to return. WPI recommends a 4 month notification whenever possible.

Salary continuation for parental leave is available only for the period of time you would normally be at work (i.e., if you work an academic-year schedule, you would not be eligible for paid parental leave during the summer).

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 parental leave will be reinstated to their regular position upon their return. Failure to return to work at the end of the parental leave (without an approved extension) shall be considered a resignation.

Personal Leave

An employee may request a personal leave of absence from their supervisor, upon approval, the employee must notify the office of Talent & Inclusion. While taking an unpaid leave, employees remain responsible for their portion of the cost of elected benefits. 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. All available paid time must be exhausted before unpaid time is used.

Requests for unpaid leave must be coordinated through the Office of Talent & Inclusion 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.



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 Talent & Inclusion after three or more consecutive sick days.

Sick leave is not part of salary or wages to which an employee is entitled regardless of need; it is not payable upon termination.

Supervisors have the principal responsibility for the proper and consistent application of the sick leave policy. Abuse of sick leave in any form can have serious impact on the morale and effectiveness of all members of a group or office.

Employees may use up to six (6) sick days of their total accumulated sick days for the following purposes: (1) to care for a physical or mental illness, injury or medical condition affecting 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 and (2) to attend routine medical appointments of their child, spouse, parent, or parent of a spouse.

Non-Exempt (Hourly) 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 30th. On July 1st 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 (Hourly) 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:

$$\begin{aligned} &30 \\ &37.5 \times 90 \text{ hours} = 72 \text{ hours} \end{aligned}$$

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 (Salaried) 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 may use up to six (6) sick days, for the following purposes: to care for a physical or mental illness, injury or medical condition affecting their child, spouse, parent, or parent of a spouse; or to attend routine medical appointments of their child, spouse, parent, or parent of a spouse.

Temporary Staff- JULY 1

Effective July 1, 2015 temporary employees are eligible to accrue and use sick time for every 30 hours worked.

- *Current Temporary Employees*- Eligible to start accruing and using sick time on July 1, 2015
- *Future Hires after July 1, 2015*- Eligible to start accruing and using sick time after their 90th calendar day of employment.

<u>HOW IT IS EARNED?</u>	<u>WHEN CAN IT BE USED?</u>
<ul style="list-style-type: none"> • Employees earn 1 hour of sick time for every 30 hours they work 	<ul style="list-style-type: none"> • An employee can use sick time when the employee or the employee’s child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
<ul style="list-style-type: none"> • Employees can earn and use up to 40 hours per year if they work enough hours. 	<ul style="list-style-type: none"> • The smallest amount of sick time an employee can take is one hour
<ul style="list-style-type: none"> • Employees with unused earned sick time at the end of the year can rollover up to 40 hours. 	<ul style="list-style-type: none"> • Sick time cannot be used as an excuse to be late for work without advance notice of a proper use
<ul style="list-style-type: none"> • Employees begin earning sick time on their first day of work and may begin using earned sick time 90 days after starting work. 	<ul style="list-style-type: none"> • Use of sick time for purposes is not allowed and may result in an employee being disciplined.

More information about the Mass Sick Time Law can be found at the link below

<http://www.mass.gov/ago/docs/workplace/earned-sick-time/est-employee-notice.pdf>

- This sick time is not eligible for sick time exchange.



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.

Vacation

WPI believes that time away from work is important to the health and well-being of our employees. WPI provides generous time off benefits and encourages all employees to utilize their vacation days to rest and recharge. Vacation benefits are provided to both full-time and part time employees. Vacation time is earned each payroll cycle and accrues based on an individual’s status, work schedule and length of service. Vacation may not be taken until it is earned. Employees begin earning vacation time immediately upon hire. *(Note: Facilities Union Employees should refer to their contract for information about applicable vacation and time off policies.)*

Non-Exempt (hourly) Vacation Benefits

For non-exempt (hourly) employees, vacation accrues as follows:

<u>Length of service</u>	<u>Annual accrual</u>	<u>Bi-weekly Accrual rate at full-time 40 hours per week</u>	
1 year but less than 5	2 weeks (10 days)	.38 days	/3.08 hours
5 years but less than 10	3 weeks (15 days)	.57 days	/4.61 hours
10 years but less than 25	4 weeks (20 days)	.77 days	/6.15 hours
25 years or more	5 weeks (25 days)	.961 days	/7.69

Employees who work regular scheduled hours of less than 40 will receive prorated vacation benefits.

For example:



A 24 hour per week hourly employee that has been employed 27 years would accrue three weeks or 72 hours in the year. There are 26 pay dates in the year so each pay cycle this employee would earn 2.77 hours of vacation time (72 hours / 26 pays)

Exempt (monthly) Vacation Benefits

For exempt (salaried) employees, vacation accrues as follows:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Monthly Accrual Rate (at 40 hours)</u>
1 year but less than 25	4 weeks (20 days)	1.67 days/13.33 hours
25 years or more	5 weeks (25 days)	2.08 days 16.67 hours

Employees who work regular scheduled hours of less than 40 will have prorated vacation benefits.

For example:

A 24 hour per week salaried employee that has been employed 26 years would accrue five weeks or 120 hours in the year. There are 12 pay dates in the year so each pay cycle this employee would earn 10 hours of vacation time (120 hours / 12 pays)

Vacation time must be requested and approved in Workday. Please work with your manager to ensure adequate staffing to support the operational needs of the university.

The maximum amount of vacation hours you can accumulate in your vacation bank is 1.5 times your regular annual accrual. Once that maximum is reached, further accruals will cease until vacation hours are taken and your vacation bank falls below the maximum allowed. You will not accrue vacation during an unpaid leave of absence.

For example:

<u>Annual vacation accrual</u>	<u>Maximum accrual amount</u>
80 hours	120 hours
120 hours	180 hours
160 hours	240 hours
200 hours	300 hours

Long Service Vacation Awards:



In recognition of 15 or more years of service, WPI provides additional time off. Beginning at 15 years of service and awarded every five years following (i.e. 15, 20, 25, 30 etc...) eligible employees receive one additional week (5 days) of vacation for use in that anniversary year. This additional time off is awarded on the employee's anniversary date, must be used within the anniversary year, does not accrue beyond the anniversary year or contribute to the maximum accrual amount.

You will be paid for all accrued, unused vacation time upon termination of employment.

Scheduling of Vacations

Prior to requesting vacation leave, an employee should check to determine his or her current balance. Supervisors have responsibility for coordinating and approving vacation schedules of their employees, following employees' preferences whenever work requirements in the department permit. The amount of vacation to be taken in any one period of time should be discussed well in advance with the supervisor, to allow adequate time to plan for work coverage.

The employee is responsible for checking the number of vacation days accrued and then seeking permission from the supervisor for vacation. Generally, the supervisor is responsible for recording the number of approved vacation days taken

While the vacation benefit is the same for nearly all eligible WPI employees, the method for keeping track of vacation differs according to employee type. Regardless of vacation tracking method, all employees are expected to get approval from their supervisors before making vacation plans.

Holiday During Vacation

If a recognized Institute holiday falls on an employee's regularly scheduled workday during his or her vacation, the day is paid as a holiday and is not counted against vacation balances.

SAFETY

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 Talent & Inclusion 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 Talent & Inclusion (or designee)
- b. Executive Vice President/CFO
- c. Director of Public Safety and Chief of Police
- d. Worcester Police Department Representative
- e. The Employee Assistance Program 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.

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.

On November 2, 2016, voters in Massachusetts elected to legalize the recreational use of marijuana by residents who are 21 years or older. However, marijuana is still illegal under federal law, and WPI must comply with the laws stated above, even though it does not coincide with state law. Therefore the use, cultivation, distribution, and possession of marijuana are not permitted on the WPI campus. Employees and students are also not permitted to be on campus while under the influence of marijuana.

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, marijuana, 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 Talent Development and Chief Diversity Officer. 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).

Inclement Weather

In the event of inclement weather, a decision to close or delay opening of the university will be made by the Provost and the Executive Vice President by 4:00 a.m. on the day classes are impacted. Delayed openings will coincide with the start of a class period, e.g. 10:00 a.m.

Communication at the time of the decision and as conditions progress will be handled as follows, and as circumstances allow. The following is a list of how inclement weather announcements will be communicated:

WPI's Telephone Snow Line – (508) 831-5744 - WPI's Homepage – www.wpi.edu
E-Broadcast announcement via WPI email
TV /Websites



WBZ-TV (channel 4) – <http://boston.cbslocal.com/>
WCVB-TV (channel 5) - <http://www.thebostonchannel.com/index.html>
WHDH-TV (channel 7) – <http://www1.whdh.com/>
WLVI-TV (channel 56) - <http://www.cw56.com>

Radio Stations

WBZ (1030 AM)
WORC (98.9 FM)
WRKO (680 AM)
WSRS (96.1 FM)
WTAG (580 AM and 94.9 FM)
WWFX (100.1 FM)
WXLO (104.5 FM)

*Receive Emergency Alerts via Text Message, Telephone, and/or Email

Employees wishing to have inclement weather announcements sent via text message to a mobile phone can update/record information by logging into Banner Self Service at <http://bannerweb.wpi.edu>, selecting “Sign Up Now to Update Crisis Contact Information”. This system also supports telephone calls and email alerts. If you wish to be contacted with emergency alerts please enter the cell phone number, home phone number or email address that you want WPI to use in this manner.

When the university opens as usual in the morning, but it becomes necessary to close at a later point (whether during the day or for evening classes or programs), a decision will be made by the Provost and the Executive Vice President.

For daytime classes, any cancellation will coincide with the start of classes. For evening classes, a decision to close will be made by 3:00 p.m.

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.

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. 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 all non-union employees reporting to work late, not at all, or leaving early:



If you report to work by 10:00AM, and remain at work for the rest of the regularly scheduled workday, you will be paid for a normal workday.

If you report to work after 10:00AM, you will be paid only for the balance of hours worked for the remainder of your normal workday.

If you do not report to work, are unable to work, or leave early (after notifying a supervisor), lost time may be charged to vacation/personal time or it may be listed as time off without pay.

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 ensure the protection of life and property; alleviate human suffering and hardship; and maintain and/or restore essential facilities and services. For further information about crisis/emergency preparedness at WPI, please visit the Emergency Preparedness website at: <http://www.wpi.edu/offices/policies/Emergency/>. This site includes information about Connect-Ed, WPI's Emergency Notification Service, and directions for signing up.

Security

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with nonemployees specifics regarding University security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the University. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

Tobacco Free Campus/No Smoking Policy

WPI is a Tobacco-Free campus and does not permit the use or sale of any tobacco products (combustible or smokeless), including E-cigarettes. WPI joins a group of over 800 campuses with similar policies in the United States, including at least 20 in Massachusetts.

This policy shall apply to all members of the WPI community including visitors to the campus. The WPI campus will be entirely free from tobacco products and E-cigarettes everywhere including all buildings, walkways, patios, playing fields, lawns, parking lots, parking garages and all WPI owned, leased or rented vehicles.

Tobacco products include, but are not limited to:



“E-cigarettes include any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette, which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

“Tobacco Product” means any substance containing tobacco leaf, including but limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

WPI’s Student Government Association spearheaded this initiative and subsequent policy based on data gathered over a three year period through surveys sent to faculty, staff, undergraduate and graduate students showing the desire of the majority of WPI community to become a tobacco-free campus. The purpose of this policy is to limit the exposure of the WPI community to the many negative effects of tobacco products and secondhand smoke. Tobacco smoke, whether inhaled directly by a smoker or indirectly by another, as well as smokeless tobacco products, is a danger to one’s health. The Environmental Protection Agency (EPA) underscores the health risk of secondhand, or passive smoke, by linking this type of smoke to lung cancer deaths and by classifying it as a Class A (known) carcinogen. Smoking, and the presence of accumulated secondhand smoke, as well as discarded tobacco product materials, is also a cause of annoyance, distraction, physical discomfort and stress.

WPI strives to create a community and atmosphere that is as free from recognized hazards as possible. Issues affecting the health, safety and well-being of WPI community members are important to mitigate wherever possible. Because WPI recognizes the hazards associated with secondhand smoke and tobacco products, we are endeavoring to assist with the elimination of the hazards to the entire community. Additionally:

Removal from campus of tobacco products supports sound public policy. It is in direct correlation with current health care initiatives of Prevention of illness vs. Treatment of illness.

The policy serves to assist in preventing community members from beginning to use tobacco products, thus promoting a healthier lifestyle.



Tobacco products are the #1 source of litter on earth. Discarded, unsightly cigarettes are not biodegradable and have traces of as many as a dozen carcinogens after their use. Cost saving benefits can be immediate on several levels...health care costs, buildings and grounds maintenance, potential fire and smoke damage, etc.

Stopping the use of tobacco products has immediate health benefits for all community members.

Adherence to and management of this policy requires common sense, courtesy and support among members of the WPI community. Applicable signage will be installed to alert community members and visitors to the policy. Announcements at public events, reminders on programs and other materials, inclusion in the Student Code of Conduct, the Employee Policy & Benefits Manual, etc. will all be utilized to educate and remind. Students with concerns or questions should contact the Dean of Students Office and employees with concerns or questions regarding the policy should contact the Office of Talent & Inclusion.

Smoking Cessation

WPI, through the Office of Talent & Inclusion, has identified smoking cessation programs through our health insurance provider. Please contact Benefits Office at WPI benefits@wpi.edu

Use of University Vehicles

University vehicles are to be used for University business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

Drivers of University vehicles are to immediately report all infractions or violations while driving a University vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor, manager, Talent & Inclusion immediately.

When a University vehicle cannot be operated, is unsafe for use, or has been damaged, notify a supervisor or manager immediately.

The driver of a University vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a University vehicle or drive a personal vehicle on University business. Suspension of rights will continue until one (1) year has passed with no infractions. If there are



persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

Position Description Questionnaire

DATE _____ POSITION _____

TITLE _____



NAME OF PERSON CURRENTLY IN POSITION _____

DEPARTMENT _____

REPORTS TO (TITLE) _____

DEPARTMENT HEAD'S TITLE _____

REGULAR WORK SCHEDULE

Months Per Year _____ # Hours Per Week _____

DAILY SCHEDULE From _____ To _____

POSITION RESPONSIBILITIES

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

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

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:

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