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General Introduction

*The Southern New Hampshire University Unified University Handbook* contains employment policy and has been prepared to provide information regarding the policies and procedures that apply to full-time Faculty, Professional Staff, University Staff and part-time Staff of Southern New Hampshire University. For those employees defined as contracted Faculty and contracted Professional Staff covered by the Agreement between Southern New Hampshire University and the Southern New Hampshire University Professional Employee Association, in those areas where this handbook and the Agreement address the same issue, the Agreement prevails.

It is the employee's responsibility to read this handbook, any policies referenced within this handbook, and revisions to this handbook as they occur. Employees should contact the Office of Human Resources with questions as they arise.

The policies set forth in this handbook can be modified, revoked, or added to by management at any time without prior notice to the employees, except as otherwise stated in specific subsections of this handbook. Where certain summaries or notations of regulations included in this handbook conflict with or do not fully explain the law, the applicable law shall prevail.

This handbook shall not be considered a contract of employment. Southern New Hampshire University limits employment contracts to only specific groups of employees known as, Faculty and Professional Contracted Staff, and those employees sign a formal contract for a specific period of employment. Non-contracted employees are not covered by an agreement and retain the right to voluntarily terminate employment at any time upon proper notice, and the University retains its right to terminate the employment of non-contracted employees at any time.

Article I of the Employee Handbook contains employment policies that pertain to all employees. Additional policies that pertain only to members of the faculty and contracted Professional Staff are provided in the Agreement between Southern New Hampshire University and Southern New Hampshire
University Professional Employee Association. Policies that pertain to full and part-time University Staff are provided in Article II. Policies that pertain to full and part-time Professional Staff not covered by the Agreement are provided in Article III. Article IV contains additional institutional policies that represent policies that also pertain to faculty and staff and must be adhered to.

**History of the University**

Southern New Hampshire University was founded in 1932 by Harry A. B. Shapiro as the New Hampshire School of Accounting and Secretarial Science. The school remained relatively small until 1961, when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

The State of New Hampshire in 1963 granted the College its charter, which gave it degree-granting authority. The first associate’s degrees were awarded that year, and the first bachelor’s degrees were conferred three years later. The College became a nonprofit institution under a board of trustees in September 1968, and the name was shortened to New Hampshire College in 1969.

The 1970s were a time of growth and change. In 1971, the College moved from its downtown Manchester site to a new, 200-acre campus on the Merrimack River. In 1974, the College introduced a Master of Business Administration program; in 1976, a B.S. in Hotel Management; and in 1978, the College assumed human services degree programs created by Franconia College that later were organized into the programs of the Graduate School of Business and the School of Human Services.

In the spring of 1981, the General Court of New Hampshire authorized New Hampshire College to award a Master of Human Services degree and the Master of Science degree in business related subjects. That same year, to accommodate the two rapidly expanding programs, the College purchased the former Mount Saint Mary College in Hooksett.

In 1982, the College introduced a master’s degree in Community Economic Development.

The two-year culinary arts program was established in 1983 to prepare students for careers in the hospitality field. Five years later, the School of Human Services was transferred to Springfield College in Springfield, Mass.

New Hampshire College continued to evolve throughout the 1990s. Academic programs were offered at off-campus locations to better serve adult learners. Programs were offered at our locations in Gilford, Manchester, Nashua, Portsmouth, and Salem, New Hampshire; and in Brunswick, Maine. The
University has also offered degree programs in Dubai, United Arab Emirates, Thailand, Vietnam, Greece, Africa and Malaysia. New undergraduate liberal arts and teacher education majors were added in 1992. The institution’s reach was extended globally to students by an innovative, Internet-based Distance Education program, launched in 1996.

The campus saw a growth spurt in 1996 and 1997 with the construction of four new technologically wired buildings, including a residence hall, a new building for the School of Business, a School of Hospitality building, and a structure that houses the Center for Language Education (now named ILE), the Center for International Exchange (now named ISS) and Public Safety. All of the College’s operations at the north campus were moved to the main campus.

The metamorphosis continued. In the spring of 2001, the College added a Master of Education program and a Master of Science degree in Community Mental Health, programs formerly based at Trinity College in Vermont.

New Hampshire College became Southern New Hampshire University on July 1, 2001. Undergraduate and graduate programs were reorganized as programs of the School of Business, the School of Liberal Arts, the School of Community Economic Development, and the School of Hospitality, Tourism and Culinary Management. New residence housing and an addition to the Athletic Complex were completed. A new academic facility, Robert Frost Hall, containing the McIninch Art Gallery and a new Center for Financial Studies, was completed in 2002. The University transferred five education programs from nearby Notre Dame College when that institution closed.

The impetus behind New Hampshire College’s change to Southern New Hampshire University can be traced to 1998, when the graduate school began offering its first doctoral programs, in both international business and community economic development.

Southern New Hampshire University now has an enrollment of over 2,000 undergraduate day students, 1,800 graduate students and over 4,000 continuing and online education students. The high percentage of enrolled international students has resulted in a cultural diversity that enriches the learning experience for all.

Today, Southern New Hampshire University offers associate degrees in culinary arts, liberal arts and several business related fields. The University offers Bachelor of Science degrees in business fields, and bachelor of arts degree programs in communication, English, creative writing, humanities, psychology, political science, justice studies, and other areas. A competency-based, three-year Bachelor of Science degree program in business
administration, launched in 1997, is a distinctive alternative for today’s students.

Southern New Hampshire University’s graduate offerings include master’s degree programs in accounting, business administration, business education, child development, community mental health and mental health counseling, education, finance, hospitality administration, information technology, international business, international community economic development, justice studies, marketing, fine arts in fiction and nonfiction, national community development, organizational leadership, policy and community economic development, counseling, psychology, sport management and more, as well as doctoral programs in international business and community economic development.

In addition, Southern New Hampshire University offers undergraduate certificate programs in accounting, baking, cooking, human resource management and software development. Graduate certificate programs include accounting, business administration, computer technology educator, finance, forensic accounting and fraud examination, hospitality administration, human resource management, information systems management, information technology technical track, integrated marketing communications, international business, international business & information technology, marketing, operations management and school business administration.
Article I. General Employment Policies

Section 1.01  At-Will Employment

Except as provided in the Agreement between Southern New Hampshire University and the Southern New Hampshire University Professional Employee Association, none of the University’s policies, procedures or practices, including those set forth in this Unified University Handbook are to be viewed as a contract or as creating any promises or contractual rights of any kind. Rather, they are guidelines which can be changed by the University at its discretion at any time and without prior notice or agreement. The Unified University Handbook supersedes and replaces all previous handbooks and other statement of University policy rules and procedures. Only the President of the University or designee has the authority to enter into a contract of employment for any specified period or to make any promises contrary to the forgoing. Any such agreement or promise shall not be enforceable unless set forth in writing and signed by the President of the University or designee.

Nothing contained in this handbook or any other manual or policy, work rule or oral or written statement of the University is to be viewed as a contract or as creating any promises or any contractual right of any kind to employment or benefits of employment. The employment of each person is “at will,” which means employment may be terminated at the employee’s option or the University’s option, at any time, for any reason or no reason, with or without cause.

Section 1.02  Equal Employment Opportunity and Non-Discrimination

In recognition of its responsibility not only to its faculty, staff and students, but also to the communities in which it operates, Southern New Hampshire University reaffirms its continuing commitment to afford qualified or qualifiable individuals an equal opportunity to compete for employment and advancement within the University. To assure equal employment opportunity, there shall be no discrimination concerning any individual or group because of race, color, religion, national origin, citizenship, marital status, disability, age, gender, sexual orientation, or military status in admission to, access to,
treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies and also serves as the Title IX Coordinator:

Vice President of Human Resources and Development – Main Campus/2500 N. River Road, Manchester, NH - Exeter Hall, Room 60 /603-644-3125

Inquiries concerning the application of non-discrimination policies may also be referred to: Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack, P.O.C.H., Room 22; Boston, MA 02109-4557.

Section 1.03 Americans with Disabilities Act (ADA)

Southern New Hampshire University is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is Southern New Hampshire University’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability. Consistent with this policy of nondiscrimination, Southern New Hampshire University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Southern New Hampshire University aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Southern New Hampshire University.

Southern New Hampshire University affirms its commitment and responsibility to provide, whenever appropriate, reasonable accommodation to support individuals with disabilities in all employment activities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Director of Human Resources. Southern New Hampshire University encourages individuals with disabilities to come forward and request reasonable accommodations.

Section 1.04 Definitions Relating to Employment Status

Southern New Hampshire University has four non-student categories of employees: management, professional, faculty and University Staff. Each
position is classified as either exempt or non-exempt as determined by the Fair Labor Standards Act. Non-exempt employees are called University Staff and receive overtime for hours worked in excess of 40 in a work week. Exempt employees do not receive overtime pay. Employees will be informed of their status when hired or when they take a new job.

(a) Full-Time Employees
Classification of positions in which the employee is hired to work in a 40-hour per week budgeted position.

(b) Part-Time Employees

(i) Half Time
Classification of positions in which the employee will work ten to twelve months per year at twenty or more but less than forty hours per week on a consistent basis.

(ii) Regular Part Time
Classification of positions in which the employee will work ten to twelve months per year at less than twenty hours per week on a consistent basis.

(iii) Casual Part Time
Classification of positions in which the employee will work on a seasonal basis or on-call basis with an unpredictable or inconsistent schedule.

(c) Temporary Employees

(i) Temporary Full Time
Classification of positions in which the employee will work up to a three month period at forty or more hours per week on a consistent basis. Certain temporary positions, with the appropriate approval, may be extended up to one year.

(ii) Temporary Part Time
Classification of positions in which the employee will work for three months or less. The position may be extended to a maximum of six months. The incumbent will work less than forty hours on a weekly basis.
Section 1.05  Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the University’s external business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the University for materials produced or services rendered while performing their University jobs.

Section 1.06  Immigration Law Compliance

The University is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee upon employment must establish employment eligibility by completing the employee portion of the I-9 Employment Verification form that same day; and producing any combination of original documents required by the I-9 form within three (3) business days. The employee’s supervisor (or an authorized representative) will view the documents and complete the I-9 form before the end of the third business day.

Section 1.07  Severe Weather Policy

In the event of a school closing due to inclement weather, call the SNHU severe weather line (603) 645-9760 or refer to the mySNHU portal for an announcement. Faculty and staff may also sign up for SNHU Alerts which sends a text message to your phone or an email to the email address.
During severe weather, the University must continue to operate to provide basic core services while also being mindful of the health and safety of all employees. In order to accomplish the objective of serving students, buildings must continue to be open and administrative and operational services must continue to be provided.

The decision to delay opening, or fully close the campus, is made at 5:00 a.m.; the 24 hour period used to calculate the premium pay for essential personnel, that are also non-exempt staff, begins at 5:00 a.m. and continues to the following day at 4:59 a.m. unless the campus reopens during that period.

It will be the responsibility of each division Vice President or Dean to define and identify essential emergency personnel in their given area and to establish appropriate guidelines for reporting to work during this circumstance. During an extreme weather emergency, employees deemed as essential personnel are expected to report for work. Part-time University Staff who are considered essential personnel and work during a campus wide closing, early release or delayed opening will be entitled to premium pay (1 ½ times their hourly rate) for all hours worked during normally scheduled hours. Full-time University Staff who are considered essential personnel and are required to report to work on campus or at a Center location during a campus wide closing, early release or delayed opening will be entitled to premium pay for the hours worked during their regularly scheduled workday. In addition, full-time University Staff essential personnel will also receive straight time pay for their regularly scheduled shift. Such time is to be specifically noted on the employee’s timesheet to alert the Office of Payroll Services to pay at the premium rate by writing “EP” next to the hours of the closing, delay or early closing. Employees working from home do not receive extra compensation at the premium rate.

In the event of severe weather, employees are asked to exercise judgment in determining when their personal circumstances will allow for safe travel to report for work. Employees who determine that they will not report for work because of weather conditions should contact with their supervisor as early as possible. University Staff employees are allowed to use one “snow” day to legitimately call into work. This time will be deducted from the employee’s available sick time. Additional time missed will be charged to accrued vacation time, sick days or personal days, if any, or shall not be paid.
(a) Delayed Opening

In the event of an official delayed opening, full-time employees will be compensated without loss of pay for the period of the official delayed opening if:

1. The employee’s defined working hours for that day of the week fall within the period of closing and;
2. The employee is able to report for work for the remainder of the employee’s defined working day. Otherwise the missed time shall be charged to accrued vacation time, sick days or personal days, if any, or shall not be paid.

(b) Early Closing

If weather and/or driving conditions are predicted to become so dangerous during the workday that it is deemed necessary to dismiss employees early, an early closing will be announced.

Full-time University Staff who are working on the day of early closing will be compensated without loss of pay for the period of the official closing if:

1. The employee’s defined working hours for that day of the week fall within the period of closing, and;
2. The employee has been present at work for that day.

Employees not at work on the day of an early closing due to a pre-planned vacation; personal day or sick day will be charged in full for the day from their accrued time.

(c) Classes Cancelled

At times, classes are cancelled and administrative offices will remain open on a “business as usual” basis throughout the regularly scheduled workday. Employees are asked to use judgment in allowing for safe travel to report for work. Employees who determine that they will not report for work because of weather conditions should notify their supervisor as early as possible. For full-
time employees, the missed time shall be charged to the employee’s accrued vacation time, sick days or personal days, if any, or shall not be paid for the period of time missed.

(d) School Closing

Full-time University Staff will be excused from work for the day without loss of pay. Special arrangements will be made in the event of a weather emergency extending beyond one day. Should the day fall on an employee’s pre-planned vacation or personal day, the day will still be taken as a vacation or personal day (whichever was previously planned).

Section 1.08 Employee Health and Safety Policy

The personal health and safety of each employee in the Southern New Hampshire University community is a shared responsibility. Each employee has the responsibility to perform their job in a safe and responsible manner, using good judgment while being aware of the health and safety of self and others. The University strives to provide safety and health awareness in the workplace and to provide mechanical and physical facilities that meet safety standards and practices.

Providing a healthy and safe work environment requires the commitment of both the individual employee and the University. The objective of our combined efforts is to keep the number of disabling injuries and illnesses to a minimum with the ultimate goal being no work-related accidents and injuries.

Safety and Health Policies may be found on the mySNHU portal.

The University’s health and safety program includes:

1. Providing mechanical and physical safeguards to meet safety and health standards.
2. Conducting safety and health inspections to identify and correct unsafe working conditions or practices.
3. Providing health and safety practices training.
4. Developing and enforcing safety and health rules that require employee adherence as a condition of employment.
5. Investigating accidents to correct problems and prevent future occurrences. Employees are expected to recognize normal safety procedures and to take care that any unsafe conditions are immediately reported to the supervisor, appropriate Dean or Vice President. Horseplay and practical joking can result in serious injuries or death, and will be subject to severe disciplinary measures. The University expects normal housekeeping procedures that contribute to the greater safety of all individuals to be performed regularly. Equipment and clothing should be appropriate to the task being performed in order that all safety measures may be duly recognized.

A safety committee exists on campus to address such situations. Employees may contact the Risk Manager at 603-644-2300 or the Safety Committee at safetycommittee@snhu.edu.

Section 1.09 Commencement

Commencement exercises are held annually in May and all faculty members are expected to participate in this event. Members of the campus community who have an earned academic degree from an accredited institution of higher education may be invited to march with academic regalia.

Section 1.10 Access to Personnel Files

Requests to review the contents of one’s own personnel file may be directed to the Director of Human Resources. Within reason, requests to review the contents of one’s own file will be accommodated as soon as practical. An employee shall be permitted to make hand-written notes from the file, but shall not be permitted to remove the file. The current reasonable rate may be charged to duplicate the contents of the file.

If, upon inspection of one’s personnel file, the employee disagrees with any of the information contained in the file, and the employee and supervisor and/or Dean or applicable Vice President cannot agree upon removal or correction of such information, then the employee may submit a written statement explaining the employee’s version of the information together with evidence supporting such version. Such statement shall be maintained as part of the employee’s personnel file and shall be included in any transmittal of the file to a third party.
and shall be included in any disclosure of the contested information made to a third party.

Section 1.11  Updating Records

Notify the Office of Human Resources of any changes in the following:

1. Change of address or telephone number, or social security number correction,
2. Change of name,
3. Change of marital status;
4. Change or addition of person to be notified in case of emergency;
5. Changes in dependents, status;
6. Change in beneficiary for benefit plans;
7. Military status;
8. Educational status including additional training, courses, and experience.

Section 1.12  Corrective Action / Disciplinary Notices / Discharge

Supervisors are responsible for corrective action of their employees after consultation with the Office of Human Resources. While the University may generally work with employees to improve performance through a performance improvement plan and/or prior warnings, it reserves the right to suspend, discharge or otherwise discipline an employee at any time. Original disciplinary notices must be sent to the Office of Human Resources for the employee’s personnel file. The notice is to include the employee’s comments and signature. An employee’s signature simply acknowledges receipt of the notice and an understanding, not agreement or disagreement, of its contents. Typically corrective action is written in memo format however, templates are available in the Office of Human Resources.

The University retains the right to take disciplinary action up to and including termination for serious infractions, misconduct, violations of rules or safety measures, or for other serious performance issues.
Involuntary resignation or immediate termination for conduct, actions, or performances that violate or conflict with the policies of the University may occur without warning. Examples of reasons for dismissal include but are not limited to: Cause (serious misconduct, dishonesty, unethical or dangerous behavior), Poor Performance (incompetence, failure to meet set standards, causing problems with others that cause an adverse effect on the institution) or Record (omission of specified information or falsification of employment records).

An employee terminated for disciplinary reasons will receive neither notice nor pay in lieu of notice, and may not be eligible for unemployment benefits.

Section 1.13 Personal Appearance and Conduct

All employees are expected to present and conduct themselves in a courteous and professional manner. Some areas of the University may be required to wear uniforms. Care of the uniforms shall be the responsibility of the employee. Employees must also dress professionally and in accordance with the type of position held.

Employees who develop personal relationships with other employees or students must be aware that these relationships can easily lead to misunderstandings and misinterpretations regardless of the individuals’ intent. Because personal relationships may interfere with job performance and behavior, employees must recognize the potential difficulties that may result from such relationships. The University, therefore, discourages personal relationships with students and with employees with whom you have a reporting relationship. Should relationships interfere with the productive employment and professionalism of the workplace or result in the appearance of favoritism in their dealings with other employees, disciplinary action up to and including dismissal may be warranted.

Section 1.14 Policy against Discrimination and Harassment

Southern New Hampshire University (SNHU) seeks to provide all employees a work environment that encourages productive activity and mutual respect. To accomplish this, SNHU will not tolerate discrimination or harassment described in this policy by any person and will deal severely with anyone who engages in
discrimination or harassment. Therefore, it shall be SNHU's policy to prohibit discrimination or harassment of employees based upon their race, color, sex, age, national origin, genetic information, citizenship, religion, disability, sexual orientation or marital status. Sex discrimination encompasses sexual harassment and sexual violence and is prohibited under Title IX.

Harassment is serious or pervasive and offensive conduct directed toward an employee because of his/her race, color, sex, age, national origin, citizenship, religion, disability, genetic information, sexual orientation or marital status. Most harassment starts out as offensive and inappropriate conduct which will not be tolerated by SNHU. In many cases, the person who is offended can stop the conduct by telling the other person that he/she is offended and expects the other person to stop; the person must immediately stop that conduct. SNHU encourages this kind of forthright communication. SNHU wants to assure that all employees are not subjected to harassment or inappropriate conduct; however, if the offensive behavior continues, the offended person should contact his/her supervisor and/or the Office of Human Resources for assistance.

Sexual harassment is difficult to define. It generally is serious or pervasive offensive conduct which is directed toward an employee because of his/her sex and is unwelcomed by the employee. It also generally has a sexual or sexist component. Certain conduct is more offensive to some people than others. However, the basic guideline which SNHU will follow is that physical touching not required by the job is not appropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters, propositions, physical makeup or gender-stereotyping are prohibited. While impossible to list all types of prohibited conduct, the following are examples of such behavior:

- unnecessary touching
- brushing against someone
- comments or slurs of a sexual or sexist nature
- cartoons or pictures that deal with a sexual or sexist subject
- pressuring someone to go on a date
- dirty or offensive jokes or comments of a sexual or sexist nature

Anyone who has information regarding any prohibited conduct described above should notify his/her supervisor or either the Vice President of Human Resources & Development or the Director of Human Resources. The supervisor will involve
Human Resources as soon as he/she is aware of a situation of harassment or inappropriate behavior by another employee, supervisor or non-employee.

Once notified, a Human Resource Representative will undertake a prompt, equitable and impartial investigation of the conduct, keeping information as confidential as possible. All persons involved in the investigation must cooperate fully, deliver truthful statements and use their best judgment under this policy. Individuals who participate in the investigation shall not be retaliated against in any way. Those who engage in retaliatory behavior will be subject to disciplinary action.

Any person who is found to be responsible for harassment or inappropriate conduct will be subject to appropriate discipline, the severity of which will be decided upon by the Vice President of Human Resources & Development and/or the Director of Human Resources and based on the circumstances of the case. Discipline could involve, as an example, a warning, suspension, demotion or discharge. If the responsible individual is a non-employee, SNHU will take appropriate steps to protect the employee.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the appropriate government agencies. Using the SNHU complaint process does not prohibit you from filing a complaint with external agencies.

Section 1.15 Employee Benefits, Holidays, and Leaves

The University reserves the right at any time to add, amend or eliminate all or part of the employee benefits set forth in this Section of the Unified University Handbook (as well as any other benefits in any other documents). This Section of the Unified University Handbook contains only a summary of benefits. Refer to the plan documents provided by Human Resources for a complete outline.

Eligible employees are provided a wide range of benefits. A number of the programs (such as Social Security, workers’ compensation, and unemployment insurance) cover all employees in the manner prescribed by law.
(a) Holidays & Leaves

(i) Holidays
The University observes the following holidays:

New Year’s Day
Memorial Day
July 4th
Labor Day
Fall Weekend Holiday (usually Columbus Day)
Thanksgiving Day
Friday after Thanksgiving
December 24 (unless otherwise indicated)
Christmas Day
December 31 (unless otherwise indicated)

If any holiday falls on a Saturday or Sunday, the holiday will be observed on another day as announced. At times, the University may require an employee to work on an observed holiday.

Full-time employees who are not on unpaid leave receive holiday pay. Regular part-time and half-time University Staff employees who work on a designated holiday will receive premium pay at time and one half their regular hourly rate of pay. Full-time University Staff should refer to the Overtime Policy for further information. Employees on unpaid leave will not receive holiday pay.

Observance of religious holidays will be honored, upon supervisory approval. Full-time employees will be required to use accrued personal or vacation time for such observances.

(ii) Bereavement Leave
In the event of a death in an employee’s immediate family, appropriate floral gestures, cards, and representation will be made through the Office of Human Resources. Immediate family is defined as spouse, domestic partner, children, children-in-law, parents, grandparents, grandchildren, brothers, sisters, parents and siblings of spouse/domestic partner.

Full-time employees may take up to six work days (five days for ten-hour/day-four day/week employees), in the event of a death in the immediate family. Bereavement leave may be granted for other relatives or close friends upon request for the amount of time needed to attend services not to exceed one day.
Bereavement leave for full-time employees will be paid without deduction from sick, vacation or personal leave.

Regular part-time and half-time employees may take up to six consecutive work days in the event of death in the immediate family. Bereavement leave may be granted for other relatives or close friends upon request for the amount of time needed to attend services not to exceed one day. During the six day bereavement period regular part-time and half-time employees will be paid for time in which they were normally scheduled to work.

(iii) Jury Duty
An employee called to jury duty must inform the employee’s immediate supervisor as soon as notification is received. Each employee shall request from the Clerk of the Court a statement of time served and provide such information to the supervisor. It is expected that with due consideration to time and travel factors, an employee will return to work when a court recess releases the employee from jury duty.

Full-time employees will receive the difference between their full pay and any compensation received for time spent on jury duty during normal working hours. A letter from the Clerk of the Court must be attached to any timesheet that the employee is logging time away due to jury duty. For purposes of overtime calculation, jury duty is considered time not worked; therefore, employees must actually work the hours missed as a result of jury duty service before overtime will be calculated.

(iv) Leaves of Absence without Pay
1) Military Leave of Absence

The Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) provides for military leaves of absences and re-employment of eligible employees when they return from military duty without any loss of seniority, status or pay. The University will comply fully with the law. Eligible employees include those who perform duty, voluntary or involuntary, in the uniformed services including active duty, active duty for training, inactive duty training (such as drills), initial active duty training and the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty. Seek additional information and assistance in the Office of Human Resources.
2) Other Leaves without Pay
Other leaves without pay may be approved as outlined in other articles of this handbook.

(b) Group Benefit Program

The University provides a comprehensive group benefit program for all full-time employees. This comprehensive program includes medical, dental, flexible spending accounts and life insurances.

Additional information regarding these benefits is available by contacting the Office of Human Resources or by visiting the Human Resources and Development website.

(c) Legislated Benefits

(i) Workers’ Compensation
The University carries workers’ compensation insurance to cover claims arising from job-related injuries or illnesses.

Any accident or injury involving an employee must be reported as soon as practicable to both the supervisor and to the Office of Human Resources.

1. Work-related incidents must be reported by the employee to the Office of Human Resources as soon as practicable (via phone, fax or in person);

2. Each employee who experiences a work related injury or illness must complete a Notice of Accidental Injury and Workers’ Compensation Report as soon as possible. The supervisor will be forwarded a Supervisor’s Report of Accident Investigation for completion. These forms should be returned to the Office of Human Resources within four (4) calendar days of the injury;

3. A member of the University’s Joint Loss Safety Committee will be designated to investigate the injury. This investigation, as appropriate, will include an interview with the injured employee;

4. Workers’ Compensation benefits are approved and paid by the Workers’ Compensation insurance carrier. Benefits are paid only while under the care of a physician, and include wage payment equal to 60% of gross wages and
100% payment of medical expenses incurred solely due to work-related injuries/illnesses under the provisions of the law;

5. Salary continuation benefits for full-time employees are not payable in conjunction with a work-related disability.

6. If an employee will be absent less than fourteen (14) calendar days due to the physician approved disability, earned time (i.e., sick, vacation, personal days) may be used towards the first three days missed. Subsequent days missed will be paid by the Workers’ Compensation insurance company. If the physician returns the employee to temporary alternative duty work within five days of the date of injury, the insurance company will pay benefits back to the date of injury. If an employee is absent for fourteen (14) days or longer, workers’ compensation will be paid retroactive to the first day absent. Therefore, accrued time will not be used.

7. The University’s group benefit program for full-time employees continues during a Workers’ Compensation absence. During this time the employee is responsible for the employee’s share of benefit premiums.

8. The University offers temporary alternative duty work opportunities in those instances when an employee may not be able to temporarily resume their full duties after a work-related accident or injury. This program is designed to enable the injured employee to return to work on a reduced capacity basis until the employee can resume full-duty work.

For more information on specific benefits and limitations, contact the Office of Human Resources.

(ii) Unemployment Compensation
Employees of the University are eligible to apply for unemployment compensation benefits. Those who leave the employment of the University because there is a “lack of work” may be entitled to these benefits.

(iii) Social Security and Medicare
The University matches employees’ contributions to the Federal Social Security and Medicare Programs under the federal formula. Retirement and disability benefits are made available under this program according to the rules and regulations of the Social Security Administration and Medicare.

(iv) Health Insurance Continuation (COBRA)
The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 and as amended requires employers to offer continued health coverage for
employees and their dependents in certain circumstances where they would otherwise lose coverage. The following qualifying events will initiate COBRA:

1. Termination of employment (voluntary or discharge, other than gross misconduct);
2. Employees’ entitlement to Medicare;
3. Reduction in work hours, resulting in loss of benefit eligibility;
4. Death of covered employee (COBRA for eligible dependents);
5. Divorce or legal separation from covered employee (COBRA for eligible dependents);

If a qualifying event outlined above should occur please notify the Office of Human Resources as soon as possible so you can be informed of the applicable benefits under this law.

(v) Family and Medical Leave

The provisions of this policy are intended to comply with the Family and Medical Leave Act of 1993 and as amended to include Military Family Leave effective 2008 and the Fiscal Year 2010 National Defense Authorization Act (H.R.2647). Any terms used from the Act will be defined by the Act. To the extent that this policy is ambiguous or contradicts the Act or U.S. Department of Labor regulations, the language of the Act or regulations will prevail.

1) Eligibility

An employee will be considered eligible if they have worked for at least one year (which need not be continuous), and have worked 1,250 hours over the previous 12 months, and work within 75 miles of a worksite where there are at least 50 employees.

1. Eligible employees may be granted up to 12 weeks of unpaid leave in a 12 month period for the following events:
   a. The birth and first year care of the employee’s child;
   b. The adoption or foster placement of a child in the employee’s home;
   c. The care of a spouse, child or parent with a serious health condition;
   d. The employee’s own serious health condition.
   e. The qualifying exigency of a spouse, son, daughter, or parent in the National Guard or Reserves or active service member who has been
notified of an impending or call to covered active duty status, in support of a contingency operation.

Leave Entitlement Considerations:

- For purposes of this policy, a twelve-month period is measured backwards from the first day of leave.
- Leave for the birth and first year care of a child or the adoption or foster placement of a child may commence any time within 12 months of the birth or placement.
- FMLA is not gender specific and therefore either parent is eligible for the leave. If both spouses are employed by the University, the combined total leave for the birth, adoption or foster placement of a child, and the first year care of that child is twelve weeks.

2. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on covered active duty may be granted up to 26 weeks of unpaid leave in a single twelve month period. A recovering service member is someone who has suffered an injury or an illness while on covered active duty that may render that person unable to perform the duties of the member’s office, grade, rank or rating.

3. A veteran who is undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment from a serious illness or injury sustained in the line of duty on covered active duty may be granted up to 26 weeks of unpaid leave in a single twelve month period.

2) Requests for Leave

1. Request for leave, when foreseeable, shall be in writing on the appropriate SNHU Leave Request forms. Please contact the Office of Human Resources for the appropriate forms. Information provided should be sufficient enough to reasonably determine whether FMLA may apply. The University may deny or limit leave taken depending on how much leave the employee has taken in the twelve months immediately preceding the request.

2. If the need for a leave is foreseeable, employees must give thirty (30) days notice to their supervisor. However, when planning medical treatments, employees should consult with their supervisor and make reasonable efforts to schedule leave which will not disrupt departmental operations, subject to the approval of the healthcare provider.
3. If unforeseen events occur and it is not feasible to provide such advance notice, notice is to be given as soon as practicable. For example, generally employees must notify their supervisor one hour before the normal start of shift.

3) Health Care Provider Certification
1. If an employee seeks leave for a serious health condition (as defined under the Act), the request for leave must be accompanied by a completed Health Care Provider form. You will be informed when recertification is required.
2. If there is doubt to the validity of a medical certification, a second and perhaps third opinion may be requested at the University’s expense.

4) Intermittent and Reduced Leave
1. Employees may take intermittent leave (i.e. leave taken in separate blocks of time due to a single injury or illness rather than one continuous period of time) or reduced leave for their own or a covered relation’s serious health condition, or the serious health condition of a qualified recovering service member, provided intermittent or reduced leave is certified as being medically necessary and a description of the expected duration and schedule is provided. The minimum leave increment is one quarter (¼) hour.
2. Employees may take intermittent leave to support a spouse, son or daughter, or parent in the National Guard or Reserves due to a qualifying exigency resulting from the covered family member’s active military duty (or call to active duty status) in support of a contingency operation.
3. Intermittent and reduced leave will not be available for the birth, adoption or foster placement of a child in an employee’s home and the first year care of that child.
4. An employee requesting an intermittent or reduced leave may be temporarily transferred to an alternative position with equivalent pay and benefits as long as the employee is qualified for this position and the position better accommodates the recurring periods of leave.

5) Substituting Paid Leave Time
1. Employees who have accrued vacation or personal time will be required to substitute such leave for all or part of any leave related to the birth, adoption or placement of a foster child in the employee’s home.
2. Employees seeking leave for the serious health condition of a spouse, parent or child, or to care for a covered recovering service member, will be required
to substitute accrued sick, vacation or personal time for the period certified to be medically necessary.

3. Employees seeking leave for their own serious health condition will be required to substitute accrued time (sick, vacation and personal) and should contact the Office of Human Resources for more information.

6) Continuation of Benefits

1. Group Insurance benefits for full-time employees will continue for an employee during leave on the same basis as if the employee had continued in active employment. The University will continue to pay the employer’s share of the group insurance premium and the employee will continue to pay the employee’s share.

2. The University will bill the employee for the employee’s share of the group insurance premium on a monthly basis. The University’s obligation to continue group health benefits ceases if the employee’s premium payment is more than thirty days late.

3. The University will recover its share of premiums paid during the leave if the employee fails to return to work after leave or returns but fails to remain at least thirty calendar days, unless the reason the employee does not return to work is due to the continuation, recurrence or onset of their own serious health condition.

4. An employee is not obligated to continue group health benefits while on leave. The employee will be guaranteed reinstatement of benefits upon return from leave.

7) Returning to Work

1. The University may require periodic reports from the employee while on leave to determine the employee’s status and intent to return to work. If the employee indicates an intention not to return to work, then the University’s obligation to maintain group insurance benefits and reinstatement ceases.

2. An employee returning from leave will be reinstated to the same or equivalent position with the same benefits, pay and other terms and conditions of employment.

3. An employee returning to work after leave for the employee’s own serious health condition will need to provide the University with a release to return to work from the employee’s healthcare provider.
8) Compliance and Enforcement
The University will not interfere with, restrain, or deny the exercise of an employee’s right provided under FMLA. An employee will not be discharged or discriminated against by any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

(d) Retirement Plan

The University has established a Retirement Plan designed to provide eligible employees with additional income during their retirement years. This benefit is 100% employer funded and does not currently require or allow any employee contributions. Additional information about the Retirement Plan is available in the Office of Human Resources and on the mySNHU portal. Both full and part-time employees are eligible for this benefit under the provisions of the plan.

(e) Emeritus Policy

The granting of emeritus status is an honor bestowed by the University’s Board of Trustees. The Board, upon the recommendation of the President and Personnel Committee, may confer emeritus status upon a member of the University community.

The criteria for the conferral of emeritus status are as follows:

1. The individual is retiring from the University with 10 or more years of service.
2. For faculty, the individual shall normally have achieved the rank of professor.
3. The individual has given the University distinguished service over an extended period of time.

The granting of emeritus status is an honorary title. Honorees are listed in the University catalog.

In addition, those holding emeritus status receive a permanent University ID card that entitles them to free campus parking, use of the University library and access to the athletic complex. Emeriti may request business cards, may
maintain their University e-mail address and are encouraged to participate in the life of the University.

(f) Tuition Remission

(i) Tuition Benefits for Full-Time Staff
Employees should contact the Office of Human Resources to determine eligibility and to verify enrollment. Employees, their spouse/domestic partner and IRS dependent children are eligible to take courses, for credit, tuition free under the following guidelines:

1. Eligible employees may take any number of courses, any semester, as soon as their employment begins. Courses should be taken outside of the normal working hours.

2. An eligible employee’s spouse/domestic partner may take any number of courses, any semester, as soon as the employee has completed six months of full-time employment.

3. An employee’s dependent children (under age 24 and an IRS dependent), may take any number of courses, any semester, as soon as the employee has completed six months of full-time employment. An employee’s dependent child who has not yet graduated from high school may take one course in each continuing education term (limited to one course per family per term). Documentation that verifies IRS eligibility may be required.

4. If an employee terminates employment, tuition benefits will be granted only if the class is beyond the Add/Drop deadline. If employment ends prior to the Add/Drop deadline tuition benefits will not be extended for either the employee or the employee’s dependents.

5. Tuition benefits are not granted for the doctoral programs, course audits, non-credit courses or other special programs offered throughout the University.

6. IRS dependent children enrolled in a Southern New Hampshire University full-time degree granting program at the time of an employee’s death will be given the opportunity to continue tuition free within their current program as long as the employee had at least six months of employment.
Taxable/Non Taxable Tuition Benefit Chart for Full-Time Employees:

<table>
<thead>
<tr>
<th>Course /Type</th>
<th>Employee</th>
<th>Spouse</th>
<th>Domestic Partner</th>
<th>Dependent Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Non-taxable</td>
<td>Non-taxable</td>
<td>Taxable</td>
<td>Non-taxable</td>
</tr>
<tr>
<td>Graduate &lt; IRS Limit</td>
<td>Non-taxable</td>
<td>Taxable</td>
<td>Taxable</td>
<td>Taxable</td>
</tr>
<tr>
<td>Graduate &gt; IRS Limit</td>
<td>Taxable</td>
<td>Taxable</td>
<td>Taxable</td>
<td>Taxable</td>
</tr>
</tbody>
</table>

All other programs unless specifically exempted under IRS code are subject to taxes.

(ii) Dependent Tuition Benefits at Other New Hampshire Colleges

Several private colleges within the New Hampshire College and University Council (NHCUC consortium) offer the opportunity for dependent children of full-time employees, with 12 months of service, to attend undergraduate programs of study. Financial Aid maintains a list of participating colleges/universities as well as the criteria for applying to this program.

(g) CIC Tuition Exchange Scholarship Program

Southern New Hampshire University participates in a nationwide Tuition Exchange Program through the Council of Independent Colleges (CIC). Approximately 330 institutions participate in the exchange program. A current listing of participating institutions is available at the CIC website (www.cic.org).

The Tuition Exchange Program is open to full-time employees, their spouse/domestic partner and their dependent children (as defined by the IRS). For information regarding this program, contact the Office of Human Resources.

(h) Tuition Benefits for Part-Time Staff

Regular part-time and half-time employees will be eligible to take courses, for credit only, on a tuition free basis under the following guidelines. Employees must contact the Office of Human Resources to determine eligibility and to verify enrollment.
1. Any regular part-time or half-time employee utilizing this benefit must have 90 days of continuous service immediately preceding the start of the term/semester;

2. Benefits are available for the employee only and do not extend to the employee’s spouse, domestic partner, dependent children or other dependents;

3. Tuition benefits are available for one course during any academic term. In the event of overlapping academic terms (i.e. day school and continuing education), only one course will be eligible for tuition benefit. The benefit will apply to the course that commences first;

4. Upon termination, tuition benefits will be granted only if the class is beyond the Add/Drop deadline.

5. Tuition benefits are not granted for the doctoral programs, course audits, non-credit courses or other special programs offered through the University;

6. Courses are permitted on a space-available basis; and courses are to be taken outside of the normal working hours (i.e., employees are not permitted to take a course which interferes with the normal work schedule).

7. Tuition benefits extended for undergraduate courses are not taxed. Graduate tuition valued over the IRS limit will be considered taxable.

(i) Employee Assistance and Work/Life Program

Southern New Hampshire University’s Employee Assistance & Work/Life Program (EAP) is designed to provide assistance through confidential consultation to employees and their household members. The University provides this benefit to provide support to employees who may struggle with work/life balance issues and to assist employees who may find that personal difficulties can sometimes adversely affect their job performance.

Employee Assistance & Work/Life Program services are available to all Southern New Hampshire University full-time, half-time and regular part-time employees and their immediate household members.

Employee Assistance & Work/Life Program services can address a variety of issues including, but not limited to: child care, elder care, family difficulties, marital conflict, financial difficulties, legal difficulties, substance abuse or emotional illness.
Employees and household members who feel that they may have a problem that could be addressed by this program may contact the EAP directly without the knowledge of the University. At times your supervisor may also suggest you contact the EAP. Contact information is available on the Employee Benefit Lounge portal, posted on campus from time to time, from the Office of Human Resources, from department supervisors, or through the vendor’s website at: www.anthemeap.com. The University recognizes the challenge individuals face on a daily basis and believe that any employee could benefit from assistance at one time or another.

Use of the EAP benefit is at no cost to the employee or household members. Any fees resulting from services received via referral from the EAP for additional care are the responsibility of the individual(s) receiving those services. The EAP will make every reasonable effort to refer its clients under any applicable medical benefits plan in existence at the time of the referral.

Confidentiality is one of the most important aspects of the Employee Assistance & Work/Life Program. If you contact the EAP directly, no one at the University will know. If your supervisor formally refers you to Employee Assistance & Work/Life Program for a work related issue no information can be released to your supervisor without your written consent except as required by law; for example, in the case of serious threat to self or others, or reports of child or elder abuse.

This program is voluntary and no employee will have job security or career opportunities jeopardized by seeking or not seeking services through the EAP. Any disciplinary action taken is based solely on job performance. Participation in the EAP will not result in special privileges and/or exemptions from standard policies and practices or job performance requirements.

Managers are encouraged to become familiar with the EAP program and referral process and should consult with the Office of Human Resources when using and recommending the program to employees.

(j) Athletic Facilities Privileges

Full-time Faculty, Professional and University Staff as well as their eligible family members are welcome to use the athletic facilities during times when intercollegiate and intramural events are not scheduled. A pass for eligible family members may be obtained from the Athletics Office.
Eligible half-time and regular part-time employees as well as their eligible family members are welcome to use the athletic facilities during times when intercollegiate and intramural events are not scheduled. A pass for eligible family members may be obtained from the Office of Human Resources.

(k) Service Awards

A Service Awards program has been developed to express appreciation for the special contribution that long-term employees make to the growth and development of the University. Service awards are presented to full-time, half-time and regular part-time employees for each five year service increment. An employee who is subsequently rehired after a break in service will receive credit for the prior service if the period of absence is shorter than the period of prior service.

(l) Above and Beyond Award

Eligible full-time and part-time employees may be nominated for the Above and Beyond Award. Recognized individuals will receive a personal letter from the President of the University, a framed award, an engraved nameplate on the recognition plaque and an honorarium.

Nominations can be directed to the Chairperson of the Above and Beyond Award Committee. For additional information including criteria and guidelines please visit the Office of Human Resources.

(m) Thanks-A-Bunch Program

This is an informal recognition program for an employee or student to express personal thanks to any employee. Thanks-a-bunch cards are available throughout all campus locations.
(n) Meal Discounts

The University faculty/staff ID card enables full-time, half-time and regular-part time faculty and staff to receive a discount in all dining venues under the following guidelines.

Money may be applied to the ID card for meal discounts at the One Stop or by using the Value Terminal outside of the Campus Store or the machine in the main cafeteria. Employees may perform account inquiries at the Value Terminals as well. The meal benefit is for employee use only and may not be transferred to students or other employees except as otherwise noted. In addition this discount does not apply to the purchase of bulk food, grocery or convenience items.

Upon termination of employment, employees may be reimbursed for any money remaining on the employee’s ID card. Employees may also elect to have any remaining money transferred to another active employee’s ID card.

In the event of a lost or stolen card, it is the employee’s responsibility to notify the One Stop. There is a fee to replace a card.

(o) Vendor Discounts

From time to time discount programs are made available to employees of the University by community businesses. As these offerings change frequently employees may obtain current information from the Office of Human Resources or on the Employee Benefit Lounge portal on mySNHU.

(p) SNHU Store Discounts

The University store is located on the Main Campus in the Student Center and offers employees a discount on gift and text book purchases. A University faculty/staff identification card is required.
Section 1.16  Wage and Payroll Policies

(a) Pay Policies and Practices

(i) Pay Schedules
Full-time Faculty and Professional Staff are paid on the second to last working day of each month and are paid to date.

Full-time University Staff members are paid on Friday on a biweekly basis and are paid to date. Adjustments for overtime are made on the following payroll.

Part-time University Staff members are paid on Friday on a bi-weekly basis for the previous two weeks.

If the pay day falls on a University holiday, employees are normally paid the first available date prior to the holiday.

(ii) Time Records
Time records are required for all full-time staff, whether exempt or non-exempt, and ten month and twelve month library faculty. These records are maintained in the Office of Payroll Services. Supervisors are responsible for obtaining and examining these records for accuracy. No time record will be accepted without the signature of the supervisor and the employee.

Time records are also required for part-time hourly staff, but are maintained electronically in the TimePro database. Supervisors are responsible for examining these records and approving them per instructions obtained during TimePro training sessions.

(iii) Pay Distribution
Paychecks are available at the One Stop in Exeter Hall during normal business hours.

If requested, paychecks will be mailed to a home address. If a paycheck is lost, please contact the Office of Payroll Services for assistance at 603-644-3127. Fees may apply.
(iv) **Direct Deposit**
Southern New Hampshire University offers employees the convenience of direct deposit. Forms are available from the Office of Payroll Services. Initial processing (bank clearance process) will take one or more pay periods. During this time, the employee will receive regular paychecks.

(v) **Philanthropy through Payroll Deductions**
Employees may contribute to University scholarships, endowments and general operating accounts through payroll deduction. Further information can be obtained through Institutional Advancement.

(vi) **W-2 Reproduction**
If an employee loses or misplaces a W-2 or fails to provide a forwarding address, the Office of Payroll Services will issue a replacement statement. Fees may apply.

(b) **Additional Information**

(i) **I.D. Cards**
All full-time and part-time employees on campus must obtain a picture identification card from the One Stop location in Exeter Hall. This identification card permits employees to use the library, athletic facilities, and to attend University-sponsored functions.

Employees may also be requested to show their identification card at other times. It is recommended, therefore, that employees have their identification card with them at all times while on campus. Identification cards are the property of the University, are not to be altered, and must be returned to the University upon termination of employment. In case of lost or stolen cards, it is the employee’s responsibility to notify the One Stop Office.
(c) Building Key Distribution

All keys are distributed by the Office of Facilities Management. Individuals are responsible for any and all keys issued. Directors are responsible for the return of keys upon an employee’s departure from the University.

(d) Use of Phone and Mail Systems

Telephone and mail systems are provided for business related use only. The University reserves the right to monitor usage of its telephone and mail systems.

(e) Solicitation and Distribution of Materials

In the interests of operating efficiently and for the comfort, convenience and goodwill of other employees/students, no employee/student/non-community member may engage in solicitation on University premises. Donations or gifts solicited for retirements, marriage or other special occasions; however, are considered appropriate and will be allowed. The appropriate department must first approve any festivities.

The only exception to this policy will be the United Way solicitations and other community based charitable campaigns approved through the President’s Office.

(f) Smoking Policy

For the safety and health of all, the policy of the institution is to minimize the effects of smoking in the work place, as required by state legislation (RSA 155:64-77). Smoking is prohibited in the following areas:

- All work areas. “Work areas” are defined as any enclosed location, permanent or temporary, where faculty or staff – including students - performs any work-related duty in the course of their employment.

- Public areas such as hallways, classrooms, bathrooms. This policy does not supersede rules for areas where smoking is prohibited by fire, safety,
and health codes or business necessity. Any other smoking policies that departments are currently enforcing should be reviewed for consistency with this statement. If you notice that proper receptacles are not available in areas where smoking is allowed, please inform the facilities department or a safety committee member as soon as possible.

- Public entrances and exits to SNHU buildings will be free from smoke up to 25 feet (as recommended by the AMA). The intent of this smoking restriction is to eliminate individuals congregating while smoking at any building entrance or exit. Individuals should respect the rights of others and extinguish all smoking materials in the proper receptacles prior to arriving at an entrance/exit.

- Student Center.

- Larkin Field.

To comply with the New Hampshire Indoor Smoking Act, Southern New Hampshire University will not permit smoking in any of its public/common facilities, including each of the continuing education centers and other office locations.

(g) Separation from Employment

(i) Types of Separation

1) Voluntary Resignation

Resignation and retirement are voluntary termination of employment initiated by the employee. Employees wishing to leave the University should submit a written resignation to the Office of Human Resources.

2) Involuntary Separation

The University has the right to terminate any employee at-will, with or without cause at any time.

Conduct, actions, or performances that violate or conflict with the policies of the University may be grounds for immediate termination and may be without warning. Examples of reasons for dismissal include but are not limited to: Cause (serious misconduct, dishonesty, unethical or dangerous behavior), Poor Performance (incompetence, failure to meet set standards, causing problems with others that cause an adverse effect on the institution) or Record (omission of specified information or falsification of employment records).
The University retains the right to take disciplinary action up to and including termination for serious infractions, misconduct, violations of rules or safety measures, or for other serious performance issues.

An employee terminated for disciplinary reasons will receive neither notice nor pay in lieu of notice, and may not be eligible for unemployment benefits.

In some cases, an appeal process may apply. Contact the Office of Human Resources for assistance.

**(ii) Notice of Separation**

Upon notification, an exit interview with the Office of Human Resources is encouraged regardless of the reason for termination.

Full-time and part-time Professional Staff may resign or retire by submitting a written 30 day notice to the appropriate supervisor.

Full-time and part-time University Staff employees are required to give at least two week notice prior to resigning or retiring.

If the notice period is not fulfilled the employee will not receive accrued vacation pay (to a maximum of 20 days) at the point of separation. The notice period shall be a working notice during which the employee will not be eligible to use any accrued vacation, sick or personal time. Vacation will not at any time extend length of employment for benefit purposes.

*(iii) References Following Separation of Employment*

All requests for references should be referred to the Office of Human Resources.

*(iv) Re-Employment*

Former employees who departed from the University under satisfactory circumstances may be re-employed. See the Service Award section to learn how prior credit is given when employment is resumed.
Article II. Personnel Policies for University Staff

Introduction

Article II applies to University Staff only and is to be used by University Staff in conjunction with Article I. Like Article I, this Section is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. It is the University’s expectation and intention that the policies described in this Section will from time to time be modified, rescinded or replaced. The University has the right to terminate any employee at-will, with or without cause at any time.

All questions regarding the information contained in this handbook are to be addressed to the Office of Human Resources.

Section 2.01 Employment and Orientation of New Staff Members

The appropriate Dean, Vice President and/or supervisor along with the Office of Human Resources has the overall responsibility for the employment and orientation of new staff members.

The first 90 days of employment will be an introductory period for new University Staff. The supervisor is encouraged to meet with the employee during this period to review the employee’s performance and to establish performance goals for the upcoming performance evaluation period.

Section 2.02 Overtime and Premium Pay

Overtime Pay is not permitted on a voluntary basis and must be authorized in advance by the supervisor or department head. When equivalent time off during the same work week is not possible, University Staff members will be compensated at time and one half for the following conditions:

- Hours worked beyond 40 in a work week. For purposes of this policy, paid vacation time taken in the course of the work week will be considered hours worked.

- Hours worked on a holiday or Sunday except when Sunday is a regularly scheduled workday.
Premium Pay will be compensated at time and one half for the following conditions:

- Hours worked beyond 32 in a 5 day/8 hour per day work week that includes a holiday and hours worked beyond 30 in a 4 day/10 hour per day work week.
- Hours worked beyond 24 in a 5 day/8 hour per day work week that includes 2 holidays and hours worked beyond 20 in a 4 day/10 hour per day work week.
- Hours worked on Sunday except when Sunday is a regularly scheduled workday.
- Part-time employees will be paid premium pay for hours worked on a holiday.

School closure compensation is covered in the Severe Weather policy and can be further explained through the Office of Payroll when complex calculations occur when multiple situations arise in a work week.

Section 2.03 Job Classification System

Job descriptions are developed to describe the essential functions of each position and are submitted to the Classification Advisory Committee (CAC) for evaluation. The CAC makes a recommendation to the Office of Human Resources as to the appropriateness of the current classification or suggests a new classification. To submit a job description for classification or for re-classification the following guidelines are to be followed:

1. Re-classification requests may be initiated once in a twelve month period by either the employee or supervisor and approved through the appropriate vice president.

2. It is expected to take no longer than 5 business days to review and forward the revised job description to the next level involved in the process.

3. If the supervisor and employee disagree on the content of the description, the Office of Human Resources will assist to resolve the issue.

4. The completed job description is forwarded to the Office of Human Resources. The job description will be reviewed for thoroughness and accuracy and any incomplete descriptions will be returned to the immediate
supervisor. The employee will be notified of any changes/corrections made to the description.

5. The Office of Human Resources will request that the CAC Chair call a meeting.

6. A representative from the Office of Human Resources will notify the immediate supervisor of the outcome of the CAC meeting.

7. If the supervisor disagrees with the outcome of the CAC meeting, an appeal may be requested.

8. The Office of Human Resources will process any changes resulting from the evaluation process.

Section 2.04  Time Away

(Holiday and bereavement leave information may be found in Section I of this handbook.)

Section 2.05  Paid Sick Leave

Full-time University Staff members are eligible for paid sick leave following the 90-day introductory period (unless the 90 days were satisfied as a part-time employee).

Sick leave in this context only refers to personal illness or illness in the immediate family. Immediate family, for the purpose of paid sick leave, is defined as spouse/domestic partner, child, parents or other related household member for whom the employee is responsible. A doctor’s certificate will be required for leave in excess of three consecutive workdays. It is the supervisor’s responsibility to assure that time taken is earned. Use of sick time for purposes other than defined above is not permitted and may be cause for disciplinary measures.

Full-time University Staff will receive a maximum of 88 hours per calendar year to be accrued at a rate of 3.3836 hours per pay period during 26 pay periods. An employee may accrue a maximum of 320 hours of sick leave; once this cap has been reached, accrual will cease until the employee has used sick leave.
Sick leave does not accrue during an absence of one full pay period. Unused sick leave will not be paid when an employee leaves employment or is no longer a full-time employee.

**Section 2.06 Disability Leave**

Both the supervisor and employee are responsible for communicating the need for a leave to the Office of Human Resources. Following any medical leave of three days or more a physician’s statement is required outlining the physician approved return to work authorization. The Office of Human Resources will determine if the provisions of the Family and Medical Leave Act are applicable to your situation or request for leave.

Requests for a disability leave shall be in writing on the appropriate SNHU Leave Request form. If the need for a disability leave is foreseeable and non-emergent, employees must provide a (30) day notice to their supervisor to review for approval. Any employee who is on either full or partial disability leave when salary increases are effective will not receive any adjustment to the disability pay. Employees will receive a salary adjustment for any hours they work while on partial disability.

A disability leave is when an employee is absent from work under a physician approved statement of 30 days or more. Salary continuation and long-term disability benefits are not payable for work-related disabilities as they are filed under Workers’ Compensation. The Office of Human Resources may request additional physician statements throughout the disability period.

The first 30 days of an approved absence will be considered an elimination period. During the elimination period full-time University Staff members must use accrued sick, vacation and personal time. For purposes of this policy, any day in which the employee is absent for any period of time due to a physician-approved disability will be applied as a full day of elimination. For full-time employees, group insurance benefits will continue without interruption providing the employee continues to pay their ongoing portion of the insurance benefits as they did while an active employee.
Section 2.07  Salary Continuation Program

The salary continuation program applies to full-time University Staff employed with a minimum of 90 days of service. The program provides an employee with salary continuation equal to 60% of base wages up to a plan maximum for up to 150 days. Following the minimum service requirement, the salary continuation program will commence on the 31st day of a physician approved absence.

Section 2.08  Long Term Disability (LTD)

Following a disability of 180 days, full-time University Staff may apply for long term disability benefits. Employees must apply and receive approval before long-term disability benefits commence. An LTD application may be obtained from the Office of Human Resources.

Contact the Office of Human Resources for more details on benefit eligibility.

Section 2.09  Personal Days

Full-time University Staff may earn up to three personal days per calendar year. Full-time University Staff will accrue a personal day for each four month period in which they work at least half of that period. One personal day is accrued on January 1st, May 1st and September 1st.

Part-time employees accrue up to two personal days per year. Part-time employees will accrue a personal day for each six month period in which they work at least half of that period. One personal day is accrued on January 1st and July 1st.

Personal days do not have to be used in the period they are earned; but cannot be used prior to being accrued. The use of a personal day must be approved in advance by the employee’s supervisor. Unused personal days do not carry over into the calendar year and will not be paid out upon separation of employment.

Employees must use all accrued time prior to requesting time off unpaid.
Section 2.10 Vacation Policy

Full-time University Staff will begin earning vacation time from the first day of full-time employment, but will be eligible to use vacation time only upon completion of the 90-day introductory period (unless the 90 days are satisfied as a part-time employee).

Earned vacation time may not be taken in any calendar year in excess of 20 days for employees with less than 10 years of services and 25 days for employees with 10 or more years of service.

Vacation time does not accrue during any pay period in which the employee did not work and earned vacation time will not be exchanged for pay.

Vacation eligibility for Full-time University Staff rehired by the University will be credited time in service as long as the duration of separation does not exceed the original length of service. The Office of Human Resources will conduct the review and verify the vacation eligibility upon re-hire.

Employees must use all accrued time prior to requesting time off unpaid.

Full-time University Staff will earn vacation time at the following rates:

1. Full-time employees with less than five years full-time employment:
   - Employees earn 3.077 hrs. per pay period x 26 pay periods for a maximum of 80 hrs in a calendar year. This is equivalent to 10 days per year for 8/hour day, 5 days/week employees; or 8 days per year for 10/hour day, 4 days/week employees.
   - Employees may carry over earned vacation time not to exceed 4 weeks or 20 days per year (16 days maximum for 10/hour day, 4 days/week employees). This is a combined total of both earned vacation and carry over days.

2. Employees with five to less than ten years full-time employment:
   - Employees earn 4.6154 hrs. per pay period x 26 pay periods for a maximum of 120 hrs in a calendar year. This is equivalent to 15 days per year for 8/hour day, 5 days/week employees; or 12 days per year for 10/hour day, 4 days/week employees.
   - Employees may carry over earned vacation time not to exceed 4 weeks or 20 days per year (16 days maximum for 10/hour day, 4
days/week employees). This is a combined total of both earned vacation and carry over days.

3. Employees with ten years or more full-time employment:

- Employees earn 6.154 hrs. per pay period x 26 pay periods for a maximum of 160 hrs in a calendar year. This is equivalent to 20 days per year for 8/hour day, 5 days/week employees; or 16 days per year for 10/hour day, 4 days/week employees.

- Employees may carry over up to 5 days (4 days for 10/hour day, 4 days/week employees) so that earned vacation days and carried over days do not exceed 5 weeks or 25 days per year, or 20 days per year for 10/hour day, 4 days/week employees. Days may not be taken in excess of this amount in any one year.

4. Employees who work a 10 month academic year will earn vacation time at the rate outlined above based on their years of service for the pay periods in which they are actively at work.

Section 2.11 Annual Performance Evaluation

An annual performance evaluation process has been established for full-time and half-time University Staff. All areas of performance will be addressed during the process including strengths and areas where performance can be developed. In addition, goals from the previous evaluation cycle will be reviewed and new goals will be established for the upcoming evaluation cycle. A self-assessment and development tool is available to support the performance management process. The guidelines and evaluation forms are available on-line and in the Office of Human Resources.

Employees classified as temporary full time, temporary part time, regular part time and casual part time will be reviewed upon request at the discretion of the supervisor.

Salary adjustments are based on performance and budget and are normally made on an annual basis. Resulting salary adjustments are normally effective on September 1.
Section 2.12 Promotion and Transfer Policies

Southern New Hampshire University is committed to providing opportunities for promotion or transfer, whenever possible, to employees.

A transfer is a movement to a position carrying the same or a lower job classification. A lateral transfer will not normally result in an increase in salary. A transfer to a position with a lower classification will normally result in a decrease in salary.

When an employee accepts a new position the transfer normally occurs within two weeks; however, under extenuating circumstances this process may be delayed no longer than four weeks.

A promotion is a movement to a position carrying a higher job classification. Promotions will normally be accompanied by a salary increase based upon University guidelines.

Section 2.13 Job Postings

Notices of all job openings will be posted on our website for a period of no less than five business days. Under extenuating circumstances, the five day posting period may be waived or shortened.

Section 2.14 Employee Rights and Responsibilities

(a) Work Week, Office Hours, and Breaks

A typical work week consists of eight hours per day, five days per week and is generally between 8:00 a.m. and 4:30 p.m. Many departments have varying start and end times based on business need. For some departments, the work week may consist of ten hours per day, four days per week. Supervisors, at their discretion, may authorize a flexible work schedule. With consultation with the Office of Human Resources, the supervisor may adjust schedules and must notify the Office of Human Resources of any approved flexible or alternative work schedule.
University Staff may be granted a rest period of no more than ten minutes during the first four hours and another ten minute rest period for each additional four hours worked. University Staff members shall receive one-half hour (unpaid) for a meal break if working more than five (5) consecutive hours.

(b) Absenteeism and Tardiness

Employees who are absent from work due to illness or other unavoidable situations are expected to personally notify their immediate supervisor at least one half hour prior to their normal starting time. Employees will be expected to state the reason for their absence and their expected return to work.

Absenteeism for other than approved leaves affects an individual’s performance and will be reflected in an employee’s evaluation. Excessive absences may result in further corrective action including termination.

Section 2.15 University Staff Grievance Policy

Employees, individually or as a group, may express complaints about work or conditions without jeopardizing their jobs. This policy is designed to establish procedures through which employees may resolve disputes arising from the misinterpretation, application or violation of Southern New Hampshire University policy.

(a) Mission and Purpose of the Grievance Committee

The mission of this Committee is to maintain a fair and consistent system in which University Staff grievances may be heard. The grieving employee’s case will be fully evaluated with the use of supporting documentation and witness testimony that will assist the committee in making a fair and objective decision. The members of the Grievance Committee will meet as needed to hear grievances. The Committee will make recommendations to the President of the University based on its findings.
(b) Grievance Procedure

Step One - Procedure for Resolving Conflict
A. An employee or employees with a complaint shall promptly bring the problem to the immediate supervisor. Disputes between a supervisor and subordinate or between co-workers should be resolved within three to five calendar days from the onset of the problem. Time limits may be extended by mutual written agreement. If an agreement cannot be reached for an extension of time, either party may confer with the President of the University Staff Council.

B. If the complaint is not resolved with the immediate supervisor, the employee may request consideration from the director or vice president. (Note: A representative from the Office of Human Resources may be present at the request of either party for procedural purposes). Disputes remaining unresolved will proceed to step two.

Step Two - Grievance Procedure
The employee will submit a written request for review to the Grievance Committee along with documented records from Step One.

A. The grievance review form is available from the Office of Human Resources. Assistance in completing the grievance review form and obtaining further procedural information is provided by the Office of Human Resources. A grievance form must be filed within 30 days of the incident and should be sent to the Office of Human Resources, the chair of the Grievance Committee and the grieving employee’s supervisor.

B. The Grievance Committee shall meet within ten calendar days of the date the Office of Human Resources received the completed Grievance Review Form.

(c) Procedural Matters

1. Deadlines for filing or consideration of grievances may be extended by mutual agreement of the parties in writing.

2. Audio and video recording devices are not permitted during committee meetings.
3. The involvement of legal counsel is not permitted at committee meetings.

4. The committee will hear both sides of the issue and reserves the right to call witnesses and review documentation deemed appropriate to the issue.

5. Neither party may contact any member of the grievance committee directly.

6. Members of the Grievance Committee are to maintain confidentiality at all times. Any necessary communication will be made by the President of the University.

7. The Grievance Committee records will be kept in a separate, sealed, confidential file in the Office of Human Resources. The records will not be made part of the employee’s personnel file. The employee may request that a copy of the record be placed in the employee’s personnel file with the understanding that it may no longer be confidential.

8. The recommendation of the committee will be made in a written report within 30 calendar days of the conclusion of their investigation by the chair of the committee. Notification of any required extension must be sent in writing to all applicable parties.

9. Upon review of the committee’s recommendation, the President of the University will notify the grievant(s) of the final decision. Copies of the notification will be sent to the Chair of the Grievance Committee and the Office of Human Resources. This decision will be made as soon as practicable.

10. Policy changes affected by the committee’s decision will be made by the collaborative efforts of the President of the University, the Vice President of Human Resources and Development.

(d) Appeals and Appeals Process

The committee will not hear appeals. The decision, made by the President of the University is final.
Article III. Personnel Policies for Professional Staff

Introduction

Article III is designed for all professional staff however, where the contracted staff have policy in the Agreement (between Southern New Hampshire University and the Southern New Hampshire University Professional Employees Association) that conflicts, the Agreement will prevail. Article III is to be used in conjunction with Article I. Like Article I, this section is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. This handbook is not a contract of employment and shall not under any circumstances be so construed. It is the University’s expectation and intention that the policies described in this handbook will from time to time be modified, rescinded or replaced. The University has the right to terminate any non-contracted employee at-will, with or without cause at any time.

All questions regarding the information contained in this handbook are to be addressed to the Office of Human Resources.

Section 3.01 Employment/Orientation of New Staff Members

The appropriate Dean, Vice President and/or supervisor along with the Office of Human Resources has the overall responsibility for the employment and orientation of new Professional Staff. The supervisor is encouraged to meet with the employee during the first 90 days to establish performance goals for the upcoming performance evaluation period.

Section 3.02 Letter of Appointment/Re-Appointment

Full-time Professional Staff typically receive an annual letter of re-appointment on or before February 15 of each year. Professional employees in their first two years of employment at the University shall receive their letter of re-appointment on or before June 1.
Section 3.03  Performance Evaluation

An annual performance evaluation process has been established for Professional Staff. All areas of performance will be addressed during the process, including strengths and areas where performance can be developed and/or improved. In addition, goals from the previous evaluation cycle will be reviewed and new goals will be established for the upcoming evaluation cycle. A self assessment and development tool is available to support the performance management process. The guidelines and evaluation forms are available electronically or in the mySNHU portal and in the Office of Human Resources.

Section 3.04  Salary Adjustments

Salary adjustments are based on performance and budget and are normally made on an annual basis. Resulting salary adjustments are normally effective on September 1.

The University periodically reviews professional salaries for internal and external equity and may implement salary equity adjustments at any time.

Section 3.05  Position Reclassification or Promotion

Job descriptions are developed to describe the essential functions of each position and are submitted to the Professional Staff Classification Advisory Committee (PSCAC) for evaluation. The PSCAC makes a recommendation to the Office of Human Resources as to the appropriateness of the current classification or suggests a new classification. Positions may be considered for reclassification using the following guidelines and process:

1. The position has increased responsibilities, such as budget management, expanded program responsibilities and other planning and operational functions.
2. The need has been documented and approved by the Vice President of the division.

3. The individual in the position under evaluation has served in the current position normally for at least three years and has performed at an acceptable level while demonstrated the ability to act in an administrative capacity.

4. Recommendations for reclassification and promotion typically require the approval of senior leadership and/or the President.

Section 3.06 Grievance Procedure for Non-Contracted Professionals

A “grievance” is any dispute or difference concerning the interpretation, application, or claimed violation of any University policy.

It is the objective of the University to encourage the prompt and equitable resolution of grievances. A grievance may be filed by an individual non-contracted professional or by a group of non-contracted professionals alleging the same grievance.

(a) Procedure

(i) Informal Procedure
The grievant(s) will first try to resolve the grievance by meeting with those directly involved.

(ii) Formal Procedure
Step One
A. The grievant shall submit the grievance in writing to his/her supervisor within thirty (30) calendar days following the existence of the situation giving rise to the grievance.

B. The written grievance shall state the nature of the grievance including the relevant facts, provisions of the handbook alleged to have been violated and the adjustment sought.

C. The supervisor shall arrange a meeting with the grievant. The meeting shall be held within ten (10) calendar days of the receipt of the grievance. A written response to the grievance shall be forwarded to the grievant within seven (7) calendar days after the meeting.
D. In the event the grievance is not resolved the grievant may present the grievance to the appropriate vice president within (10) days following the supervisor’s response.

Step Two
A. A grievance filed by a non-contracted employee who reports directly to the vice president shall be filed directly at step two after attempting to resolve the grievance informally.

B. The vice president or designees shall arrange a meeting with the grievant to be held within ten (10) calendar days of receipt of the grievance. A written response to the grievance shall be forwarded by the vice president to the grievant within seven (7) calendar days after the meeting.

Step Three
A. If the grievance is not resolved at step two, the grievant may present the grievance to the president within ten (10) calendar days of the vice president’s response.

B. The president or designee shall arrange a meeting with the grievant to be held within ten (10) calendar days of the receipt of the grievance.

C. The president will send a final written answer to the grievant within seven (7) calendar days after the meeting.

(b) Time Limits

A. Failure by the grievant to comply with the time limitations of the formal procedure (Step One, Section A), shall preclude any subsequent filing of the grievance.

B. Failure by the grievant at any step of this procedure to appeal within the specified time limits shall be considered acceptance by the grievant of the decision rendered at the last step.

C. Failure by the University at any step to communicate its decision within the specified time limits shall permit the grievant to proceed to the next step.

D. The time limits in this formal procedure may be extended by written mutual agreement.
The filing or pendency of a grievance under the provisions of this formal procedure shall not prevent the University from taking the aggrieved action subject to the final decision of the grievance.

All correspondence by both parties in this procedure shall be sent via University provided email account with delivery receipt requested, certified mail, return receipt requested, or receipted hand delivery, as is most appropriate for the phase of the grievance.

Section 3.07      Leaves

(a) Leave Statements / Reporting of Absences

Full-time Professional Staff must complete a Leave Statement each month. This statement must be approved and submitted to the Office of Payroll Services by the Friday following the end of the month. Part-time Professional Staff complete their time reporting into the TimePro leave tracking system every two-week period.

A Professional Staff member absent from work due to illness or other unavoidable situations is expected to personally notify their immediate supervisor within one half hour prior to their normal starting time. When calling in please include the reason for the absence and the expected return to work date.

(b) Internship Leaves

Full-time Professional Staff may apply for internship leave (without pay) after four (4) years of full time service to the University.

Internship leave will be in writing and submitted to the appropriate administrators for a decision by the appropriate vice president. Requests must be made on or before December 1 of the year prior to which the leave will occur.

Internship leaves will be for a period of up to one year and will count as time for seniority and time in service for sabbatical leaves. In unusual circumstances, internship leaves may be renewed for a second year; but the
second year will not be counted for seniority or time in service for sabbaticals. The president must approve all internship leave renewal requests.

After an internship leave has been approved, a written agreement is made between the employee and University via a template provided by the Office of Human Resources regarding the dates and terms under which the leave is granted. This agreement obliges the University to return the employee to the employee’s original position or to a similar position.

During an internship leave benefits will continue without interruption. The employee shall remain responsible for the employee’s share of the benefit premiums. These benefits are provided with the agreement that the employee shall return to the University for at least one year or shall reimburse the University’s share of the benefits provided while on leave.

Section 3.08  Leaves with Pay

Both the supervisor and employee are responsible for communicating with the Office of Human Resources when the need for an employee leave arises. Leaves of absence with pay may be granted for illness, personal emergencies and certain other reasons. Following any medical leave of three days or more a physician’s statement is required outlining the physician approved return to work authorization. The Office of Human Resources will determine if the provisions of the Family and Medical Leave Act are applicable to the situation or request for leave.

(a) Disability Leave

Requests for a disability leave, when foreseeable, shall be in writing on the appropriate University Leave Request form obtained through the Office of Human Resources. If the need for a disability leave is foreseeable and non-emergent, employees must give (30) days notice to their supervisor for review and approval. Salary continuation and long term disability benefits are not payable for work-related disabilities. Such disabilities will be filed under Workers’ Compensation. Any full-time employee who is on either full or partial disability leave when salary increases are effective will not receive any
adjustment to the disability pay. Employees will receive a salary adjustment for any hours they work while on partial disability.

A disability leave is when an employee is absent from work under a physician approved statement of 30 days or more. The Office of Human Resources may request additional physician statements throughout the disability period.

During the disability leave for a full-time employee, all group insurance benefits continue without interruption and the employee remains responsible for the employee’s share of the benefit premiums.

The first 30 days of an approved absence for a full-time Professional Staff member will be considered an elimination period in which the Professional Staff member will be provided full salary. (For purposes of this policy, any day in which the employee is absent for any period of time due to a physician-approved disability will be applied as a full day of elimination).

(b) Salary Continuation Program

The salary continuation program applies to full-time Professional Staff employed with a minimum of 90 days of service. The program provides an employee with salary continuation equal to 60% of base wages up to a plan maximum for up to 150 days. On the 31st day of a physician approved absence, the salary continuation program commences. Contact the Office of Human Resources for more information.

(c) Long Term Disability (LTD)

Following a disability of 180 days, a full-time Professional Staff member may apply for long term disability benefits. Employees must apply and receive approval before long-term disability benefits commence. An LTD application may be obtained from the Office of Human Resource’s benefits representative.

Contact the Office of Human Resources for and application and more details on benefit eligibility.
(d) Personal Days

Full-time Professional Staff on a full year schedule earn three personal days per year. These days are accrued on September 1st, January 1st and May 1st. An active full-time professional employee will accrue a personal day for each four month period in which they work at least half of that period. Full-time 10-month Professional Staff earn three days for personal time and are accrued as follows: one day on September 1 and two days on June 1.

Part-time Professional Staff accrue up to two personal days per year. A day will accrue for each six month period when at least half of that period is worked. One personal day is accrued on September 1st and March 1st.

Personal days must be approved by the employee’s supervisor in advance. Typically, these days should not be taken in conjunction with vacation days unless previously approved. Personal days must be used in the academic year in which they are accrued and cannot be carried in to the next year. Personal days may not be used prior to accrual and are not paid out upon separation of employment.

(e) Vacation Leave

Full-time Professional Staff shall accrue vacation time at the rate of 1.67 days per month worked (maximum 20 days). The year for purposes of calculating professional vacation time is from September 1 through August 31. Vacation time should be taken during the same year it is accrued for the good of the employee. If it is not used due to the requirements of an employee's position, up to five (5) days of vacation may be carried over to the next year (September 1 through August 31), but no more than five (5) days may be carried over at any time, regardless of whether previously carried over days have been taken.

Effective July 1, 2011 ten (10) month full-time library faculty and full-time Professional Staff shall accrue vacation time at the rate of one (1) day per month worked (maximum 10 days). All other appointed ten (10) month employees do not accrue vacation time.

Accrued vacation may be paid upon resignation or dismissal providing provisions for notice are appropriately provided.
(f) Leaves without Pay

Personal leaves of absence without pay may be approved for a period of up to 6 months for paternity, adoption, extended maternity (after disability has expired), political leave, personal and/or family reasons. Employees taking unpaid leave will be required to use any accrued vacation time. During the period of leave, benefits for full-time staff will continue without interruption. The employee shall remain responsible for the employee’s share of the benefit premiums.

Personal leave must be requested in writing to the appropriate supervisor. Requests normally are made at least two weeks prior to the commencement of the anticipated leave if the leave is to be less than one (1) month. If the leave is to be longer than one (1) month, the request must be made at least one (1) month prior to the proposed start of the leave. The division vice president shall have the authority to make the final approval.

Once the leave has been approved by the vice president a written agreement will be made indicating the date and conditions under which the leave will commence and the date and conditions under which the employee is to return to work. A template can be obtained through the Office of Human Resources and the approved agreement will be placed in the employee’s file in Human Resources.

Nothing in this agreement shall obligate the University to return the employee to the employee’s position. However, the University will endeavor to return the employee to the same or to a similar position if one is available.

Upon return from the leave, all seniority and applicable benefit status will continue as they were prior to the leave. If the employee does not return to work on the agreed return date, or returns but does not remain at work for thirty (30) days, it shall be deemed a voluntary termination. In this instance, the employee will reimburse the University for its share of the benefits provided while the employee was on leave.

Contact the Office of Human Resources for further details on how the Family Medical Leave Act may apply in these situations.
(g) **Professional Sabbatical Leave**

Sabbatical leaves for full-time Professional Staff are granted on the merit of the applicant’s proposal. Sabbatical leaves may be limited by the resources of the University and/or the impact that may result from the absence of a key professional.

Full-time Professional Staff may apply for a sabbatical leave during or after four consecutive years of full-time service to the University. Subsequent sabbatical leaves may be requested during or after four additional years of full-time service following the return from sabbatical.

A candidate must submit an application for sabbatical with supporting material that demonstrates the substance of the requested sabbatical, including the benefit of the sabbatical to the professional development of the individual and its benefit to the University. Application materials must be received on or before December 1. The appropriate Vice President will review the request with the President and inform the employee of the decision.

Sabbatical leaves for full-time Professional Staff normally are for three (3) months with full salary and benefits or for six (6) months with half salary and full benefits.

The staff member is expected to file a final report on their sabbatical within three (3) months of their return. This report will be filed with the appropriate Vice President, Dean or Director.

**Section 3.09 Professional Development**

(a) **Tuition Assistance (External)**

The opportunity to attend other colleges or universities for the professional development of full-time non-contracted Professional Staff may be financially supported by the University.

(i) **Approval Procedure**

All requests for payments of tuition must be submitted through the immediate supervisor on or before February 1st of the year prior to the fiscal year in which study is to be pursued. The immediate supervisor must approve requests for
payments of tuition before being submitted for administrative approval by the appropriate dean and/or vice president. The President reviews and considers for approval all requests for tuition reimbursement. Tuition payments are generally made directly to the institution that the employee is attending.

**(ii) Criteria for Approval of Courses**

In order for courses to be approved, they shall meet one of the following conditions:

1. Academically or professionally enhancing courses offered at an accredited institution for credit (not continuing education units unless specifically for certification and/or licensure) may be recommended by an appropriate dean or supervisor.
2. Any course that the University requests an individual to take.

**(b) Seminars and Conferences**

Funds for non-contracted full-time Professional Staff to participate in conferences and seminars are at the discretion of the departmental supervisor and/or Vice President and are based on availability of funds built into a departmental or divisional budget. These funds must either be requested for staff development during the annual budgeting process or taken from other departmental budget lines.
Article IV. General Institutional Policies – Links:

Family Educational Rights and Privacy Act (FERPA) – [http://it.snhu.edu/HR/ferpa.htm](http://it.snhu.edu/HR/ferpa.htm)

Communicable Disease Policy – [http://www.snhu.edu/2598.asp](http://www.snhu.edu/2598.asp)

Drug and Alcohol Policy – [http://www.snhu.edu/2112.asp](http://www.snhu.edu/2112.asp)

Safety Policies – Available on the Portal

   Hazard Communication; Bloodborne Pathogens; Vehicle Use Policy

   Health and Safety Policy; Emergency Evacuation; Worker’s Compensation

Anti-violence Policy – [http://www.snhu.edu/2594.asp](http://www.snhu.edu/2594.asp)

Sex Offender Registry – Megan’s Law - [http://www.snhu.edu/6008.asp](http://www.snhu.edu/6008.asp)


Technology Policies –

   Network Acceptable Use Policy – [http://www.snhu.edu/1463.asp](http://www.snhu.edu/1463.asp)

   Email Use Policy – [http://www.snhu.edu/1058.asp](http://www.snhu.edu/1058.asp)

   Copyright Policy – [http://www.snhu.edu/10273.asp](http://www.snhu.edu/10273.asp)

*All employees are required to read, understand, and abide by the above policies and information in the same manner as all other policies contained in this handbook.*

NOTE: The policies above may soon be removed from the SNHU website and become part of the mySNHU portal. If policies are not found on the website please review the portal or contact the Office of Human Resources for a copy.