

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

Welcome to HCHC!

On behalf of your colleagues, I welcome you and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with HCHC so I suggest that you familiarize yourself with the contents of the employee handbook as soon as possible. It is important to note that this handbook supersedes any and all past policies and procedures handbooks that have been issued.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

In His Service,

Rev. Nicholas C. Triantafilou  
President

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with Hellenic College and Holy Cross Greek Orthodox School of Theology, and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at Hellenic College is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, Hellenic College reserves the right to add new policies, and to change or cancel existing policies at any time without notice. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or Hellenic College to end the employment relationship at any time for any or no reason.

This Handbook does not constitute a contract of employment.

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### **EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about Hellenic College and I understand that I should consult the Human Resources Department or the Chief Operating Officer regarding any questions not answered in the handbook.

I have entered into my employment relationship with Hellenic College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Hellenic College or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of Hellenic College. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the President and the Chief Operating Officer of Hellenic College has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S SIGNATURE:  
\_\_\_\_\_

DATE: \_\_\_\_\_

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### **STUDENT RELATIONS**

Students are among our organization's most valuable assets. Each of you represents Hellenic College to our students and the public. The way we do our jobs presents an image of our entire organization. Students judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any student or potential student. **Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to our students.** Confidentiality between you and the student is paramount!

Remember that your contacts with the students in person, over the telephone, and through all your communications reflect not only on you but on Hellenic College as a whole. Positive student relations will not only enhance the public's image of Hellenic College, but also pay off in greater student loyalty.

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### **101 Nature of Employment**

Effective Date: 03/19/2003

Revision Date:

Employment with Hellenic College and Holy Cross Greek Orthodox School of Theology is voluntarily entered into, and you are free to resign at will at any time, with or without cause. Similarly, Hellenic College and Holy Cross Greek Orthodox School of Theology may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between Hellenic College and Holy Cross Greek Orthodox School of Theology and any employee. The provisions of the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of Hellenic College and Holy Cross Greek Orthodox School of Theology, without notice.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President or Chief Operating Officer of Hellenic College and Holy Cross Greek Orthodox School of Theology.

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### **102 Employee Relations**

Effective Date: 03/19/2003

Revision Date:

We believe that the work conditions, wages, and benefits we offer to Hellenic College employees are competitive with those offered by other colleges of our size. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Hellenic College amply demonstrates its commitment to employees by responding effectively to employee concerns.

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### **103 Equal Employment Opportunity**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Hellenic College will be based on merit, qualifications, and abilities. Hellenic College does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor or the Human Resources Manager. At Hellenic College, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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### **104 Business Ethics, Attitude, Conduct and Confidentiality**

Effective Date: 03/19/2003

Revision Date: 03/17/2005

The reputation of Hellenic College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon trust and we are dedicated to preserving that trust. Employees owe a duty to Hellenic College, to act in ways that will merit the continued trust and confidence of the public.

As an organization, Hellenic College will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, unethical conduct, or dissemination of confidential and privileged school or department related information. At times, inherent in our employee's day-to-day responsibilities, employees are entrusted with confidential and privileged school or employee related information. All employees are required to maintain the Institution's and their fellow employees trust and confidentiality in their day-to-day workings.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department for advice and consultation.

Hellenic College and Holy Cross is a service organization. We serve a number of constituencies, foremost amongst them being students. Everyone employed here should be interested in working with and helping our young men and women. At times this may require extreme patience, tact and understanding, and everyone is expected to demonstrate these qualities. If approached by someone in need of assistance, every effort should be made to be helpful. If the need in question is not within the normal scope of your duties, you should refer the student to the appropriate person.

It is the responsibility of every Hellenic College employee to comply with our policy of business ethics, attitude and conduct. Disregarding or failing to comply with this standard of business ethics, attitude and conduct could lead to disciplinary action, up to and including possible termination of employment.

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### **105 Hiring of Relatives**

Effective Date: 03/19/2003  
Revision Date: 08/30/2013

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative.

As a general rule, Hellenic College prohibits hiring relatives of existing employees. However, at the direction of the Chief Operating Officer and with the approval of the College President, this policy may be waived by the College.

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### **106 Employee Medical Examinations**

Effective Date: 03/19/2003

Revision Date:

To help us make sure that you are able to perform your duties, HCHC may require medical examinations of some employees/classifications.

After we make an offer to an applicant entering a designated job, a medical examination may be performed at our expense by a health professional of our choice. The offer of employment and assignment to duties is contingent upon satisfactorily completing the exam for such classification.

We consider information about medical conditions or history to be highly confidential and keep it separate from other Human Resources information. Access to this information is limited only to persons who have a legitimate need to know.

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### **107 Immigration Law Compliance**

Effective Date: 03/19/2003

Revision Date:

Hellenic College is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Human Resources Department. At Hellenic College you can raise questions or complaints about immigration law compliance without fear of reprisal.

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### **108 Conflicts of Interest**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

As an employee of Hellenic College, you have the obligation to conduct your duties within guidelines that prohibit actual or potential conflicts of interest. In this policy, Hellenic College is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on conflict of interest, contact the Human Resources Department.

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

There is no "presumption of guilt" created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to an officer of Hellenic College as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which Hellenic College does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving Hellenic College.

Best practices suggest that all supervisors, department heads, senior managers and governance committee members complete a "Conflict of Interest" statement each year. The conflict of interest statement will be sent annually, each May, to applicable staff. Additionally, contract or "1099" consultants may be required to complete such statement prior to the acceptance of any quote or bid.

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### **110 Outside Employment**

Effective Date: 03/19/2003

Revision Date:

Hellenic College employees may hold outside jobs as long as they can satisfactorily perform their Hellenic College job and there is no interference with our scheduling demands and no conflicts with the College.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at Hellenic College.

We prohibit outside employment that constitutes a conflict of interest. Further, you may not receive any income or material gain from individuals outside Hellenic College for materials produced or services rendered while performing your job.

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### **201 Employment Categories**

Effective Date: 03/19/2003

Revision Date:

Understanding the definitions of the employment classifications at Hellenic College is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with Hellenic College is based on mutual consent, either you or Hellenic College has the right to terminate the employment relationship at will at any time, with or without cause notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with notification by Hellenic College.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

**REGULAR FULL-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at Hellenic College and Holy Cross Greek Orthodox School of Theology. Generally, regular full-time employees are eligible for all Hellenic College and Holy Cross Greek Orthodox School of Theology benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 35 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for the other Hellenic College and Holy Cross Greek Orthodox School of Theology benefit programs.

**TEMPORARY** employees are employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as

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### **201 Employment Categories (Continued)**

Effective Date: 03/19/2003

Revision Date:

Social Security and workers' compensation insurance), they are ineligible for all other Hellenic College and Holy Cross Greek Orthodox School of Theology benefit programs.

CASUAL employees are employees who have established an employment relationship with Hellenic College and Holy Cross Greek Orthodox School of Theology but who are assigned to work on an intermittent and/or unpredictable basis. While casual employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for the other Hellenic College and Holy Cross Greek Orthodox School of Theology benefit programs.

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### **202 Access to Human Resources Files**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

At Hellenic College we maintain a Human Resources file on each employee that includes the job application and related hiring documents, performance documentation, salary history, and other employment records.

Human Resources files are the property of Hellenic College because this information is highly confidential and we respect your privacy, only persons with a legitimate business reason will be allowed access to Human Resources files.

If you wish to see your Human Resources file, contact the Human Resources Department in writing with such request. You may review your own Human Resources file in our offices and in the presence of a person authorized by Hellenic College with reasonable advance notice.

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### **203 Employment Reference Checks**

Effective Date: 03/19/2003

Revision Date:

To help select the best person for the job, Hellenic College checks the employment references of job candidates and you may be required to grant such authorization to be considered for a position.

The Human Resources Department will respond to all reference check inquiries from other employers. We will confirm or deny employment dates, and the positions held. Hellenic College will not release any employment data without an employee or former employee's written authorization and signed release.

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### **204 Human Resources Data Changes**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

To help us keep records and benefit program information accurate, please notify Hellenic College of any changes to your personal information. The information we need includes your mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. Contact the Human Resources Department to make changes or if you have questions about what information is required.

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### **205 Archived Record Retrieval Policy**

Effective Date: 03/19/2003

Revision Date:

The retrieval of any business records stored in archives shall be for business purposes only. Hellenic College reserves the right to pass on any retrieval costs to an employee and/or business for requests of business related documents from archives for personal use.

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### **208 Employment Applications**

Effective Date: 03/19/2003

Revision Date:

Hellenic College relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

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### **209 Performance Evaluation**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly.

The performance of all employees is generally evaluated on an ongoing 24 month cycle, beginning in October.

Your supervisor may choose to evaluate you at any given time within a calendar year rather than every 24 months.

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### **210 Job Descriptions**

Effective Date: 03/19/2003

Revision Date:

Hellenic College tries to create and maintain accurate job descriptions for all positions within the organization. Each description may include sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. You can also be helpful by making sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. You can contact the Human Resources Department if you have any questions or concerns about your job description.

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### **212 Salary Administration**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

The salary administration program at Hellenic College was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

Compensation for every position is determined by several factors including job analysis and evaluation, and the essential duties and responsibilities of the job. We periodically review our salary administration program and restructure it as necessary. Salaries are reviewed annually in the early spring shortly after the performance appraisal. Based on guidelines established by the Board of Trustees. An individual's salary is determined by the President, who may consult with the Chief Operating Officer, Chief Financial Officer and department heads for input.

If you have a question about the pay practices for your department, you can talk with your supervisor.

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### **301 Employee Benefits**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation,) cover all employees in the manner required by the laws. It is important to note that Hellenic College does not contribute to the Massachusetts State Unemployment Fund because we are a religious/church affiliated organization and are not required to do so.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- \* Pension Plan
- \* Maternity Leave
- \* Family Medical Leave
- \* Bereavement Leave
- \* Complementary Lunch in School Cafeteria
- \* Dental Insurance
- \* Family Leave
- \* Health Insurance
- \* Holidays
- \* Jury Duty Leave
- \* Life Insurance
- \* Long-Term Disability
- \* Parking
- \* Personal Leave
- \* Short-Term Disability
- \* Sick Leave Benefits
- \* Vacation Benefits

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by Hellenic College.

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### **303 Vacation Benefits**

Effective Date: 03/19/2003

Revision Date: 08/01/2012

Hellenic College, Inc. offers vacation time off with pay to eligible employees for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use vacation:

- \* Regular full-time employees

The amount of paid vacation time you receive each year increases with the length of your employment as shown in the following schedule:

\*During the 1<sup>st</sup> year of eligible service, the employee is entitled to 10 vacation days each year, accrued monthly at the rate of 0.833 days.

\*After 5 years of eligible service the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days.

\*After 10 years of eligible service the employee is entitled to 20 vacation days each year, accrued monthly at the rate of 1.667 days. After ten years of service, there is no further accumulation of days.

The length of eligible service is calculated on the basis of the employees "start date." A "benefit year" is defined as a calendar year, January 1<sup>st</sup> through December 31<sup>st</sup> of a given year. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. You can use earned vacation time in the year after it is accrued. Hellenic College may allow you to request vacation time in advance subject to proper documentation. You may request up to 2 weeks vacation time per year in advance of actually accruing it. If your employment terminates before you have an opportunity to actually accrue the time you have already taken in advance, your final paycheck will reflect the monetary deduction for the days/and or hours you owe to the College.

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### **303 Vacation Benefits (Continued)**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

You may use vacation time in minimum increments of one hour. To schedule vacation time, you should first request advance written approval from your supervisor by submitting a Vacation / Time-Off Request Form. Each request will be reviewed based on a number of factors, including our operating needs and staffing requirements.

Vacation time off is paid at your base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

There will be no rollover days into the next calendar year for unused vacation days. We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

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### **305 Holidays**

Effective Date: 03/19/2003

Revision Date:

Hellenic College gives holiday time off to all employees on the following holidays:

- \* New Year's Day (January 1)
- \* Epiphany (January 6)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Presidents' Day (third Monday in February)
- \* Annunciation of the Theotokos/Greek Independence Day (March 25)
- \* Patriots Day
- \* Holy Friday
- \* Bright Monday
- \* Memorial Day (last Monday in May)
- \* Ascension of our Lord
- \* Independence Day (July 4)
- \* Dormition of the Blessed Virgin Mary (August 15)
- \* Labor Day (first Monday in September)
- \* Exaltation of the Holy Cross (September 14)
- \* Columbus Day (second Monday in October)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas (December 25)

We provide holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day. If Hellenic College requires or requests you to work a scheduled holiday, you will be allowed equal time off on another day of your choice. Employees in the following employment classifications are eligible for paid holiday time off:

- \* Regular full-time employees

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### **305 Holidays (Continued)**

Effective Date: 03/19/2003

Revision Date:

Also to be paid for a holiday, an eligible employee must work both the last scheduled work day immediately preceding the holiday and the first scheduled day immediate following the holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible hourly employees work on a recognized holiday, the employees will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

In the event the President elects to offer Friday's off during the summer months, the Chief Operating Officer, at his sole discretion, may offer a flexible work schedule to hourly employees. The respective department heads of both Buildings and Grounds and the Cafeteria must present in writing a proposed schedule to the Chief Operating Officer for approval. In the event the employee's flexible scheduled day off falls on a holiday, this will not alter the schedule. No additional days off will be awarded.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

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### **306 Workers' Compensation Insurance**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither Hellenic College nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

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### **307 Sick Leave Benefits-Personal Days**

Effective Date: 3/19/2003  
Revision Date: 08/30/2013

Hellenic College provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Employees in the following employment classifications are eligible for sick leave:

- \* Regular full-time employees

Once you are eligible, you will accrue sick leave benefits at the rate of 6 days per year (.5 of a day for every full month of service). You will also accrue 2 personal days per year. Sick and personal leave benefits are calculated on the basis of a "calendar year." This is the 12-month period that begins when you start earning sick and personal leave. Sick leave will not accrue during the first three months of employment. You may accumulate no more than 6 sick days per year and 2 personal days per year. Both types of leaves do not accumulate from year to year. Anyone exceeding their 6 allotted sick days and/or 2 personal days must take either vacation time or unpaid leave.

Paid sick leave can be used in minimum increments of one-half hour. You may use sick leave benefits for an absence due to your own illness or injury, or that of your child, parent, or spouse.

Reasonable time off is permitted for routine visits if approved in advance by the department head. It is requested that these appointments be made at the beginning or end of the day as to limit disruption in the work day. Vacation time must be used for any other personal business requiring time off is subject to approval by your supervisor.

If you are unable to report to work due to illness or injury, you should notify your department head and the office of human resources by 8:00 a.m. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the illness or injury as a condition of receiving sick leave benefits.

Sick leave benefits will be calculated based on your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives,

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### **307 Sick Leave Benefits-Personal Days (Continued)**

Effective Date: 3/19/2003

Revision Date: 3/17/2005

commissions, bonuses, or shift differentials.

Unused sick and personal leave benefits will be allowed to accumulate until you have accrued a total of 6 calendar days of sick leave benefits and 2 personal days. If your benefits reach this maximum, further accrual of sick and personal leave benefits will be suspended until you have reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. You will not be paid for unused sick leave benefits either while you are employed or upon termination of employment.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **308 Time Off to Vote**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

Hellenic College encourages you to fulfill your civic responsibilities by voting in elections. Generally, we expect that you will be able to vote either before or after work hours. However, if you cannot vote during your nonworking hours, we will grant up to 2 hours of paid time off to vote.

In order to accommodate your absence, you should request the time off from your supervisor at least two working days prior to an election day.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **309 Bereavement Leave**

Effective Date: 03/19/2003

Revision Date:

In the event that you need to take time off in the event of the death of an immediate family member, Hellenic College provides bereavement leave. To request bereavement leave, see your supervisor.

At the discretion of the President, or the Chief Operating Officer, we grant 3 days of paid bereavement leave to eligible employees in the following employment classifications:

- \* Regular full-time employees

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

We will normally grant bereavement leave unless there are unusual operating needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any vacation for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, parent, child, or sibling; your spouse's parent, child, or sibling; your child's spouse; or your grandparents or grandchildren. We will also give special consideration to a request for bereavement leave for a person whose association with you was similar to any of the above relationships.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **311 Jury Duty**

Effective Date: 03/19/2003

Revision Date:

Hellenic College encourages you to fulfill your civic responsibilities by serving jury duty when required.

If you are eligible for paid jury duty leave, you will be compensated at your base rate of pay for the number of hours you would normally have worked that day, less the amount paid to you by the court. Employees in the following classifications are eligible for paid jury duty leave:

- \* Regular full-time employees

If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits.

Either you or Hellenic College may request (subject to law) you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for Hellenic College.

Subject to the terms, conditions, and limitations of the applicable plans, Hellenic College will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **312 Witness Duty**

Effective Date: 03/19/2003

Revision Date:

We provide witness duty time off to employees who receive a subpoena to testify in court. If you are summoned or otherwise requested to testify as a witness by Hellenic College, you will receive paid time off for the entire period of witness duty.

You will be granted unpaid time off if you are requested to appear in court as a witness by a party other than Hellenic College. However, you may use vacation to be compensated for that absence.

In order to make arrangements for the time off, you must show the subpoena to your supervisor as soon as you receive it. When serving as a witness, you are expected report to work whenever you are not needed in court.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **313 Benefits Continuation (COBRA)**

Effective Date: 03/19/2003

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a "qualifying event" occurs that would normally result in the loss of eligibility. "Qualifying events" include resignation, termination of employment, or death of an employee; a reduction in an employee's hours; employee's leave of absence; employee's divorce or legal separation; and when a dependent child no longer meets the eligibility requirements as a dependent.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Hellenic College's group rates plus an administration fee. When you become eligible for Hellenic College health insurance, we will also give you a written notice describing the rights granted under COBRA. Because the COBRA notice contains important information about your rights and your obligations, please read it carefully.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **316 Health Insurance**

Effective Date: 03/19/2003

Revision Date:

The health insurance plan at Hellenic College offers employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between Hellenic College and the insurance carrier.

Employees earning an annual salary of \$30,000-\$50,000 will contribute 20% of the premium cost. Employees earning an annual salary over \$50,000 will contribute 35% of the premium cost.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy in this handbook for more information.

You will find details of the health insurance plan in the Summary Plan Description (SPD). For questions about health insurance, contact the Human Resources Department for additional information.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **317 Life Insurance**

Effective Date: 03/19/2003

Revision Date:

Life insurance offers you and your family important financial protection. Hellenic College provides a basic life insurance plan for eligible employees.

The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance, which provides benefits if a serious injury or death results from an accident.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

\* Regular full-time employees, after the completion of one full year of employment

Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Hellenic College and its insurance carrier.

You will find details about the basic life insurance plan including benefit amounts in the Summary Plan Description. If you have questions, contact the Human Resources Department for more information.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **318 Short-Term Disability**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides short-term disability (STD) benefits to eligible employees who are unable to work because of a qualifying disability resulting from an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- \* Regular full-time employees, after the completion of one full year of employment

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between Hellenic College and its insurance carrier.

If the disability condition arises from pregnancy or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

You will find details about the STD benefits plan including benefit amounts and schedule, limitations, restrictions, and exclusions in the Summary Plan Description. If you have questions about STD benefits, contact the Human Resources Department for more information.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **319 Long-Term Disability**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides long-term disability (LTD) benefits to eligible employees who have an illness or injury that results in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- \* Regular full-time employees, after the completion of one full year of employment

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between Hellenic College and its insurance carrier. Once you become eligible, you may begin LTD coverage after you have completed one full year of service.

You will find details about the LTD benefits plan including benefit amounts, limitations, and restrictions in the Summary Plan Description. And if you have questions, the Human Resources Department can provide more information.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **320 TIAA-CREF Retirement Plan**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

After the completion of one year's full-time employment, Administration, Faculty and Staff are eligible to enroll in the TIAA-Cref Retirement Plan. The TIAA-CREF plan allows you to contribute 2 1/2% of your annual salary, and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

To be eligible to join the TIAA-CREF Retirement plan, you must complete 12 months of service and be 21 years of age or older. All eligible employees may participate in the plan.

Eligible employees may enroll in the Archdiocesan Pension Plan instead. Participation is elective. Each month, participants contribute to the plan 5% of their base earnings and Hellenic College contributes five hundred dollars (\$500.00). If you need more information about the plan and its benefits, contact the Archdiocesan Office of Economic Development, Benefits Administrator.

Because your contribution is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to retirement distributions.

Complete details of the retirement plan are described in the Summary Plan Description. You can contact the Human Resources Department for more information about the TIAA-CREF plan.

Under the Employment Retirement Income Security Act (ERISA), those eligible for and/or participating in the Hellenic College benefit plans are entitled to certain information and reporting relative to those plans.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **320 TIAA-CREF Retirement Plan (Continued)**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

You may approach the Human Resources Office at any time with questions about the way in which the plans are administered.

You may choose to retire at the end of the academic year after having reached the age of 62. Pension benefits may be received at that time but other insured benefits terminate.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **321 Parking**

Effective Date: 05/18/2005

Revision Date:

Hellenic College offers free parking to our employees. While there are no assigned parking spots, parking is permitted only with a validated sticker. Stickers must be obtained each September and can be obtained from the Finance Office. Please park in the designated staff parking spaces (blue numbered spots.) There is no parking allowed in visitor or handicapped spaces.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **401 Timekeeping**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

Normal business hours are 9:00 a.m. to 5:00 p.m., while some departments may have variations to normal work schedule; all employees are responsible for accurately recording the hours they work. This information also helps Hellenic College comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

You must accurately record the time you begin and end your work, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours. You are to record your time using the School's computerized system. The Human Resources Department will assign a password to you and instruct you on how to use the system.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

Non exempt employees are also responsible for signing your time records to certify their accuracy. Your supervisor will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **403 Paydays**

Effective Date: 03/19/2003

Revision Date:

Hellenic College processes payroll on a bi-weekly schedule (every other Friday, 26 times per year.) Each paycheck includes earnings for all work performed through the end of the previous week.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, you will be paid on the last work day before the regularly scheduled payday.

If you are going to be on vacation on a payday, your paycheck will be available upon your return.

We also offer the option of having your pay directly deposited into your bank account once you provide us with the required authorization. When you select direct deposit, you receive an itemized statement of wages on paydays instead of a paycheck.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **405 Employment Termination**

Effective Date: 03/19/2003

Revision Date: 02/04/2005

Termination of employment is an inevitable part of Human Resources activity within any organization, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will generally schedule an exit interview at the time of employment termination. The exit interview is an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of any outstanding debt to HCHC, or return of HCHC-owned property such as keys, ID cards, etc. It is also a time for you to voice any suggestions, complaints, and questions you may have.

Since employment with HCHC is based on mutual consent, either you or HCHC have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them.

For security purposes, regardless of the type of termination, HCHC will immediately disable access to all electronic systems utilized by HCHC.

This will include, but is not limited to, Lotus Notes, the AS400, SIRSI Library system, all electronic communication devices including facsimiles, internet access, copy machines, computer software, hardware, etc

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **407 Severance Pay**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides severance pay to eligible employees whose employment is terminated for reasons other than misconduct. Misconduct includes behavior that in some way brings harm to Hellenic College, as determined by Hellenic College in its sole discretion.

Employees in the following employment classifications are eligible for severance pay (other than the exclusions described later in this policy):

- \* Regular full-time employees

These are exclusions to this policy. You will not receive severance pay if you were hired as a temporary employee for a specified period of time; if you were offered but refused to accept another suitable position with Hellenic College.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **409 Administrative Pay Corrections**

Effective Date: 03/19/2003

Revision Date:

Hellenic College takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Human Resources Department so that the discrepancy can be corrected as quickly as possible.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **410 Pay Deductions and Setoffs**

Effective Date: 03/19/2003

Revision Date:

Hellenic College is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." Hellenic College contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

Hellenic College offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

We may find it necessary in accordance with law to take "pay setoffs" from your paycheck. Pay setoffs are pay deductions taken by Hellenic College, usually to help pay off a debt or obligation to us or to others.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with your supervisor.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **501 Safety**

Effective Date: 03/19/2003

Revision Date:

To assist in providing a safe and healthful work environment for employees, students, and visitors, Hellenic College has established a workplace safety program. This program is a top priority at Hellenic College. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Hellenic College safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the appropriate supervisor. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **502 Work Schedules**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

Work schedules for employees vary throughout Hellenic College. As a general rule, normal business hours are from 9:00 a.m. to 5:00 p.m. If an employee needs to be off campus during any period of time of their regularly scheduled shift, they must first notify their direct supervisor or the Chief Operating Officer, if their supervisor is not in the office then contact the Human Resources Office. Your supervisor will advise you of your specific work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Work from Home Policy: This policy was rescinded on September 2012. No employee is allowed to work from home at any time.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **504 Use of Phone and Mail Systems**

Effective Date: 03/19/2003

Revision Date:

We may require you to reimburse Hellenic College for charges resulting from personal calls. If you are sent a copy of the telephone calls made from your extension, you should circle your personal calls and send a copy of your bill and your reimbursement to the Finance Office.

It is not acceptable to use Hellenic College postage or metering for your personal mail. The postage is intended only for official business-related mail.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **505 Smoking**

Effective Date: 03/19/2003

Revision Date:

In keeping with Hellenic College's intent to provide a safe and healthful work environment, smoking is prohibited throughout the campus.

This policy applies equally to all employees as well as to our customers and visitors.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **506 Rest and Meal Periods**

Effective Date: 03/19/2003

Revision Date:

If you are a full-time hourly employee, you will be given two 15-minute breaks each workday. Your supervisor will advise you of the break period and schedule. To the extent possible, rest periods will be in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted rest period time.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **507 Overtime**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

There may be times when Hellenic College cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. All hourly employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. When possible, we will try to let you know in advance of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **508 Use of Equipment and Vehicles**

Effective Date: 03/19/2003

Revision Date:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Hellenic College property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **510 Emergency Closings**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

There could times when emergencies, such as severe weather, fires, power failures, or national security emergencies, earthquakes, etc., may disrupt our normal operations. In extreme cases, these circumstances may require that we close the College.

If the emergency condition occurs during nonworking hours, local radio 1030 AM and/or television station Channel 4 WBZ will be asked to announce that we are closed. This announcement will be made by 6:00 a.m.

We will also notify you through our “IRIS” Emergency Response Information System in case of an emergency or for very important announcements.

As we do have students living on campus, essential personnel must report to work regardless of weather conditions. Among these employees would be the Building and Grounds Staff, Cafeteria Staff, etc.

When the College is officially closed due to emergency conditions, the time off from scheduled work will be paid.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **512 Business Travel Expenses**

Effective Date: 03/19/2003

Revision Date:

HCHC will reimburse employees for reasonable and necessary business travel expenses when the travel has been approved in advance by the Chief Operating Officer. Once your travel plans are approved, you are responsible for making your own travel arrangements.

When approved, we will reimburse the reasonable and necessary costs of travel, meals, lodging, and other expenses directly related to accomplishing the objective of your trip. Naturally, we expect you will keep expenses within reasonable limits.

Expenses that generally will be reimbursed include the following:

- \* Airfare or train fare for travel in coach or economy class or the lowest available fare.
- \* Car rental fees, only for compact or mid-sized cars.
- \* Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- \* Taxi fares, only when there is no less expensive alternative.
- \* Mileage costs for use of personal cars, only when less expensive transportation is not available.
- \* Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- \* Cost of meals, no more lavish than would be eaten at the employee's own expense.
- \* Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- \* Charges for telephone calls, fax, and similar services required for business purposes.
- \* Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

In the event that you are involved in an accident while traveling on business, immediately report the incident to your supervisor. And, if you use a vehicle owned, leased, or rented by HCHC, it may not be used for personal reasons unless you have prior approval by the College.

There may be times when you wish to have a family member or friend come with you on a business trip. You may also want to combine a business trip with personal travel. In both cases, you need to get prior approval. Since the purpose of your trip is business,

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **512 Business Travel Expenses (Continued)**

Effective Date: 03/19/2003

Revision Date:

we want to ensure that nothing interferes with achieving that objective. Of course, any expenses related to the non-business portion of the trip or a companion will be your responsibility.

When a business trip is over, submit your completed travel expense report within 30 days accompanied by receipts for all individual expenses.

Your supervisor can give you guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

We consider abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business-related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **516 Computer and Email Usage**

Effective Date: 03/19/2003

Revision Date:

Hellenic College may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that employees comply with this policy, computer and email usage may be monitored.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

Hellenic College purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Hellenic College prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the Computer Services Department or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **517 Internet Usage**

Effective Date: 03/19/2003

Revision Date:

Hellenic College may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. We limit Internet usage to job-related activities only and do not permit personal use.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of Hellenic College. Therefore, Hellenic College reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Hellenic College does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Employees whose Internet usage violates laws or Hellenic College policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **517 Internet Usage (Continued)**

Effective Date: 03/19/2003

Revision Date:

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- \* Sending or posting discriminatory, harassing, or threatening messages or images
- \* Using the organization's time and resources for personal gain
- \* Stealing, using, or disclosing someone else's code or password without authorization
- \* Copying, pirating, or downloading software and electronic files without permission
- \* Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- \* Violating copyright law
- \* Failing to observe licensing agreements
- \* Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- \* Sending or posting messages or material that could damage the organization's image or reputation
- \* Participating in the viewing or exchange of pornography or obscene materials
- \* Sending or posting messages that defame or slander other individuals
- \* Attempting to break into the computer system of another organization or person
- \* Refusing to cooperate with a security investigation
- \* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- \* Jeopardizing the security of the organization's electronic communications systems
- \* Sending or posting messages that disparage another organization's products or services
- \* Passing off personal views as representing those of the organization

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **518 Workplace Monitoring**

Effective Date: 03/19/2003

Revision Date:

Hellenic College may conduct workplace monitoring to help ensure quality control, employee safety and security.

The computer equipment and systems and Internet access that employees may use are always the property of Hellenic College. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

We may conduct video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, detect theft and misconduct, and discourage and prevent acts of harassment and workplace violence.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

# **Hellenic College & Holy Cross School of Theology**

## **Policies & Procedures Manual**

### **522 Workplace Violence Prevention**

Effective Date: 03/19/2003

Revision Date:

Hellenic College is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances from the premises of Hellenic College without proper authorization.

Hellenic College will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor and the Chief Operating Officer. This includes threats by employees as well as threats by students, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical. To maintain workplace safety and the integrity of its investigation, Hellenic College may suspend an employee, either with or without pay, pending investigation.

Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **522 Workplace Violence Prevention (Continued)**

Effective Date: 03/19/2003

Revision Date:

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor and the Chief Operating Officer before the situation escalates into potential violence. Hellenic College is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **526 Cell Phone Usage**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides cellular telephones to some employees as business tools. The phones are provided to assist employees in communicating with management and other employees, and other business-related contacts. Cell phones are intended for business-related calls only and personal calls are not permitted. You should be aware that we might review cell phone invoices. Neglect and abuse of School communication equipment may result in disciplinary action.

While driving, your primary responsibility is driving safely and obeying the rules of the road. For that reason, we prohibit employees from using cell phones to conduct business while they are driving. You should first safely pull off the road and come to a complete stop before you dial or talk on the phone.

If you use a cell phone for business, always remember to apply normal business etiquette by keeping your conversations private and non-disruptive to others.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **601 Medical Leave**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request medical leave:

- \* Regular full-time employees

In order to receive medical leave, you must specifically request it. If you think you will need a medical leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying the need for medical leave and the start and expected end dates. You are responsible for telling us about any subsequent changes to that information. Before you can return to work, we will require verification from a health care provider stating that you are fit to return.

Unpaid medical leaves are normally for the period of the disability, up to a maximum of 6 months subject to the ADA. The six month maximum applies to any combination of both medical leave and family leave during any 12 month period. If the initial period of approved leave proves insufficient, we will also consider a request for extension. Before beginning an unpaid medical leave, you must first use any available accrued paid time off, such as vacation or sick benefits.

If you incur a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Hellenic College will provide health insurance benefits for a maximum of thirty calendar days after a medical leave begins. At that time, you will become responsible for the full cost of those

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **601 Medical Leave (Continued)**

Effective Date: 03/19/2003

Revision Date:

benefits in order for coverage to continue. When you return from medical leave, Hellenic College will resume providing those benefits according to the applicable plans.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during an approved medical leave period.

To help us plan for your return from leave, we request at least two weeks notice before your expected return date. When you return from medical leave, you will be reinstated to your position unless that job is no longer available. If it is not available, you will be placed in an equivalent position for which you are qualified.

If you do not report back to work promptly at the end of a medical leave, we will assume that you have resigned.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **602 Family and Medical Leave**

Effective Date: 03/19/2003

Revision Date:

Hellenic College provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child. FMLA may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave:

- \* Regular full-time employees

If you think you will need a FMLA, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request FMLA due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of twelve weeks of family leave within any 12 month period. The twelve week maximum applies to any combination of both family leave and medical leave during any 12 month period. If the initial period of absence proves insufficient, we will also consider a written request for a single extension of no more than 30 calendar days. You must first use any available accrued paid time off, such as vacation or sick benefits. During such leave, sick leave is generally restricted to medical leave. If your spouse is also employed by Hellenic College, as a couple you may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Hellenic College will continue to provide health insurance benefits for the full period of the approved family leave.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **602 Family and Medical Leave (Continued)**

Effective Date: 03/19/2003

Revision Date:

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during an approved family leave period.

To help us plan for your return from leave, we request at least two weeks notice before your expected return date. When you return from family leave, you will be reinstated to your position unless that job is no longer available. If it is not available, you will be placed in an equivalent position for which you are qualified.

If you do not report back to work promptly at the end of a family leave, we will assume that you have resigned.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **603 Personal Leave**

Effective Date: 03/19/2003

Revision Date:

Hellenic College will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- \* Regular full-time employees

In order for us to give your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than ten (10) calendar days of personal leave every 1 year. We will also consider a written request for a single extension at the discretion of the Chief Operating Officer. With supervisory approval, you may include available accrued paid time off, such as vacation, as part of your personal leave period.

The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, Hellenic College will provide health insurance benefits for the first 30 calendar days after an approved personal leave begins. At that time, you will become responsible for the full cost of those benefits in order for coverage to continue and any administrative fees. When you return from personal leave, Hellenic College will resume providing those benefits according to the applicable plans.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, Hellenic College cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **607 Pregnancy Disability Leave**

Effective Date: 03/19/2003

Revision Date:

For those not eligible under FMLA, Hellenic College provides unpaid pregnancy disability leaves of absence to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

Employees in the following employment classifications are eligible to request pregnancy disability leave:

- \* Regular full-time employees

If you think that you will need a pregnancy disability leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your absence. If the situation prevents giving advance notice, make your request as soon as possible.

We require a physician's statement verifying the need for medical leave and the start and expected end dates. You are responsible for telling us about any subsequent changes to that information. Before you can return to work, we will require verification from a health care provider stating that you are fit to return.

Unpaid pregnancy disabilities are normally for the period of the disability, up to a maximum of 12 weeks within any 12 month period subject to ADA. Before beginning an unpaid leave during the pregnancy disability period, you must first use any available accrued paid time off, such as vacation or sick leave.

Subject to the terms, conditions, and limitations of the applicable plans, Hellenic College will continue to provide health insurance benefits for the full period of the approved pregnancy disability leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will continue during a pregnancy leave during period of paid leave.

To help us plan for your return to work from leave, we request at least two weeks notice before the expected return date. When a pregnancy disability leave ends, you will be reinstated to the same position, unless either your job ceased to exist because of

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **607 Pregnancy Disability Leave (Continued)**

Effective Date: 03/19/2003

Revision Date:

legitimate business reasons or each means of saving your job would substantially undermine our ability to operate Hellenic College safely and efficiently. If the same position is not available, we will offer you a comparable position.

If you do not return to work promptly at the end of the pregnancy disability leave, Hellenic College will assume that you have resigned.

# **Hellenic College & Holy Cross School of Theology**

## **Policies & Procedures Manual**

### **702 Drug and Alcohol Use**

Effective Date: 03/19/2003

Revision Date:

Hellenic College wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a competent manner.

While on Hellenic College premises or while conducting college-related activities off Hellenic College premises, you may not use, possess, distribute, sell alcohol or drugs, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

An employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, subject to disciplinary action. The time off may be granted if the employee agrees to abstain from using the problem substance while in rehabilitation; abides by all Hellenic College policies, rules, and prohibitions relating to conduct in the workplace; and if granting leave will not cause Hellenic College any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Hellenic College of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. (see separate policy for drug free work place acts)

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Department without fear of reprisal.

# **Hellenic College & Holy Cross School of Theology**

## **Policies & Procedures Manual**

### **703 Sexual and Other Unlawful Harassment**

Effective Date: 03/19/2003

Revision Date:

Hellenic College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **703 Sexual and Other Unlawful Harassment (Continued)**

Effective Date: 03/19/2003

Revision Date:

of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. There will be no retaliation for filing a complaint or being a witness.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **704 Attendance and Punctuality**

Effective Date: 03/19/2003

Revision Date:

As an employee of Hellenic College, we expect you to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled, be sure to notify your supervisor and the Human Resources Department no later than 8:00 a.m. so that appropriate arrangements can be made.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

# **Hellenic College & Holy Cross School of Theology**

## **Policies & Procedures Manual**

### **705 Dress Code**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

We want Hellenic College employees to reflect an appropriate image to students and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

During business hours or whenever representing Hellenic College, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with students or visitors.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance.

Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect Hellenic College employees to follow the personal appearance guidelines below:

- \* Canvas or athletic type shoes are not appropriate professional attire.
- \* Tank tops, tube or halter tops, spandex pants, jeans or shorts may not be worn under any circumstances.
- \* Mustaches and beards must be clean, well trimmed, and neat.
- \* Hairstyles are expected to be in good taste.
- \* Offensive body odor and poor personal hygiene is not professionally acceptable.

### **EXCEPTION TO POLICY**

An exception to this policy can be made on a case-by-case basis for employees under the Americans with Disabilities Act or those with a medical condition which requires certain apparel. To receive an exception, employees must provide HR with a request for accommodation from an appropriate healthcare provider.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **706 Return of Property**

Effective Date: 03/19/2003

Revision Date:

As part of your job, you may be issued or given temporary possession of HCHC property, materials or written information.

You are responsible for the control of College property in your possession and expected to return it promptly when requested or if your employment ends. In situations where you do not return College property, we may take steps to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **708 Resignation**

Effective Date: 03/19/2003

Revision Date: 08/30/2013

Resignation is defined as a voluntary act initiated by an employee to terminate employment with Hellenic College. Although there is no requirement that you give advance notice, we request that you give advance notice to help reduce the impact on your co-workers and productivity. For hourly employees, we request a written notice of resignation be submitted at least 2 weeks in advance. For salaried employees, we request a written notice of resignation be submitted at least 4 weeks in advance.

Before an employee leaves, we will schedule an exit interview with the Human Resources Department.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **718 Problem Resolution**

Effective Date: 03/19/2003

Revision Date:

Hellenic College is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from College supervisors and management.

Hellenic College strives to ensure fair and honest treatment of all employees. We expect supervisors, administrators, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with employment policies or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with the College in a reasonable, professional-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the problem to the Chief Operating Officer.
2. The supervisor responds to the problem during discussion or after consulting with the appropriate administrator, when necessary. The supervisor documents the discussion.
3. You present the problem to the Chief Operating Officer if the problem is unresolved.
4. The Chief Operating Officer counsels and advises you, assists in putting the problem in writing, visits with your managers, if necessary, to review the problem.
5. You present the problem to the Chief Operating Officer in writing.
6. The Chief Operating Officer reviews and considers the problem. The Chief Operating

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **718 Problem Resolution**

Effective Date: 03/19/2003

Revision Date:

Officer informs you of the decision and forwards a copy of the written response to the Human Resources Office for your file. The Chief Operating Officer has full authority to make any adjustment deemed appropriate to resolve the problem. The Chief Operating Officer's decision is final. No further appeal options are available.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

# **Hellenic College & Holy Cross School of Theology**

## **Policies & Procedures Manual**

### **722 Workplace Etiquette**

Effective Date: 03/19/2003

Revision Date:

HCHC strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. The College encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. If you have comments, concerns, or suggestions about workplace etiquette, contact the Human Resources Department.

- \* Replace paper in the copy machine and printer paper trays when they are empty.
- \* Retrieve print jobs in a timely manner and be sure to collect all your pages.
- \* Be prompt when using the manual feed on the printer.
- \* Keep the area around the copy machine and printers orderly and picked up.
- \* Be careful not to take or discard others' print jobs or faxes when collecting your own.
- \* Try to minimize unscheduled interruptions of other employees while they are working.
- \* Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- \* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- \* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- \* Try not to block walkways while carrying on conversations.
- \* Refrain from using inappropriate language (swearing) that others may overhear.
- \* Clean up after yourself and do not leave behind waste or discarded papers.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **800 Life-Threatening Illnesses in the Workplace**

Effective Date: 03/19/2003

Revision Date:

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Hellenic College supports these endeavors as long as employees are able to perform the essential functions of the job with or without accommodation.

Medical information on individual employees is treated confidentially. Hellenic College will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

# **Hellenic College & Holy Cross School of Theology**

## **Policies & Procedures Manual**

### **802 Recycling**

Effective Date: 03/19/2003

Revision Date:

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

We have special recycling receptacles set up at Hellenic College to promote the collection of the following recyclable materials:

- \* computer paper
- \* white high grade or bond paper
- \* ledger paper
- \* mixed or colored paper
- \* newspaper
- \* corrugated cardboard
- \* brown paper bags
- \* aluminum
- \* brass
- \* glass
- \* plastics
- \* printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. We encourage you to make a commitment to recycle and be a part of this solution.

Hellenic College encourages reducing and eliminating the use of disposable products whenever possible. The following are some ways that you can help to decrease the consumption of valuable resources:

- \* communication through computer networks with email
- \* posting memos for all employees
- \* two-sided photocopying
- \* minimum packaging

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **802 Recycling (Continued)**

Effective Date: 03/19/2003

Revision Date:

- \* eliminating fax cover sheets
- \* reusing paper clips, folders, and binders
- \* turning off lights when not in use
- \* use e-mail when possible to communicate

When we recycle, we are helping to solve the trash disposal and control problems facing all of us. If you have any questions or new ideas and suggestions for the recycling program, contact the Office of Student Life.

# ***Hellenic College & Holy Cross School of Theology***

## **Policies & Procedures Manual**

### **806 Suggestion Program**

Effective Date: 03/19/2003

Revision Date:

As an employee at Hellenic College, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit the College by solving a problem, reducing costs, improving operations or procedures, enhancing student service, eliminating waste or spoilage, or making the College a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and administration are not appropriate suggestions.

All suggestions must be submitted on a suggestion form and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit your suggestions to the Human Resources Department and, after review, they will be forwarded to the Suggestion Committee. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

If your suggestion is implemented, you will receive special recognition.