

FINDING THE INFORMATION YOU NEED

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Employee Acknowledgment Form

I, _____, hereby acknowledge that I have received a copy of Rensselaer Polytechnic Institute's Employee Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization. I understand that Rensselaer Polytechnic Institute can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant.

I also understand that any changes made by Rensselaer Polytechnic Institute with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that I am an employee at will and that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an express or implied contract of employment. I understand that I should consult my supervisor or a representative of the Division of Human Resources if I have any questions that are not answered in this handbook.

(Print name)

(Signature)

(Date)

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Welcome!

As you begin your employment with Rensselaer Polytechnic Institute, I would like to welcome you to our organization and invite you to read and become familiar with the contents of this employee handbook.

You will be faced with choices, options, alternatives, and judgment calls as you provide valuable services to our customers. The purpose of this handbook is help you focus on our mission and vision as you make these important decisions everyday.

While this handbook should give you answers to most of the general questions you might have about Rensselaer's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with your supervisor or the Division of Human Resources.

We also welcome your suggestions for improvements to programs covered in this handbook or in other job-related areas. Your ideas on ways to improve our operations and procedures are important to us, and, along with your effort and performance, are an ideal way to contribute to the Institute's future growth and your own development.

Once again, I welcome you and wish you success as we turn to face the numerous challenges, opportunities, and potential rewards ahead.

Dr. Shirley Ann Jackson
President

INTRODUCTION

Why Not Change The World

Rensselaer educates the leaders of tomorrow for technologically based careers. We celebrate discovery, and the responsible application of technology, to create knowledge and global prosperity.

Founded in 1824 by Stephen Van Rensselaer, the Institute was established “for the purpose of instructing persons, who may choose to apply themselves, in the application of science to the common purposes of life.” Translation: Why not change the world?

Rensselaer is the first degree granting technological university in the English-speaking world. Over the last 175 years, Rensselaer alumni have been instrumental originators of technologies, products, and events that have changed our world:

- The Apollo Project
- E-mail (including using the @ symbol)
- The first pocket calculator
- The Reach toothbrush
- Baking powder
- Television
- The microprocessor
- The Brooklyn Bridge

Rensselaer alumni have also launched world-changing companies like Texas Instruments, Bay Networks, Inc., MapInfo Corporation, and Bugle Boy Industries.

The Rensselaer Plan

Our mission—“to apply science to the common purposes of life”—has never looked more auspicious.

We have created The Rensselaer Plan to seize this historic moment. The first such undertaking in 25 years, it will galvanize our strengths and create a catalyst for change. It is comprehensive, complex, and ambitious. It articulates our vision and the means for attaining our carefully defined objectives.

The Rensselaer Plan is designed to be implemented. Task forces and the means for measuring progress are already in place. We have begun the work of achieving our overall goal for Rensselaer: to achieve prominence in the 21st century as a top-tier world-class technological research university, with global reach and global impact.

Where to Find More Information

Visit Rensselaer’s web sites, <http://www.rpi.edu>, <http://www.rh.edu>, for more information about the Institute and campus activities. While you are on the site, visit the Division of Human Resources pages at <http://www.rpi.edu/dept/hr>.

Working Together

Rensselaer recognizes that employees will have suggestions for improving the workplace, as well as occasional complaints. 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 submit your complaint or suggestion to the Division of Human Resources.

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

INTRODUCTION

IMPORTANT POLICIES WITH WHICH YOU MUST BE FAMILIAR

NO POLICY OR PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BINDING THE EMPLOYEE OR THE EMPLOYER TO AN AGREEMENT OF EMPLOYMENT FOR A SPECIFIC PERIOD OF TIME. A WORKER'S EMPLOYMENT CAN BE TERMINATED BY EITHER THE EMPLOYEE OR THE EMPLOYER AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE.

NO REPRESENTATIVE OR AGENT OF THE EMPLOYER, OTHER THAN THE PRESIDENT AND THE VICE PRESIDENT FOR HUMAN RESOURCES, CAN AUTHORIZE OR SIGN AN EMPLOYMENT AGREEMENT CONTRARY TO THE ABOVE TERMS OR OTHERWISE MAKE ANY BINDING OFFER OF EMPLOYMENT FOR A SPECIFIC TERM.

THE POLICIES AND PROCEDURES IN THIS HANDBOOK ARE DESIGNED TO SERVE AS GUIDELINES FOR MANAGEMENT ACTION. ALL POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE OR MODIFICATION AT THE EMPLOYER'S DISCRETION AT ANY TIME THAT PARTICULAR CIRCUMSTANCES WARRANT.

THIS HANDBOOK IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. NO PROVISION OR PORTION OF THE HANDBOOK CONSTITUTES AN IMPLIED OR EXPRESSED CONTRACT, GUARANTEE OR ASSURANCE OF EMPLOYMENT OR ANY RIGHT TO AN EMPLOYMENT-RELATED BENEFIT OR PROCEDURE.

THIS MANUAL 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. A PARTICIPANT AND/OR BENEFICIARY, INCLUDING RETIREES, SHALL NOT HAVE ANY RIGHT TO BENEFITS UNDER THE PLANS THAT IN ANY WAY INTERFERES WITH RENSSELAER'S RIGHT TO TERMINATE OR AMEND THE PLAN.

RENSSELAER MAKES NO PROMISE TO CONTINUE PLAN BENEFITS IN THE FUTURE AND THE RIGHT TO FUTURE BENEFITS WILL NEVER VEST (EXCEPT TO THE EXTENT AS MAY BE PROVIDED IN A RENSSELAER RETIREMENT PLAN).

IF YOU HAVE QUESTIONS CONCERNING THESE OR ANY OTHER RENSSELAER POLICIES OR PRACTICES, PLEASE CONSULT WITH YOUR SUPERVISOR OR A REPRESENTATIVE OF THE DIVISION OF HUMAN RESOURCES.

HIRING AND SELECTION

HIRING AND SELECTION

Coming On Board

Rensselaer uses a multi-step hiring process to find and employ the best-qualified job applicants, promote career growth opportunities and minimize the risk of an inappropriate hire. In all phases of the hiring process, Rensselaer makes every effort to ensure equal employment opportunity for all individuals and abides by equal employment opportunity and nondiscrimination provisions of all applicable federal, state, and local laws.

Employment of Relatives

Relatives of a currently employed worker generally are considered for employment on the basis of their qualifications. However, the hiring of relatives is prohibited if the employment of such an individual would result in the creation of either:

- (1) A supervisor/subordinate relationship between a relative and employee, or
- (2) Any actual conflict of interest or the appearance of a conflict of interest.

Generally, this bars the hiring or employment of an employee's relative in any position that has an auditing or control relationship to the employee's job.

Physical and Medical Examinations

For designated positions, Rensselaer conducts physical examinations, including a drug test, of applicants who have been offered a position.

HIRING AND SELECTION

Employment is contingent upon the individual passing the physical examination. In certain situations, Rensselaer can require currently employed workers to undergo a physical examination or drug test that evaluates their fitness and ability to perform the essential functions of their position.

Examples of situations in which current employees might be asked to undergo a physical examination and/or drug test include:

- a return to duty after a work-related accident or following an extended leave of absence of three months or longer;
- involvement in a work-related accident that results in measurable or reportable damage or harm to persons or property;
- a transfer or promotion to a safety-sensitive or physically demanding job; or
- a formal request by a supervisor or manager based on that individual's documented observation or reasonable suspicion of impairment related to substance abuse or a medical condition.

Failure to satisfactorily complete a required physical examination, including any required drug test, is grounds for discipline, up to and including termination.

HIRING AND SELECTION

Rensselaer takes all necessary steps to safeguard the

confidentiality of all medical information, including physical examination and test results, relating to any applicant or staff required to submit to an employment related physical or medical examination or drug or alcohol test.

All physical and medical examinations are conducted on a nondiscriminatory basis and in conformance with the requirements of the Americans with Disabilities Act and other federal, state, and local laws guaranteeing fair treatment and equal employment opportunity to individuals with disabilities and members of other protected groups.

Reference and Background Checks

As part of assessing internal and external candidate's qualifications and suitability for open positions, Rensselaer will check employment, academic, and other references.

Any applicants or employees who provide misleading, erroneous, or willfully deceptive information on an employment form or resume or in a selection interview are immediately eliminated from further consideration for employment.

Immigration Act Requirements

New hires must complete United States Immigration and Naturalization Service Form I-9, Employment Eligibility Verification, on the first day of employment and must present original documentation supporting their identity and employment eligibility within three business days of starting work.

HIRING AND SELECTION

Failure to produce required documentation within the allotted time period is grounds for immediate separation

from employment.

When a nonresident employee's authorization to work in the United States expires, that employee must show that his/her authorization to work in the United States has been renewed. Such proof must be presented to Human Resources so the Form I-9 can be updated. An employee's failure to provide proof of his or her renewed authorization to work prior to the expiration of the authorization document on the employee's Form I-9 may result in the immediate suspension of the employee without pay or the termination of the employee.

New Hire Orientation

Rensselaer requires newly hired employees to attend an orientation program designed to make new hires feel welcome and at ease in their new work environment, while taking care of first-day tasks such as completion of payroll tax withholding, benefit plan enrollment forms, and introductions to co-workers.

New hires are provided with information on Rensselaer's history, values, products, services, customers, competitors, policies, procedures, benefits and other programs.

All new employees are encouraged to ask questions and seek guidance on any procedures, subjects, or issues affecting their job or employment relationship.

EMPLOYEE CLASSIFICATIONS

EMPLOYEE CLASSIFICATIONS AND STATUS CHANGES

Employee Classifications

Rensselaer offers regular, temporary, and fixed-term exempt and nonexempt employees, both part-time and full-time employment opportunities to meet a variety of staffing requirements and to accommodate employee needs and preferences. Rensselaer uses agency temporaries and contract workers to respond flexibly to changing staffing requirements. Research employees, appointed by the respective academic dean or designee, are also employed by the Institute. All employees—whether full time, part-time, or fixed-term—are classified as exempt or nonexempt for overtime and minimum wage requirements.

The Division of Human Resources is responsible for informing new hires of their:

- (1) Employment classification
- (2) Eligibility under Rensselaer's employee benefit plans
- (3) Exempt or nonexempt status

Such information is also communicated to employees on their acceptance of a new position within Rensselaer and when necessary due to a change in employment status; for example, changing from full-time to part-time status.

Employees with any questions about their employment classification, benefits eligibility, or exemption status; or employees who believe their position has been misclassified should contact the Division of Human Resources.

EMPLOYEE CLASSIFICATIONS

Initial Period of Evaluation

Regular, temporary, and fixed-term exempt and nonexempt employees, both part-time and full-time, undergo an initial period of evaluation during the first three months of employment in any new position.

The initial period of evaluation is a time during which employees receive extra feedback while they learn a new job. During this period, employees accrue, but are not eligible to use vacation leave. During and after the initial period, 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 and for any reason.

Promotion

Promotions are based on a comparative review of interested applicants' qualifications, ability, aptitude, quality of past work performance, and behavior. Only job-related factors are considered. In all its selection and employment processes, including promotion decisions, Rensselaer makes every effort to ensure all individuals equal employment opportunity. This means that all promotion decisions are made without discrimination on the basis of race, sex, national origin, age, religion, or physical handicap.

EMPLOYEE CLASSIFICATIONS

Transfer

Employees are allowed to transfer laterally between departments or divisions for personal or professional reasons. Employees interested in lateral transfers should follow the normal application process.

On occasion, it is necessary to involuntarily transfer employees to different jobs in order to cover staffing shortfalls, respond to a surge in demand, or otherwise maintain efficient operations. These transfers can be temporary or permanent.

Rensselaer attempts to accommodate the preferences of employees, but if no qualified employee is willing to accept a transfer, management reserves the right to make the decision based on business necessity.

Demotion

Employees may be moved to a position in a lower classification based on performance issues, as a result of 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, and disclosing personnel and job-related information about employees and former employees, Rensselaer Polytechnic Institute makes every effort to protect employee privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record. All paper-based documents relating to Rensselaer's personnel record system are kept in secure, locked files in the Division of Human Resources.

Government Requests for Employee Information

Rensselaer normally honors information requests received from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies.

Where Rensselaer releases information about an employee or former employee in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, Rensselaer reserves the right to refrain from informing individuals of a government information request.

Employee Access to Personnel Files

All employees can request to see their personnel records once each year. The Vice President for Human Resources or his designee can approve exceptions under which employees can inspect their personnel records more frequently.

TERMINATIONS

TERMINATIONS

General Policy on Employee Separations

Resigning employees are asked to notify their immediate supervisor of their pending resignation in writing. To allow management time to begin the process of hiring a replacement employee, it is suggested that the resigning employee notify his/her immediate supervisor in writing as follows:

Non-exempt employees	2 weeks notice
Exempt employees	3 weeks notice
Management employees	4 weeks notice

Retiring employees should notify their supervisors and the Division of Human Resources at least one month before their planned retirement date.

All employees leaving their jobs with Rensselaer Polytechnic Institute for any reason are required to return all Institute property to their supervisor and to arrange for distribution of the final paycheck.

Employees may be asked to participate in a confidential exit interview conducted by the Division of Human Resources.

Final pay includes:

- Pay for work performed
- Pay in lieu of unused vacation accrual in accordance with vacation policy
- For deceased employees, final pay will be calculated to the day of death

Final pay will be available on the next regularly scheduled payday following the last day worked by the employee, provided the department has been given time to process the Employment Transaction Form. All accrued vacation will be paid on the second regularly scheduled payday following the last day worked by the employee.

Final pay will be reduced by:

- Required legal deductions
- Authorized deductions
- Outstanding advance payment of wages in the form of money, credit or property.

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 concerning benefits coverage, contact the Division of Human Resources.

TERMINATIONS

Rehire Policy

Rensselaer Polytechnic Institute considers applications for vacancies from former employees. Former employees who were terminated for cause are not eligible for rehire.

When evaluating an application from a former employee, Rensselaer considers whether the former employee gave the suggested notice before voluntarily terminating his or her position with Rensselaer.

Exit Interviews

Employees leaving Rensselaer Polytechnic Institute may be asked to complete a questionnaire and attend an exit interview with a Division of Human Resources representative. Employees are assured that their responses, observations, and comments in no way affect their future job references or prospects for employment.

The purpose of the questionnaire and interview is to get a departing employee's honest opinion about working at Rensselaer; what we do well and what needs improvement. All employees are encouraged to be honest, candid, and forthright in completing the survey and providing feedback to the Vice President for Human Resources and the Institute.

LAYOFFS

Reduction in Force

Rensselaer Polytechnic Institute highly values the contributions of employees and attempts to provide regular employment. However, there are occasions when it becomes necessary for the Institute to reduce the work force because of economic conditions, programmatic considerations, or other circumstances. When a reduction in force is necessary, established procedures ensure fair and equitable treatment.

Each employee terminated by a reduction in force will be notified in writing. The Division of Human Resources will provide benefits counseling for each employee affected by a reduction in force.

An employee terminated due to a reduction in force will be considered as an internal applicant for rehire for the 12-month period following separation, if a position becomes available and the individual files a new employment application, and Rensselaer determines the separated employee qualifies for the position based on training, education, experience, and past performance. If rehired, the new rate of pay will be based on the salary of the new job classification. All benefits service with Rensselaer prior to the reduction in force shall be restored if the person is rehired within 12 months.

DISCRIMINATION and HARASSMENT

DISCRIMINATION AND HARASSMENT

Rensselaer's Commitment to EEO

Rensselaer Polytechnic Institute complies with all federal and state equal employment laws and is committed to providing equal employment opportunities for all persons regardless of race, color, religion, sex, sexual orientation, age, marital status, national origin, citizenship status, disability, or veteran status, or any other basis prohibited by law.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Rensselaer Polytechnic Institute considers harassment to be a serious offense that violates an individual's fundamental rights and personal dignity. Rensselaer strives to keep its workplace free from harassment in all its forms, including sexual harassment.

Sexual Harassment

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.

DISCRIMINATION and HARASSMENT

Sexual harassment is 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;
- (2) Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

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

- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request.
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request.

DISCRIMINATION and HARASSMENT

- Engaging in sexually suggestive conversation that is unwelcome or physical contact or touching another employee 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 and persisting despite the employee's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can be physical 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.

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

Consensual sexual or romantic relationships between a supervisor and subordinate are prohibited.

DISCRIMINATION and HARASSMENT

Accommodating Individuals With Disabilities

Rensselaer will not make a decision about hiring, promotion, discharge, compensation, benefits, training, or any other aspect of employment based on a qualified individual's disability. Employees should discuss any questions or concerns with his/her supervisor or the Division of Human Resources if a reasonable accommodation is needed.

Religious Accommodation

Rensselaer Polytechnic Institute seeks to accommodate employee religious beliefs and needs in its hiring and employment practices. Employees should discuss any questions or concerns with his/her supervisor or the Division of Human Resources.

Official functions of Rensselaer will not be held in clubs or other facilities that maintain restrictive membership requirements relating to race, color, sex, sexual orientation, age, religion, creed, national origin, marital status, Vietnam Era Veteran status, disabled Veteran status, or disability. In addition, Rensselaer will not pay for membership in such clubs, nor any bills for expenses incurred at such clubs.

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to their supervisor or a Division of Human Resources representative. All incidents of discrimination, sexual harassment, or other forms of prohibited harassment must be reported, regardless of the seriousness.

DISCRIMINATION and HARASSMENT

Complaints are investigated immediately and handled as confidentially as possible. Rensselaer ensures that employees following this complaint procedure are protected against illegal retaliation.

Any reported violations of equal employment opportunity laws or this policy are investigated. Supervisors or employees found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, including termination of employment.

PAY PERIODS AND WORK SCHEDULES

Pay Periods

Nonexempt 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 fifteenth and the last business day of each month and reflect wages earned through the date paid. If the fifteenth falls on a Saturday or Sunday, the pay date is on the preceding business day. Exempt employees at the Hartford campus are paid on a bi-weekly basis.

Senior executive-level employees are paid on a monthly basis. Paychecks are issued on the fifteenth business day of each month and reflect wages earned through the end of that month. If the fifteenth falls on a Saturday or Sunday, the pay date is on the preceding business day.

Work Schedules

The usual full-time 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 workers, there 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.

PAY PERIODS and WORK SCHEDULES

- **First shift - Troy**
The eight-hour work period beginning from 6:00 a.m. to 8:30 a.m. depending upon the department's usual work schedule
- **First shift - Hartford**
The eight-hour work period beginning from 7:00 a.m. to 9:00 a.m. depending upon the department's usual work schedule
- **Second shift - Troy**
The eight-hour work period beginning from 2:30 p.m. to 4:30 p.m. depending upon the department's usual work schedule
- **Second shift - Hartford**
The eight-hour work period beginning from 1:00 to 2:00 p.m. depending upon the department's usual work schedule
- **Third shift**
The eight-hour work period beginning from 10:30 p.m. to 12:30 a.m. depending upon the department's usual work schedule

A unit's work schedule may change as needed. The department head will consult with Human Resources to establish or modify a unit's work schedule.

Nonexempt employees are covered under provisions of the Fair Labor Standards Act and therefore, by law, are to be compensated for all hours worked. Exempt employees are expected to work schedules consistent with demands of their position and responsibilities.

EMPLOYEE CONDUCT

Standards of Conduct and Performance

It is the policy of Rensselaer Polytechnic Institute to demonstrate fair employment practices toward all employees. In return, the Institute expects all employees to adhere to standards of conduct and performance that are established to enable all employees to work together to achieve the objectives of the Institute.

General standards of conduct and performance apply throughout Rensselaer Polytechnic Institute. Violation and/or failure to adhere to the following standards and the safety/health requirements 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 workday effectively by performing the proper tasks safely, competently, and in a timely manner; and by demonstrating an awareness of priorities.
2. Each employee is to spend the workday efficiently by performing each task quickly, safely, and effectively.
3. Each employee is to comply with Institute and departmental policies and procedures.
4. Each employee is to notify the supervisor of an unscheduled absence no later than 30 minutes in advance of the scheduled start time, or as soon thereafter as feasible; or in accordance with departmental guidelines.

EMPLOYEE CONDUCT

5. Each employee is to be at work when scheduled.
6. Each employee is to work during working hours by keeping personal phone calls to a minimum; not attending to personal matters during work hours; and not sleeping on the job.
7. Each employee is to cooperate with reasonable requests from co-workers.
8. Each employee is to perform reasonable job duties, even if not part of the performance management tool, as assigned by the supervisor.
9. Each employee is to respect the confidentiality of sensitive information. Such information should not be repeated, discussed, or removed from the work area except for legitimate work reasons.
10. Each employee is to safeguard personal property.
11. Each employee is to respect the property of others and of the Institute and to use Institute property only for legitimate work purposes (e-mail, facsimile machines, computers, copiers, and other Institute equipment). Taking property belonging to others or to the Institute will not be tolerated and may be grounds for immediate termination and/or criminal prosecution.
12. Each employee is to utilize internal resources to resolve employment problems - discussion with supervisor, department administrator, human resources, appeal process, etc.

EMPLOYEE CONDUCT

13. Each employee is to know the fiduciary duty associated with Institute employment and to perform the duties accordingly; conduct that conflicts with the interest of the Institute will not be tolerated and may be grounds for immediate termination and/or criminal prosecution.
14. Each employee is to maintain appropriate work place behavior that fosters collegiality and teamwork.
15. Each employee is to respect the rights of others.
16. Each employee is to be courteous towards fellow employees, faculty, students, and visitors. Disruptive, discourteous, and/or insubordinate conduct will not be tolerated and may be grounds for immediate termination.
17. Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behaviors will not be tolerated and may be grounds for immediate termination.
18. Conduct that places Rensselaer or its agents in public disrepute or which threatens the good will or standing of Rensselaer or its agents will not be tolerated and may be grounds for immediate termination.

EMPLOYEE CONDUCT

Employee Attendance

Good attendance – defined as being at work, on time, every day that you are scheduled to work, and remaining at work for the full shift – is an important responsibility of each employee. Unscheduled absences, late arrivals, and early departures are disruptive and put added burdens on other employees. Poor attendance is perceived as unsatisfactory job performance and is grounds for discipline, up to and including discharge.

Smoking

Rensselaer is a smoke-free workplace. No smoking is permitted in any indoor or enclosed area. Smoking is permitted only in designated outdoor smoking areas. It is the responsibility of each smoker to police the area to contain his/her smoking materials and debris.

The use of candles, incense, or other ignited materials for non-research purposes in any building space is prohibited. Cooking in areas other than designated kitchen areas by means other than microwave, is also prohibited.

Alcohol Use and Possession

Rensselaer does not permit the consumption or possession of alcoholic beverages on Rensselaer property, except for officially sanctioned functions or in designated storage locations. The use of alcohol that adversely affects an employee's job performance or jeopardizes the safety or property of employees is prohibited. Employees are prohibited from reporting to work under the influence of alcohol.

Employees who drive a motor vehicle as a part of their work can be removed from their positions if they are found to have been driving under the influence of alcohol, whether on duty or off duty.

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

Recognizing that employees with alcohol problems require professional help, Rensselaer provides an Employee Assistance Program for any employee or family member who wants to seek confidential counseling.

Physical and Verbal Altercations

Verbal and physical altercations, including strenuous horseplay, are inappropriate and are treated as serious misconduct. Rensselaer has an obligation to maintain order and safety in the workplace.

Employees who get involved in altercations on the job not only disrupt operations and create safety risks, but also damage the security and morale of all employees. Such behavior can also harm members of the public, damage Rensselaer's reputation in the community, and embroil the employer in costly lawsuits or legal action.

Rensselaer will promptly investigate any physical or verbal altercations or threats of violence. Employees involved may be suspended during the investigation.

EMPLOYEE CONDUCT

All incidents are treated as gross misconduct and can result in discipline, up to and including termination of employment.

E-Mail and Electronic Communications

Rensselaer's electronic communications and e-mail systems are valuable business assets. The messages sent and received via electronic communication and on the e-mail systems are the property of Rensselaer.

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

While Rensselaer allows incidental personal use of its electronic communication and e-mail systems, personal use must be infrequent and must not:

- involve any prohibited activity;
- interfere with the productivity of the employees or co-workers;
- consume system resources or storage capacity on an ongoing basis; or
- involve large file transfers or otherwise deplete system resources available for business purposes.

Employees should not have any expectations of privacy with respect to personal information or e-mail sent or received on Rensselaer's systems.

EMPLOYEE CONDUCT

Employees should delete personal messages as soon as they are read or replied to. Employees should not store copies of the personal messages they have sent.

Employees are strictly prohibited from:

- sending e-mail or otherwise using the e-mail system or any other electronic communication system in connection with engaging in illegal, fraudulent, or malicious activities;
- engaging in activities on behalf of organizations with no professional or business affiliation with Rensselaer;
- accessing, sending or storing offensive, obscene, or defamatory material;
- annoying or harassing other individuals; sending uninvited e-mail or communication of a personal nature;
- using another individual's account or identity without explicit authorization;
- attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;
- permitting any unauthorized individual to access Rensselaer's systems; or
- distributing or storing chain letters, solicitation or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

EMPLOYEE CONDUCT

Encryption is prohibited unless specifically authorized for an approved business need. Employees violating Rensselaer's electronics communication and e-mail policy are subject to discipline, up to and including termination.

Employees using the electronic communication and E-mail systems for defamatory, illegal, or fraudulent purposes; and employees who break into unauthorized areas of Rensselaer's computer system are subject to civil liability and criminal prosecution.

Workplace Searches

Rensselaer reserves the right to conduct a search of any employee's work area and equipment.

Solicitation and Distribution of Literature

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of employees at whom such activity is directed. Meals and breaks do not constitute working time.

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

EMPLOYEE CONDUCT

Subject to the foregoing, Rensselaer Polytechnic Institute may authorize a limited number of fund drives on behalf of charitable organizations or for employee gifts. For example, authorized school fundraisers, Girl Scout cookie sales or similar charitable activities must be done during the employee's lunch period and must be conducted only in the lunch room.

Under no circumstances will non-employees be permitted to solicit or distribute written materials for any purpose on the Institute's premises without prior authorization.

ETHICAL CONDUCT

ETHICAL CONDUCT

Acceptance of Gifts, Gratuities, and Favors

The solicitation or the acceptance of personal gifts, gratuities, favors, or kickbacks in any form from suppliers or contractors is prohibited, except when it might be inappropriate or insulting to refuse a gift offered. When it might be inappropriate or insulting to refuse a gift offered, the gift should be accepted in the name of Rensselaer and reported to the Vice President of Institute Advancement or General Counsel, who will determine a suitable distribution. Any gift in excess of \$1000 should be reported. This policy applies to all employees of Rensselaer and their families, subcontractors, and consultants.

Conflict of Interest

Employees are required to disclose an actual or potential conflict of interest to his/her supervisor as soon as he/she becomes aware of them. After the actual or potential conflict is disclosed, the appropriate course of action will be determined – for example, withdrawing the employee from decision-making on any matters involving the potential conflict.

Intellectual Property Agreement

Rensselaer's Intellectual Property policy, currently and as it may change from time to time, constitute an understanding that is binding on Rensselaer and all Rensselaer faculty, staff, and students. It is also binding on any project participants and Rensselaer projects or programs.

Rensselaer may, at its sole discretion, require formal written intellectual property or contractual agreements to implement the policy as appropriate, but the absence of such executed agreements shall not invalidate the applicability or enforceability of the policy as it currently exists and as it may from time to time be amended.

DISCIPLINARY PROCESS and APPEALS

DISCIPLINARY PROCESS AND APPEALS

Progressive Discipline

Rensselaer's disciplinary procedure is designed to give employees, if possible or reasonable under the circumstances, advance notice of problems with their conduct or performance so that identified problems can be corrected.

The disciplinary procedure will usually be progressive, i.e., verbal warning or counseling, written warnings, suspension and termination. However, Rensselaer may determine that the nature of an offense, the employee's performance record, or other circumstances warrant immediate suspension or termination.

Any disciplinary action is recorded in the employee's personnel file. An employee may submit a written response to the disciplinary action which is also placed in the employee's personnel file.

Peer Review Appeal Process

When a regular staff employee in a position below the level of department director, manager or administrative dean, does not agree with his or her immediate supervisor's decision relative to a disciplinary action, the employee can seek resolution through the Peer Review Appeal Process. This process allows for review of the incident causing the issue or problem to move sequentially to higher levels of management.

DISCIPLINARY PROCESS and APPEALS

If the employee is not satisfied with a decision by his/her department director/manager, the employee may submit the complaint to a Peer Review Panel composed of three peers, a department manager, and a vice president.

Following a thorough review, the Peer Review Panel will make a recommendation to the Vice President for Human Resources or his/her designee for a final decision. The Vice President for Human Resources or his/her designee reserves the right to determine whether an issue is appropriate for the Peer Review Appeal Process.

Additional information is available through the Division of Human Resources.

PERFORMANCE MANAGEMENT

Performance Evaluations

Regular performance appraisals provide employees with the opportunity to discuss areas of significant strengths and understand areas needing improvement in a positive, constructive manner. Performance appraisals also identify training and development needs. The performance appraisal discussion will correspond with day-to-day information and guidance given to the employee by his/her supervisor.

If an employee disagrees with the evaluation of the supervisor, he or she should discuss differences with the supervisor in an effort to come to a resolution. If unable to achieve such a resolution, the employee should discuss the appraisal with the next level of supervision who will seek a resolution.

If a resolution cannot be reached, the employee can prepare a written statement of the reasons for dissenting from the departmental appraisal. This statement will be attached to the performance appraisal and sent to the Division of Human Resources. The Division of Human Resources will review all the information, and if necessary, discuss the matter with the supervisor and employee in an attempt to reach a resolution.

Merit Increases

Merit increases are not automatic — they are tied to successful performance and appropriate conduct within the workplace.—

Merit increase amounts vary from year to year, and may not be available during any given year. Any merit increase must be within the guidelines established by the Division of Human Resources.

Promotional Increases

When an employee receives a promotion to another position and level, the Division of Human Resources establishes an appropriate rate of pay. Salary increases are not given for lateral transfers to a position within the same level.

BUSINESS EXPENSE REIMBURSEMENTS

BUSINESS EXPENSE REIMBURSEMENTS

Expense Reimbursements

All employees who incur approved business expenses are reimbursed. Employees seeking reimbursement for travel, entertainment, and other documented business expenses should follow the procedures set out in the Travel Policy and Procedures manual available on the Purchasing and Finance web pages.

BENEFITS

Benefits Information for New and Continuing Employees

Rensselaer offers a comprehensive slate of benefits for full-time employees, and in some instances, for spouses and dependent children. Partial benefits may be available to certain part-time employees.

For benefits to become effective, the proper benefit forms must be completed, received, and approved by the Division of Human Resources. Rensselaer expects and intends to continue these Plans indefinitely, but reserves its right to end each of the Plans, if necessary. Rensselaer also reserves its right to amend each of the Plans at any time.

These plans are available to non-union employees only. Employees who are covered by a collective bargaining agreement are not eligible for benefits at Rensselaer, unless the agreement expressly provides for plan eligibility.

Available plans, and eligibility dates for each benefit, follow:

- **Health Plan**

First day of the month following the date of hire for new employees provided the employee enrolls within 30 days of hire. Otherwise, enrollment may take place:

- Only during the open enrollment period to be effective January 1 of each year.
- Within 30 days of a qualifying change in family status.

- **Same Sex Domestic Partner Health Insurance**

First day of the month following the date of hire for new employees provided the employee enrolls within 30 days of hire. Otherwise, enrollment may take place:

- Only during the open enrollment period to be effective January 1 of each year.
- Within 30 days of a qualifying change in family status.

- **Dental Plan**

First day of the month following the date of hire for new employees. Otherwise, enrollment may take place:

- Only during the open enrollment period to be effective January 1 of each year.
- Within 30 days of a qualifying change in family status.

- **Life and Accidental Death and Dismemberment Insurance**

First day of employment.

- **Voluntary Supplement Group Life Insurance**

First day of the month after approval by the Insurance Company.

- **Voluntary Accidental Death and Dismemberment Insurance**

First day of the month following enrollment.

- **Long Term Disability Insurance**

First day of the month following completion of 3 months of service, if actively at work; if not, the date the employee returns to active work.

- **Defined Contribution Retirement Program**

First day of any month following the date of hire and the receipt and approval by the Division of Human Resources of the completed Retirement Program Enrollment Form and Fund Sponsor's Enrollment and Beneficiary Forms.

- **Supplemental Retirement Program**

First day of any month following receipt and approval of a signed salary Reduction Agreement and Fund Sponsor's Enrollment and Beneficiary Forms.

- **Tuition Scholarships (Employee, Spouse)**

The start of the first semester following the employee's hire date.

- **Tuition Scholarships (Dependent)**

After three years of full-time continuous service. Service as a fixed-term or temporary employee does not count toward the three-year period.

- **Flexible Spending Accounts**

First day of the month following the date of hire for new employee. Otherwise, enrollment may take place:

- Only during the open enrollment period to be effective January 1 of each year.
- Or within 30 days of a qualifying change in family status.
- Re-enrollment must be completed annually during open enrollment.

- **Employee Assistance Services**

First day of employment.

- **Short-Term Disability Pay**

30 days following date of hire unless currently covered by another employer.

BENEFITS

Benefits Information for Terminating Employees

Benefits will terminate as follows:

- **All Health and Dental Plans**

Last day of the month in which the employee separates. Continuing coverage is available at 102% of cost for up to 18 months for separating employees and 36 months for dependents who lose their dependency. Additional periods of coverage may be available under certain circumstances.

- **Life and Accidental Death and Dismemberment Insurance**

The date of separation from employment. Life Insurance is convertible with the carrier within 31 days following the date coverage ceased.

- **Voluntary Group Life Insurance**

The date of separation from employment. Convertible with carrier within 31 days following the month coverage ceased.

- **Voluntary Accidental Death and Dismemberment Insurance**

The date of separation of employment. Coverage is convertible within 31 days following the month coverage ceased.

- **Long Term Disability Insurance**

Date the employee separates.

- **Defined Benefit and Defined Contribution Retirement Plans**

Credited service ceases on the date of separation of employment.

- **Supplemental Retirement Programs**

Contributions cease on the date of separation from employment.

RETIREMENT

RETIREMENT

Retirement Benefits

To help ensure that employees continue to receive work related income once they retire from their job, Rensselaer Polytechnic Institute has established several types of pension and retirement programs for workers who meet certain requirements. Rensselaer's pension plan provides a life-time annuity for employees who retire under the provisions for standard, early, and disability retirement. Similarly, Rensselaer sponsors a 403(b) plan that allows employees to save money on a pretax basis to supplement their retirement income. 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 expects and intends to continue these Plans indefinitely, but reserves its right to end each of the Plans, if necessary. Rensselaer also reserves its right to amend each of the Plans at any time.

Health Insurance Benefits for Retirees

Group health insurance may be obtained through Rensselaer for retired employees who are at least age 55, 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.

TIME OFF AND LEAVES OF ABSENCE

Salary Continuation—Regular Exempt Employees

Salary continuation is provided to regular full-time and certain part-time exempt employees absent from work because of sickness or injury. For purposes of this section, “salary continuation” refers to the right of regular exempt employees to remain on the payroll and continue receiving their regular salary payments on those occasions when they are absent from work because of sickness or injury which has been certified by a healthcare provider. Salary continuation will continue for a maximum total of 90 calendar days during any rolling 12-month period, and a maximum of 180 calendar days during any rolling 3-year period.

Acceptable medical reason for use of salary continuation is the employee’s own incapacitating illness or injury. Utilization of salary continuation under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination.

Paid Sick Leave—Regular Nonexempt and Fixed Term Employees

Paid sick leave is provided to regular nonexempt and fixed-term employees. Employees who work 40 hours per week will accrue sick time from date of hire at the rate of one half day for each pay period.

TIME OFF and LEAVES of ABSENCE

Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. A doctor's note may be required. Acceptable medical reasons for use of sick leave are the employee's own incapacitating illness or injury; and employee visits to doctors and dentists. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.

Consistent Attendance

As a reward for perfect attendance, regular nonexempt employees who do not have any recorded sick time for a six-month period will receive a day off following the end of the six-month period.

TIME OFF and LEAVES of ABSENCE

Paid Vacation—Exempt and Nonexempt Employees

Following completion of the initial period of evaluation, employees may use accrued vacation time with the approval of the employee's supervisor.

Full-time exempt employees who are scheduled to work 40 hours per week earn vacation time according to the following schedule:

Full-Time Employees	Years Of Service	Hours Earned Per Pay Period		Hours Earned Per Year
		Troy	Hartford	
Executive Officers	N/A	16.00	7.38	192
Administrative Officers & Librarians	N/A	8.00	7.38	192
Administrative & Research Employees	1st Year	3.33	3.08	80
	2 thru 3	5.00	4.62	120
	4 thru 6	6.66	6.15	160
	Over 6	8.00	7.38	192

Monthly, Semi-Monthly and Bi-weekly Payrolls (Troy)
Bi-weekly Payroll (Hartford)

Employees who work less than 40 hours per week and a minimum of 20 hours per week accrue vacation time on a prorated basis for all hours worked.

TIME OFF and LEAVES of ABSENCE

Nonexempt employees scheduled to work 40 hours per week earn vacation time according to the following scheduled:

Years of Service	Hours Earned Per Bi-Weekly Pay Period	Maximum Hours Earned Per Year
1st Year	1.84	48
2 through 5	4.00	104
6 through 10	4.62	120
11 through 15	5.52	144
16 through 20	6.46	168
Over 20	7.04	184

TIME OFF and LEAVES of ABSENCE

Paid Holidays

Rensselaer provides employees with ten paid holidays per fiscal year (July 1 to June 30). In general, those holidays are:

- 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 may designate the one remaining holiday. If this day is not designated by the Institute, employees may use it as a floating holiday with the supervisor's permission. Floating holidays are available after 6 months of employment.

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.

TIME OFF and LEAVES of ABSENCE

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

Leave of Absence

Regular employees are eligible to apply for a leave of absence for a variety of reasons including medical, parental, personal, jury duty, and military. Generally, no employee with less than six months of Rensselaer service shall be granted a leave of absence for medical, personal, or parental reasons.

Military Leave

A Military Leave of Absence (Military Leave) will be granted to regular full-time employees for the period required to fulfill military training, Reserve obligations, or active duty assignments with the United States Uniformed Services, including the Armed Forces, as provided by law.

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 Human Resources representative will work with the affected employee(s) to prepare any documentation necessary to implement the Military Leave.

TIME OFF and LEAVES of ABSENCE

Rensselaer also tries to help its employees minimize the financial impact associated with military service. If an employee has completed his/her first thirty (30) business days of employment with Rensselaer, and is a full-time, regular employee, Rensselaer will reimburse that employee for the difference between his/her military pay and his/her regular pay, not to exceed eight (8) hours per day, for a maximum of eight (8) weeks. Any Military Leave time exceeding eight (8) weeks will be unpaid. In order to receive Military Leave pay, the employee must present a Leave and Earning Statement (LES) reflecting his/her Military Pay for the initial two (2) week period of his/her Military Leave to the Division of Human Resources as soon as is practical. Employees may elect to use accrued vacation leave in lieu of unpaid Military Leave.

Upon return from Military Leave, the employee will be returned to the same or similar position with equivalent terms and conditions of employment that they would have enjoyed had they not taken Military Leave. If, at the time of return, an employee is no longer qualified for that position, he/she will be assigned a position that closely approximates what his/her role would have been. Employees on Military Leave are entitled to the same benefits provided to employees who take any other form of leave. Employees are also entitled to seniority and other rights and benefits determined by seniority that would have been attained with reasonable certainty had the employee not taken leave, as provided by law. The cumulative length of Military Leave cannot exceed five (5) years. Rensselaer is not required to, and shall not reinstate any employee who has been dishonorably discharged from military service.

TIME OFF and LEAVES of ABSENCE

If the duration of an employee's military service is less than thirty-one (31) days, or is for the purpose of taking an examination to determine fitness for military service, the employee must report for re-employment at the beginning of the first regularly scheduled work day after he/she returns home. If the period of military service is between thirty-one (31) and one hundred eighty (180) days, the employee must submit an application for re-employment no later than fourteen (14) days following his/her completion of service. If the period of military service is greater than one hundred eighty (180) days, the employee must submit an application for re-employment no later than ninety (90) days after completion of the military service. If the employee fails to report to work or to reapply for employment within the appropriate timeframe, the employee forfeits eligibility for reinstatement.

Employees may have additional rights to Military Leave and/or benefits under applicable law. Rensselaer will comply with all applicable provisions of law.

Bereavement Leave

In case of death in the immediate family, employees will be allowed a maximum of three days, not necessarily in succession, with pay for bereavement. For purposes of this policy, immediate family is defined as an employee's spouse, parent, child, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, or another individual living in the employee's residence.

TIME OFF and LEAVES of ABSENCE

In case of death of another relative, employees will be allowed one day with pay for bereavement. For extenuating circumstances additional paid or unpaid time off may be granted by the supervisor.

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

Family and Medical Leave Act (FMLA)

Under the Family and Medical Leave Act, eligible employees at the Troy campus are entitled to take up to 12 weeks of unpaid leave each rolling 12-month period; and eligible employees at the Hartford campus and Groton site are entitled to up to 16 weeks of unpaid leave each rolling 24-month period -- if they are seriously ill, have family members with serious health problems, or need time off to care for a newborn or newly adopted child or a child newly placed for foster care. In addition to leave rights, employees receive job protection and health benefit continuation eligibility. Employees should contact the Division of Human Resources for more details.

Family and medical care leave shall be without pay, except that the employee shall be required to use all accrued vacation, sick leave, or other accrued paid leave during the leave when leave is taken for the employee's own illness.

OCCUPATIONAL HEALTH and SAFETY

Safety at Rensselaer

Safety is everyone's responsibility. Rensselaer is committed to providing a healthy and safe workplace for all its employees by implementing site-specific health and safety programs that promote safe behaviors while encouraging the use of systems and practices that protect the environment and foster community relationships.

The objective of the health and safety program is to reduce or eliminate occupational injuries and illnesses; and to achieve compliance with all applicable requirements of the federal Occupational Health and Safety Administration, the federal Environmental Protection Agency, and state laws. It is the policy of Rensselaer to exercise all precautions necessary to protect employees from occupational injuries and illnesses. Together, we can ensure a healthy and safe workplace.

Refusing Unsafe Work

Federal regulations give employees the right to refuse to perform unsafe work under certain narrowly defined circumstances. If you are ever in doubt about the safety of a given task, always proceed to a safe location onsite before performing the task; and immediately discuss it with your supervisor or with a Division of Human Resources representative.

OCCUPATIONAL HEALTH and SAFETY

Safety Rules

Recognizing the importance of employee occupational health and safety as an Institute priority, Rensselaer is committed to ensuring that employees know and follow all health and safety requirements of their specific job assignments.

In order to perform any job, you must know how to perform your job safely. Your manager and/or the Environmental Health & Safety Office will provide training on the safety requirements of the area, equipment, and/or chemicals that you will be working around.

You are responsible for attending the training and once trained, you are responsible for knowing and understanding these safety requirements prior to performing your job.

While every precaution is taken to provide for your safety, you may discover a condition which you consider dangerous. It is your responsibility to immediately discuss this condition with your supervisor.

Failure to comply with the Institute's occupational health and safety requirements will not be tolerated and may be grounds for disciplinary action, up to and including termination.

OCCUPATIONAL HEALTH and SAFETY

Specific examples of conduct that may be considered unsafe under this policy include, but are not limited to the following:

- Horseplay or disorderly conduct that endangers or injures employees; or risks or actually causes damage to Institute property.
- Possession of any firearms on Institute property.
- Bypassing or operating equipment without proper safety devices.
- Failure to comply with the Rensselaer Smoking Policy.
- Failure to follow the requirements of the Rensselaer lockout/tagout program.
- Entering a confined space without having received training in, and/or without following the requirements of the Rensselaer Confined Space Entry Program.
- Failure to utilize appropriate Personal Protective Equipment for a task. Personal Protective Equipment requirements may be obtained from the Office of Environmental Health & Safety and/or your supervisor.
- Failure to comply with the requirements of the Rensselaer Respirator Program when a respirator is required for a task prior to using a respirator or dusk mask at Rensselaer for the first time, and each time thereafter.

OCCUPATIONAL HEALTH and SAFETY

- Failure to obtain training in proper forklift operation prior to forklift use, and failure to comply with the requirements of the training during forklift use.
- Failure to use, store, or manage hazardous material or hazardous waste in safe and compliant ways.
- Failure to properly manage compressed gas cylinders. All valves will be closed and protective caps will be in place and secured when gas cylinders are not in use. Cylinders will be labeled and stored in an upright position by chains or other approved means to prevent accidental falling.
- Failure to obtain and read Material Safety Data Sheets prior to the use of any hazardous material.
- Eating or drinking in a laboratory except in lab areas specifically designated to be chemical-free and intended for food consumption.

WORKERS' COMPENSATION

WORKERS' COMPENSATION

Workers' Compensation

Rensselaer Polytechnic Institute is committed to meeting its obligation under the state's Workers' Compensation Act to provide medical, rehabilitation, and wage replacement benefits to employees who sustain work related injuries or illnesses.

Employees must immediately report all injuries or illnesses, regardless of severity, to their supervisor, and in all cases within 24 hours.

Because employees are our most valuable resource, Rensselaer Polytechnic Institute attempts to help employees on leave due to an occupational injury or illness return to work as soon as possible after their physician certifies their fitness to do so. Employees should discuss alternate work options with their supervisors or managers when they become aware that they may be medically restricted from their typical work duties due to an occupational injury.

WORKPLACE SECURITY AND EMERGENCY PLANNING

Institute Closings

By 6:00 a.m., a decision will be made by the President or designee regarding the closing of the Institute. In all cases of closing, some key employees as determined by the appropriate units' Cabinet Member are required to be at work.

In the event of a storm during the class/workday, the President or designee will determine the canceling of classes and termination of the workday. The appropriate Cabinet Members will be informed and will then inform their staff and units reporting to them. A decision on canceling evening classes will be made by 2:00 p.m. and by 6:30 a.m. for Saturday classes. Local radio stations will be informed of the closing in order that they may make a public announcement.

Inquiries by students, faculty, and employees on the Troy campus should be referred to the Department of Public Safety Closing/Delay Information Line (518)276-6600 or the Visitor's Information Center (518) 276-INFO.

Inquiries by students, faculty, and employees on the Hartford campus and at the Groton site should be referred to (860)548-2400 or (800)433-4723 (press "6" for weather closing information). Information will be posted on the web site.

WORKPLACE SECURITY/EMERGENCY PLANNING

Workplace Violence

Rensselaer recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, Rensselaer has adopted this policy regarding workplace violence.

The safety and security of Rensselaer employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect Rensselaer, or which occur on Rensselaer property, will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved in the operation of Rensselaer; including, but not limited to, Rensselaer personnel, contract and temporary workers, and anyone else on Rensselaer property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is not intended to create any obligations beyond those required by existing law.

WORKPLACE SECURITY/EMERGENCY PLANNING

Definitions

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property; such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several Rensselaer employees.

Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on Rensselaer premises, regardless of the relationship between Rensselaer and the parties involved in the incident.
- Threats or acts of violence occurring off Rensselaer premises involving someone who is acting in the capacity of a representative of Rensselaer.
- Threats or acts of violence occurring off Rensselaer premises involving an employee of Rensselaer if the threats or acts affect the business interests of Rensselaer.
- Threats or acts of violence occurring off Rensselaer premises of which an employee of Rensselaer is a victim if Rensselaer determines that the incident may lead to an incident of violence on Rensselaer premises.

WORKPLACE SECURITY/EMERGENCY PLANNING

- Threats or acts resulting in the conviction of an employee; an agent of Rensselaer; or an individual performing services for Rensselaer -- on a contract or temporary basis under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of Rensselaer.

Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with physical harm.
- The intentional destruction or threat of destruction of Rensselaer property or another's property.
- Harassing or threatening phone calls.
- Surveillance.
- Stalking.
- Veiled threats of physical harm or like intimidation.

WORKPLACE SECURITY/EMERGENCY PLANNING

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

Enforcement

Any person who engages in a threat or violent action on Rensselaer property may be removed from the premises as quickly as safety permits and may be required, at Rensselaer's discretion, to remain off Rensselaer premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a Rensselaer employee, a judgment will be made by Rensselaer as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is Rensselaer's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing Rensselaer policy or procedure should be interpreted in a manner that prevents the above from occurring.

WORKPLACE SECURITY/EMERGENCY PLANNING

Important Note: Rensselaer will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Rensselaer. In making this determination, Rensselaer may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at Rensselaer.