



Rensselaer

Employee Handbook

Your Guide to Employment at
Rensselaer Polytechnic Institute

Employer
of Choice

Introduction

Welcome From the President

Rensselaer Polytechnic Institute is a very special place: a world-class technological research university that is transformative in the global impact of its research, innovative pedagogy, and its students. It is the wonderful faculty and staff we hire here, and the excellence of their efforts over time, that allow us to reach so high and to achieve so much.

The Rensselaer Human Resources organization supports excellence in many ways, including by codifying in this employee handbook our benefits, policies, and culture. Undoubtedly, as you serve our students and the Rensselaer community at large, you will be faced with many choices. The purpose of this handbook is to help you to focus on our mission and our vision as you make decisions in your work every day. I ask you to become familiar with it.

While this handbook should give you answers to most general questions about our policies, procedures, and programs, it clearly cannot address every possible situation that might arise. If you need further guidance on any subject, please consult your departmental leader or the Division of Human Resources.

Please understand also that we welcome your suggestions for enhancing the policies, practices, procedures, and programs covered in this handbook, and indeed, every aspect of our academic and administrative operations. Continuous improvement is a quality that characterizes excellent organizations, and we always are ready to hear a good idea.

I welcome you to the Rensselaer family and wish you personal success here, and I eagerly anticipate your contributions to the success of the Institute as a whole.

Shirley Ann Jackson, Ph.D.
President

Introduction

Why Not Change The World?

Armed with our intellects, our energy, and a bold vision for the future, Rensselaer brings our slogan to life by educating the leaders of tomorrow for fulfilling, rewarding careers. We celebrate discovery, and the responsible application of technology, to create knowledge and global prosperity, and to solve the most vexing challenges facing our world today.

Rensselaer is the first degree-granting technological university in the English-speaking world. Since 1824, Rensselaer alumni and alumnae have been instrumental originators of technologies, products, and events that have changed our world. These distinguished individuals have forged frontiers in industry, science, education, and technology. They have built bridges, probed outer space, revolutionized new industries and technologies, and discovered new knowledge.

They are notable for the following:

- The Apollo Moon landing project
- Invention of the digital camera
- Email (including using the @ symbol)
- The first pocket calculator
- Mushroom-based packaging
- Cancer-fighting sunscreen
- Video games, including Guitar Hero
- Ballpark design, including Fenway Park and Yankee Stadium
- The Reach toothbrush
- Baking powder
- Early television technology
- The microprocessor
- Engineering of the Brooklyn Bridge

Introduction

The Rensselaer Plan 2024

Our mission—“to apply science to the common purposes of life”—has never been more appropriate given the global challenges faced in the 21st century.

Led by President Shirley Ann Jackson, Ph.D., we created and implemented the original *Rensselaer Plan* over a decade ago, to seize upon a significant moment in our history and to provide the road map to transform our Institute. *The Plan* was designed to galvanize our strengths and create a catalyst for change. It articulated our vision and the means for attaining our carefully defined objectives. The result was the most dramatic transformation of our infrastructure, pedagogy, research, and student experience since our beginnings in the early 19th century.

With the objectives of the original plan accomplished, in 2012 Institute leadership and the Rensselaer community set out to design and begin implementation of a new plan—one that will guide us to our 200th anniversary in 2024. Building upon an Institute transformed under the original plan, the new plan aims to move from transforming the Institute to making Rensselaer a transformative force for our students, our pedagogy, and the global impact of our research.

In pursuit of this goal, President Jackson has introduced the construct of The New Polytechnic—a view of the technological research university as a fresh collaborative endeavor across disciplines, sectors, and global regions. Such a university leads by using advanced technologies to unite a multiplicity of disciplines and perspectives, in order to take on large, multifaceted challenges.

As a multigenerational community of learners, engaged in deep discovery, discourse, and technological innovation, we will make a difference for the world. The fundamental markers of Excellence, Leadership, and Community will drive our actions.

Introduction

The Rensselaer Plan 2024 continued

We are guided by the following premises:

- Education and research are inextricably linked in world-class universities.
- Research potentiates education.
- Research and education drive reputation.
- Intellectual congruence leads to excellent education.
- Addressing Global Challenges leads to transformational education.
- Diversity and inclusion are essential to academic excellence and innovation.
- Strategic focus is essential to achieving our goals.

Where to Find More Information

To read The Rensselaer Plan 2024, go to www.rpi.edu/plan/. For more general information, visit Rensselaer's main website at www.rpi.edu. While you are on the site, visit the Division of Human Resources pages at hr.rpi.edu.

Working Together

Taking a page from our interdisciplinary approach in the laboratory and classroom, Rensselaer places a great deal of emphasis on collaboration and team-based approaches. We recognize that employees may have suggestions for improving the workplace, as well as the occasional concern. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your supervisor. Please feel free to contact your supervisor with any suggestions and/or complaints. If you do not feel comfortable contacting your supervisor, or are not satisfied with your supervisor's response, please contact the Division of Human Resources at hrmail@rpi.edu.

Rensselaer believes that open communication is essential to a successful work environment and all employees should feel free to make constructive suggestions or raise issues of concern without fear of reprisal.

Introduction

Disclaimers

The policies and procedures in this handbook are designed to serve as guidelines for management action.

At Rensselaer Polytechnic Institute, each worker's employment is at-will, unless said employment is pursuant to a duly authorized written Employment Agreement or pursuant to the terms of the Rensselaer Faculty Handbook.

No policy, provision, procedure or guideline in this handbook is intended to create a binding employment agreement, an implied or expressed contract, or a guarantee of continued employment between any employee and Rensselaer Polytechnic Institute.

At-will employees are hereby given clear notice that their employment is for no specific term, is not guaranteed in any way, and can be ended—by the employee or Rensselaer—at any time, with or without cause or notice.

Any employment agreement binding the Institute to specific terms or benefits must be approved in writing and signed by the President, Provost, Vice President for Human Resources, or designee. Rensselaer Polytechnic Institute is not bound by any oral assurances of employment.

Rensselaer reserves the right to change, add, or eliminate any of the Institute's policies, procedures, health, welfare, and pension benefit plans, or language, except the Institute's policy regarding "at will" employment, at any time without prior or further notice except those contained within the Faculty Handbook.

This handbook only highlights the terms of the Institute's employee benefit plans. The actual terms of the various employee benefit plans are stated in, and governed by, the formal plan documents.

If you are eligible for any employee benefit plan, the benefits are described in the applicable Summary Plan Description. Rensselaer reserves the right to modify, amend, suspend, or terminate any plan at any time, and for any reason without prior notification. Eligible participants will be notified of any changes to these plans and how they affect benefits, if at all.

If you have questions concerning these or any other Rensselaer policies, procedures, guidelines, or practices, please consult with the Division of Human Resources.

Non-Discrimination/Non-Retaliation/ Equal Employment Opportunity

Non-Discrimination Policy Statement

Rensselaer Polytechnic Institute complies with all federal, state and local non-discrimination laws and is committed to providing a working, living and learning environment free from discrimination based on race, color, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, marital status, national origin, citizenship status, disability, military status, veteran status, genetic information, genetic predisposition, domestic violence victim status, familial status, or any other basis prohibited by law.

Equal Employment Opportunity Policy Statement

Rensselaer Polytechnic Institute is also committed to providing equal employment opportunities for all persons regardless of race, color, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, marital status, national origin, citizenship status, disability, military status, veteran status, genetic information, genetic predisposition, domestic violence victim status, familial status, or any other basis prohibited by law. Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

This policy applies to all employees, including faculty and members of the President's Cabinet. Rensselaer holds its employees, students and members of its community to standards of conduct which may be more stringent than those mandated by law.

Any person who violates this policy will be subject to disciplinary action, up to and including termination.

Sex/Gender Discrimination

Rensselaer prohibits discrimination on the basis of gender/sex in the working, living and learning environments. Discrimination on the basis of gender includes sexual harassment and sexual violence.

Sexual Harassment Policy

Rensselaer Polytechnic Institute is committed to providing a working, living and learning environment free of sexual harassment, which includes sexual violence. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual coercion and sexual exploitation. Rensselaer prohibits sexual harassment and sexual violence in all of its working, living and learning environments. Sexual harassment violates an individual's fundamental rights and personal dignity. Rensselaer considers sexual harassment in all its forms to be a serious offense.

Employees are prohibited from sexually harassing other individuals whether or not the incidents of harassment occur on Rensselaer premises and whether or not the incidents occur during working hours. In a supervisor/subordinate relationship, consensual sexual or romantic relationships between employees are prohibited.

Employees, including faculty, contingent faculty, research professionals, staff and members of the President's Cabinet, are prohibited from having sexual or romantic relationships with students.

Vendors, visitors and guests are prohibited from sexually harassing other individuals while on Rensselaer property.

This policy applies to all employees, including faculty, staff, student workers, vendors, visitors, guests, and members of the President's Cabinet. Any person who violates this policy will be subject to disciplinary action, up to and including termination and/or will be barred from Rensselaer property.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made a term or condition of

- employment or participation in an academic, educational, extra-curricular, athletic or other program of the Institute;
- 2) Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student; or
 - 3) Such conduct has the purpose or effect of unreasonably interfering with work performance or participation in an academic program, or creating an intimidating, hostile, or offensive working, living or learning environment.

Sexual harassment can occur in person, by phone, text message, e-mail, or other electronic, written or social medium.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, an employee or student a reward, if the employee or student complies with a sexually oriented request.
- Threatening, directly or indirectly, to retaliate against an employee or student, if he/she refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an employee or student an employment- or academic-related opportunity, if the employee or student refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation that is unwelcome or physical contact or touching another employee or student in a way that is unwelcome.
- Displaying, storing, or transmitting pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an employee or student and persisting despite the employee's/student's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Sexual violence, which includes but is not limited to, rape, sexual assault, sexual battery, sexual coercion and sexual exploitation.
- Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can be physical, verbal and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be considered harassing conduct.

Sexual Coercion is the act of using pressure or force to have sexual contact with someone.

Sexual Violence refers to any physical sexual act that occurs without a person's consent, or occurs when a person is unable or incapable of giving consent, either because of the use of drugs or alcohol use, or because of an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Non-Consensual Sexual Contact is defined as any sexual touching, however slight, by a male or female upon someone else, regardless of gender that is without their consent, and/or by force. Non-consensual sexual contact includes non-consensual sexual intercourse.

Sexual Exploitation is defined as behavior that is designed to take advantage of another individual in a sexual way without their consent. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Non-consensual video- or audio-taping of a sexual nature;
- Engaging in voyeurism; and
- Exposing one's genitals, or inducing someone to expose his/her genitals in non-consensual circumstances.

Other Types of Prohibited Harassment

Rensselaer Polytechnic Institute is committed to providing a working, living and learning environment free of harassment based on race, color, religion, sexual orientation, gender identity, gender expression, age, marital status, pregnancy, national origin, citizenship status, disability, veteran status, military status, genetic information, genetic predisposition, domestic violence victim status, familial status, or any other basis prohibited by law or by Institute policy. Such harassment violates an individual's fundamental rights and personal dignity. Rensselaer considers such harassment in all its forms to be a serious offense. This policy applies to all employees, including faculty, staff, student workers, vendors, visitors, guests, and members of the President's Cabinet.

Employees are prohibited from harassing other individuals whether or not the incidents of harassment occur on Rensselaer premises and whether or not the incidents occur during working hours.

Vendors, visitors and guests are prohibited from harassing other individuals while on Rensselaer property.

Prohibited harassment can be verbal, physical and/or psychological in nature. An aggregation of a series of incidents can constitute prohibited harassment even if one of the incidents considered on its own would not be considered harassing conduct.

Accommodating Individuals with Disabilities

In all hiring and employment practices, Rensselaer Polytechnic Institute prohibits any and all discrimination against qualified individuals with disabilities. This includes, but is not limited to, discrimination with respect to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

Rensselaer also prohibits any discrimination against an employee because she/he has a family member with a disability. In general, benefits are made available to employees on an equal basis without regard to whether any individual has a disability.

Rensselaer will provide reasonable accommodations to qualified individuals with disabilities after engaging in an interactive process to determine the individual's limitations and possible accommodations that will allow the individual to perform the essential functions of the position to a satisfactory level. Any individual with a question or concern about discrimination on the basis of disability or the need for a disability accommodation should contact the Division of Human Resources.

Religious Accommodations

Rensselaer Polytechnic Institute values and respects the diversity of its faculty, staff and students. As such, Rensselaer seeks to accommodate the religious beliefs and needs of its faculty and staff in its hiring and employment practices.

Rensselaer is a nondenominational university that welcomes all faiths. Therefore, Rensselaer will make reasonable efforts to

assure that religious participation is not unreasonably restricted for any employee or student who wishes to be absent from the workplace or classroom for religious observances and holidays. In the case of conflicts between the university calendar and an individual's religious beliefs, Institute Leaders are expected to make arrangements to assure that religious participation of our students, faculty and staff is not unreasonably restricted.

The Division of Human Resources supervises religious accommodation issues at an Institute-wide level. An employee who thinks that his/her religious beliefs affect their work schedule, assignment, dress code, or other work-related matters should promptly contact the Division of Human Resources and his/her supervisor to evaluate possible accommodations.

Non-Retaliation Policy

Rensselaer recognizes the need for open, honest communication among management, faculty, staff, students and other constituencies in our community. Rensselaer encourages the reporting of concerns of discrimination, harassment, retaliation, or other improper conduct.

The Institute will not retaliate, nor will it tolerate any retaliation, against any individual for reporting or disclosing, in good faith, alleged illegal or improper behavior, instance of non-compliance, safety hazards, quality issues, privacy/confidentiality breaches and/or any other types of occurrences to Rensselaer's Division of Human Resources or to federal, state or local agencies. Similarly, Rensselaer prohibits retaliation against any staff, student, faculty member or other member of the community for participating in an investigation of a complaint of such improper conduct.

Reporting, Investigation and Resolution Procedure for Complaints

Rensselaer Polytechnic Institute's complaint, investigation and resolution procedures provide for prompt, thorough, and objective investigation of all claims of discrimination, harassment, retaliation, and unethical actions. If discrimination, harassment, retaliation, or an unethical action has occurred, Rensselaer will take appropriate remedial action that is, in its sole discretion, commensurate with the severity of the offense.

All complaints of discrimination, harassment, retaliation or unethical actions must be brought to the attention of the Division of Human Resources or Title IX Coordinator within 180 calendar days of the incident¹. There is no limitation or deadline regarding when to file a report of an allegation of sexual violence, sexual assault or rape. Any member of the Rensselaer's community may initiate a complaint against a faculty, staff, student, or outside third party.

Rensselaer Polytechnic Institute strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination, harassment, or an unethical action. Any person who violates this non-retaliation policy will be subject to disciplinary action, up to and including termination.

Confidentiality

All inquiries, complaints, and investigations are kept confidential to the extent practicable in the circumstances. However, the identity of the complainant and salient details of the complaint are *usually* revealed to the person(s) accused of such conduct and to witnesses in order to permit an appropriate and robust investigation. Rensselaer expects participants in an internal investigation to respect and maintain confidentiality of an on-going investigation.

¹ Complaints of discrimination and harassment can also be filed with the U.S. Department of Education Office for Civil Rights (OCR), U.S. Equal Employment Opportunity Commission (EEOC), the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP), the New York State Division of Human Rights, and for faculty and staff working on the Hartford Campus, the Connecticut Commission on Human Rights and Opportunities.

Recruitment and Selection

Recruitment, Selection and Hiring

The Division of Human Resources will administer the recruitment and selection process to assist Institute leaders with the development of a recruitment strategy to attract candidates aligned with initiatives of the Rensselaer Plan, the core functions of each Portfolio and the principles of Equal Employment Opportunity.

Nepotism and the Employment of Relatives

Relatives of a currently employed worker generally are considered for employment on the basis of their qualifications and the business needs of the Institute. However, where the hiring or employment of a worker's relative would result in the types of prohibited employment relationships identified below, the Institute will not consider or accept such applications for employment.

Staff or faculty members are not to place themselves, or allow themselves to be placed, in a situation amounting to "academic nepotism," which is teaching or otherwise directing the credit study or research of a student who is also a relative as defined below. Additionally, students are not to take courses from relatives or engage in research for academic credit under the direction of relatives.

Nepotism is defined as the hiring, transfer or promotion of a family member into a position that will result in a supervisor/subordinate relationship between the family member and a staff or faculty member, or creates an actual or perceived conflict of interest between the family member and a staff or faculty member because of an auditing or control relationship between the family member and the staff or faculty member.

A Family Member is defined as a spouse, natural, step or adoptive parent, brother, sister, son, daughter, grandparent or in-law in the same identified relationships, or any individual with whom an employee or faculty member has a close personal relationship, such as a domestic partner, co-habitant, or significant other.

Staff and faculty members are required to complete a Financial Conflict of Interest and Commitment Disclosure within 30 days of a change in his/her personal relationships that result in an actual or perceived violation of this Nepotism Policy.

Physical and Medical Examinations

For designated positions, Rensselaer or its designee will conduct a physical and medical examination, drug test and/or blood alcohol test of an applicant or current employee who has been invited to accept a position. Once an invitation of employment has been extended, successful completion of the hiring process is contingent upon the individual successfully passing the physical and medical examination along with any drug or blood-alcohol tests that are conducted by Rensselaer's Medical Contractor or designee.

Rensselaer also reserves the right to require medical examinations of current employees whose fitness for duty is called into question by reasonable evaluation of relevant factors. Such fitness for duty examinations may include, but are not limited to, drug and/or alcohol tests when appropriate. A failure to satisfactorily complete a required physical or medical examination, including any required drug or blood-alcohol test, is grounds for disciplinary action up to and including termination of employment.

Reference and Background Checks

Rensselaer will use reference checks and credentials verifications to ensure the accuracy of information supplied by a candidate in an employment application, resume, or job interview.

Rensselaer will use criminal and financial background checks to make informed hiring decisions in appropriate situations, at the discretion of the Vice President for Human Resources, or his/her designee.

Any applicant or candidate for employment (internal or external) who provides a material misrepresentation or deliberate omission of a fact on an employment application form, resume or CV, or in a selection interview may be eliminated from further consideration for employment. Depending on the significance of the inaccurate information, the applicant might be offered an opportunity to explain or respond to the inaccurate information. The material misrepresentation or deliberate omission of a fact may also be justification for the refusal or rescission of an invitation of employment, or if employed, the termination of employment.

Employment Eligibility/Immigration Requirements

Rensselaer is committed to meeting its obligations under U.S. immigration law. Accordingly, Rensselaer neither hires nor continues to employ any individual who is not legally authorized to work in the United States. Moreover, Rensselaer does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge.

Employees must complete the employee section of Form I-9 on or before the day they begin work. If an employee is authorized to work, but is unable to provide the required document(s), the employee can, under certain circumstances as defined by the applicable regulating agency, present a Division of Human Resources representative with a receipt for an application for the necessary document(s).

Export Control

The Institute complies with all federal export control regulations, such as: International Traffic in Arms Regulations (ITAR), implemented by the U.S. Department of State; the Export Administration Regulations (EAR), implemented by the U.S. Department of Commerce; and The Office of Foreign Asset Control (OFAC). For faculty and staff, who are foreign nationals conducting sponsored research, Rensselaer will follow the guidelines established in the Institute's Export Control Management and Compliance Plan.

New Hire Orientation

All new benefits eligible Rensselaer employees are required to attend a new hire orientation program designed to make new hires: feel welcome and at ease in their new work environment; learn about Rensselaer's employment, benefits, and payroll requirements; learn about Rensselaer's value proposition; and complete other on-boarding activities.

Position Classifications and Status Changes

Position Classifications

It is the policy of Rensselaer to classify all its positions as exempt or nonexempt in accordance with the provisions of the Fair Labor Standards Act (FLSA) and relevant state law.

It is the policy of Rensselaer to make determinations regarding whether an individual or entity is classified as an independent contractor/consultant or agency employee in accordance with federal and state laws and regulations.

It is the policy of Rensselaer to maximize the benefits and experience of unpaid volunteers, interns, and visiting scholars in compliance with applicable federal, state, and local laws and regulations.

Initial Period of Employment

Exempt Staff

Regular, full-time exempt staff employees undergo an initial period of evaluation during the first six (6) months of employment in any new position.

Nonexempt Staff

Regular full-time non-exempt staff employees undergo an initial period of evaluation during the first three (3) months of employment in any new position.

Use of Paid Time Off (PTO)

During the first three (3) months of employment, exempt and non-exempt staff employees accrue, but are not eligible to use Paid Time Off (PTO).

Promotions

It is the policy of Rensselaer Polytechnic Institute to support the career growth of employees to higher-level positions. All promotion decisions are based on job-related criteria, such as, by way of example only, a comparative review of qualifications, knowledge, skill, ability, aptitude, competencies, attendance and quality of past work performance. In all its selection and employment processes, including promotion decisions, Rensselaer is committed to ensure all individuals equal employment opportunity.

Transfers

Employees are allowed to seek to transfer laterally between departments or Portfolios for personal or professional reasons. On occasion, it is necessary to transfer employees involuntarily to different positions in order to: cover staffing shortfalls; respond to a surge in demand; maintain efficient operations; or for performance or disciplinary reasons. These transfers can be temporary or permanent.

Demotions

Employees may be moved to a position in a lower-level classification based on performance, a disciplinary action, or because of business necessity. Reductions in pay may also occur as a result of a demotion. Demotions are a permanent change in employment status.

Personnel Files

Personnel Information and Employee Privacy

In collecting, maintaining, storing and disclosing personnel information, Rensselaer makes every effort to protect the privacy rights and interests of employees, and prevent inappropriate or unnecessary disclosures of information from any employee's file or record.

All paper-based documents relating to Rensselaer's personnel record system are kept in secure, locked areas in the Division of Human Resources. These files are accessible only to authorized Division of Human Resource employees and/or executives, managers, and supervisors who have a valid, demonstrable business need to obtain specific information from an employee's personnel record.

Rensselaer will not publicly post or display an employee's Social Security number, visibly print a Social Security number on any identification badge or card (including time cards), place a Social Security number in files with unrestricted access, or communicate an employee's personal information to the general public.

All paper-based documents containing personal information are secured and protected during disposal. These documents are kept locked and monitored by authorized Division of Human Resources employees and/or executives, managers, and supervisors during the shredding process.

All electronic files are secured with strict restrictions to authorized staff only. Rensselaer ensures all systems are wiped and all data is reliably erased before any system is transferred, donated or disposed.

All personnel files and records must remain in the Division of Human Resources at all times.

All medical information relating to an employee is kept in a separate file maintained by the Division of Human Resources. Access to these medical files is tightly controlled. Ordinarily, medical information about an employee is supplied only to the worker's designated physician in accordance with the worker's written specific authorization.

External Requests for Employee Information

When replying to requests for information concerning current and former employees, information released will be accurate regarding an employee's work history as shown in the official personnel records in the Division of Human Resources.

Rensselaer Polytechnic Institute discloses the following information when responding to requests from other employers regarding current and former employees:

- The individual's start and end dates of employment;
- Title of last position held; and,
- Verification of wage and salary information provided to the other employer by the current or former worker. (Rensselaer will only confirm this information.)

No other information is provided without a consent form signed by the current or former employee authorizing Rensselaer to release additional information from the individual's personnel records to the specifically named organization.

Executives, managers, or supervisors who wish to provide professional references for current or former employees must consult with a representative of the Division of Human Resources prior to providing such references.

Government Requests for Employee Information

The only exception to the above procedures applies to information requests received by Rensselaer from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. Rensselaer normally honors all such requests and provides the information sought in the form requested by the agency or official.

Employee Access to Personnel Files

All active employees may request to see their personnel records once each year, or as otherwise permitted by applicable law. The Vice President for Human Resources or designee may approve exceptions under which employees can inspect their personnel records more frequently. Former employees do not have access to their personnel records.² Personnel files and records are the property of Rensselaer.

² Former employees who worked at the Rensselaer at Hartford campus and live in the State of Connecticut have access to their personnel records.

Terminations and Layoffs

General Policy on Employee Separations

When an employee voluntarily resigns, to allow management time to begin the process to hire a replacement employee, it is suggested that the resigning employee notify his/her immediate supervisor in writing as follows:

Non-Exempt Employees	2 Weeks
Exempt Employees	3 Weeks
Director and Above	4 Weeks
Retiring Employees	3 Months (13 weeks)

All employees who are leaving their jobs with Rensselaer Polytechnic Institute for any reason are required to return all Rensselaer property to their supervisor or appropriate department personnel. Employees shall be responsible for all Institute property not returned. The employee's supervisor is responsible for ensuring that all Rensselaer property has been turned in by the departing employee.

Final payments will include:

- Pay for work performed.
- For deceased employees, final pay will be calculated to the day of death.

Final pay will be reduced by:

- required legal deductions;
- authorized deductions; and
- outstanding advance payment of wages in the form of money, credit or property in accordance with federal and state laws.

The dates on which benefits coverage stops following separation from employment are governed by the terms and conditions of employment, each insurance contract, and the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA). For details, contact the Division of Human Resources.

Rehire Policy

Rensselaer Polytechnic Institute considers applications for approved vacant positions from former employees. Former employees who were terminated for cause or who left the employ of Rensselaer not in good standing are not eligible for rehire.

If an employee is rehired within 30 days of a voluntary separation, the period of absence will be considered as "service extension" for purposes of years of service for benefit accruals only. Rensselaer calculates any pension credit for prior service in accordance with the Employee Retirement Income Security Act.

If an employee is rehired within 12 months of a voluntary separation, an Adjusted Service Date will be used for purposes of years of service for benefit and Paid Time Off (PTO) leave accruals only. For all other purposes, the employee will be considered a "new hire" that includes an initial period of employment, ineligibility to use accrued PTO leave for three (3) months; and restrictions on promotions or voluntary transfers.

Stay and Exit Interviews

Employees from Rensselaer Polytechnic Institute may be invited to participate in a Stay Interview during the tenure of their employment, and/or an Exit interview when separating from the Institute. The Stay and Exit Interview process may include the completion of a survey and/or a personal interview with a representative of the Division of Human Resources and/or a representative of their Portfolio leadership. The purpose of the survey and interview is to obtain opinions and feedback from employees about working at Rensselaer – what we do well; what could be improved; and are your work expectations being met, etc. All employees are encouraged to be honest, candid, and forthright in the Stay and Exit Interview processes.

Reductions in Force

Rensselaer Polytechnic Institute highly values the contributions of employees and attempts to provide regular employment. However, in the event it becomes appropriate for the Institute to reduce its regular workforce, this policy establishes procedures to ensure effective implementation of the reduction-in-force process.

Salary and Benefits Continuation

Upon executing a valid release of all claims against the Institute, an employee separated because of a reduction in force may, at the

discretion of the Institute, be provided with salary continuation that the employee would not otherwise be entitled to.

An employee separated because of a reduction in force will not be paid accrued, unused PTO upon separation.

Health insurance coverage will be provided by Rensselaer for the period of salary continuation at the current employee rate and coverage level. Continuation beyond that time will be handled in accordance with established Rensselaer policies and all applicable laws.

Retirement plan benefits will be provided according to the terms of Rensselaer's retirement plans.

A Rensselaer employee who is receiving tuition scholarship benefits for the employee, spouse or children prior to the day of separation will continue to receive the benefit through the end of the semester in which the separation occurs.

Employees, who are paid from a grant, contract, or endowment funds are not eligible for discretionary severance or salary continuation, or the payment of accrued unused Paid Time Off. Benefits continuation beyond the end of the grant or contract will be handled in accordance with established Rensselaer policies and all applicable laws.

Compensation and Work Schedules

Pay Procedures

Non-exempt Employees are paid on a bi-weekly basis. Paychecks are issued every other Tuesday and reflect wages earned for the period ending seven working days prior.

Exempt Employees are paid on a semi-monthly basis. Paychecks are issued on the 15th of the month and on the last business day of each month and reflect wages earned through the date paid. If the 15th falls on a Saturday, Sunday or holiday, then the pay date is on the preceding business day.

Officers and School Deans are paid on a monthly basis. Paychecks are issued on the 15th of each month and reflect wages earned for the entire month. If the 15th falls on a Saturday, Sunday or holiday, then the pay date is on the preceding business day.

Direct Deposit

The Payroll Department deposits paycheck proceeds into the personal bank accounts of employees who have completed a Payroll Check Disposition Authorization. Forms are available at the Payroll Department or on-line at <http://finance.rpi.edu>.

Employees who have authorized direct deposit can view their earnings statement at https://sis.rpi.edu/rss/twbkwbis.P_WWWLogin. Direct deposit earning statements include the same pay information that would be included in a paycheck stub—for example, tax deductions.

Work Schedules

The usual full-time weekly work schedule consists of five eight-hour periods with an unpaid 30-minute meal period. For employees who perform manual labor such as trades, environmental services, and grounds, Rensselaer strives to provide – but not guarantee – two paid 15-minute breaks each day to be taken at times in the day that are approved by the employee's supervisor.

- First shift is the eight-hour work period beginning from 6:00 a.m. to 8:30 a.m. depending upon the department's usual work schedule.
- Second shift is the eight-hour work period beginning from 2:30 p.m. to 4:30 p.m. depending upon the department's usual work schedule.

- Third shift is the eight-hour work period beginning from 10:30 p.m. to 12:30 a.m. depending upon the department's usual work schedule.

The Department Head has the responsibility to: establish and change work schedules, hours of work, including the assignment of overtime; and establish or eliminate shifts. Therefore, a unit's work schedule may change as needed based on the business needs of the Institute and/or the business needs of the department. The department head will make a recommendation to the Portfolio Owner. The Portfolio Owner is required to submit a written justification to the Division of Human Resources for approval.

Break and Meal Periods

Break Periods, established for non-exempt employees who perform manual labor such as trades, environmental services, and grounds, will be two paid 15-minute breaks each day to be taken at times in the day that are approved by the employee's supervisor, at the discretion of the supervisor. Supervisors can authorize break periods for their employees, taking into account their department's operational requirements, the employee's needs (including any disability accommodations), with the following restrictions:

- A break period cannot exceed 15 minutes; and
- Employees are not permitted to accumulate any unused Break Periods or use Break Periods as the basis for starting late, leaving early, or extending a scheduled meal period.

For administrative, office, and technical employees, supervisors should recognize that employees may require brief absences from their workstations for personal needs.

Meal Periods are established for employees scheduled to work more than six continuous hours which extend beyond the noonday meal period (11:00 am to 2:00 pm). These employees are entitled to take an unpaid 30-minute meal period that begins no later than five (5) hours after the start of the work period. Employees scheduled to work the 2nd or 3rd shift are entitled to take an unpaid 30-minute meal period that begins no later than five (5) hours after the start of their shift. Employees are not permitted to accumulate any unused meal periods as the basis for starting late, leaving early, extending another scheduled meal period or working overtime as changes to an employee's work schedules and scheduling overtime requires the approval of the supervisor in advance.

Wage Administration

Non-exempt Employee Compensation

Non-exempt employees are covered under provisions of the Fair Labor Standards Act, and applicable state law, and therefore, by law, are to be compensated for all hours worked.

Overtime Rates for Non-exempt Employees

Hours worked in excess of the 40-hour workweek by nonexempt employees shall be compensated at 1½ times the regular rate of pay.

Non-exempt employees scheduled to work on a Rensselaer observed holiday will receive their base pay for the holiday plus 1½ times the regular rate of pay for hours worked on the holiday.

Exempt Employee Compensation

Under the Fair Labor Standards Act, exempt employees are paid a regular salary and are not paid based on the number of hours worked. Exempt employees are hired to get the job done and at times may need to work beyond their usual work schedules. Exempt employees are given the flexibility to exercise judgment both in how and when the work is done. A greater emphasis is placed on meeting the responsibilities of the position rather than on working a specific number of hours. They are expected to meet operational needs and are evaluated on results achieved. Therefore, exempt staff are generally expected to work a minimum of 40 hours per week, and do not accrue compensatory time.

Improper Payroll Deductions

It is the policy of the Institute to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Fair Labor Standards Act or relevant state law.

On-Call

Rensselaer may require non-exempt employees to be available to return-to-work beyond their normal work schedule. These employees are considered to be *on-call*. Employees assigned to *on-call* duty are required to be accessible if it is necessary for them to return to work.

Non-exempt employees will receive an hourly rate for each hour that they are required to be *on-call*.

Emergency Call-in Rates

A nonexempt employee is guaranteed a minimum of four hours pay for each call-in occurrence. Call-in hours above 40 hours per week will be compensated at the overtime rate.

Shift Differential

A differential may be paid for regularly scheduled work during the second or third work shift. If one half or more of the regularly scheduled workday falls within the hours of the second shift, the second shift differential will be paid for all hours worked. If one half or more of the regularly scheduled workday falls within the hours of the third shift, the third shift differential will be paid for all hours worked.

Emergency Facility Closing

When Rensselaer at Troy or Hartford, or a department of either (including offices in New York City, Washington D.C or other locations) are officially closed due to inclement weather or an emergency, non-exempt, Essential Staff will be paid time and a half for all hours worked. In addition, non-exempt staff can receive either their regular hourly rate for their regular schedule of hours, or designate another regularly scheduled day generally within that pay period. Such time off must be approved by the employee's immediate supervisor.

All regular, fixed-term and temporary employees who are sent home or notified not to report to work during an Emergency Facility Closing will be compensated for such employee's normally scheduled work hours during one 24-hour day. If an Emergency Facility Closing continues past 24 hours, employees are required to report for duty or use accrued Paid Time Off (PTO) leave using the department's established call-in procedures.

Employees not normally scheduled to work or who are on paid or unpaid leave status during an Emergency Facility Closing will not receive any additional compensation for that period of time.

Merit Increases

Rensselaer is committed to rewarding employees at every level based on merit and job performance. Merit increases are one way Rensselaer recognizes employees whose overall ratings are "successful performance" and "exceeds standards" although no increases are guaranteed at any time.

Telecommuting

The Telecommuting Policy establishes a procedure to designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies. Telecommuting entails a work-at-home arrangement or a remote-access arrangement for at least part of the workweek on a regular basis. Telecommuting is a privilege which may be granted under appropriate circumstances to high performing faculty and staff whose job responsibilities are suited to such an arrangement. Each request to telecommute will be decided at the sole discretion of the Division of Human Resources on an individual basis under established guidelines. In certain cases, telecommuting may be a requirement of the position, and employees will be so notified at the time of hire.

It is Rensselaer's strong belief that all telecommuting arrangements which it authorizes fulfill the business needs of the position authorized to telecommute.

Rensselaer's basic telecommuting guidelines are:

- Telecommuting arrangements and agreements do not alter Rensselaer's position as an "at will employer" in any way.
- Telecommuting arrangements and agreements do not alter the essential functions of the position.
- Rensselaer retains the exclusive right to permit, cancel, alter or modify telecommuting arrangements at any time with no required notice.
- Rensselaer considers telecommuting employees the same as other non-telecommuting employees and does not practice or tolerate disparate treatment of employees because of the telecommuting arrangement.
- Telecommuting will generally not be approved for Institute leaders, which include, but are not limited to members of the President's Cabinet, Associate/Assistant Vice Presidents, Directors, Managers and Supervisors; and staff in non-exempt positions.
- Rensselaer and the employee will comply with all federal, state and local laws and regulations which effect this policy and/or telecommuting.

Staff Performance Management Tool

Staff Performance Management Tool

The Performance Management Tool is a comprehensive document designed to systematically improve the knowledge, skills and abilities of Rensselaer staff by defining duties and responsibilities of the position, outlining competencies, establishing goals, providing performance feedback, and establishing the minimum qualifications for the position.

Staff Performance Evaluation Process

Regular, full-time exempt and non-exempt staff are required to undergo a written evaluation of performance at least annually, following the completion of the initial period of employment.

Performance appraisals may be conducted at times other than as set forth above when requested by the employee and/or deemed necessary or appropriate by supervisors.

The job duties and responsibilities, core competencies, which include standards of conduct and attendance, areas for development, areas for improvement, and the achievement of goals, will be the basis for rating the performance level of staff.

During the performance management process, Rensselaer preserves an at-will employment relationship with employees—that is, an employment relationship that either the employer or the employee can terminate at any time, with or without cause or notice.

Initial Period of Evaluation

Regular, full-time exempt staff members receive an initial period of evaluation during the first six (6) months of employment in any new position. Regular full-time staff members receive an initial period of evaluation during the first three (3) months of employment in any new position. The initial period of evaluation is automatically extended for any absences except holidays and bereavement leave. The extension of time is equal to the number of days absent during the initial period of evaluation.

The immediate supervisor is responsible for completing a formal performance evaluation at the completion of the initial period of evaluation in accordance with the provisions indicated above.

Performance and Conduct

Standards of Performance and Conduct

It is the policy of Rensselaer Polytechnic Institute to demonstrate fair and equitable treatment within its working, living and learning environments. Rensselaer is committed to the highest ethical and professional standards of conduct and performance as an integral part of its mission. To achieve this goal, the Institute expects all members of the Rensselaer community to demonstrate ethical behavior, honesty, integrity, and good judgment at all times. All members of the Rensselaer community are expected to transact Institute business in compliance with all laws, regulations, and Institute policies. Each member of the community is expected to treat others with dignity and respect, and to be accountable for his/her actions. Supervisors, managers and leaders of the Institute are responsible for educating faculty, staff and students, and monitoring compliance in their areas of responsibility.

General standards of conduct and performance apply to all members of the Rensselaer community. Violation and/or failure to adhere to these general standards may result in disciplinary action up to and including termination. These standards include, but are not limited to the following:

1. Each employee is to spend the work day effectively – by performing the proper tasks safely, competently and in a timely manner and demonstrating an awareness of priorities.
2. Each employee is to spend the work day efficiently – by performing each task quickly, safely and well.
3. Each employee is to comply with Institute and departmental policies and procedures. Failure to comply may be grounds for disciplinary action up to and including termination.
4. Each employee is to report to work and be at work when scheduled.
5. Each employee is to notify the supervisor of an unscheduled absence no later than 30 minutes before the scheduled time to report to work. (*See Employee Attendance – Notification Procedure.*)
6. Each employee is to devote their time and effort to Rensselaer during working hours, keeping personal phone calls, personal text messages, and personal use of electronic devices to a

minimum and not attending to personal matters during work hours.

7. Each employee is to cooperate with reasonable requests from co-workers.
8. Each employee is to perform reasonable job duties as assigned by their supervisor, even if not stated in the performance management tool (position description).
9. Each employee is to respect the confidentiality of sensitive information. Such information should not be repeated, discussed, removed or electronically transferred from the work area except for legitimate work purposes.
10. Each employee is to safeguard his/her own personal property.
11. Each employee is to respect the property and work space of others and of the Institute, and to use Institute property only for legitimate work purposes. (See *Electronic Media and Communications* Policy for additional information). Unauthorized entry into the work space of another employee, or taking property belonging to others or to the Institute will not be tolerated and may be grounds for disciplinary action including immediate termination and/or criminal prosecution.
12. Each employee is to utilize internal administrative resources and procedures to resolve employment problems as set forth herein.
13. Each employee is to know the fiduciary duty associated with Institute employment and to perform the duties accordingly; conduct that conflicts with the interests of the Institute will not be tolerated and may be grounds for disciplinary action, up to and including immediate termination and/or criminal prosecution.
14. Each employee is to maintain appropriate work place behavior and conduct that fosters collegiality, respect and dignity.
15. Each employee is to respect the rights of others.
16. Each employee is expected to behave and perform work responsibilities in a legal and ethical manner.
17. Each employee is to be courteous towards fellow employees, faculty, students, and visitors. Disruptive, intimidating, hostile, offensive and/or discourteous conduct will not be

tolerated and may be grounds for disciplinary action up to and including immediate termination.

18. Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behaviors will not be tolerated and may be grounds for disciplinary action up to and including immediate termination.
19. Acts of insubordination will not be tolerated and may be grounds for disciplinary action up to and including immediate termination. Insubordination is defined as:
 - a) Refusal to perform a task assigned by management personnel³;
 - b) Refusal to adhere to instructions or standards, absent a concern for the safety of persons or property; or
 - c) Use of abusive language or derogatory comments towards a supervisor.
20. Employees are expected to behave and act on and off work in ways that do not bring Rensselaer into public disrepute.
21. Hazing against an individual or group is prohibited at any time. Hazing is defined by Rensselaer as any conduct that subjects another person, whether physically, mentally, emotionally or psychologically, to do anything that may endanger, abuse, degrade, or intimidate the person as a condition of employment, or association with a group or organization, regardless of the person's consent or lack of consent.
22. Faculty, staff and students are expected to adhere to requirements for the use of Personal Protective Equipment and attire based on their job duties and responsibilities.
23. Employees are prohibited from recording and using recording devices, video equipment and/or any other electronic devices (including but not limited to cell phones, "smart" phones, laptops, iPads, notebooks, etc.) to document a meeting or conversation with a Rensselaer employee or student without the express written permission of the individual.

Employee Attendance

³ For situations involving unsafe working conditions, see *Refusing to Work in Unsafe Conditions* Section.

All employees are expected to maintain satisfactory attendance and report to work on time every day. Unscheduled absences, late arrivals and early departures are considered as unsatisfactory work behavior.

Notification Procedure

When an employee will be late reporting to work by 15 minutes or more without prior approval, he/she must notify his/her supervisor at least 30 minutes in advance of the scheduled start time, or as soon thereafter as feasible. If an employee does not call at least 30 minutes prior to the scheduled start time, the supervisor will evaluate the reason for such failure and determine whether the tardiness will be authorized.

When an employee is going to be absent without prior approval, he/she must notify his/her supervisor at least 30 minutes in advance of the scheduled start time. If possible, the employee should call personally and speak directly with the supervisor. Employees should not rely on friends, relatives, or co-workers for communicating their absence to the supervisor. If an employee does not call at least 30 minutes prior to the scheduled start time and does not report to work, the supervisor will evaluate the reason for such failure and determine whether the absence will be authorized.

Employees who will be absent for an indefinite period due to illness or emergency must inform their supervisor each day of the absence, unless other arrangements are made with and agreed to by the supervisor. Failure to return to work on the agreed upon return-to-work date, will be considered a failure to report to duty and will subject the employee to discipline up to and including termination.

Discipline for Unscheduled Absences

Unscheduled absences place an unfair burden on co-workers and should be avoided. Frequent unscheduled absences, including late arrivals and early departures or excessive absences, are grounds for discipline, up to and including termination. In addition, employees who fail to provide proper notification of late arrivals and unscheduled absences are subject to discipline, up to and including termination. Any employee who is absent for three or more consecutive unscheduled absences without notifying his or her immediate supervisor directly is considered to have resigned. Once the Division of Human Resources is notified of such three or more consecutive unscheduled absences without notification, the Division of Human Resources will send written correspondence to

the individual's last known address confirming the voluntary resignation.

Tobacco Use

In keeping with Rensselaer's desire to protect the health of its faculty, staff, students, visitors, other campus constituencies, and the public in general, it is Rensselaer's policy to provide a tobacco-free environment in all Institute facilities and outdoor areas. It is also the policy of Rensselaer to prohibit the sale of tobacco products on campus.

Tobacco Use is defined as the act of using any tobacco product in any Institute facility or outdoor area, including but not limited to, chewing tobacco, smokeless tobacco, electronic cigarettes (with or without nicotine, tobacco and tobacco products) and the act of smoking or carrying a lighted cigar, cigarette, pipe or any other smoking material or device.

Institute Facilities refers to any facility or property that is owned, leased, used or occupied by Rensselaer, including but not limited to: private offices, lounges, dining areas, recreational facilities, residence halls, storage areas, service shops, garages, tunnels, sidewalks, facilities operations areas, athletic facilities, all institute vehicles (owned or leased), and personally owned and rented vehicles when used to transport Rensselaer faculty, staff or students on any Institute-related business, academic or student life activities.

Outdoor Areas refers to any Institute outdoor area that is open to access by the public or campus community, including but not limited to parking lots, sidewalks, athletic fields, lawn areas and any Institute facility entrance or egress.

Alcohol Use and Possession

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol is prohibited on Institute property or as part of any activity sanctioned or sponsored by the Institute. The administration at Rensselaer will not authorize events where drinking under the legal age, as determined by the States of New York and Connecticut, will be knowingly permitted.

The consumption or possession of alcoholic beverages on Rensselaer property, except for officially sanctioned functions or storage locations, is prohibited.

Any use of alcohol that adversely affects an employee's job performance or Rensselaer or jeopardizes the safety or property of employees, students or the public is prohibited. Employees are also prohibited from reporting to work under the influence of alcohol.

When an employee is involved in a workplace accident or when there is a reasonable suspicion that an employee is under the influence of alcohol on-the-job, Rensselaer can require the employee to submit to a blood-alcohol and drug test. Employees who test positive are subject to corrective or disciplinary action up to and including termination.

Employees, who drive a motor vehicle as a part of their work duties, are found to have been driving under the influence of alcohol, whether on duty or off duty, shall be subject to disciplinary action up to and including termination.

Referrals to Rensselaer's Employee Assistance Program (EAP) for employees who may be abusers of alcohol are coordinated through the Division of Human Resources to assist both the employee and supervisor, and to assure compliance with all applicable laws.

Use and Possession of Illegal Drugs

The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs is prohibited in Rensselaer's working, living and learning environments.⁴

Employees who are involved in work-related accidents or injuries or who are reasonably believed to be users or abusers of illegal drugs will be required to submit to a drug test. Employees who test positive are subject to corrective or disciplinary action up to and including termination.

Referrals to Rensselaer's Employee Assistance Program (EAP) for employees, who may be abusers of illegal drugs or controlled substances, are coordinated through the Division of Human Resources to assist both the employee and supervisor, and to assure compliance with all applicable laws.

Physical and Verbal Altercations

To ensure both safe and efficient operations, Rensselaer expects and requires all of its employees to display common courtesy and engage in appropriate behavior at all times. For example, any

⁴ Although the State of Connecticut allows the use of marijuana for palliative purposes, the Institute does not permit the possession, use or ingestion of marijuana in its working, living and learning environments.

involvement in incidents of physical violence, horseplay, shouting at others or making derogatory or provocative comments are considered dangerous and unacceptable behavior that violates this standard of appropriate behavior.

Unacceptable Provocation

Making derogatory, racial or ethnic slurs, sexually harassing remarks, threats of violence, bullying and any other provocative comments, language, or actions are prohibited.

Off-duty and Off-site Conduct

Employees are responsible for their conduct while on or off Rensselaer's premises, and whether they are on or off duty.

Rensselaer's general rules of conduct and behavior also apply when employees are traveling on Rensselaer business and are participating in work-related or academic-related activities as well as any time employees are working for or are representing Rensselaer away from the premises

Discipline

All incidents of physical and/or verbal altercations are treated as misconduct and can result in disciplinary action, up to and including termination of employment.

Electronic and Media Communications

Use of electronic media and communications, and its associated services, including computers, e-mail, instant messaging, text messaging, telephones, voice mail, fax machines, wire services, on-line services and the Internet, are encouraged because they can make communication more efficient and effective, and because they are valuable sources of information about vendors, customers, technology, and new products and services. Electronic communications and media give employees a useful way to exchange ideas, share files, and communicate with colleagues, whether they are located in the next room or thousands of miles away.

Rensselaer's electronic systems are a valuable business asset. The data and information sent and received on these systems are the property of Rensselaer. Only Rensselaer e-mail accounts may be used by employees (i.e., faculty, staff and members of the President's Cabinet) when **using e-mail to conduct** Institute business, which includes teaching and research. As such, employee access to Rensselaer systems and stored data will be terminated upon separation.

Employees should not have any expectation of privacy with respect to information, data or files sent, received, or stored on Rensselaer's electronic media and communications systems. Electronic data, information and files, like other types of correspondence and Rensselaer documents, can be accessed and read by authorized employees or authorized individuals outside the Institute.

The electronic communications and media systems **should not** be used to communicate sensitive or confidential information.

Electronic communications, media, and services cannot be used for knowingly transmitting, retrieving, or storing any material that is:

- Discriminatory or harassing;
- Obscene or pornographic;
- Defamatory or threatening; or
- Engaged in for any purpose that is illegal.

Passwords

Each user accesses Rensselaer's electronic and media systems by means of a log-in name and password.

- a. Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. From a systems perspective and from the perspective of an information and data recipient, passwords also establish the identity of the person sending the information and data. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, delete, circulate, download or manipulate data and information files on other systems.
- b. The practice of using passwords should not lead employees to expect privacy with respect to data and information sent or received.
- c. Employees are prohibited from disclosing their log-in name or password, or those of any other employee, to anyone who is not authorized to receive the same by Rensselaer. Also, employees should not disclose their log-in or password to other employees, except when required by an urgent business matter. Employees should change their password as soon as possible after the urgent business matter has been resolved.

Personal Use

Electronic media and communication services are provided by Rensselaer for employee business use. Limited, occasional, or

incidental use of electronic media and communication services (sending and receiving) for personal, non-business purposes is understandable and acceptable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege and use of Rensselaer's systems are subject to the following conditions and restrictions:

- a) Personal use must be infrequent and must not:
 - Involve any prohibited activity;
 - Interfere with the work productivity and/or learning environment of employees and students;
 - Consume system resources or storage capacity on an ongoing basis; or
 - Involve large file transfers or otherwise deplete system resources available for business purposes.
- b) Using electronic communications and media to participate in any newsgroup, mailing list, bulletin board, blogs, social media networks or other type of discussion forum that is not job-related and is not incidental personal use is strictly prohibited.
- c) Employees should not have any expectations of privacy with respect to personal communications sent or received on Rensselaer's electronic media and communications systems. Employees should delete personal communications as soon as they are read or replied to. Employees should not store copies of the personal communications they have sent.

Retiree E-mail Accounts and Identification Cards

Faculty and staff who retire from Rensselaer in good standing are eligible to receive a Retiree E-mail Account and a Retiree Identification (ID) Card.

Policy Violations

Employees violating Rensselaer's Electronic Media and Communications Policy are subject to disciplinary action, up to and including termination.

Social Media

Rensselaer respects the rights of its employees, including faculty and staff, and understands that employees' time outside of work is their own. However, employees should be mindful that their social media activity, even if done off premises and while off-duty, could affect Rensselaer's legitimate business interests. For example, the information posted could be Rensselaer's confidential business information. In addition, some readers may mistakenly view the employee as a spokesperson for the Institute. Consequently, social media activity is a legitimate and proper focus of Institute policy.

This Policy applies to social media activity that relates in any way to Rensselaer's business, employees, customers, vendors, or competitors or that identifies an employee's affiliation with the Institute (other than as an incidental mention of place of employment in personal social media activity unrelated to the Rensselaer).

This Policy applies to social media activity when on or off duty, while using Rensselaer's or personal electronic resources, and whether or not the employee posts anonymously or using a pseudonym. Employees who are expressly authorized to engage in social media activity on the Rensselaer's behalf should contact the Director of Information Security for guidance. Unless specifically authorized, employees are prohibited from using Rensselaer's electronic resources to engage in social media activity. Employees may use personal devices, such as a non-Rensselaer smart phone or tablet, during meal and break periods to engage in social media activity as long as the employee's personal device is not connected to Rensselaer's network.

Workplace Searches

Rensselaer reserves the right to conduct a search of any employee's work area, equipment and personal belongings that are on Rensselaer's property.

All searches shall be conducted pursuant to an investigation by the Vice President for Human Resources or his/her designee, the Vice President for Information Services & Technology and Chief Information Officer or their designee, the Director of Public Safety or their designee, or a member of the President's Cabinet. A search of a work area is not an accusation of wrongdoing.

No Solicitation/No Distribution

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working

time of the employee at whom such activity is directed. Meals and breaks do not constitute working time.

No employee shall distribute or circulate any printed, written or electronic material in work areas at any time or during his or her working time or during the working time of the employee at whom such activity is directed.

Subject to the foregoing, Rensselaer may authorize a limited number of fund drives on behalf of charitable organizations and these may be conducted with the supervisor's permission during work hours. Authorized fund drives may include but are not limited to the United Way, American Heart Association and American Cancer Society.

Fundraisers, such as Girl Scout cookie sales or similar charitable activities, **must be done during the employee's meal or break time period.**

Under no circumstances will non-employees be permitted to solicit or distribute printed, written or electronic materials for any purpose on Rensselaer's premises.

Rules for Maintenance of Public Order on Institute Property

It is the policy of Rensselaer to allow peaceful demonstrations by faculty or staff members as a means to support their freedom of expression.

Academic freedom is essential to a university community. Freedom of speech and freedom of assembly are essential to academic freedom. Every member of the academic community should be free to pursue full involvement in the educational process of the university without interference from others. All members of the university community should be able to express their views by words and actions and to express by words and actions their opposition to the views and opinions of others. In order to preserve these rights all members of the university community have a responsibility to conduct themselves so that such rights may be exercised without interfering with the rights of others and without fear of violence or injury or interference.

Ethical Conduct

Acceptance of Gifts, Gratuities and Favors

It is Rensselaer's objective to award business to others on the basis of such considerations as quality, services, pricing, and technical ability; to obtain grants from and contracts with private and governmental agencies on the basis of mutual interest; and to avoid the appearance or actuality of impropriety in the receipt of personal gifts, gratuities, favors, and/or kickbacks in connection with Rensselaer endeavors.

The solicitation or the acceptance of personal gifts, gratuities, favors, or kickbacks in any form by Rensselaer employees, subcontractors, or consultants from any Rensselaer supplier or contractor is inconsistent with the above objective and is prohibited, except when it might be inappropriate or insulting to refuse a gift offered.

This policy is not intended to eliminate ethical activities such as business luncheons or the exchange of token mementos of nominal value. However, such activities should be kept to the minimum level necessary for maintaining effective business relationships.

Financial Conflict of Interest and Commitment

The purpose of this Policy is to promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of sponsored research is performed in a manner that is free from bias resulting from Investigator financial conflicts of interest.

All members of the Rensselaer community are expected to understand the ethical responsibility and service toward their peers, employees, students and society and follow appropriate guidelines regarding conflict of interest and conflict of commitment. Institute employees must use good judgment to protect themselves and to protect the Institute from potential conflicts of interest. By adopting this Conflict of Interest Policy, Rensselaer demonstrates its commitment to the ethical principles that guide Rensselaer's research and establishes a mechanism to safeguard Rensselaer, and faculty integrity and objectivity.

This policy is intended to assist all members of the Rensselaer community, including faculty, staff, students, academic and administrative leaders and Rensselaer's Board of Trustees, with avoiding conflicts of interest or any appearance of conflicts

between their own personal interests and the interests of the Institute. Any situation or activity involving a potential conflict of interest or conflict of commitment must be disclosed in advance. The premise of this policy is that each member of the Rensselaer community has an obligation to act in the best interests of the Institute, and must not permit financial and/or personal interests to interfere with that obligation

The intent of this policy is not to eliminate conflicts of interest in all cases, but to disclose and manage the conflicts using ethical principles. Through disclosure, individuals and the Institute can work together to prevent situations that harm or could harm the reputation of the Institute and its mission and objectives. In addition, there can also be a difference in opinions about whether a conflict of interest exists or not. Therefore, the best practice for Institute employees is to disclose the conflict to the appropriate authorities of the Institute **in advance** and seek advice and a review of the particular circumstances so a determination can be made by the Vice President for Human Resources in coordination with the Institute-wide Conflict of Interest Committee. This policy is also intended to increase the awareness of faculty, staff, students and other members of the Rensselaer community to the potential for conflicts of interest and conflict of commitment.

Conflict of Interest (Individual) occurs when the private interest of Institute employees interferes with their loyalty to Rensselaer, either in practice or appearance. Relationships or activities with outside entities may impair an individual's ability to be objective in the design, conduct, or reporting of sponsored research activities concerning their institutional responsibilities at Rensselaer.

Conflict of Commitment occurs when an employee's involvement in outside activities substantially interferes with their primary commitment to Rensselaer, even if the outside activity is valuable to the Institute or contributes to the employee's professional development and competence.

Financial Conflict of Interest means a significant financial interest that could directly and significantly affect the design, conduct, or reporting of sponsored research.

Institutional Responsibilities means an Investigator's professional responsibilities on behalf of Rensselaer, including but not limited to: activities such as research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards.

Investigator means the principal investigator, co-investigators, project director and any other person (e.g. post-doctoral fellow, graduate students, research assistants, business managers) who is responsible for the administration, design, conduct or reporting (progress and financial) of sponsored research.

Significant Financial Interest means a financial interest consisting of one or more of the following interests of the Investigator (and those of the Investigator's family) that reasonably appears to be related to the Investigator's institutional responsibilities.

Travel Reimbursement

Investigators must disclose the occurrence of any reimbursed or sponsored travel related to **PHS-funded research only** (*i.e.*, that which is paid on behalf of the Investigator and not reimbursed to the Investigator so that the exact monetary value may not be readily available), related to their Institutional responsibilities. The requirement to disclose reimbursed or sponsored travel does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an Institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education.

Training

All faculty, Investigators and Key Personnel are required to complete Financial Conflict of Interest and Commitment training:

- Prior to engaging in research related to any sponsored research or grant;
- At least every four (4) years; and
- Immediately if:
 - The Institute revises its Financial Conflict of Interest and Commitment Policy as it affects the requirements of investigators;
 - An investigator is new to Rensselaer; and
 - An investigator is not in compliance with the Policy or a Management Plan.

Disclosure Reporting Requirements

It is the responsibility of each Investigator to disclose Significant Financial Interests (and those of the Investigator's spouse, domestic partner, parents, siblings, dependent children, or a member of the immediate household) related to the Investigator's institutional responsibilities:

- No later than at the time of application for sponsored research;
- During the annual disclosure process; and
- within 30 days of discovering or acquiring a new Significant Financial Interest.

All such disclosures are to be made to the Division of Human Resources and will be reviewed by the Vice President for Human Resources or designee, in coordination with the Institute-wide Conflict of Interest Committee.

Intellectual Property Agreement

As a condition of employment, all employees, including faculty, staff and members of the President's Cabinet, are required to sign an Intellectual Property Agreement upon hire or at other times as designated by the Institute.

Rensselaer's Intellectual Property Policy, as currently set forth, and as it may change from time to time, constitutes an understanding that is binding on Rensselaer, creators, and Rensselaer faculty, staff, and students. It is also binding on any participants in Rensselaer projects or programs as a condition of their participating in Rensselaer projects or research programs or their Significant Use of Rensselaer Support.

Whistle Blowing

Whistle Blowing refers to a report to the Institute about activities that: could harm the public's health or safety; involve financial accountability or mismanagement of Institute funds; violate ethical or professional standards; involve fraudulent claims for federal government reimbursement; impinge on employees' rights, including the right to organize and the right to testify in proceedings under labor laws or anti-discrimination statutes; or involve violations of any applicable law, or Institute Policy.

Any individual who believes that there has been a violation of Rensselaer's policies, any applicable law, or believes someone is involved with or participating in an unethical activity, should immediately contact the Vice President for Human Resources. All complaints are promptly investigated.

Disciplinary Process and Appeals

Progressive Discipline

It is the policy of Rensselaer to maintain a disciplinary procedure of progressively more severe steps to address unsatisfactory performance, conduct or attendance in a thorough, fair and consistent manner. This policy is intended to provide guidance to Institute leaders in their development of staff. As such, these steps may be handled on a case by case basis, and Rensselaer reserves the right to deviate from its progressive discipline procedure based on the circumstances of each case. In some instances, circumstances may dictate that an employee may be immediately terminated.

The progressive disciplinary procedure is also designed to give employees who have successfully completed their initial period of employment advance notice of problems with their conduct or performance in order to provide an opportunity to correct such problems. Rensselaer may deviate from this progressive discipline procedure at any time based on the circumstances of each case.

Reasons for progressive discipline include, but are not limited to:

- Unsatisfactory or poor performance, behavior or conduct;
- Unsatisfactory absence or lateness;
- Leaving work without permission;
- Sleeping at work during work hours;
- Unauthorized or excessive telephone or cell phone usage;
- Use of profanity or abusive language;
- Recording and/or using recording devices to document a meeting or conversation with a Rensselaer employee or student without the express written permission of the individual involved AND the Vice President for Human Resources or designee;
- Violations of protocols, regulations and procedures governing safety or compliance for employees and students; and,
- Posting and/or removing material from Rensselaer's bulletin boards without proper authorization.

Reasons for immediate discharge include, but are not limited to:

- Insubordination;
- Theft including theft by conversion;
- Dishonesty;
- Fighting on Rensselaer property;
- Unauthorized photographing or copying of research projects or other confidential material;
- Misrepresenting or withholding pertinent facts in securing employment;
- Reporting to work under the influence of alcohol, illegal drugs or controlled substances;
- Sale, possession or use of illegal drugs or controlled substances as well as the sale, possession or on-site consumption of alcohol;
- Falsification of Rensselaer records including employment applications;
- Actions or behaviors that bring Rensselaer into public disrepute;
- Indecent, lewd or lascivious conduct;
- Language that is offensive to others and that is deemed improper in a working, living and learning environment of respect and open discourse;
- Violations of Non-Discrimination and Sexual Harassment Policies;
- Hazing; and,
- Financial or fiscal impropriety.

An employee may submit a written response to any disciplinary action covered by this policy. The response will be placed in the employee's personnel file. If an employee wishes to appeal a disciplinary action, he/she should refer to the *Dispute Resolution and Peer Review Appeal Process* below.

Dispute Resolution and Peer Review Appeal Process

It is the policy of Rensselaer to provide a process by which problems and concerns can be resolved through employee participation and shared responsibility without fear of punishment or retaliation. Rensselaer recognizes that employees possess sufficient ability, skill, knowledge and interest to participate in problem solving and to ensure applicable policies or practices have been followed correctly and fairly.

The problem-solving procedure involves five steps. Problems should be resolved in a timely manner. Therefore, an employee must pursue resolution of a problem within five working days of knowledge of an incident. Pursuing resolution means beginning the process of discussing the problem and providing documentation. Employees failing to meet the time limits waive their right to utilize this problem-solving procedure.

Eligibility

All regular employees below the department director or administrative dean level who have completed their initial period of employment are eligible to participate in the *Dispute Resolution and Peer Review Appeal Process*.

Exclusions to the Dispute Resolution/Peer Review Appeal Process

Concerns regarding pay/compensation, performance appraisals (including unsatisfactory performance and/or attendance), benefits, content and interpretation of Institute policies, establishment of work rules, discrimination including harassment, sexual harassment and matters in litigation are excluded from the Dispute and Peer Review Appeal Process.

Please Note: This dispute and peer review appeal procedure does not apply to employees who believe that they have been subject to unlawful discrimination and/or harassment. Instead, please refer to the Non-Discrimination/Non-Retaliation/Equal Employment Opportunity Policy.

The Vice President for Human Resources or his/her designee reserves the right to determine whether an issue is appropriate for the Dispute Resolution and Peer Review Appeal Procedure, and also reserves the right to:

- Determine the appropriate Step for a dispute or appeal; and
- Overrule recommendations and determinations of Steps 1, 2 or 3 of the Dispute Resolution Process, and the Peer Review Appeal Process that are not in the best interests of the Institute, do not adhere to Institute Policy, federal, state or

local labor and employment laws, or do not represent a consistent application of Institute Policy.

Dispute Resolution Process

The supervisor/department manager is expected to consult with the Division of Human Resources during all phases of the Dispute Resolution Process.

Step One: An employee verbally presents his/her grievance to his/her immediate supervisor or department manager within five (5) working days of the incident causing the issue or problem.

Step Two: If an employee is not satisfied with the written decision received at Step One, he/she may contact the Division of Human Resources to appeal to the next higher level of management within three (3) working days of the date of the manager's decision.

Step Three: If the employee is satisfied with the written decision received at Step Two, he/she should inform the Division of Human Resources in writing. If the employee is not satisfied with the written decision received at Step Two, he/she must inform the Division of Human Resources in writing of their intent to proceed to Step Three within three (3) working days of the date of the department head's decision.

Peer Review Appeal Process

Step Four: If the employee is not satisfied with the written decision received at Step Three, he/she should notify the Division of Human Resources in writing of their intent to proceed to the Peer Review Appeal Process within three (3) working days of the date of the Step Three decision.

Step Five: A five-member group of selected panelists made up of three peers, one department director and one vice president, will hear the appeal, present recommendations to the Vice President for Human Resources or designee, and he/she will make a written decision within five (5) working days of being notified of the panel's recommendation. The written decision of the Vice President for Human Resources or designee is final.

Business Expense Reimbursement

Each employee will be reimbursed for all necessary and reasonable expenses incurred in connection with approved travel and/or entertainment while on Institute business, in accordance with the Travel and Entertainment Policy and Procedures. All reimbursable travel must be authorized in advance of the trip by the person in charge of the department or budgetary unit or appropriate governmental agency where necessary.

All employees who travel are responsible for reading the Travel and Entertainment Policy and Procedures Manual available on the Purchasing and Finance web pages. It is the responsibility of the traveling employee to understand which expenses are reimbursable and which are not.

Benefits

Employees, including faculty, staff and members of the President's Cabinet, and in some instances, spouses, and dependent children, may become eligible for certain benefits and perquisites pursuant to eligibility requirements set forth in summary plan descriptions.

Employees who are covered by a collective bargaining agreement are eligible only for those benefits specifically negotiated by the union and Rensselaer, which may or may not include any of the benefits described in this handbook.

An employee may enroll in a variety of benefit plans offered by Rensselaer provided he/she meets the eligibility requirements for the benefit plan, as set forth in such plans, which may be amended, terminated or revoked in the sole discretion of Rensselaer, with or without notice. The actual terms of the various benefit plans are stated in and governed by the formal plan documents.

Any conflict between this handbook and those plan documents must be resolved in favor of the terms of the plan documents.

For complete information about Rensselaer's benefits plans, employees should consult the Summary Plan Description for each of these plans. Any questions should be directed to the Division of Human Resources.

Retirement Benefits

Retirement Benefits

To assist employees in meeting their retirement goal, Rensselaer has established several types of pension and retirement programs for employees who meet certain requirements.

For complete information about these retirement benefits, employees should consult the Summary Plan Description for each of these plans. Any questions should be directed to the Division of Human Resources.

Rensselaer reserves the right to terminate, amend or modify any employee benefit plan, including retirement benefits plans, with or without notice, subject to the terms of such plans. Any conflict between this handbook and those plan documents must be resolved in favor of the terms of the plan documents.

Any information provided by Rensselaer or Human Resources is not intended as investment advice. Employees should seek investment advice from their own investment consultants.

Notification of Retirement

Retiring employees should notify their supervisor and the Division of Human Resources at least three months before their planned retirement date.

Health Insurance Benefits for Retirees

Group health insurance may be obtained through Rensselaer for retired employees who are at least age 55 at separation, have five or more years of service, retire directly from Rensselaer, and (if age 65 or over) have Medicare Parts A and B.

Eligible dependents of retired employees may also obtain group health insurance through Rensselaer.

Rensselaer retains the right to terminate, modify or amend any benefits plans, including plans related to health insurance benefits for retirees, in its own discretion with or without notice.

Paid Time Off and Leaves of Absence

Paid Time Off (PTO) Program

Regular and fixed-term exempt and nonexempt employees who are regularly scheduled to work a minimum of 20 hours per week earn PTO based on years of service. After the completion of three (3) months, PTO time may be taken as accrued and used only with the approval of the employee's supervisor.

PTO is provided for the exclusive purpose of allowing employees to take time off for vacation, personal or medical reasons. Acceptable medical reasons include the employee's own incapacitating illness or injury; the illness or injury of an employee's child; the serious illness of a parent or spouse; and necessary medical treatment or medically advised rest. Visits to doctors and dentists also are acceptable reasons for PTO use. Unscheduled absences (i.e., time off not approved by the employee's supervisor) may result disciplinary action, up to and including termination of employment.

Exempt and nonexempt employees regularly scheduled to work 40 hours per week earn PTO according to the following schedules:

Exempt and Non-Exempt Staff

Staff Years of Service	PTO Annual Accrual Rates
1 st Year	144 hours/18 days
2 nd through 3 rd Year	168 hours/21 days
4 th through 6 th Year	200 hours/25 days
7 th through 10 th Year	232 hours/29 days
Over 10 Years	248 hours/31 days

Executive (Non-Cabinet) employees regularly scheduled to work 40 hours per week earn PTO according to the following schedules:

Years of Service	PTO Annual Accrual Rates
1 st through 10 th	232 hours/29 days
Over 10 Years	248 hours/31 days

Exempt and nonexempt employees who are regularly scheduled to work fewer than 40 hours per week but at least 20 hours per week accrue PTO on a pro-rated basis for all hours worked according to the schedules noted above.

As of July 1st each year, regular and fixed-term employees who are regularly scheduled to work 40 hours per week will be allowed to carry over a maximum of 200 Hours (25 days) of accrued and unused PTO. Unused PTO above 200 Hours will be transferred into a **Reserve Time Off** (RTO) bank at the end of each fiscal year. There will be no maximum on the size of the RTO bank.

An employee separating from service will not be eligible to receive a payout of unused accrued PTO leave upon separation.

Paid Time Off (PTO) for Sick Leave

Paid Time Off (PTO) for sick leave is provided to all regular exempt, regular nonexempt, fixed-term exempt and fixed-term nonexempt staff employees. PTO for sick leave is provided for the exclusive purpose of allowing staff employees to take time off for medical reasons. Examples of acceptable medical reasons include the employee's own incapacitating illness or injury; sickness of an employee's child; serious illness of a parent or spouse; and necessary medical treatment or medically advised rest. Visits to doctors and dentists also are acceptable reasons for taking sick leave. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.

A staff employee may use his/her accrued PTO to care for any eligible family member who is ill or injured. This allows staff to use as much PTO as they need to care for eligible family members. Eligible family members are defined in the *Family and Medical Leave Act (FMLA) Leave of Absence* section.

An eligible staff employee will be required to utilize PTO for the first five (5) consecutive business days of an absence for a non-occupational illness, injury or their own serious health condition. Thereafter, Reserved Time Off (RTO) must be utilized. If a staff employee has no RTO accrued, then he/she may elect to use PTO with prior supervisory approval. Therefore, any usage of PTO, RTO or any other leave time in a 12 month period for an employee's non-occupational illness, injury or their own serious health condition constitutes time granted for an FMLA leave of absence and will be counted as part of an eligible employee's 12 week non-paid leave of absence entitlement under the FMLA, assuming the employee is otherwise eligible for FMLA leave under the law. (See *Family and Medical Leave Act Leave of Absence* section).

The supervisor and employee must notify the Division of Human Resources when the absence reaches six (6) consecutive business days or is expected to go beyond five (5) consecutive business days. The Division of Human Resources will forward information to the employee to initiate a request for short term disability.

State of New York Employees Only

After seven (7) consecutive days of disability due to a work-related injury or illness, the employee may become eligible for benefits from Workers' Compensation, which typically provides two-thirds ($\frac{2}{3}$) of pay up to the scheduled maximum. These payments are provided by the Workers' Compensation insurance carrier and not Rensselaer. (For more information see *Workers' Compensation* section.)

State of Connecticut Employees Only

After the third consecutive business day of absence due to a work-related injury or illness, the employee is eligible for Workers' Compensation benefits, which generally cover up to a scheduled maximum amount. These payments are paid by the Workers' Compensation insurance carrier and not Rensselaer. (For more information see *Workers' Compensation* section.)

If an employee does not have PTO time or RTO time to use but needs to take time off because of sickness or illness, time off may be granted without pay in accordance with the Leave of Absence Policy or the FMLA Leave of Absence Policy.

Notification and Reporting of Absence

All absences must be coded on payroll as either scheduled or unscheduled. Scheduled absences are defined as absences that

were scheduled and approved by the employee's supervisor at least 48 hours in advance.

Consistent Attendance

Regular and temporary nonexempt employees who do not have any recorded unscheduled PTO absences for a six-month period will receive a day off following the end of the six month period.

Paid Holidays

In general, Rensselaer provides employees with the following ten (10) paid holidays per fiscal year (July 1 to June 30):

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Rensselaer will designate the one remaining holiday.

Rensselaer may, at its discretion, close for the annual holiday winter break between the Christmas Day holiday and the New Year's Day holiday. However, these are not paid holidays. All staff will need to make arrangements to use accrued Paid-Time Off (PTO). Essential staff will be notified by their departments of the requirements to work during the holiday winter break.

Rensselaer also reserves the right to designate alternate holidays in any given year. The holiday schedule will be announced at the beginning of the fiscal year.

When a paid holiday falls on a Sunday, it will be observed on the following Monday.

When a paid holiday falls on a Saturday, it will be observed on the preceding Friday.

When a paid holiday falls on or during an employee's scheduled PTO, the employee will receive pay for a holiday, and not PTO pay.

A holiday will begin at the end of the third scheduled shift on the day before the holiday and will end with the beginning of the first scheduled shift on the day after the holiday.

Employees seeking time off for religious observances must utilize accrued PTO leave.

Leave of Absence

Regular employees are eligible to apply for a leave of absence for a variety of reasons including medical, parental, personal, military, or jury duty.

Medical Leave Of Absence

When an employee is not eligible or is no longer eligible for PTO leave, RTO leave, Workers' Compensation Leave, New York State Non-occupational Disability or FMLA leave and the employee provides a medical certification (such as a Social Security or long term disability award), a medical leave of absence may be granted at Rensselaer's sole discretion. Normally, the maximum time allowed for a medical leave of absence is six months from the first day out due to illness or injury, although Rensselaer will engage in the interactive process to determine if a longer leave period constitutes a reasonable accommodation to an individual with a disability.

Return from a Medical Leave of Absence

When an employee is absent from work for more than five (5) consecutive business days due to a non-occupational illness or injury, or one or more days due to an occupational illness or injury, the employee **must** submit to the Division of Human Resources a written release from an attending physician indicating the date that the employee is able to return to work, with or without reasonable accommodations, no later than seven (7) calendar days prior to the anticipated date of return. If the release indicates any limitation on the employee's ability to perform the essential functions of the position, the return to employment will be at Rensselaer's discretion consistent with applicable state and federal law, including but not limited to Rensselaer's obligation to provide reasonable accommodations to individuals with disabilities. An employee will not be returned to work until such release has been submitted to and reviewed by the Division of Human Resources.

The date of return to work for an employee on short or long-term disability may be subject to the approval of Rensselaer's Medical Contractor or designee.

Employees absent from work due to an occupational illness or injury-related leave of absence will not be returned to work until

he/she obtains a written release from Rensselaer's Medical Contractor or designee.

Parental Leave

In addition to an FMLA Leave of Absence, an employee may request permission to work a minimum of half time and receive up to halftime unpaid leave for up to 8 weeks of parental leave. Parental leave under the policy is defined as leave to give birth to a child, to adopt a child, or to care for a newborn or newly adopted child. All parental leaves of absence under this policy must be taken and completed within twelve months of the date of birth or adoption.

Break Times for Nursing Mothers

Upon request, Rensselaer will provide reasonable break time for an employee to express breast milk for her nursing child for up to three (3) years after the child's birth each time the employee has the need to express milk. Where feasible, Rensselaer will provide nursing employees with a room or other location, other than a restroom stall, in close proximity to the nursing employee's work area where they may express breast milk in private. Employees should contact the Division of Human Resources regarding such requests.

Personal Leave Of Absence

Personal leaves of absence will be granted only for documented, compelling reasons, at the discretion of the responsible supervisor, department head and the Division of Human Resources. Normally the maximum time allowed for a personal leave of absence is six months.

Jury Duty Leave Of Absence

An employee, regardless of length of service, who is summoned to jury duty, shall be granted a leave of absence for the duration of such jury duty. An employee must provide the supervisor with a copy of the jury duty summons prior to the jury duty sessions.

Military Leave Of Absence

As required by state or federal law, a military leave of absence will be granted to a Rensselaer employee in any covered position who receives orders to report for active duty, initial active duty for training, or other required service in any branch of the United States Armed Forces (e.g., the Army, the Navy, the Marine Corps, the Air Force, the Coast Guard and their Reserve components,

including the National Guard), the Public Health Service, or as otherwise designated by the President of the United States.

Employees who wish to request Military Leave must present a copy of their official orders specifying the military obligation to the Division of Human Resources and to their supervisors within forty-eight (48) hours of receipt of such documents. A Division of Human Resources' representative will work with the affected employee(s) to prepare any documentation necessary to implement the Military Leave.

An employee in a military reserve unit who is called to serve in the armed forces or for training will receive make-up pay for the difference between the pay received for the tour of duty and the employee's regular Rensselaer daily earnings, not to exceed eight hours per day, for a maximum of eight work weeks per year. (A work week is defined as five working days.) This differential compensation will be provided only when the employee's pay for the military service in question is less than the employee's regular Rensselaer daily earnings.

Military Spouse Leave

A New York employee working an average of twenty or more hours per week, who is the spouse of a member of the United States armed forces, national guard, or reserves who has been deployed during a period of military conflict (to a combat zone of operations or a combat theater) may be allowed up to ten days unpaid leave to be used when the employee's spouse is on leave. An employee who seeks leave under this section may be required to provide documentation to support their request for leave.

Time-off to Vote is provided to employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours. Employees who do not have sufficient time outside of their working hours to vote will be provided time to do so during the workday as follows:

- New York employees are allowed up to two hours' time off for this purpose will be without loss of pay. However, if the polls are open for at least four (4) consecutive hours before or after your scheduled workday, you are deemed to have sufficient time outside of work hours to vote.
- Connecticut and District of Columbia employees are provided reasonable time to vote if the employee is unable to do so outside of working hours.

Blood Donation

New York State law permits employees who work an average of 20 or more hours per week a leave period of up to three hours per calendar year during their regular work schedule, for off-premise blood donation. This leave may be paid or unpaid according to the Institute's policies.

Employees seeking leave to donate blood must give reasonable notice to their supervisors of at least three working days prior to taking leave for blood donation, and employees must provide documentation to their supervisors immediately after such leave is taken. The Institute will not retaliate nor tolerate retaliation against an employee for requesting or taking blood donation leave.

Bone Marrow Donation

New York employees will be granted leaves of absence if they seek to undergo a medical procedure to donate bone marrow. Such leave is not required to be paid. Only employees who work for the Institute for an average of twenty (20) or more hours per week are eligible for leave under this policy. The total length of the leave for each employee will be determined by the physician, but may not be longer than twenty-four work hours without Institute approval.

An employee who seeks leave under this section must provide verification from a physician of the purpose and length of the leave. The Institute will not retaliate nor tolerate retaliation against an employee for requesting or taking bone marrow donation leaves.

Employees will be granted a leave of absence for other purposes as required by law.

Family and Medical Leave Act (FMLA) Leave of Absence

To be **eligible** for FMLA leave and benefits, an employee must have worked:

1. for the Institute for at least a total of 12 months (which need not be consecutive, but employment prior to a continuous break in service of seven (7) years or more will generally not be counted); and
2. at least 1,250 hours during the previous 12 months. The 12-month eligibility period is measured on a rolling basis.

Entitlement

Under the federal Family and Medical Leave Act, eligible employees are entitled to take up to 12 weeks of unpaid leave of absence each rolling 12-month period for one or more of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care ("**Bonding Leave**");
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition ("**Family Care Leave**");
- For the employee's own serious health condition that makes the employee unable to perform the employee's job ("**Serious Health Condition Leave**");
- For a "**Qualifying Exigency Leave**" arising out of the employee's spouse, parent or child's "covered active duty," if the spouse, parent or child is:
 - (a) A military member of the National Guard, Reserves or the Regular Armed Forces; and
 - (b) On "covered active duty" and deployed to a foreign country;

Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

- For a **“Military Caregiver Leave”** to care for a spouse, child, parent or next of kin (defined as the nearest blood relative) who is a “covered service member” and who is:
 - (a) A military member of the National Guard, Reserves or the Regular Armed Forces undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list—with a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the family member medically unfit to perform his or her military duties; or
 - (b) A person who has a serious injury or illness that existed before the beginning of the member’s active duty and were aggravated by service in the line of duty on active duty in the Armed Forces; or
 - (c) A serious injury or illness for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
 - (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or
 - (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or
 - (3) A physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; or
 - (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Amount of Leave and Leave Year

Eligible employees may take up to twelve (12) weeks of unpaid, job-protected leave over any 12-month period for Bonding Leave, Family Care Leave, Serious Health Condition Leave, and/or Military Exigency. FMLA leave for these reasons is limited to a maximum of twelve (12) workweeks and runs concurrently with Military Caregiver Leave, as set forth below.

Eligible employees may take up to twenty six (26) weeks of unpaid, job-protected leave over a 12-month period for Military Caregiver Leave. Military Caregiver Leave runs concurrently with other FMLA leave and other leave entitlements provided under federal, state and local law. Military Caregiver Leave, when combined with other FMLA-qualifying leave, may not exceed twenty six (26) weeks in a single 12-month period.

For purposes of Bonding Leave, Family Care Leave, Serious Health Condition Leave, and/or Military Exigency Leave, the twelve (12) month period is measured backward from the last date an employee used FMLA leave (a "rolling 12-month period").

For the purpose of Military Caregiver Leave, the twelve (12) month period shall be measured forward from the date the employee first uses FMLA leave (i.e., the period will begin on the date of the employee's first use of such leave and end twelve (12) months after that date).

FMLA for State of Connecticut Employees

Eligible employees in the State of Connecticut (CT) are entitled to take up to 16 weeks of unpaid leave each rolling 24-month period, but not more than 24 weeks in any rolling 24-month period for Bonding Leave, Family Care Leave, Serious Health Condition Leave, or to serve as an organ or bone marrow donor. An eligible Connecticut employee wishing to take Military Caregiver Leave under the CT-FMLA may take a maximum of 26 workweeks in a single 12-month period for each armed forces member per serious injury or illness incurred in the line of duty. The 12-month period begins on the date of the employee's first day of leave taken to care for a covered armed services member and ends 12 months after that first day of leave.

To be eligible for leave under the CT-FMLA, employees must have been employed by Rensselaer for at least 12 months (in aggregate), and have worked at least 1000 hours during the 12-month period preceding the leave. Where both the FMLA and CT-FMLA apply, the leave provided by each will count against the

employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

FMLA for Washington D.C. Employees

Eligible employees in the District of Columbia (Washington D.C.), are entitled to take up to 16 weeks of unpaid leave each rolling 24-month period for either Family Care Leave or Serious Health Condition Leave. To be eligible for leave under the DC-FMLA, an employee must have (1) been employed by the employer for at least one year without a break in service and (2) worked for at least 1,000 hours (an average of 19 hours per week) during the 12-month period immediately preceding the requested medical leave.

Requesting and Certifying FMLA Leave

An eligible employee requiring Serious Health Condition Leave or Family Care Leave who provides certification of that condition from a health care provider will be granted a medical leave of absence under the FMLA. An eligible employee must utilize Paid Time Off (PTO) for the first five consecutive business days and Reserved Time Off (RTO) thereafter as part of an FMLA medical leave of absence. Medical certification must accompany the request on the "Certification of Healthcare Provider" form.

An eligible employee who does not have a serious health condition may request a leave under Rensselaer's Leave of Absence Policy and at Rensselaer's discretion.

For Military Emergency Leave, employees are required to provide a copy of the covered military member's active duty orders when the employee requests leave, and a completed certification within fifteen (15) calendar days of requesting leave, unless unusual circumstances exist to justify providing the form at a later date.

An employee who requests an FMLA leave of absence must provide 30 days advance notice to the Division of Human Resources where the need for the leave is foreseeable. In the event it is not possible to provide 30 days' notice, an employee should provide notice as soon as practicable, either personally or through an authorized designee. Requests for medical leaves of absence not already documented with the Division of Human Resources for periods of total disability must be in writing and must be approved in writing by the Division of Human Resources. The request should contain the reason for the leave, the anticipated length of the leave and the anticipated start date of the leave.

Designation of Leave

Once the Institute has received a completed medical certification or other information for it to determine that the employee has requested leave for an FMLA-qualifying reason, the Institute will provide a written "Notice of Eligibility and Rights & Responsibilities" to the employee. This notice details the specific expectations and obligations of the employee and the consequences of not meeting those terms.

The Institute will notify the employee that leave has been designated as FMLA leave and of the amount of leave to be counted against the employee's entitlement. The Institute will also notify the employee if the leave is not designated as FMLA leave due to insufficient information or a non-qualifying reason.

An employee will continue to accrue Rensselaer service while on an approved leave of absence provided the employee returns to work by the approved return date. An employee will accrue PTO during that portion of FMLA leave when an employee is utilizing PTO leave. Benefit plan service and coverage will be determined according to the provisions of the appropriate plans provided appropriate employee contributions are made. For leaves of less than 60 days, employee benefit contributions will be deducted from the first paycheck upon return to work. For leaves of 60 days or more, an employee must make contributions to Rensselaer by the first of each month. An employee will also receive detailed information from the Division of Human Resources regarding continuing benefit plan coverage. Benefits will continue provided the employee's contributions are received on a monthly basis. It is not possible to contribute to a Rensselaer Retirement Plan during leave without pay. However, employees should refer to plan document for further information.

Return from an FMLA Leave of Absence

The employee will be restored to the same or a substantially equivalent position at the end of an FMLA leave of absence as required or permitted by Federal, State and local laws. However, the Institute may refuse to reinstate a key employee (*i.e.*, a salaried, eligible employee who is among the highest paid ten (10) percent of employees of the Institute) after using FMLA leave if it determines that substantial and grievous economic injury would result from such reinstatement. If this determination is made, the key employee will be notified in writing and given an opportunity to end the leave and return to work.

An employee who is returning from a medical leave of absence must notify the Division of Human Resources of the intent to return to work no later than seven (7) calendar days prior to the anticipated date of return.

For a Serious Health Condition leave of more than 30 days, the employee must provide the Division of Human Resources with a written release from an attending physician or health care provider, as defined by FMLA, indicating the return date.

If the release indicates any limitations on the employee's ability to perform the essential functions of the position, return to active employment will be at Rensselaer's discretion consistent with applicable state and federal laws and legal obligation to provide reasonable accommodations.

Bereavement Leave

Rensselaer allows eligible employees limited time off with pay for deaths of immediate family members, other relatives, or co-workers.

In the case of a death in the immediate family, employees will be eligible to receive a maximum of five (5) days, not necessarily in succession, with pay for bereavement.

In the case of a death of another relative, employees will be allowed one (1) day with pay for bereavement.

Employees will be allowed a half (½) day with pay to attend the funeral of a co-worker with supervisor's permission.

An employee is required to notify the appropriate supervisor, as soon as possible, when not reporting to work due to a death in the family.

Environmental Health and Safety

Rensselaer is committed to providing a safe and healthy working, living and learning environment for all faculty, staff, students and members of the President's Cabinet. Rensselaer complies with all applicable requirements and regulations issued by federal, state and local agencies, including but not limited to, the federal Occupational Health and Safety Administration and the Environmental Protection Agency, and implements a site-specific safety and health program. All employees, including faculty, staff and members of the President's Cabinet, along with students who work, live and attend school at Rensselaer share the responsibility for the success of the safety and health program.

It is the policy of Rensselaer to exercise all reasonable precautions necessary to protect faculty, staff and students from all injuries and illnesses in the working, living and learning environment. Management firmly believes that all work-related injuries and illnesses are preventable.

Rensselaer is committed to programs to prevent crime and provide a safe and secure environment for all faculty, staff and students.

Rensselaer strictly forbids discrimination or retaliation against any individual for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of environmental health and safety violations. Any person who violates this policy will be subject to disciplinary action, up to and including termination.

If an immediate emergency response is required, immediately contact Public Safety at (518) 276-6611 or call 911.

Refusing to Work in Unsafe Conditions

Rensselaer Polytechnic Institute is committed to ensuring that employees, including, faculty, staff, student employees or members of the President's Cabinet, do not perform work in unsafe conditions. If a work hazard cannot be eliminated, Rensselaer will take all reasonable steps to ensure that the risks associated with the hazard are effectively managed through engineering controls, administrative controls, training and/or personal protective equipment.

If you ever are in doubt about the safety of a given task, always discuss it with your supervisor or with the Office of Environmental Health and Safety before performing the task.

Domestic Pets at Work

In order to protect the health, safety and welfare of the Institute's faculty, staff and students, as well as Institute assets, faculty, staff, students and visitors are not permitted to bring pets into the working, living or learning environments of Rensselaer, or inside any building in which Rensselaer provides functions or services.

Service Animals on Campus

In accordance with Federal and State laws, Rensselaer allows the use of a service animal in its working, living or learning environments as a form of reasonable accommodation for an individual with a disability. Service animals are utilized to accommodate individuals with disabilities who have special needs and are allowed in public areas. Special needs can include, but are not limited to, guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, or pulling a wheelchair.

A Service Animal is an animal that performs a task or tasks for a person with a disability to help overcome limitations resulting from the disability. A service animal, typically a dog, is defined as any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animals are not considered 'pets.'

Public Accommodations refers to the requirement under the Americans with Disabilities Act (ADA) to permit service animals to accompany persons with disabilities in all areas where members of the public are allowed to go.

Public Accommodations

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training

documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the Individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

In accordance with the Americans with Disabilities Act (ADA), as amended, the Institute is responsible for providing reasonable accommodations for faculty, staff and students with disabilities as defined by law. Therefore, any faculty or staff member who wishes to use his/her service animal on campus must submit his/her request to the Vice President for Human Resources. Students should submit requests to the Dean of Students.

Children and Minors in the Workplace

Rensselaer values family life and has worked to develop employment policies and benefits that are supportive of families. While we seek to provide an environment open to work and family issues, the Institute cannot allow the continued or reoccurring presence of minors in the workplace for the following reasons: (1) the potential for interruption of work; (2) health and safety concerns; and (3) liability to the Institute.

In order to protect the health, safety and welfare of the Institute's faculty, staff and students, as well as, Institute assets, children and minors are not permitted on campus as visitors except as outlined below.

Minors are welcome on campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled and designed for their benefit as part of a Rensselaer Sponsored Event or a Rensselaer Sponsored Program.

Additionally, minors may be brought to the workplace by parent employees for other exceptional times, such as before a physician's appointment if child is not contagious or a visit with the employee's spouse or children's guardian. Rensselaer expects that these visits will be limited in duration. The parent employee must supervise the child/minor on such visits and ensure that they are not disruptive to other employees in the workplace. During these visits, children must not be left unattended or with other employees.

It is not appropriate for minors to be in the workplace on a regular basis, including after school or school holidays or when child care is not available. Any child/minor with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace. No child/minor with an infectious disease should be brought to the workplace under any circumstances. If employees must attend to their children, and short-term childcare⁵ cannot be arranged, employees should utilize Paid Time Off (PTO), as appropriate per Institute policy, to accommodate their children/minors during working hours.

Children/minors are not allowed in high-risk areas under any circumstances such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.

Employees who bring minors to the workplace are responsible for all aspects of the minor's behavior. The employee is responsible for the minor's safety and is financially responsible for any damages caused by the minor. Rensselaer does not accept liability for injuries to minors or visitors on University premises in violation of this policy.

⁵ Faculty and staff should contact the Division of Human Resources to obtain information about temporary/short-term child care and elder care options.

Minors Involved in Institute-Sponsored Events or Programs on Campus

Rensselaer has an obligation to its faculty, staff, students and visitors to conduct its operations and maintain its facilities in a manner consistent with the goals of the Rensselaer Plan, with a tradition of service and access. Activities involving minors are integral to our mission of creating and disseminating knowledge for global reach and global impact. Ensuring the safe and appropriate treatment of minors on campus is imperative.

In order to protect the health, safety and welfare of the Institute's faculty, staff and students, as well as, Institute assets, children and minors are permitted on campus in Rensselaer-sponsored programs, or programs held at Rensselaer and/or housed in Institute facilities as outlined in the procedures below.

Rensselaer is a diverse environment of classrooms, offices, laboratories, recreation and other common areas and Rensselaer is committed to ensuring the safety and well-being of minors who are entrusted to our care or visit our campuses. However, safety is a primary concern when considering the presence of minors on campus. The majority of our facilities are not designed for occupancy by minors. Serious injuries can and have occurred to minors on university campuses. Therefore, Rensselaer has instituted the following guidelines to assist in providing a safe environment for our young visitors.

Guidelines for Children and Minors on Campus

- Children and minors are not to be brought to campus in lieu of childcare.
- A parent or guardian must provide supervision at all times at Rensselaer-sponsored events and activities.
- Children and minors should not be left unattended or with other employees or students.
- Children and minors may not interfere with workplace, academic or research activities.

Minors are not allowed in high-risk areas at any time, even as visitors, unless part of a Rensselaer-sponsored program. High risk areas include but are not limited to:

- Laboratories , shops, studios, mechanical rooms, power plants, animal facilities, food preparation areas, high security areas;

- Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- Areas containing Institute vehicles, boats, aircraft, snow machines, grounds equipment, heavy duty or other motorized equipment; and
- Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).

Rensselaer Sponsored Events

Children and minors are permitted at Rensselaer-sponsored events, in accordance with the following guidelines.

- Line of sight supervision of children by the parent or guardian is required at all times.
- The parent or guardian must assure that minors are not disruptive to others.
- The parent or guardian must not leave children unattended at athletic or other Rensselaer-sponsored events.
- Minors are not allowed in the high risk areas as outlined above.
- The responsible program director/supervisor for Rensselaer sponsored or hosted events is required to publish or post in writing, and provide each participant and parent/ guardian guidelines regarding children and minors on campus.
- Children and Minors will be issued name badges for events such as Admissions Day.
- Organizers of Rensselaer Sponsored events must make these guidelines clear to all participants, whether they are members of the staff, faculty, administration or students, or whether they are invited guests from the larger Rensselaer Community.

Rensselaer Sponsored Programs

- Children and minors are permitted at Rensselaer-sponsored programs, in accordance with the following guidelines. Programs differ from events in that the child or minor is under the direct supervision of Rensselaer staff for the duration of the activity.
- Rensselaer sponsored programs usually require an issued campus card, or a Rensselaer ID card. Children or minors attending a Rensselaer sponsored program must display their campus ID card and/or name badge at all times and present it when requested.

- Programs will be run in accordance with the guidelines set forth by the New York State Health Department (NYSHD) with trained designated Rensselaer staff, as deemed necessary. All other programs will be run in keeping with and in the spirit of those same NYSHD guidelines.
- Rensselaer program staff must always wear program issued uniform shirt and/or some visibly identifying program issued ID along with a government issued photo ID.
- Appropriate ratio supervision of children by designated Rensselaer staff is required at all times in classrooms, dining facilities, residential facilities, recreational facilities, including indoor/outdoor recreational areas, other Institute facilities, such as the Student Union, and when traveling between campus locations.
- Before being designated as a supervisor, the Rensselaer Staff member must undergo and clear a background check.
- The designated Rensselaer staff must assure that minors are not disruptive to others.
- The designated Rensselaer staff members must not leave children unattended at any time, including recreational times in the evenings.
- No designated Rensselaer Program Staff member shall have one-on-one contact with a child or minor in a private location for any purpose at any time. Designated Rensselaer Program Staff members escorting children or minors to restrooms must wait outside the restroom until the child is ready to go back to class or the activity. Under no circumstances may a child or minor use the same shower facilities at the same time as an adult.
- Whenever it is necessary to escort a child or minor program participant from one campus location to another, the classroom teacher, faculty member, or program leader/administrator **must** be notified of the escorts, and the anticipated arrival and/or return time.
- Children and minors are allowed in the high risk areas noted above, only as part of a pre-scheduled program; after appropriate safety instruction and precautions are met; and under the additional guidance of professional staff overseeing the specific area.
- In the event that any child(ren) or minor(s) is(are) observed on campus not under the supervision of a parent, guardian or designated staff member, the Department of Public Safety

should be called immediately at (518) 276-6656. Rensselaer staff and faculty should not offer to take students where they think they should be; they may wait with the child in a “public” place until a Department Public Safety staff person arrives.

Program Rules of Conduct

- The program administrator shall develop and deliver to participants and their parents/guardians the rules and disciplinary measures applicable to the program before the start of a program. The signature of the student and their parent/guardian indicates their agreement to comply with the rules set forth. Program participants and staff must abide by all university regulations and may be removed from the program for non-compliance with rules.

Background Checks

- All program staff members who have direct contact with minors or supervise a program with minors, are required to have a background check on record with the university before the adult is hired or allowed to engage with minors. This background check must be reviewed and approved by the Division of Human Resources prior to program staff being hired and/or engaged in working with minors, and at least once every three (3) years thereafter.

Camps Directed by Non-University Entities

- From time to time, non-university camps and other educational programs or activities will be hosted on the campus. The non-university party must secure a Rensselaer host in order to utilize campus facilities. The relationship between the non-university party and Rensselaer host must be captured in an agreement signed by both parties. The agreement must be processed through the Procurement Services Department.

Departmental leadership is responsible for ensuring their programs and activities involving minors are compliant with this policy. Any questions regarding clarification of this policy should be directed to the Vice President for Human Resources.

Workers' Compensation

Workers' Compensation

Rensselaer is committed to meeting its obligation under the Workers' Compensation statutes in New York, Connecticut and the District of Columbia (Washington D.C.) in order to provide medical and wage-replacement benefits to employees who sustain work-related injuries or illnesses.

All employees must immediately report all work-related injuries or illnesses, regardless of severity, to their supervisor. Supervisors must *immediately* notify the Division of Human Resources in the case of serious injuries. Supervisors also must work with the employees to complete an Incident Injury/Illness Investigative Report, which must be filed with the Benefits Department within the Division of Human Resources as soon as possible, but in any case no later than 24 hours after the work-related incident-injury or illness occurs.

Return to Work

Any employee, including faculty, staff and members of the President's Cabinet, who takes a leave of absence due to an illness or injury can return to work only when Rensselaer receives the attending physician's (and third-party consultants, as necessary) written medical release authorizing such return, with or without reasonable accommodations. An employee may be provided full, or detailed partial, clearance in writing from the attending physician(s).

Arrangements to facilitate an employee's return to work are made in consultation with the employee's attending physician and/or other qualified medical professionals retained by Rensselaer or its insurance carrier.

For more information regarding benefits under this program, contact the Division of Human Resources.

Workplace Security and Emergency Planning

Institute Closings

During an emergency, a decision will be made by the President or President's designee regarding the closing of the Institute. In all cases of closing, some key employees, as determined by the appropriate Cabinet Member or Portfolio owner, will be required to be at work.

In the event of an emergency during the class/workday, the President or his/her designee will make a determination regarding the cancellation of classes and will make a determination regarding whether to implement an Institute Closing or to invoke the Liberal Leave Policy.

On **the Troy Campus**, inquiries by students, faculty, and staff should be referred to the Department of Public Safety Closing/Delay Information Line (276-6600).

On **the Hartford Campus**, inquiries by students, faculty, and staff should be referred to the Hartford Campus Reception Desk by calling (860) 548-2400 or (800)433-4723 (press "6" for emergency/weather closing information); the Groton Site should call (860) 449-8157; or visit our website www.ewp.rpi.edu/hartford/webgen/closing.

Workplace Violence

Rensselaer Polytechnic Institute does not tolerate acts or threats of violence committed by or against employees and students in the working, living and learning environment. Rensselaer strictly prohibits employees and students from making threats or engaging in violent acts.

Prohibited Conduct includes, but is not limited to:

- Physical injury to another person.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Engaging in behavior that subjects another individual to extreme emotional distress, such as bullying.
- Possessing, brandishing, or using a weapon while on Rensselaer premises or engaged in Rensselaer business.
- Intentional damage to property.
- Threatening to injure an individual or damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Liberal Leave Policy

As a residential university, Rensselaer Polytechnic Institute requires campus services to be available at all times. To provide these services, Rensselaer will make every effort to remain open at all scheduled times. However, during inclement weather or emergency situations, it may be deemed necessary to allow “liberal leave” for non-essential staff

This Liberal Leave policy provides all staff the option of utilizing Paid Time Off (PTO) or leave without pay, without the leave being previously scheduled and approved in advance by their immediate supervisor. Also, this policy provides staff with a grace period to arrive two-hours later than the normal start of their shift or a grace period to leave two-hours earlier than the normal end time of their shift without being charged PTO leave when Liberal Leave is in effect.

Staff requesting Liberal Leave must follow departmental procedures to request a late arrival, an early departure or an absence. Any absence or departure beyond the two-hour grace period will require staff to use their accrued Paid Time-Off (PTO). The use of PTO leave and/or an unpaid leave of absence applies to both exempt and non-exempt employees. If PTO leave is not available, staff will not be paid for the time away from work in accordance with the PTO Program Policy guidelines.

When the Liberal Leave Policy is invoked, staff members who have been designated as “Essential Staff” by their Vice President or Academic Dean must report to and/or remain at work. All other *non-essential staff* are permitted to use the two-hour grace period. Non-essential staff members, who do not report to work when Liberal Leave is invoked, AND who have previously scheduled PTO or bereavement leave, are not eligible to use the two-hour grace period.