

Community College of Rhode Island



Employee Handbook

ABOUT THIS HANDBOOK

Purpose

This Employee Handbook has been prepared to acquaint all employees with the policies, practices and benefits of the Community College of Rhode Island. This Employee Handbook is intended to provide an overview of the Community College for your personal benefit and education. The Employee Handbook is not a contract of employment, nor does it guarantee employment for any definite period of time.

Please read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs that have been developed to provide a work environment that is conducive to both personal and professional growth.

Policies, practices, and benefits described in this handbook may change from time to time. As policies and benefits are revised, updated pages will be distributed. Please keep this handbook readily available and insert the updated material promptly so that it is current at all times.

CCRI recognizes four collective bargaining units representing employees at the Community College: The Community College of Rhode Island Professional Staff Association (CCRIPSA/NEARI/NEA), the Community College of Rhode Island Association of Classified Employees/National Education Association (CCRI/ACE/NEA), the Community College of Rhode Island Faculty Association (NEA/CCRIFA), and the United Nurses and Allied Health Professionals Local 5019. Members of these bargaining units should refer to their bargaining agreement for more detailed information regarding employees' rights and benefits.

Some employees are not represented by a union. All College employees not represented by a union are governed by the Rhode Island Board of Governors for Higher Education Personnel Policy Manual or the State Employees Merit System Law. Should a discrepancy arise between this handbook and the Rhode Island Board of Governors for Higher Education, provisions of the Rhode Island Board of Governors for Higher Education Personnel Policy Manual shall prevail.

Employee Acknowledgment Form

The Employee Handbook describes important information about the Community College of Rhode Island's personnel policies and my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to these policies. I will consult the Office of Personnel Services regarding any questions I have that are not answered in the Employee Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

EMPLOYEE'S NAME *(printed)*:

EMPLOYEE'S SIGNATURE:

DATE:

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Personnel Director's Message

Dear CCRI Employee,

I am very pleased to provide you with a copy of the Community College of Rhode Island's first Employee Handbook. This handbook is designed to serve as a convenient reference guide for the College's benefits, activities, and policies.

If you are new to the College, you will be invited to an orientation session, which will provide you with an overview of the Community College. Employees eligible for benefits will also be provided with a one-on-one orientation geared to provide you with more detailed information about the College's many benefits and to give you an opportunity to enroll in the benefit programs of your choice. During these orientation sessions, you will have an opportunity to ask questions regarding the privileges, responsibilities and opportunities that come with being an employee of the Community College.

This handbook is also designed for those who have been with the College for some time. As the College continues to meet the ever-changing educational needs of Rhode Island's citizens, policies will surely need to be amended and new policies added when necessary. Each employee will receive a copy of all new and updated policies as they are developed. Please keep your handbook updated. It is your reference guide.

The Office of Personnel Services will also provide an on-line version of this handbook on its web site. The advantage to viewing the on-line format of the handbook is that it will also be linked to corresponding sections of each of the union contracts as well as to on-line copies of benefit brochures and a host of other supplemental information.

As always, you are encouraged to call the Office of Personnel Services at 825-2311 for further information. My staff and I are ready and available to assist you.

Sincerely,

*Carol L. Gold
Personnel Director*

Questions? ... Who to Contact:

Please contact the Office of Personnel Services with any questions you may have regarding information contained within this manual.

US Mail: 400 East Avenue, Warwick, RI 02886-1807
Telephone: (401) 825-2311
Fax: (401) 825-2345
Web: CCRI.CC.RI.US/PERS/OPS.HTM

Although anyone in the Office of Personnel Services will help you, here is a listing of the staff members and their specific area(s) of expertise:

Carol L. Gold

E-mail: cgold@ccri.cc.ri.us

Director of Personnel

Management of all Office Programs and Activities; Labor Relations; Employees' Assistance

Melissa Bigelli

E-mail: mbigelli@ccri.cc.ri.us

Staff Assistant II

Assists with the Operation of all Office Programs and Activities

Linda Duhaime

E-mail: lduhaime@ccri.cc.ri.us

Personnel Manager

Benefits, Non-Classified Staff Employment, Workers' Compensation, Retirement

Linda Greenwood

E-mail: ligreenwood@ccri.cc.ri.us

Personnel Officer

Classified Staff Recruitment, Employment, Benefits

Michelle O'Brien

E-mail: mobrien@ccri.cc.ri.us

Coordinator for Special Projects

Employee Handbook, Orientation, Performance Appraisals, Savings Bonds, State Employees Charitable Appeal, Web Site

Sheri Norton

E-mail: sstevens@ccri.cc.ri.us

Assistant Director of Personnel

MIS, Compensation, Classification, Professional Development Program

Claire Thurston

E-mail: cthurston@ccri.cc.ri.us

Personnel Officer

Monthly Payroll, Non-Classified Staff Recruitment, Temporary Help, Retirement

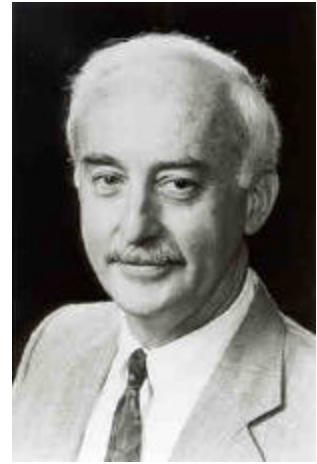
If you have any questions or concerns related to affirmative action, disability accommodations, or harassment, please contact Mr. John White, Executive Director of the Providence Campus of CCRI and Director of Affirmative Action and Minority Student Affairs at 455-6011. You may also contact him via e-mail at white@ccri.cc.ri.us.

ABOUT CCRI

Welcome to CCRI!

Welcome to the Community College of Rhode Island, New England's largest community college. From its modest beginning with 325 students in 1964, to its present enrollment of nearly 15,000 students, the Community College of Rhode Island has grown to meet the goals of its founders. For over thirty years, the College's challenge has been to provide academic transfer programs, career oriented training, and student support services of the highest caliber.

The Community College of Rhode Island offers programs in academic and vocational-technical areas as well as a full complement of programs and services for full and part-time students, for recent high school graduates and for older, adult learners. The student body at the Community College of Rhode Island enjoys considerable diversity in age, culture, and work experiences. Many of our graduating students transfer to four-year colleges and universities; others complete career-oriented programs which can lead to immediate employment in technical fields.



CCRI also opens its facilities for public use, sponsors programs on issues of public concern, and offers workshops and seminars for small businesses, government agencies, and individuals seeking to improve their skills or enhance their lives.

In every sense, CCRI prides itself on being a flexible, consumer-oriented educational institution and strives to be Rhode Island's community college, meeting the educational needs of the people of this state. We believe that each and every employee contributes directly to fulfilling the College's missions. We trust you will take pride in being a member of our team, providing the best possible service to CCRI's students.

To those of you who are newcomers, may your experience here be stimulating and fulfilling. To those who have been with CCRI for some time, thank you. May you each continue to find the challenges rewarding and experiences enriching.

Sincerely,

Thomas D. Sepe
President

College Missions

The Community College of Rhode Island has adopted the following missions:

Mission I Community College of Rhode Island will provide an ambitious array of post-secondary occupational programs and courses designed to prepare students for, and enhance their competence in, paraprofessional and technical jobs in business and industry beyond what might be achieved in high school.

Mission II: Community College of Rhode Island will offer programs and courses designed for students who wish to transfer their credits to other institutions of higher education, and will work closely with other Rhode Island institutions to develop and improve articulation and transfer programs.

Mission III: Community College of Rhode Island will give special attention to the quality of its offerings and the effectiveness of its instruction.

Mission IV: Community College of Rhode Island will provide such student services as may be necessary to a student's academic progress and as are feasible.

Mission V: Community College of Rhode Island will provide adult residents of Rhode Island with open access to post-secondary education.

Mission VI: Community College of Rhode Island will make its facilities available to community groups and the public in general at as low a cost as possible.

Mission VII: Community College of Rhode Island will sponsor a wide range of non-profit forums, workshops, seminars, courses, lectures, exhibitions, concerts, shows, and tours.

Mission VIII: Community College of Rhode Island will assist community organizations, local businesses and industries, and appropriate state and municipal government agencies to develop and enhance their own educational programs, and will work with these groups to further the State's economic development objectives.

Mission IX: Where feasible, Community College of Rhode Island should involve community representatives in establishing and evaluating its programs and activities.

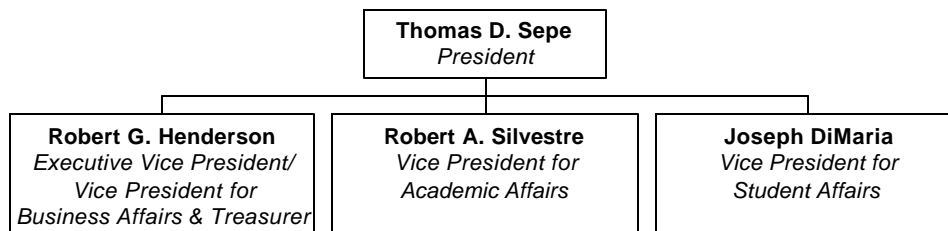
Governance Structure:

Rhode Island Board of Governors for Higher Education

The Community College of Rhode Island and the two other public institutions for higher education in Rhode Island (Rhode Island College and the University of Rhode Island) are governed by the Rhode Island Board of Governors for Higher Education. The Rhode Island Board of Governors for Higher Education was created through legislation in 1981. The Board consists of 15 members: 12 public members, including a student from one of the three public institutions of higher education, appointed by the Governor and confirmed by the Senate in staggered three-year terms, except for the student who serves two years; plus, the chair of the Board of Regents for Elementary and Secondary Education and the chair of the finance committee of the Rhode Island House and Senate or their designees. The chair, who is one of the 12 public members, serves at the pleasure of the Governor.

Community College of Rhode Island

As indicated on the College's organizational chart, the administrative structure at the Community College of Rhode Island works primarily through three divisions, each under its own Vice President, with the exception of four departments (Institutional Research, Institutional Advancement, Affirmative Action, and Public Relations & Publications) which report directly to the President. The College's chief administrative officers are:



CCRI Campuses



Knight Campus
400 East Avenue
Warwick, RI 02886-1807
825-1000

***If traveling North on Route 95:** Take Exit 11 (295). Then take Exit 1 onto Route 113 west; continue straight to campus entrance*

***If traveling South on Route 95:** Take Exit 12B. Bear left at fork to Route 113 west; continue straight to Campus entrance*



Flanagan Campus
1762 Louisquisset Pike
Lincoln, RI 02865-4585
333-7000

If traveling North or South on Route 146:

Take the Exit to Route 123.

Turn left at junction of Routes 123 and 246; continue to Campus entrance



Liston Campus
One Hilton Street
Providence, RI 02905-2304
455-6000

***If traveling North on Route 95:** Take the Thurbers Avenue Exit (#18), bearing left at the second light take a right onto Eddy Street. Travel Eddy Street to Willard Avenue. Turn left onto Willard Avenue. Take left onto Staniford Street; Campus entrance is on the right.*

***If traveling South on Route 95:** Take the Rhode Island Hospital Exit (#19). Take a left at exit light which puts you on Eddy Street. Travel Eddy Street to Willard Avenue. Make right turn onto Willard Avenue. Take left onto Staniford Street; Campus entrance is on the right.*

Satellite Campuses

Babcock School
Highland Avenue
Westerly, RI 02891
(401) 596-0104

Middletown High School
Valley Road
Middletown, RI 02840
(401) 847-5943

Newport Naval Base
Perry Hall
Newport, RI 02840
(401) 333-7146

East Providence High School
2000 Pawtucket Avenue

Newport Hospital
275 Broadway

Woonsocket High School
777 Cass Avenue

East Providence, RI 02914
(401) 434-0810

Newport, RI 02840
(401) 847-5943

Woonsocket, RI 02895
(401) 767-4600

EMPLOYMENT PRACTICES

Employee Relations

The Board of Governors recognizes four collective bargaining units representing various employees at the Community College of Rhode Island. They are:

- The Community College of Rhode Island Faculty Association (NEA/CCRIFA)
- The Community College of Rhode Island Association of Classified Employees/National Education Association (CCRI/ACE/NEA)
- The Community College of Rhode Island Professional Staff Association (CCRIPSA/NEARI/NEA)
- The United Nurses and Allied Health Professionals Local 5019.

Through negotiations with these collective bargaining units, the State of Rhode Island, Board of Governors for Higher Education, and/or the College administration establishes many of the conditions of employment, benefits, and policies contained in this handbook. **If you are a member of one of these bargaining units, please be sure to refer to your bargaining agreement for more information.**

Non-Classified, non-faculty employees of CCRI who are not covered by one of the aforementioned bargaining units are governed by the Rhode Island Board of Governors for Higher Education Personnel Policies Manual. Classified non-union employees are governed by the State of Rhode Island Merit System and Personnel Policies. **Board of Governors or State Classified Personnel Policies shall prevail should there be a discrepancy between this handbook and those policies.**

Equal Employment Opportunity

Equal Employment Opportunity and Affirmative Action Policy Statement:

The Community College does not illegally discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status. This nondiscrimination policy encompasses the operation of the College's educational programs and activities including admissions policies, scholarship and loan programs, athletic and other College-administered programs. It also encompasses the employment of College personnel and contracting by the College for goods and services.

In furtherance of this policy:

1. Vacant positions will normally be posted. Recruitment, hiring, training, transfers, leaves, work assignments, appointments, demotions, retrenchments, recalls from retrenchments and promotion for all job classifications will be made without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status.
2. College-sponsored discipline, education, tuition assistance, social and recreational programs will be administered without regard to race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status.

Periodic analysis and spot-checks of personnel actions shall be conducted to ensure actual implementation of these

policies. Responsibility for implementation of these policies is placed primarily with each Vice President, Director of Personnel, administrators, and supervisors whose judgment may affect decisions in the above areas.

Mr. John White, Executive Director of the Providence Campus and Director of Affirmative Action and Minority Student Affairs will coordinate all college policies as they relate to equal opportunity and affirmative action. Mr. White also serves as the College's Coordinator under Section 504 of the Rehabilitation Act of 1973.

- A. Harassment of anyone member of the College Community on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status is prohibited. Sexual harassment is specifically prohibited. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is discrimination prohibited by College policy as well as by state and federal law when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in College life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance or creating a sexually intimidating, hostile, or offensive working or educational environment. This definition will be interpreted and applied by the College consistent with reasonable standards of mature behavior, academic freedom, and freedom of expression.
- B. The College provides reasonable accommodations for persons with disabilities to ensure equal access to employment. Reasonable accommodations include, but are not limited to: making facilities accessible, job restructuring, part-time or modified work schedules, or acquisition or modifications of equipment, or assignment of an employee who becomes disabled and unable to perform his/her original duties to an alternative position with comparable pay, if practicable.
- C. The College to the full extent required by law provides reasonable accommodations for individual employee's religious practices. This may include, with the supervisor's advance approval, voluntary substitution; a flexible work schedule; and/or changes in job assignments. For represented employees, religious accommodations will be in conformance with the appropriate labor agreement provisions.
- D. The College is committed to identifying and eliminating the present effects of past discrimination in employment. To achieve equal opportunity, the College recognizes the need to take affirmative action to identify classifications with under-representation of minorities and females, to set goals and timetables for increasing the employment of underrepresented groups; and to develop an affirmative action plan for implementing those reasonable goals through outreach, recruitment, training, and other activities and commitments.

For further information, please refer to the College's Affirmative Action Plan. A full copy of the plan is available in the following locations.

President's Office, CCRI Knight Campus
400 East Avenue, Warwick, RI 02886

Office of Personnel Services, CCRI Knight Campus
400 East Avenue, Warwick, RI 02886

Affirmative Action Office, CCRI Providence Campus
One Hilton Street, Providence, RI 02905

Learning Resources Center (under reserve), CCRI Knight Campus
400 East Avenue, Warwick, RI 02886

Learning Resources Center (under reserve), CCRI Flanagan Campus
1762 Louisquisset Pike, Lincoln, RI 02865

Employees who wish to make a complaint about sexual harassment outside of the College's complaint processes, including their collective bargaining grievance procedures may contact RI Commission for Human Rights, 10

Abbott Park Place Providence, RI 02903 (401)277-2661 or the Equal Employment Opportunity Commission (EEOC)
One Congress Street Boston, MA 02114 (617)565-3200.

Accommodating Persons With Disabilities

It has been a long-standing policy of the College to employ and promote qualified personnel without discrimination against any employee or applicant for employment because of a physical or mental disability or record thereof..

1. The College's policy is to initiate affirmative action to employ, advance in employment, and to otherwise treat qualified persons with disabilities including disabled veterans and Vietnam-era veterans without discrimination in the employment process.
2. From time to time, the College studies the existing physical barriers and safety hazards for individuals with disabilities. The College makes reasonable accommodations for the physical and mental limitations of employees and applicants for employment. Accommodations must be consistent with job qualifications and within the parameters of the effective operation of the College.
3. The work environment will be made accessible to persons with disabilities through such efforts as: modifying the job site, offering support services, providing special equipment, restructuring of equipment, and restructuring of the job whenever it is reasonable for the College to do so.

Mr. John White, Executive Director of the Providence Campus and Director of Affirmative Action & Minority Student Affairs, has been designated the Coordinator of Disabled and Vietnam-era Veteran Affairs.

If you believe you have not been treated in accordance with our policy or if you require special accommodations because of a disability, please contact Mr. White at the Providence Campus of CCRI, One Hilton Street, Providence, RI 02905. His telephone number is (401) 455-6011.

Code of Ethics

The Community College of Rhode Island is an institution whose paramount mission is the enhancement of growth and learning in every one of its members--students, staff, faculty, administrators, and members of the Board of Governors. Membership in this institution involves both privileges and obligations. To preserve the balance between these, and to ensure congruence between all college activities and the college mission, the College has formulated a Code of Ethics by which institutional and individual decisions shall be measured. Broadly interpreted, this code expresses a commitment of conscience. , that is, we pledge to conduct our affairs, in spirit as well as in letter, with honesty, frankness, and integrity. The following are essential to this commitment:

1. The terms of this Code of Ethics are to be taken by each member of the CCRI community as a guide in all dealings pertinent to this institution.
2. The principle of academic freedom shall in no way be dishonored.
3. The resolution of conflicts shall be guided by traditionally held, fundamental, and commonly understood principles of honesty, mutual respect, justice, fair play, and equity.
4. The allocation of institutional resources shall be governed by this Code of Ethics, as permitted by the availability of these resources.
5. The ethical obligations incurred by faculty and staff because of membership in professional organizations external to this institution should be upheld by those individuals. This statement should not be construed to conflict with other such codes of ethics. In no case would it be considered appropriate for anyone to treat

professional standards glibly or irresponsibly.

6. College employees are also governed by Rhode Island Gen. Laws § 36-14-1 et seq., the public employees' and officials' Code of Ethics.

Sexual and Other Unlawful Harassment

CCRI's No Harassment Policy

In accordance with state and federal discrimination laws, CCRI does not condone harassment of its employees.

Community College employees who violate this policy are subject to disciplinary action up to and including immediate discharge.

If you feel that you are being harassed or if you believe you have witnessed harassment by a coworker at any time or by anyone who is on campus, you should notify your supervisor or department head immediately. The matter will be investigated and, when appropriate, disciplinary action will be taken.

Your complaint will be kept as confidential as possible. You will not be penalized in any way for reporting such conduct. Please do not assume that the College is aware of your problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them.

The Issue of Sexual Harassment

Sexual harassment is a serious issue, which can have an adverse impact on students and the College workforce. One would hope that occurrences of sexual harassment are exceptions. However, regardless of the frequency of incidents, the College wishes to make clear its position on such behavior.

The Community College of Rhode Island reaffirms its desire to create a work environment for all employees and a study environment for all students that is fair, humane, and responsible -- an environment which supports, nurtures, and rewards career and educational goals on the basis of such relevant factors as ability and work performance.

Sexual harassment is inimical to this environment.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is discrimination prohibited by College policy as well as by state and federal law when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in College life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance or creating a sexually intimidating, hostile, or offensive working or educational environment. This definition will be interpreted and applied by the College consistent with reasonable standards of mature behavior, academic freedom, and freedom of expression.

Whenever the College acquires knowledge that sexual harassment is occurring or has occurred on campus, prompt remedial action will be taken.

All members of the College Community are expected to honor this prohibition but supervisors and managers are particularly responsible for enforcing this policy. As part of this responsibility, supervisors will bring to the attention of their subordinate supervisors and employees the policy as stated herein.

All complaints of harassment should be registered with John White, Executive Director of the Providence Campus / Director of Affirmative Action Programs and Minority Student Affairs at 455-6011. Employees who wish to make a complaint about sexual harassment outside of the College's complaint processes, including their collective bargaining grievance procedures may contact RI Commission for Human Rights, 10 Abbott Park Place Providence, RI 02903

(401) 277-2661 or the Equal Employment Opportunity Commission (EEOC) One Congress Street Boston, MA 02114 (617)565-3200.

Immigration Law Compliance

CCRI not unlawfully discriminate on the basis of citizenship or national origin but at the same time is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCRI within the past three years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Personnel Services. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Conflict of Interest and Nepotism

Employees of the Community College of Rhode Island are subject to the Conflict of Interest & Nepotism Policy as adopted by the Board of Governors for Higher Education on July 20, 1981, as follows:

I. GENERAL PURPOSE

It is the general purpose and intent of these regulations to define and prohibit conflicts of interest and nepotism in the activities of all employees of the Office of Higher Education, the public institutions of higher education, and all other agencies under the jurisdiction of the Board. These regulations are in addition to any other laws, regulation, or policies that may apply to the same subject matter, and they shall not be construed to allow any activity that is prohibited by such other laws, regulations, or policies.

II. CONFLICT OF INTEREST

A. General Prohibition

No person employed in any capacity under the Board's jurisdiction shall have any interest, financial or otherwise, direct or indirect, or engage in any business, employment transaction, or professional activity, or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

B. Substantial Conflict

Such person has an interest which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest if he/she has reason to believe or expect that he/she or his/her spouse (if not estranged) or any dependent child, business associate or any business by which said person is employed or which said person represents will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his/her official activity. He/she does not have an interest which is in substantial conflict with the proper discharge of his/her duties in the public interest if any benefit or detriment accrues to him/her or his/her spouse (if not estranged) or any dependent child, business associate, or any business by which said person is employed or which said person represents as a member of a business, profession, occupation, or group to no greater extent than any other member of such business, profession, occupation, or group.

C. Contracts

No such person and no spouse (if not estranged) or any dependent child of such person or business associate

of such person or any business entity in which said individual, spouse or child or business associate of such person has a ten percent (10%) or greater equity interest or five thousand dollars (\$5,000) or greater cash value interest shall enter into any contract with this Board or any agency under its jurisdiction unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded; provided, however, that contracts for professional services which have been customarily awarded without competitive bidding shall not be subject to competitive bidding if awarded through a process of public notice and disclosure of financial details.

III. NEPOTISM

A. Family Defined

For purposes of this regulation, the term "family" shall mean and include parents, spouse (if not estranged), children and their spouses, siblings and their spouses, and children.

B. Commissioner, President, etc.

No member of the same family as the Commissioner and Assistant Commissioners of Higher Education or of the President or Vice Presidents of the higher education institutions, shall be employed in any capacity under the Board's jurisdiction.

C. Other Employees

No two persons of the same family may hold positions under the Board's jurisdiction in which one of them is directly or indirectly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, salary, leave or absence, or any other job-related function of a supervisory nature.

D. Prospective Application

The prohibitions contained in subsections B and C of this section shall apply prospectively and shall not prohibit family member employment existing on the date of the adoption of these regulations.

E. Subsequent Family Formulation

The prohibitions contained in subsections B and C of this section shall not apply to those instances of family member employment which arise from the formation of the family after such employment has begun.

F. Student Employment

The prohibitions contained in subsections B and C of this section shall not apply to the employment of students who are members of an employee's family, provided that such student employment is of a type generally made available to students at the institution or agency in which the employment is held.

G. Resolution of Special Cases

In those cases where two or more family members are employed because of the exceptions provided in subsections D, E, and F of this section, and where one family member is directly responsible for recommendations or decisions involving another in such matters as initial appointment, retention, promotion, salary, leave of absence, or any other job-related function of a supervisory nature, the effected family members and the employing institution or agency shall, to the extent reasonably practicable, resolve a means for the evaluation to be accomplished by a non-family member.

H. Special Exemptions

In those instances where an institution or agency can show to the satisfaction of the Board that such institution or agency will suffer a genuine hardship in the pursuit of its purposes by reason of the application of the provisions of this section, such institution or agency may apply to the Board for special exemption and the Board may grant the same subject to such conditions as it shall deem proper.

Position Classification

Each position at CCRI is categorized as follows:

Classified (ACE/NEA) - Classified positions are subject to the rules/regulations stipulated by the State Merit System and State Personnel Rules. Classified positions at CCRI are also subject to the collective bargaining agreement negotiated by The Association of Classified Employees/National Education Association (ACE/NEA). Classified employees who work 20 or more hours per week are eligible for fringe benefits and shall receive vacation, sick, and personal time on a pro-rated basis.

Classified (non-union) - Classified positions are subject to the rules/regulations stipulated by the State Merit System and State Personnel Rules. Classified employees who work 20 or more hours per week are eligible for fringe benefits and shall receive vacation, sick, and personal time on a pro-rated basis.

Non-Classified (CCRIPSA/NEARI/NEA) - Most non-Classified positions at CCRI are subject to the collective bargaining agreement negotiated by the Community College of Rhode Island Professional Staff Association (CCRIPSA/NEARI/NEA). Employees in this bargaining unit working 17.5 hours or more per pay period are eligible for fringe benefits and shall receive vacation, sick, and personal time on a pro-rated basis.

Non-Classified (non-union) – Virtually all administration positions and a small number of other positions at CCRI do not belong to a collective bargaining unit and, therefore, are subject to the policies outlined in the Rhode Island Board of Governors for Higher Education Personnel Policy Manual. In accordance with this policy manual, employees working 20 hours or more per pay period are eligible for fringe benefits and shall receive vacation, sick, and personal time on a pro-rated basis.

Faculty (NEA/CCRIFA) - All faculty, unless otherwise stated, are hired on an academic year basis. Faculty positions at CCRI are subject to the collective bargaining agreement negotiated by the Community College of Rhode Island Faculty Association (NEA/CCRIFA). Faculty members carrying the prescribed course load are eligible for fringe benefits and vacation, sick, and personal days in accordance with their collective bargaining agreement.

Please refer to the appropriate collective bargaining agreement for a more detailed description of your position status and which privileges and benefits may apply to you.

Job Posting

CCRI provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

Job openings are posted on the employee bulletin boards located at each of the three main campuses as well as on the Office of Personnel Services' web page. Each position remains open for a specified number of days, depending on the position classification/union contract. Each job posting notice includes the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, employees should submit a CCRI Application for Employment Form and/or resume to the Office of Personnel Services listing job-related skills and accomplishments, current experience with CCRI, and

prior work experience and/or education which qualifies them for the position.

Other recruiting sources may also be used to fill open positions in accordance with collective bargaining agreements.

Employment Applications

Application forms for employment at the Community College of Rhode Island are available online or may be acquired by visiting or calling the Office of Personnel Services (825-2311) between 8:00 am and 4:00 PM.

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

Please note that all new hires within the Classified system are subject to a probation and parole check and new hires within the Security Department are subject to an FBI background check. Official college transcripts are required for finalists for all faculty positions and other positions requiring a degree as a minimum qualification.

Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations are required for all security guards and some physical plant employees. After an offer has been made to an applicant for one of these positions, a medical examination will be performed at CCRI's expense. The offer of employment and assignment to duties is contingent upon the physician's report.

In accordance with the ADA, information on an employee's medical condition or history is kept separate from other employee information and maintained confidentially. Access to this information will be strictly limited.

Probationary Period

Each employee is subject to a probationary period upon hire. Employees should refer to their collective bargaining agreement or the Board of Governors Personnel Policy Manual regarding the probationary period.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted as prescribed by each collective bargaining agreement and the Board of Governors Personnel Policy Manual.

Reclassification / Upgrades

Employees who are non-faculty and who believe their job description has changed or that they have taken on additional job responsibilities that may warrant an upgrade, have the right to petition for such an upgrade. Employees should refer to the appropriate collective bargaining agreement for detailed procedures to initiate such action. Faculty members should refer to their collective bargaining agreement regarding "Promotion."

Longevity

Longevity increases are granted to all Classified and those non-Classified employees who are below pay grade 18. Longevity is calculated on the employee's years of state service (base entry date) as follows:

| Classified Employees: | <u>Years of Service</u> | <u>Increase on Current Base Salary</u> |
|------------------------------|-------------------------|--|
| | 5 | 5% |
| | 11 | 10% |
| | 15 | 15% |
| | 20 | 17.5% |
| | 25 | 20% |

| Non-Classified Employees: | <u>Years of Service</u> | <u>Increase on Current Base Salary</u> |
|----------------------------------|-------------------------|--|
| | 10 | 5% |
| | 20 | 10% |

Employee Personnel Files

CCRI's Office of Personnel Services maintains a personnel file for each employee of the College. In addition, professional files for faculty members are maintained by the President's Office. Personnel files are the property of CCRI. Employees have the right to examine their personnel file at any time during normal business hours in accordance with the provisions of the appropriate collective bargaining agreement.

Personal Data

It is the responsibility of each employee to notify CCRI promptly of any changes in personal data. Personal information such as mailing addresses, telephone numbers, marital status, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such information should be accurate and current at all times. If any personal data has changed, please notify the Office of Personnel Services.

Non-Disclosure

The protection of confidential information is vital to the Community College of Rhode Island. Such confidential information includes, but is not limited to, health records, student/parent/employee academic records, financial aid information, demographic information, and personal identifiers.

Please consult the Associate Dean of Student Development for details regarding the release of any student information.

Outside Employment

Work performed for personal gain shall not be conducted during normal working hours or involve the use of College facilities, except in accordance with College policy (*see Facilities Use Policy*) and the State Code of Ethics, RI Gen. Laws § 36-14-1 et seq.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization.

If Terminating Due to Retirement: The Office of Personnel Services will generally schedule a retirement counseling session prior to the effective date. This session will afford you an opportunity to discuss such issues as employee benefits, conversion privileges, retirement considerations, and to return CCRI-owned property (employee ID card, magnetic gate card for Warwick parking lot, office/building keys, etc.).

Employees will receive their final pay in accordance with applicable state law. All unused vacation time and a percentage of sick time (up to the specified maximum and in accordance with the payout formula specified by the appropriate collective bargaining agreement and the Board of Governors Personnel Policy Manual) will be paid to the employee. The College does not reimburse for unused personal days.

If Terminating Due to Other Circumstances: If an employee is terminating, an exit interview form is sent to provide the employee with an opportunity to voice issues or concerns confidentially. A personal interview can be arranged should the employee prefer that method. The employee's supervisor is responsible for re-acquiring CCRI-owned property (employee ID card, magnetic gate card for Warwick parking lot, office/building keys, etc.)

Employees will receive their final pay in accordance with applicable state law. All unused vacation time will be paid out at the current rate of pay; unused sick and personal time are not reimbursed.

Some benefits, such as life insurance, may be continued directly through the benefit provider, at the employee's expense, and at the rate prescribed by the provider, if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

In accordance with federal law, and with the exception of termination for gross negligence, all employees under the age of 65 will receive notification regarding their options under COBRA from the State's Division of Personnel.

EMPLOYEE BENEFITS

Eligible employees at CCRI are provided a wide range of benefits. Benefits eligibility is dependent upon your position classification (*see Position Classification*) and the stipulations of the collective bargaining agreement. Please note that, depending on selections made, some benefits may require contributions from the employee. The following benefits are available:

- Accidental Death & Dismemberment Insurance (AD&D)
- Bereavement Leave
- Charitable Giving Payroll Deduction Options
- COBRA (Continuation of Health Insurance)
- College Savings Payroll Deduction Plan (College Bound Fund)
- Defense and Indemnification of College Employees
- Direct Deposit
- Disney's Magic Kingdom Club Memberships
- Educational Assistance / Tuition Waivers
- Educational Incentive Program
- Educational Leave Opportunities
- Employee Assistance Program
- Employee Wellness Program: Access to Athletic Facilities
- Flextime Work Schedules
- Food Services
- Federal Family & Medical Leave Act and RI Parental & Family Medical Leave Act
- Group Life Insurance: Basic and Supplemental
- Health Insurance: Medical, Dental, Vision Care
- Jury Duty Leave
- Learning Resources Center Privileges
- Leave(s) of Absence
- Legal Insurance
- Long-term Disability Benefits
- Longevity Increases
- Military Leave / Military Training Leave
- Paid Holidays
- Parental Leave
- Parking
- Personal Cancer Expense Protection Insurance
- Personal Days
- Phased-In Retirement Program
- Professional Development Program
- Pre-Tax Incentives
- Retirement Savings Plan
- Sabbatical Leaves
- Short-Term Disability Insurance
- Sick Leave Benefits
- Smoke-Free Workplace
- Supplemental Retirement Annuities
- Travel Reimbursement
- US Savings Bond Payroll Savings Plan
- Vacation Benefits (Annual Leave)

➤ Workers' Compensation Insurance

Upon hire, a Benefits Counselor from the Office of Personnel Services will schedule a one-on-one benefits counseling session. This counseling session is geared to review the benefits for which the employee is eligible, to give in-depth details about each of these benefits, and to provide an opportunity to process the appropriate paperwork to initiate those benefits that best meets the employee's needs.

Many of the benefits have an "open enrollment" period at least once per year so that one may initiate or make changes as appropriate.

Details about each of these benefits can be found in this Employee Handbook as well as on the Office of Personnel Services' web site. Call the Office of Personnel Services with any additional questions about employee benefits.

Health Insurance

Health insurance is provided to all eligible employees and their families effective date of hire (faculty effective date is first day of teaching). The collective bargaining agreement outlines benefit eligibility. Eligible employees may select the individual or family health plan of their choice from a variety of medical, dental, and vision care plans and riders available. Employees may be required to pay additional costs depending on their selections.

The Office of Personnel Services should be notified within 60 days of a change in marital status (to add/delete a spouse from coverage) or of the birth of a child. Other changes to health insurance options may be made once per year during "open enrollment," which typically takes place in the fall and takes effect the first pay period in January. Details of each health insurance plan are described in each respective summary plan description (SPD). SPD's and information on cost of coverage are provided in advance of open enrollment to all eligible employees.

Please refer to the Office of Personnel Services' web site for specific information regarding health insurance plans or call the Office of Personnel Services with any questions about health insurance benefits.

Health Insurance Waiver:

Should an employee already have insurance coverage through other means, he/she may elect to waive health insurance coverage and receive an additional \$1,300 per year in taxable income. (This income shall not be taken into account when calculating other benefits that are pay related, such as life insurance.) To elect such option, a State of RI Waiver of Health Coverage Form (available from the Office of Personnel Services or may be downloaded from the Office of Personnel Services web site) must be signed and submitted to the Office of Personnel Services annually.

Please Note: (1) An employee may reverse this waiver should a change in family status result in a loss of health insurance through other means. (2) Also, any change in employment classification that would result in the loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees should refer to the Benefits Continuation (COBRA) policy for more information.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA- Public Law 99-272, Title X) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are resignation, termination of employment (for other than gross misconduct), or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Federal regulations specify that the employee is responsible for notifying the employer of a qualifying event within 60 days of such event.

Under COBRA, the employee (or beneficiary) may pay the full cost of coverage at CCRI's group rates plus a 2% administration fee. The State of Rhode Island's Office of Personnel Administration is required to provide each eligible employee with a written notice describing the employee's rights and obligations granted under COBRA upon notification by the College's Office of Personnel Services.

Following is the official statement regarding COBRA from the State's Employee Benefits Division:

Group Health Continuation Under COBRA

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you are an employee of the State of Rhode Island covered by a Group Health Plan you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by the Group Health Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the Group Health Plan for any of the following four reasons:

- (1) The death of your spouse;
- (2) A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment with the State of Rhode Island;
- (3) Divorce or legal separation from your spouse;
- (4) Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by the Group Health Plan, he or she has the right to continuation coverage if the group health coverage under the Group Health Plan is lost for any of the following five reasons:

- (1) The death of the employee;
- (2) A termination of the employee's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment with the State of Rhode Island;
- (3) Divorce or legal separation of the employee;
- (4) The employee becomes entitled to Medicare;
- (5) The dependent child ceases to be a "dependent child" under the Group Health Plan.

Under the law, the employee or a family member has the responsibility to inform the Plan Administrator of a divorce, legal separation, or a child losing dependent status under the Group Health Plan within 60 days of the date of the event. The State of Rhode Island has the responsibility to notify the Plan Administrator of the employee's death, termination, reduction in hours of employment, or Medicare entitlement. Similar rights may apply to certain retiree's spouses and dependent children if your employer commences bankruptcy proceedings and these individuals lose coverage.

When the Plan Administrator is notified that one of these events has happened, the Plan Administrator will in turn notify you that you have the right to choose continuation coverage. Under law, you have at least 60 days from the date you would lose coverage because of one of the events described above to inform the Plan Administrator that you want continuation coverage.

If you do not choose continuation coverage on a timely basis, your group health insurance will end.

If you choose continuation coverage the State of Rhode Island is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for 36

months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. This 18 months may be extended for affected individuals to 36 months from termination of employment if other events (such as a death, divorce, legal separation, or Medicare entitlement) occur during that 18-month period.

In no event will continuation coverage last beyond 36 months from the date of the event that originally made a qualified beneficiary eligible to elect coverage. The 18 months may be extended to 29 months if a qualified beneficiary is determined by the Social Security Administration to be disabled (for Social Security disability purposes) at any time during the first 60 days of COBRA coverage. This 11 month extension is available to all individuals who are qualified beneficiary due to a termination or reduction in hours of employment. To benefit from this extension, a qualified beneficiary must notify the Plan Administrator of that determination within 60 days and before the end of the original 18-month period. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled.

A child who is born to or placed for adoption with the covered employee during a period of COBRA coverage will be eligible to become a qualified beneficiary. In accordance with the terms of the Group Health Plan and the requirements of federal law, these qualified beneficiaries can be added to COBRA coverage upon proper notification to the Plan Administrator of the birth or adoption.

However, the law also provides that continuation coverage may be cut short for any of the following five reasons:

- (1) The State of Rhode Island no longer provides group health coverage to any of its employees;
- (2) The premium for continuation coverage is not paid on time;
- (3) *The qualified beneficiary becomes covered - after the date he or she elects COBRA coverage - under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition he or she may have;
- (4) *The qualified beneficiary becomes entitled to Medicare after the date he or she elects COBRA coverage;
- (5) The qualified beneficiary extends coverage for up to 29 months due to disability and there has been a final determination that the individual is no longer disabled.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) restricts the extent to which group health plans may impose pre-existing condition limitations. These rules are generally effective for plan years beginning after June 30, 1997. HIPAA coordinates COBRA's other coverage cut-off rule with these new limits as follows.

If you become covered by another group health plan and that plan contains a pre-existing condition limitation that affects you, your COBRA coverage cannot be terminated. However, if the other plan's pre-existing condition rule does not apply to you by reason of HIPAA's restrictions on pre-existing condition clauses, the Group Health Plan may terminate your COBRA coverage.

You do not have to show that you are insurable to choose continuation coverage. However, continuation coverage under COBRA is provided subject to your eligibility for coverage; the Plan Administrator reserves the right to terminate your COBRA coverage retroactively if you are determined to be ineligible.

Under the law, you may have to pay all or part of the premium for your continuation coverage. There is a grace period of at least 30 days for payment of the regularly scheduled premium.

If you have any questions about COBRA, please contact the Office of Personnel Services.

Retirement Plans

Eligible employees at the Community College of Rhode Island must participate in the appropriate retirement plan as follows:

Classified Employees participate in the State Employees Retirement System (ERS).

All Classified employees working 20 hours or more per week must participate in the ERS. The ERS mandates employees to contribute 8.75% of gross earnings on a pre-tax basis each pay period. Employees are vested in the ERS upon completion of 10 years of service. Should an employee leave state service prior to becoming vested, he/she has the option of leaving his/her funds in the ERS, withdrawing funds, or rolling funds into a qualified retirement savings vehicle.

The ERS provides defined benefits, which are calculated based upon age, years of state service, and the highest three years of earnings. For more specific information regarding retirement benefits, employees may call the Office of Personnel Services.

Non-Classified Employees participate in either the Teachers Insurance and Annuity Association (TIAA/CREF), Metropolitan Life Insurance Company, or Variable Annuity Life Insurance Company (VALIC) Retirement Plan.

Non-Classified employees who are exempt from ERS*, who have reached the age of 30, and who have two (2) years of service are required to participate in the TIAA-CREF, Metropolitan Life, or VALIC retirement plans as a condition of employment. Participation is permitted, on a voluntary basis, for eligible employees under the age of thirty (30).

Employees must contribute at least 5% of their gross biweekly earnings. These contributions may be made on a pre-tax basis. The College will contribute 9% of the employee's gross biweekly earnings. The employee may designate how these funds are invested. There is no vesting period.

Should an employee leave the College prior to retirement, the employee's options regarding their retirement funds include continued investment; rollover, or withdrawal. Further details regarding these options may be obtained from the Office of Personnel Services.

**Employees who are members of the ERS at the time of employment at the Community College may elect to remain in the ERS if they so choose.*

Phased-In Retirement Program for Faculty

Phased-In Retirement is defined as a period of part-time employment preceding retirement. The program includes a pro-rated salary equivalent to the appropriate percentage of full-time work, continued available group health insurance coverage, and continued pro-rated contributions to the employee's Internal Revenue Code § 403b retirement plan.

1. Eligible faculty are those full-time tenured faculty who have a minimum of ten continuous years of full-time employment at the Community College of Rhode Island and are between the ages of 55-65 years of age at the time of commencement of a phased-in assignment. Participation in the program is purely voluntary on the part of the faculty member.
2. All candidates must formally apply in writing in order to be considered for participation in the program.
3. Initial approval of an application will be required by the department chairperson, who shall forward his/her recommendation to a committee comprised of administration and faculty. After reviewing all candidates, the committee will forward their recommendations to the president (or his designate), whose decision shall be final.
4. The decision to participate in the Phased-In Retirement Program is irrevocable and involves a commitment on the part of the faculty member to commence a phased-in assignment immediately and to retire at the end of the fiscal year during which the faculty member attains age 65.
5. The faculty member shall notify the administration, if possible, at least one semester in advance of his/her intended retirement.
6. A phased-in assignment will consist of either: (1) teaching full-time for one semester during the academic year, and the faculty member shall have no assignment for the remaining semesters in that year; or (2) teaching half-

time for both semesters of the academic year.

7. Subject to applicable laws, rules, and regulations governing faculty members' retirement accounts (non-ERS), a faculty member may annuitize his/her retirement account and receive income from the account while on phased retirement. This shall not be required.
8. The College shall provide health/dental insurance coverage during the phase-in period for the entire year in accordance with applicable law and the Faculty Association contract.
9. The College's contribution to the faculty member's retirement program will be based on a pro-rated one-half salary rate.
10. Sick leave accrued after the phased-in process begins will be pro-rated at the 50% rate in accordance with contract provisions.
11. Participating faculty members shall be eligible for tuition waiver then available to full-time faculty.
12. Upon termination or retirement, accumulated salary reduction (S.R.P.) days will be paid at the then current full-time salary rate so long as the faculty member accumulated such days at a full-time salary rate.
13. Faculty members who participate in the Phased-In Retirement Program and elect to retire prior to age 65 under the Board of Governors' Severance Pay Plan, will receive the early retirement severance payment at the half-time rate, but only if said Severance Pay Plan is in effect at the time the faculty member retires and subject to and in accordance with the provisions of said plan if in effect at the time of retirement..
14. Participation in the Phased-In Retirement Program shall not confer any greater job security, rights, or status in the phased-in assignment than the faculty member would otherwise be entitled to under the provisions of the collective bargaining agreement and applicable law.
15. Net savings achieved by the plan will be applied toward enhancement of the academic enterprise. If there are recurring savings, these may be utilized, on recommendation of the administration, for salary adjustments.
16. Any faculty member who participates in the Phased-In Retirement Program is ineligible for full-time or part-time re-employment in authorized positions under the jurisdiction of the Board of Governors for Higher Education. However, participating faculty members may be hired on a per course hourly lecturer basis, subject to applicable laws and regulations.
17. This program and its provisions shall be subject to and construed consistently with applicable laws, regulations, policies, management rights, and authority of the Board of Governors.

Supplemental Retirement Annuities (SRA's)

Eligible employees of the Community College of Rhode Island may choose to participate in a supplemental retirement savings plan over and above their regular retirement plan. Under Internal Revenue Code § 403(b), supplemental savings plans offer CCRI employees a mechanism for additional pre-tax payroll deducted savings. Employees may tax-defer up to \$10,000 per year. Assistance is available through each carrier to determine an employee's maximum exclusion allowance (MEA) as defined by the IRS.

SRA's are available through the Teachers Insurance and Annuity Association (TIAA/CREF), Variable Annuity Life Insurance Company (VALIC), and Metropolitan Life Insurance Company. Each of these carriers offers a variety of investment options from which to choose. Because these are retirement savings vehicles, employees who wish to withdraw funds prior to age 59½ will be charged a 10% penalty. Each plan does, however, offer a loan option using the SRA as collateral. Beginning at age 59½, employees have complete flexibility when accessing funds.

An SRA can be started at any time and contributions may be stopped at any time. Complete SRA information is available in the summary plan description provided to eligible employees. Employees may access the Office of Personnel Services' web site or contact the Office of Personnel Services for more information.

Flex One â Cafeteria Plan

Premiums an employee pays for individual and/or dependent family medical coverage can be paid with pre-tax salary dollars under IRS guidelines. Qualifying premiums under the Internal Revenue Code include but are not limited to: group health insurance, group term life insurance (up to \$50,000), individual health insurance billed through the employer, accidental death & dismemberment insurance, disability insurance, and cancer insurance.

Additionally, the Internal Revenue Code provides up to \$5,000 of pre-tax incentives for certain dependent care expenses annually. Dependent care expenses may include: child care in or outside of your home, pre-school costs, housekeeping expenses (if provided by a full-time live-in housekeeper). After expenses are estimated and elections are made, money will be held on account to pay for these costs. In accordance with IRS guidelines, any monies taken pre-tax must be used to pay for qualified elected benefits during that calendar year or they will be forfeited to the employer.

The American Family Life Assurance Company of Columbus (AFLAC) provides employees of the community college with these options through its Flex One® Cafeteria Plan. For more information on pre-tax options, employees may view the benefit brochure at the Office of Personnel Services' web site or may contact the Office of Personnel Services.

Life Insurance

Eligible employees may purchase Basic Life Insurance, Accidental Death & Dismemberment Insurance (AD&D), and Supplemental Life Insurance as follows:

Basic Life Insurance: Employees may purchase basic life insurance up to the value of their annual salary rounded to the next higher \$1,000. The basic life insurance coverage becomes effective the first day of the next biweekly pay period following the date of hire. Employees will automatically be enrolled in this program unless a waiver form is completed. If an employee decides to elect coverage 31 or more days after becoming eligible, proof of good health may be required before coverage can become effective.

Accidental Death & Dismemberment Insurance (AD&D): Employees who purchase Basic Life Insurance are automatically enrolled in AD&D. AD&D coverage pays a benefit if an employee dies or suffers certain injuries - such as loss of limbs or eyesight - as a result of an accident.

Supplemental Life Insurance: While new employees or employees who had not purchased supplemental life insurance before July 1, 1996, have the option to purchase up to the value of their basic annual earnings, rounded to the next higher \$1,000, employees who purchased supplemental life insurance prior to July 1, 1996, may continue coverage at those levels. The supplemental life insurance maximum is \$150,000; combined basic and supplemental life insurance maximum is \$300,000.

Employees who choose to participate in one or more of these plans will have premiums automatically deducted from their paycheck each pay period. This plan also allows for the option of purchasing the first \$50,000 of life insurance on a taxed or pre-tax basis. However, if the pre-tax option is selected, tax implications apply at the time a benefit is paid out. If employees prefer not to deduct insurance payments on a pre-tax basis, the sign-up form must so indicate; otherwise, it will automatically be processed on a pre-tax basis.

Details of the Basic Life Insurance, Accidental Death & Dismemberment Insurance, and Supplemental Life Insurance plans including benefit levels and associated costs are described in the summary plan description provided to eligible

employees.

Employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services for more information.

Short-Term Disability Insurance

State employees do not contribute to the State's temporary disability insurance fund (TDI). The American Family Life Assurance Company of Columbus (AFLAC) offers eligible employees the opportunity to purchase a short-term disability insurance policy to provide short-term disability benefits should they become unable to work because of a qualifying disability due to an injury or illness.

Details of the short-term disability benefit plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the summary plan description provided to eligible employees. Open enrollment for short-term disability insurance occurs once per year.

Employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services for more information.

Long-Term Disability

Long-term disability benefits are provided to help eligible employees cope with an illness or injury that results in a long-term absence from employment. Long-term disability benefits are designed to ensure a continuing income for employees who are disabled and unable to work.

Employees participating in the TIAA-CREF, Met Life, or VALIC retirement plans are automatically covered by the long-term disability plan of TIAA-CREF subject to all terms and conditions of that plan; and employees participating in the State Employees' Retirement System (ERS) are automatically covered by the long-term disability plan of ERS subject to all terms and conditions of that plan. Details of the long-term disability benefits plan including benefit amounts, limitations, and restrictions are described in the summary plan description.

Employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services for more information.

Personal Cancer Protection Plan

CCRI employees may opt to purchase AFLAC's (American Family Life Assurance Company of Columbus) Personal Cancer Protector Plan (a cancer expense insurance policy). This insurance assists families with non-medical expenses rarely covered by major medical insurance. Upon initiating such a policy, insurance premiums are paid through payroll deduction. Should an employee leave CCRI, continuation of coverage is possible through direct payment to AFLAC under the terms and conditions of the coverage.

Open enrollment for Personal Cancer Protection Plan occurs annually. For further information regarding this insurance, employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services.

Legal Insurance

CCRI employees may opt to purchase legal coverage. LegalCare uses a national network of attorneys to assist individuals with legal questions or problems including but not limited to: adoptions, defendant civil action, estate administration and estate closing, guardianship/conservatorship, juvenile court proceedings, matrimonial matters, motor vehicle license suspension, and wills/trusts.

LegalCare® covers the employee as well as his/her spouse and eligible dependents up to age 19, or if full-time student, less than age 23 if family coverage is selected. If a network attorney is selected, 100% coverage is available for most covered matters. If a non-network attorney is chosen, the employee is responsible for fees in excess of the scheduled benefits.

Once LegalCare® coverage is initiated, it may not be canceled for a period of one year. Open enrollment for LegalCare® is held annually.

For more information about LegalCare®, employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services.

Defense and Indemnification of College Employees

In accordance with the formal Policy on Indemnification of the Board of Governors, College employees are defended and indemnified against claims made against them arising out of their employment with the College. A copy of the Indemnification Policy may be obtained from the Office of Personnel Services.

Workers' Compensation Insurance

In accordance with state law, the State of Rhode Island provides a comprehensive workers' compensation insurance program. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor, who in turn will notify the Office of Personnel Services and the Dean of Administration. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees should contact the Office of Personnel Services for more information.

Educational Assistance

General fees of institutions under the jurisdiction of the Board of Governors (i.e. the University of Rhode Island, Rhode Island College, or the Community College of Rhode Island) may be waived for all full-time employees. Spouses and legal dependents of said employees may take credit courses through the baccalaureate level at any of the three institutions free of general fees; there is no educational limit for the employee. (*General fees do not include: lab fees, registration fees, books, or materials.*)

Tuition Waiver Policy:

1. Employees are expected to enroll in courses offered outside of normal working hours. Normal working hours are those hours other than the lunch hour and work breaks.

2. Employees **must** receive prior approval from their department head to participate in a course offered during the employee's normal work schedule. Final approval will be contingent upon the submission of a statement by the department supervisor which verifies that the time required for class attendance will be charged either to vacation or personal leave or to an adjusted work schedule. This statement must be forwarded for approval to the Office of Personnel Services along with the Request for Tuition Waiver form.
3. Tuition waivers apply to legal dependents only when pursuing courses for credit up through their first baccalaureate level.
4. Tuition waivers are not applicable to non-credit courses, workshops, or seminars.

Procedure:

1. Waiver forms are obtained from the Office of Personnel Services or may be downloaded from the Office of Personnel Services' web site.
2. The employee or his/her spouse or dependent completes the form.
3. If the employee is enrolling him/herself in the course(s), he/she submits the waiver form to his/her department head for approval prior to submitting the form to the Office of Personnel Services. Related statements regarding work schedules are attached at this point. If the employee's spouse and/or dependent(s) are enrolling in the course(s), the form is forwarded directly to the Office of Personnel Services.
4. The Director of Personnel (or designee) reviews and, where appropriate, approves and returns the form to the employee.
5. Upon receipt of the approved form, the employee may then register for the course.

In some cases, tuition fees will be reflected as taxable income for IRS purposes. Employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services for more information.

Educational Incentive Program

An Incentive Program exists for **Classified Employees only**. Employees are encouraged to further their education to maintain or enhance job-related skills. Each employee who successfully completes a four (4) course curriculum, approved in advance by the College Personnel Director and the State Training Section, shall be entitled to a one (1) step pay increment next above their current base step (or if the employee is at the maximum of the grade, an increment equal in amount to the difference between the last step in the pay range and that step immediately prior to it).

Employees pursuing work-related courses offered by the Training Section, State Division of Personnel, under this provision may, subject to prior approval of their supervisor, attend such courses during their normal working hours, provided that the same course is not offered at a time the employee is not normally at work.

For more information, employees should contact the Office of Personnel Services.

Center for Professional Development

CCRI recognizes that the skills and knowledge of its employees are critical to the success of the College. The Center for Professional Development encourages personal development through formal education so that employees can maintain and improve job-related skills.

A variety of courses are offered during work hours that are free of charge and open to all employees. Monthly bulletins, distributed by the Center for Professional Development and posted on the Office of Personnel Services' web site, list upcoming course offerings. If there is a particular area of interest for which no course has been offered, employees are encouraged to contact the Office of Personnel Services to suggest the option of offering such a course in the future.

To register for a Center for Professional Development course, employees must simply obtain permission of their supervisor and call the Office of Personnel Services at 825-2311 to register or register on-line via the Office of Personnel Services' web site.

Employee Assistance Program

CCRI cares about the health and well being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives.

The *Life Watch* Employee Assistance Program, a division of the Community Counseling Center, Inc., is a free service available as a benefit to all state employees, their dependents, and household members. It is a confidential, professional resource for persons needing information, assessment, and referral to counseling or other resources within their community.

Life Watch is strictly confidential and is designed to safeguard the employee's privacy and rights. *Life Watch* does not report the identity of participants to management. The employee's call remains strictly confidential. *Life Watch* maintains strict adherence to the state and federal laws that govern the confidentiality of medical records.

There is no cost for employees to consult with a *Life Watch* case manager. If further services are necessary, the case manager will match the employee up with the most appropriate resource in the employee's community, taking into consideration the particular medical benefit package, financial status, or any other situations that may affect the employee's action plan.

Help is just a telephone call away. Assistance is available 24 hours a day, 7 days a week at *Life Watch*. Call toll free 1-800-333-6228. For hearing impaired, please call TTY 1-800-745-5555.

Use of Athletic Facilities

All faculty and staff at CCRI are welcome to use the College's athletic facilities at the Knight Campus and Lincoln Campus free of charge during specified hours. These campuses possess a field house with an indoor track, basketball courts, indoor tennis courts, a modern dance room, and cardiovascular fitness centers. The field house at the Lincoln Campus also contains a six-lane swimming pool and saunas.

These facilities are accessible free of charge with the employee's ID card. Employees should refer to the Athletic Facility Schedule for available days and times each semester.

Disney's Magic Kingdom Club

CCRI provides its employees with membership to Walt Disney's Magic Kingdom Club free of charge. A Magic Kingdom Membership Card is valid for use by the employee and members of his/her immediate family (spouse and dependent children).

The Magic Kingdom Club provides many benefits including, but not limited to, discounts on purchases at local Disney Stores, various Disney attractions, theme park dining, and Disney resort accommodations, as well as several

discounted all-inclusive Disney vacation packages from which to choose.

For more information, employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services.

US Savings Bond Payroll Savings Plan

Each spring, the State of Rhode Island conducts its Annual US Savings Bond Payroll Savings Campaign. The Savings Bond Program provides a convenient, risk-free way for employees to save for themselves or their loved ones on a regular basis.

Employees may opt to have a specified dollar amount deducted from each paycheck to purchase US Savings Bonds. As the employee's biweekly savings accumulate to necessary levels, bonds are issued and mailed to the employee's home (or wherever he/she may designate). New employees may initiate their payroll savings plan upon hire. Current employees may change their options at any time during the year.

For more information, employees may access the Office of Personnel Services' web site or contact the Office of Personnel Services.

Learning Resources Center (LRC)

The Learning Resources Centers at the Knight, Flanagan, and Providence Campuses encompass a wide variety of resources for faculty and staff to utilize, including but not limited to: over 83,000 volumes and subscriptions to some 800 periodicals, CD rom periodical indexes with some full text articles, videotapes, phonographic records, and audio cassettes. In addition, the LRC provides AV production services to faculty and staff.

Faculty and staff possessing a valid College ID card with the LRC's barcode may borrow materials from the College's Learning Resources Centers. Additionally, under a reciprocal borrowing agreement within the Higher Education Library Information Network (HELIN), faculty and staff may borrow from the URI, RIC, PC, and Roger Williams University libraries.

A full copy of the LRC's policies may be obtained at the Circulation Desk.

Charitable Giving Opportunities

Each fall, CCRI participates in the State Employees Charitable Appeal (SECA) Campaign. Employees may opt to donate to the charity of their choice by initiating a payroll deduction plan for the upcoming year or by making a one-time donation during the SECA Campaign. A list of qualifying charitable organizations is disseminated at campaign time.

Employees should call the Office of Personnel Services for further information.

College Bound Fund Payroll Savings Plan

On June 1, 1999, Governor Lincoln Almond announced that State employees now had the option of participating in a college savings plan (formerly RIHEST) through payroll deduction.

To learn more about this college savings plan or to request an enrollment kit to participate through payroll deduction,

simply visit the College Bound Fund web site (www.Collegeboundfund.com) or call them toll free at 1-877-474-4378. Be sure to identify yourself as a Rhode Island State employee.

LEAVE PROVISIONS

Holidays

The following constitutes CCRI's official holidays. Employees should refer to the appropriate collective bargaining agreement for further explanation regarding eligibility.

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Victory Day
- Labor Day
- Columbus Day
- Veterans' Day
- Any day on which a general election of State Officers is held as Election Day
- Thanksgiving Day
- Christmas Day

- Any day which the Governor may appoint as a holiday.
- Any day, which shall hereafter, be appointed as a holiday by the RI General Assembly.

An official holiday calendar for each calendar year is posted at the Office of Personnel Services' web site or may be obtained from the Office of Personnel Services.

Vacation Benefits (Annual Leave)

CCRI provides vacation time off with pay to eligible employees. All full-time, calendar year employees are eligible for annual leave. Employees who work less than full-time or work academic year should refer to their collective bargaining agreement to determine eligibility for annual leave.

Accrual: Vacation time is accrued on a biweekly pay period basis throughout the calendar year. Members of the Classified system are also credited with "up front" days on January 1st of each year. The collective bargaining agreement or the Board of Governors Personnel Policy Manual determines the accrual rate.

Maximum Carryover: Unused vacation time (up to the specified maximum carryover) may be carried over into the next calendar year. Any vacation time that exceeds the maximum carryover at year-end will be forfeited. Please refer to your collective bargaining agreement to determine your maximum annual carryover amount.

Vacation Requests: A Vacation Leave Request Form must be completed by all staff members planning to take more than three (3) consecutive days. These forms are available from the Payroll. Vacation schedules are coordinated on a departmental basis. It is recommended that request forms be completed and forwarded to the employee's supervisor for approval well in advance of the time needed (minimum of two weeks in advance). Upon approval of the supervisor, the request form is forwarded to the Payroll Department to verify that the employee has sufficient vacation time accrued to cover such leave. At no time may annual leave be discharged prior to its accrual.

Please note that the collective bargaining agreement may specify a period of time after initial employment during which vacation time (annual leave) may not be discharged.

Payment of Vacation Time: Upon termination of employment, employees are paid for any unused vacation time that has been earned through the last day of work.

Personal Days

All employees, except academic year faculty, are entitled to four (4) personal days with pay per calendar year to attend to personal matters or religious observances which cannot be reasonably attended to outside of the normal work day. Employees are not required to give a reason as a condition of approval for the use of personal leave. Supervisory approval of a request for use of personal leave, however, must be obtained in advance. Personal days may not be carried forward to the next calendar year. Any days remaining at the end of the calendar year will be forfeited.

Sick Leave Benefits

CCRI provides paid sick leave benefits to all eligible employees. An employee is entitled to sick leave in accordance with the provisions of his/her collective bargaining agreement. Employees who are unable to report to work should notify their direct supervisor before the scheduled start of their workday if possible. If an employee is absent for three or more consecutive days, a physician's statement is or may be required, depending upon position classification.

Accrual: Sick leave is accrued on a biweekly pay period basis throughout the calendar year. The collective bargaining agreement or the Board of Governors Personnel Policy Manual determines the accrual rate.

Maximum Accrual: The collective bargaining agreement outlines the maximum accrual. At year-end, only the maximum accrual may be carried forward; and any remaining balance will be forfeited.

Payment of Sick Leave: Unused sick leave benefits are only paid to employees (or their families) in cases of retirement or death in accordance with the prescribed formula (*see collective bargaining agreement*).

Bereavement Leave

Bereavement leave is available for all employees who need to take time off due to the death of an immediate family member. Immediate supervisors should be notified as soon as possible regarding the circumstances.

Also, each collective bargaining agreement outlines the amount of bereavement time allowable for the death of an immediate family member and a listing of those family members included in the definition of "immediate family."

Employees may use available sick leave for any additional time off needed.

Jury Duty

CCRI encourages all employees to fulfill their civic responsibilities by serving jury duty when required. Employees shall be granted a leave of absence from their duties during the actual period of such jury duty.

Employees shall receive their regular pay and shall remit the jury duty pay received. All other benefits and accruals will continue during this leave period.

Employees should present the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Payroll Office is responsible for calculating any payroll adjustments that may be required. This office should be contacted when a jury duty summons is received.

Leaves of Absence

CCRI provides leaves of absence without pay to eligible employees who wish to take time off from work duties for good cause, such as but not limited to personal illness, disability, serious illness of a family member, educational pursuits, or personal reasons.

As soon as eligible employees become aware of the need for a leave of absence, they should request a leave from their supervisor. Leaves may be granted for a six-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than an additional six months. Benefit continuation during the leave of absence is dependent upon the reason for the leave. *(Employees should refer to their collective bargaining agreement regarding benefits.)*

Employees may take leave pursuant to the federal Family and Medical Leave Act and the Rhode Island Parental and Medical Leave Act. This leave may be either paid or unpaid or both. These laws provide employees with the opportunity to take up to 13 weeks leave per year in order to care for a sick family member or to tend to the employee's own serious medical condition. The paid portion of the qualifying FMLA or RIPMLA leave may consist of sick leave, vacation leave, personnel leave or a combination of all three.

For further information, employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services.

Parental Leave

CCRI provides parental leaves of absence without pay to eligible employees who require additional time off from work duties after expending all accrued sick and/or vacation time depending upon their bargaining unit. Classified and non-Classified employees may request a six-month leave of absence, which may be renewed for an additional six months with the approval of the Director of Personnel. Faculty may request a parental leave without pay for up to two full semesters.

For further information, employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services.

Military Leave(s)

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the US uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Non-Classified employees, faculty, and Classified employees hired after July 1, 1986, will receive the difference between their state salary and military base pay for the first 60 days of leave. The portion of such military leave of absence in excess of sixty days will be unpaid. Employees may, however, discharge unused vacation time if they so desire.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation and sick leave, will continue through the paid 60-day period but will be suspended during the leave without pay and will resume upon the employee's return to active employment.

Employees returning from military leave will be returned to their position in accordance with current law then pertaining. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Military Training Leave:

Employees will continue to receive full pay for a maximum of 15 days per 12-month period for military training not including weekly drills or monthly weekend drills. The portion of such military leaves of absence in excess of 15 days will be unpaid. Employees may, however, use any available vacation time for the absence.

Employees should access the Office of Personnel Services' web site or contact the Office of Personnel Services for more information or questions about military leaves.

Educational Leave

CCRI provides several opportunities for eligible employees to further their education. Employees should review their collective bargaining agreement or Board of Governors Personnel Policy Manual for information regarding the following educational leaves of absence

- ◇ Leaves for Graduate Study
- ◇ Sabbatical
- ◇ Study Leaves
- ◇ Leave Without Pay

Leave for Professional Development

Attendance at professional meetings, seminars, workshops, and conferences requires the approval of the College. Employees should contact his/her supervisor regarding procedures for approval within their department.

PAY POLICIES

Timekeeping

All employees (exempt and non-exempt alike) are expected to keep an accurate record of time worked and discharged. Pre-printed time cards which indicate name, department, dates covered, and due date are sent to each employee regularly. Each employee must complete this time card, have it signed by his/her immediate supervisor, and forward the top copy to the Payroll Department via inter-office mail by the due date indicated. The carbon copy is for the employee's files.

Non-Classified employees must submit their time cards to the Payroll Department at month-end indicating vacation, personal, and sick time discharged during that month.

If there is an exception to the normal workweek (such as leave without pay, overtime, etc.), such exception must be reported to Payroll bi-weekly basis. These time cards are due in the Payroll Office, Warwick Campus, no later than Noon on the Friday before payday. Employees should check with their supervisor to determine where timecards are to be dropped off at their department/campus to ensure that they reach the Payroll Office in a timely fashion. No checks will be issued for timecards reaching Payroll late.

Classified employees must complete their time cards on a biweekly basis. All Classified time cards are due in the Payroll Office, Warwick Campus, no later than Noon on the Friday before payday. Employees should check with their supervisor to determine where timecards are to be dropped off at their department/campus to ensure that they reach the Payroll Office in a timely fashion. No checks will be issued for timecards reaching Payroll late.

Faculty absences are reported to the Payroll Department on a monthly basis by the appropriate department head.

On a quarterly basis, employees will receive a Payroll Leave Record summarizing the personal, sick, vacation time reported during the previous quarter and indicating the balance on hand for each category. It is the employee's responsibility to review this report in detail and report any discrepancies to the Payroll Department in writing.

Paydays

CCRI employees, with the exception of lecturers, are paid biweekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous two-week payroll period, which begins on Sunday and ends on Saturday. Lecturers are paid the third Wednesday of each month for the previous month's work.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will be paid on the following Monday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. CCRI does offer its employees the option of having their payroll checks directly deposited into their bank or credit union.

Employees may obtain a copy of the payroll schedule at the Office of Personnel Services' web site or by contacting the Office of Personnel Services.

Direct Deposit

The State of Rhode Island offers CCRI employees the option of receiving their net payroll amount via electronic

deposit at a wide variety of financial institutions. Employees who elect to have their checks direct deposited will receive an itemized pay stub each payday.

The following issues should be carefully considered when contemplating the use of direct deposit:

1. Employees will have access to their net pay amounts by 8:00 a.m. of each Friday payday, unless their financial institution is not a member of the New England Automated Clearinghouse. If the financial institution is not a member of the clearinghouse, the electronic funds transfer may not occur on the State's payday. It is the employee's responsibility to determine his/her financial institution's capabilities before deciding to participate in direct deposit.
2. If a holiday occurs on any day during the payroll processing week, your direct deposit will be made on the Monday following the State's normal Friday payday. The State Office of Accounts & Control publishes an annual calendar of direct deposit effective dates, which is available through the Payroll Department and on the Office of Personnel Services' web site.
3. An employee may change his/her direct deposit from one financial institution to another or may change the account to which the deposit is made within the same financial institution a **maximum of once per year**.

An employee must submit the Employee Payroll Direct Deposit Authorization/Cancellation form to initiate all functions relating to direct deposit. This form and a list of financial institutions participating in the New England Automated Clearinghouse are available by accessing the Office of Personnel Services' web site or contacting the Office of Personnel Services.

Please note that due to the pre-notification process, it will take a minimum of three pay periods for direct deposit to take effect.

Pay Deductions and Setoffs

The law requires that CCRI make certain deductions from each employee's paycheck. Among these are applicable federal and state income taxes. CCRI also must deduct Social Security (FICA) taxes on each employee's earnings up to a specified limit, which is called the social security "wage base." CCRI matches the amount of social security taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in programs offered at the College, such as but not limited to:

- Charitable Donations (the SECA Campaign)
- Savings Plans (US Savings Bond Campaign, SRA's)
- Pre-tax Deductions (child care, cancer protection insurance, health insurance, short-term disability insurance, and supplemental retirement annuities)
- Union Dues

See other sections of this Employee Handbook and your collective bargaining agreements for further details.

For questions concerning deductions that were made from an employee's paycheck or how they were calculated, employees should call the Payroll Department.

Overtime

Generally speaking, overtime is the required performance of work in excess of the established workweek. Except in an emergency, **all overtime must be authorized in advance** by the department head and the appropriate Vice President. Overtime compensation is paid to employees in accordance with federal and state wage and hour laws. Employees

should refer to their collective bargaining agreement for other compensation provisions regarding work in excess of the established workweek.

WORKPLACE POLICIES

Safety

The College provides and maintains safe working conditions relating to the health, welfare, and safety of its employees and makes a conscientious effort to maintain standards which comply with or exceed Occupational Safety & Health Administration (OSHA guidelines).

CCRI provides additional information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, web site postings, memos, or other written communications. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate supervisor, who in turn will notify the Office of Personnel Services and the Dean of Administration. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees should refer to individual collective bargaining agreements for further information.

Security Department / Campus Police

CCRI's Security Department is a multi-campus law enforcement department with personnel available 24 hours per day / 7 days per week. College police officers have the same authority that is conferred upon municipal police officers. In case of emergency, they may be reached at the following locations:

- The Knight Campus (Warwick) security office is located on the ground floor in the main building.
Telephone (401) 825-2109
- The Flanagan Campus (Lincoln) security office is located on the ground floor of module 3.
Telephone (401) 333-7035
- The Liston Campus (Providence) security office is located on the first floor at the main entrance of the building.
Telephone (401) 456-6050

College employees should familiarize themselves with the **Emergency Response Guide** developed by the Security Department and maintained in each department. This guide includes a CCRI emergency response team organizational chart, role descriptions, duty checklists, and comprehensive team action plans for emergencies such as but not limited to fire, bomb threats, power outages, hazardous materials accidents, medical emergencies, and suicide attempts. Employees should be familiar with emergency evacuation routes and designated safe zones for disabled individuals.

Employees should call the Security Department with any questions.

Fire Alarms

When the fire alarm sounds, everyone must leave the building by the nearest exit in a quiet and orderly manner. Employees should be familiar with emergency evacuation routes and designated safe zones for disabled individuals.

Everyone should move away from the building to give emergency crews clear access to provide emergency services. Any employee that fails to leave the building as directed will be referred for disciplinary action.

No Weapons Policy

The Community College of Rhode Island has maintained a long-standing policy prohibiting weapons on any of its campuses.

The introduction of guns, knives, or other such devices on campus is potentially dangerous to the entire College community and inconsistent with a safe learning environment. Faculty, staff, and students are, therefore, advised that the introduction of any weapon is a direct violation of policy and a serious breach of security that will require immediate discipline, up to and including dismissal.

Anyone aware of a potential violation of the No Weapons Policy should contact the Office of the Dean of Administration or the Director of Security. Your cooperation is extremely important.

Occupational Exposure to Bloodborne Pathogens

All employees, who as a result of performing their jobs might come in contact with blood and other potentially infectious materials, are covered by OSHA's Bloodborne Pathogens Standard. The purpose of the Standard is to limit occupational exposure to bloodborne pathogens that could cause disease or death.

Positions at risk may include, but are not limited to, the faculty and staff of the Nursing, Allied Health, Biology, and Athletic Departments, as well as Security and Physical Plant staff. If an employee's job will put him/her at risk for exposure, he/she will be informed of the College's Exposure Control Plan and Methods of Compliance. He/she will receive training through his/her department on avoiding infection with HBV (Hepatitis B Virus) and HIV (Human Immunodeficiency Virus) and, within ten working days of initial assignment, he/she will be offered vaccination against the Hepatitis B virus at no cost. Along with the other members of his/her department, the employee will be retrained on an annual basis. Employees who decline to accept the Hepatitis B Vaccination offered by CCRI will be required to sign the Hepatitis B Vaccination Refusal Form. Documentation of the vaccination and a record of the training will be kept on file by the College's Chemical Safety Coordinator.

Employees should refer any questions they may have to their Department Chair or Dr. E. Terezakis, Chemical Safety Coordinator.

Hazardous Materials Right-to-Know Policy

Employers are required to make employees aware of all potentially hazardous materials in the workplace. In order to comply with the Rhode Island Hazardous Substance Right-to-Know Act (Chapter 28-21), CCRI offers its employees periodic training sessions which are available on videotape at each campus Library.

All new employees, within 30 days after their first day of employment, must view these Hazardous Materials Right-to-Know videos. Employees should obtain permission from their supervisor to devote approximately 45 minutes of time for viewing the videos at the library. Employees must sign at the audiovisual desk so that the College will have a record of participation, which is required by law.

Emergency Contact Form

In the event that an employee is involved in an accident or other emergency while on Campus, each employee is urged to complete the Emergency Contact Form indicating the name(s) and phone number of the person(s) to contact in such circumstances and to keep this information up to date. As always, this information will be kept in the strictest confidence.

The Emergency Contact Form may be downloaded from the Office of Personnel Services' web site or may be obtained by calling the Office of Personnel Services.

Alcohol on Campus

Given the risks associated with the use of alcohol and due to a variety of liability concerns associated with the use of alcohol on Campus, it has been determined that it is not prudent to permit the dispensing of alcohol on the College's premises. Consequently, no employee of the College or anyone acting on the College's behalf shall sell or give alcohol to anyone while utilizing the College's facilities or while on the College's premises.

Under exceptional circumstances, an exception to this policy may be made via a request of the Office of the Vice President for Business Affairs in writing and in advance.

State Policy on Drug & Alcohol Use

Drug use and abuse at the workplace or while on duty are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the wellbeing of all employees, the public at large, and result in damage to property. It is, therefore, the policy of the State that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any employee(s) violating this policy will be subject to discipline up to and including termination. An employee may also be discharged or otherwise disciplined for a conviction involving illicit drug behavior, regardless of whether the employee's conduct was detected within employment hours or whether his/her actions were connected in any way with his or her employment. The specifics of this policy are as follows:

1. Any unauthorized employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on duty, regardless of whether the employee is on or off the premises of the employer, will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drugs listed in 21 U.S.C. § 812 and other federal regulations. Generally, all illegal drugs and substances are included, such as marijuana, heroin, morphine, cocaine, codeine or opium additives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates.
3. Each employee is required by law to inform the agency within five (5) days after he/she is convicted for violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The employer (the hiring authority) will be responsible for reporting conviction(s) to the appropriate federal granting source, within (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction(s). All conviction(s) must be reported in writing to the State's Office of Personnel Administration (OPA) within the same timeframe.
5. If an employee is convicted of violating any criminal drug statute while on duty, he/she will be subject to discipline up to and including termination. Conviction(s) while off duty may result in discipline or discharge.
6. The State encourages any employee with a drug abuse problem to seek assistance from the *Life Watch* Employee Assistance Program, a division of the Community Counseling Center, Inc., at 1-800-333-6228. See the "Employee

Assistance Program" section of this handbook or contact the College's Office of Personnel Services for more information.

7. The law requires all employees to abide by this policy.

Access to College Buildings

The Security Department is responsible for unlocking and securing all campus buildings according to scheduled activities. Security officers will assist any faculty or staff member that needs access to the buildings or their office after normal business hours. The department also maintains a strict key control system. All requests for building and office keys must be submitted and approved by the Security Department before any keys are issued. Whenever security personnel find broken doors or locks, immediate repairs are requested. Although security is on duty 24 hours, the department requests that all persons leave the building by 11:00 pm except during special events. When leaving the building during the evening hours, security will escort individuals to their vehicles upon request.

Work Schedules

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules in accordance with applicable collective bargaining agreements.

Flexible scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flexible scheduling may be possible if a mutually workable schedule can be negotiated with the supervisor involved.

Working an Academic Year

All faculty, unless otherwise specified, are hired on an academic year basis. Other positions within the College may also be hired for the academic year. The academic year is defined as twenty (20) consecutive pay periods beginning one (1) week prior to the start of classes and ending the day of commencement.

Non-faculty CCRI employees working on an academic year basis are eligible to receive holiday pay for those holidays that fall within the period worked. Employees should refer to their collective bargaining agreement for further information regarding benefit eligibility and compensation.

Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one meal period of a minimum of 30 minutes to a maximum of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Most employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Inclement Weather Policy

The President or his designee may cancel classes throughout the College or in a certain segment of the College. Though classes may be canceled, employees are expected to report to work or remain at work. Employees who feel that they cannot safely get to their work site or wish to leave work early due to inclement weather conditions, may be excused from work providing they discharge vacation or personal leave or take leave without pay.

If the College itself is closed, such word will be made public only as part of a general announcement authorized by the Governor, affecting all state employees. Designated emergency personnel are required to report to or remain at work during inclement weather conditions.

Facilities Use Policy

In the event that a faculty member wishes to use College personnel, facilities, services, or equipment for non-college related activities, permission for such use must be obtained in writing and in advance from the appropriate Dean or the Vice President for Academic Affairs. Arrangements for the use of College personnel, facilities, services, or equipment shall provide for reimbursement of cost and overhead to the College at such sums as determined by the appropriate Dean in consultation with the appropriate Chairman, unless specifically authorized by the Vice President for Academic Affairs.

In the event that an administrator or staff member wishes to use College personnel, facilities, services, or equipment for non-college related activities, permission must be obtained in writing and in advance from the Dean of Administration or Vice President for Business Affairs. Arrangements for the use of College personnel, facilities, services, or equipment shall provide for reimbursement of cost and overhead to the College at such sums as determined by the Dean of Administration or the Vice President for Business Affairs.

Faculty, staff, and administrators are prohibited from using College personnel, facilities, services, or equipment, including but not limited to office equipment and copying machines, for commercial or profit-making ventures or political promotions.

Use of Telephone and Mail Systems

Please note that CCRI policy strictly forbids the use of College resources, i.e., mail system, equipment, supplies, etc., for personal gain or the publication of one's personal or political beliefs. No employee should accept any third party telephone calls, nor shall any person authorize a telephone operator to charge any calls to the Community College of Rhode Island. Personal use of the telephone for outgoing long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls. Employees may be required to reimburse CCRI for any charges resulting from their personal use of the telephone.

Questions about this policy and its application should be directed to the Dean of Administration.

Travel

Employees who are required to travel (both in and out-of-state) must adhere to state travel regulations. A full copy of these regulations, appropriate forms, and detailed instructions may be obtained from the Controller's Office.

In-State Travel: Employees are expected to submit the Express Travel Reimbursements & Accounting (Form A-14X) on a monthly basis. This form may also be obtained on disk from the Controller's Office.

Out-of-State Travel: All employees traveling on CCRI business must follow the following steps:

1. Complete a Request To Travel (TR-1) form at least three weeks in advance of travel date and forward it with a copy of the meeting/conference agenda to the Controller's Office. The Vice President for Business Affairs is responsible for approving out-of-state travel requests. Upon approval, the form will be returned to the employee with a four-digit approval number in the upper right-hand corner. No travel or hotel arrangements may be made in advance of obtaining this approval number.
2. Carlson Travel Network has been designated as the state's travel agency. Carlson must coordinate all air travel, major rail transportation, and lodging requirements for all state employees. (This includes grant funded program.) Contact Leslie Lacourse or Judy Clappin at Carlson at 800-274-7883.
3. Unauthorized travel or travel utilizing an agent other than the state's designated travel agency shall require the employee to absorb all related costs.
4. Overnight accommodations will not be allowed within a 55 mile radius of Providence, which includes Boston. However, food, parking/tolls, mileage and/or train travel may be reimbursed provided the train travel was booked through Carlson.
5. Employees must submit a Travel Expense Voucher (A-14) within five (5) business days upon returning. The Travel Expense Voucher may include:
 - ◇ Conference/registration fees (if prepayment was not made via the TR-1)
 - ◇ Meal allowances (minus any meals included in the conference fee)
 - ◇ Parking fees, toll expenses
 - ◇ Shuttle and/or cab fares
 - ◇ Miscellaneous expenses

Original receipts that must be included are: (Please note that credit card charge slips are not acceptable receipts unless an itemized vendor invoice is attached.)

- ◇ Airline ticket
 - ◇ Hotel receipts (any additional expenditures in excess of the room rate and applicable taxes shall be paid by the traveler)
 - ◇ Car rental form (if applicable)
 - ◇ Other supporting receipts for expenditures listed
6. In all instances, travel on state or grant business must be conducted at the minimum cost. Bonus miles and/or other benefits accruing to a traveler on state/grant business shall be the property of the State of Rhode Island.

Employees are expected to acquire a full copy of the state travel regulations (available from the Office of Personnel Services' web site or by calling the Controller's Office) which include much more detail and adhere to such regulations. Employees should call the Controller's Office with any questions.

Smoke Free Workplace

It is the policy of the Board of Governors and the Community College of Rhode Island to maintain a healthy environment for all students and employees. To that end, and in consideration of repeated reports warning that smoking is a major health hazard, that second hand smoke is harmful to everyone, and that all employers should act responsibly in the matter of smoke in the workplace, the Community College of Rhode Island's policy concerning smoking is as follows:

SMOKING IS NOT ALLOWED IN ANY AREA WITHIN ANY FACILITY OF THE COMMUNITY COLLEGE

The ban on smoking will be enforced as a policy of the College consistent with collective bargaining due process and procedure. Students are subject to the process and procedures as outlined by the Office of the Dean of Students and stipulated in the Student Handbook.

The prohibition within all facilities will not apply to the use of tobacco products as part of a pre-approved, limited classroom demonstration or research project.

Parking / Traffic Accidents

It is the responsibility of the employee, upon hire, to report to the Security Office at their designated Campus to register their vehicle and acquire a parking sticker for that vehicle. There is no charge for the parking sticker nor is there a charge to park at any of the College's campuses. Security will indicate to each new employee which areas have been designated for employee parking. In addition, employees who work at the Knight Campus should register for a magnetic parking pass to access the faculty lot. Magnetic parking passes are also available at the Security Office.

All traffic accidents that occur on campus must be reported to the Security Department immediately. They, in turn, will summon for the assistance of rescue, fire, and police personnel as needed. Any person who leaves the scene and fails to report an accident will be subject to the same penalties under RI Motor Vehicle Laws.

CCRI does not assume liability for vehicles or their contents parked on its premises.

Employee Identification Cards

Employee identification cards are issued by the Office of Personnel Services to all CCRI employees. These cards provide faculty and staff the necessary proof of employment to access a number of services at the Community College, including but not limited to: borrowing privileges at the Learning Resources Center and access to athletic facilities. Should the card become lost or stolen, the employee should notify the Office of Personnel Services immediately.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CCRI presents to students and visitors. During business hours, employees are expected to present a clean and neat appearance.

Personal Property Protection

Employees are urged not to leave personal property unattended. Handbags should be locked away if possible. Employees are also urged to lock personal belongings left in vehicles in the trunk whenever possible. The Security Department should be notified and a report filed if personal property is missing.

Lost & Found

The Security Department on each campus handles lost and found. Should personal items get left behind in classrooms or office areas, employees are encouraged to bring such items to the Security Department so they can attempt to locate the rightful owner.

Food Services

The Community College of Rhode Island contracts with an outside vendor to provide food services at each of the three main campuses. All functions requiring food services on campus must utilize the College's vendor, per contract guidelines. Dining facilities are open to faculty, staff, and students for breakfast, lunch, and dinner. Employees should check with Food Services for the exact days and hours of operation at their campus.

Employees should contact the Dean of Administration if they have any questions.

Purchasing / Central Stores

The Community College of Rhode Island uses an on-line purchasing system. Individuals must be authorized by the Business Office to make purchases. Several of the more frequently used items are stocked by CCRI's Central Stores located at both the Lincoln and Warwick Campuses.

CCRI must comply with all state purchasing regulations as fully described in the Purchasing Department's manual.

Please call the Business Office for authorization to utilize the purchasing system or the Purchasing Department with any questions regarding purchasing procedures.

Recycling

CCRI supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Desktop containers and large receptacles clearly marked for recycling are available in each department for employees to segregate recyclable materials. The College is particularly concerned about those paper products which qualify for recycling and comprise a large portion of campus refuse: any office paper (including copy and computer paper) and newspaper. Employees should not include colored paper, envelopes, magazines, or cardboard. Food service and maintenance personnel segregate other recyclable materials such as glass food and beverage containers and tin coated steel cans.

The simple act of placing your recycling materials in the appropriate recycling receptacle is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Employees with any questions, should contact the Dean of Administration.

Communications

Communication is very important to faculty, staff, and students at the Community College of Rhode Island. To that end, the College uses several vehicles to keep the exchange of information flowing in several directions, including but not limited to: supervisor-employee meetings, bulletin board postings, web site postings, interoffice memoranda, or other written communications.

All materials posted on College bulletin boards require advance approval of the Dean of Students. Any materials not bearing the stamp of approval will be removed.

The Office of Public Relations promotes the College's flow of information through the following vehicles, just to name

a few:

EVENTS & NOTICES - Found on the CCRI Home Page under What's New and updated weekly, this column is used to post all notices pertinent to faculty, staff, and students, such as upcoming special events, etc. Please submit information to the Office of Public Relations if you wish to have information posted in this column.

IN THE NEWS - Also found on the CCRI Home Page and updated weekly, this is a listing of articles such as Faculty/Staff Highlights sent to local media.

KNIGHTLY NEWS - the College's newspaper is published three times per year and is distributed to faculty, staff, Foundation members, and interest constituencies outside of the College.

Supervisors and department heads are encouraged to keep employees informed of pertinent College news on a timely basis.

Employees should contact the Public Relations Department for more information.

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