

Hellenic College
Holy Cross Greek Orthodox School of Theology
Policies & Procedures Manual



HELLENIC COLLEGE HOLY CROSS EMPLOYEE HANDBOOK

Policies & Procedures



PRESIDENT’S MESSAGE

Welcome to HCHC!

On behalf of your colleagues, I welcome you to Hellenic College Holy Cross (HCHC)-the heart of Orthodox Christian Education and Service. I 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 Policies and Procedures Employee Handbook (“Handbook”) outlines the policies, procedures, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The handbook will answer many questions about employment and policies and procedures with HCHC. Please familiarize yourself with the contents of the handbook as soon as possible.

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

Faithfully,

Demetrios Katos

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 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 canceled. The employment-at-will policy permits you or Hellenic College to end the employment relationship at any time for any or no reason.

The handbook describes important information about Hellenic College. If you have any specific questions, please consult the Human Resources Office or the Vice President for Administrative Affairs, Finance and Operations regarding any questions not answered in the handbook. Only the President and the Vice President for Administration and Finance have the ability to adopt revisions to the policies in this handbook.

This Handbook does not constitute a contract of employment.

STUDENTS 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: 04/22/2019

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 canceled 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 Vice President of Administration and Finance 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:
04/22/2019

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

Revisions Date: 04/22/2019

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, Inc. 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 and Conflict of Interest

Effective Date: 03/19/2003 Revision Date:

03/17/2005

Revised Date 02/15/2018

The reputation of Hellenic College, Inc. (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 Christian Orthodox service organization rooted in the teachings of Jesus Christ. 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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Our Commitment to the School and the Community

Hellenic College Inc.'s distinctive character and its ability to meet its responsibilities to Church and nation depend upon the decisions we make as members of the School community. HCHC Board members, administrators, faculty, classified professionals, managers, supervisors, confidential, and other employees must:

- Strive to follow the Gospel of Jesus Christ.
- Strive to offer the highest quality education, spiritual formation and services, making student learning and student achievement our top priorities.
- Discharge our duties in good faith and in a manner that will advance the School's values and mission, safeguard its human, financial and physical resources, and protect its academic and research reputations;
- Take individual responsibility and be accountable for our own actions;
- Be stewards for the property and resources entrusted to us and protect them against theft or misuse;
- Protect the privacy of students, employees, donors and others who entrust confidential, privileged, or proprietary information to us, and use such information only for the purposes for which access was provided;
- Ensure all documents prepared or used in furtherance of School's operations are accurate and complete;
- Avoid even the appearance of impropriety and exercise care so that our personal relationships and interests do not result in situations that conflict with the School's interest or interfere with our objective judgment;
- Act honestly, fairly, and courteously at all times towards students, parents, advisees, colleagues and members of the greater community;
- Comply with all laws and policies pertaining to our positions and activities
- Promote a culture of equality, inclusiveness and diversity free from unlawful discrimination; and refrain from abusing the authority entrusted to us or harassing others.
- Strive for continuous academic improvement through self-assessment, evaluation, and professional development.
- Create and maintain an environment of trust, compassion and respect.
- Foster an environment of inclusivity, recognizing that everyone provides a unique and valuable perspective.
- Commit to eliminating barriers to student learning and student achievement and to the creation of a fair, just and welcoming campus community.
- Apply professionalism in our interactions with students and each other, by acting fairly and with integrity.
- Build trust by cultivating an open and welcoming environment that fosters collaboration and collegiality.
- Display accountability to one another, individually and collectively, for meeting our professional responsibilities.
- Make decisions based on avoiding conflicts of interest.

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- Conduct all business with honesty and integrity. This duty includes, but is not limited to: adherence to federal and state anti-fraud and referral prohibitions in dealing with vendors and referral sources; adherence to all antitrust laws (such as those governing prices and other sales terms and conditions, improper sharing of competitive information, allocation of territories, and group boycotts); and protecting and preserving the School's property and assets--including proprietary intellectual property, land, buildings, equipment, books, supplies, and funds.

Questions about the application of policies can be directed to the Chief Compliance Officer and Chief Privacy Officer, Fr. Philip Halikias phalikias@hchc.edu. If situations arise where a specific law or School policy does not govern, we should seek guidance from our supervisor, from a School Official who has responsibility for the area in question, or from the Chief Compliance Officer listed above.

Our Commitment to Report Unethical Conduct

We are all responsible for bringing suspected unethical conduct to the attention of University officials when we have a good faith belief that the conduct has occurred. Ethical misconduct means non-compliance with a law, School policy, the Code of Business Ethics, Conduct, and Confidentiality or other standard or requirement applicable to the School.

All inquiries, and all good faith reports of suspected non-compliance regardless of whether they are substantiated and regardless of the method of reporting, can be made free from fear of retaliation.

Matters that must be reported include, but are not limited to:

- Theft, fraud, or other financial irregularity;
- Misuse of School resources;
- Misuse of grant funds;
- Activities undertaken for personal benefit or the benefit of family or friends at the expense of the School (conflicts of interest);
- Unlawful discrimination; or
- Crimes of violence.

Wherever possible, we should report our concerns by talking with our supervisor or a School official who has responsibility for the area of concern, or by contacting the Chief Compliance Officer phalikias@hchc.edu who will respond promptly and confidentially to the extent possible by law.

Note: Conduct and Ethics are the primary principles and standards that guide the individuals in an institution to make decisions and take actions that result in the greatest benefit for all involved, time after time. This Hellenic College, Inc. (HCHC) Code is based on the Gospel of Jesus Christ and the faith of the Holy Orthodox Church. Every member of the HCHC shall, at all times, conduct his or her activities in accordance with the highest professional and community ethical standards according to the Gospel of Jesus Christ and the teachings of the Holy Orthodox Church. The purpose of this HCHC Code is to provide standards that are aligned with the School's Mission and Values. These standards are designed to reinforce the values, identity, and character of the institution, even during times of daunting challenge and constant change. This HCHC Code includes the college's mission and values.

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104a. Conflicts of Interest

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

As an employee of Hellenic College, Inc. 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 senior managers and governance committee members complete a "Conflict of Interest" statement each year. The conflict of interest statement will be sent annually, each year, to applicable staff. Additionally, contract or u1099" consultants may be required to complete such a statement prior to the acceptance of any quote or bid.

Further, all records including the names and personal information of students, staff and faculty shall be kept confidential at all times. At all times confidentiality on student names and records shall be maintained.

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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 Vice President for Administration and Finance 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: 04/22/2019

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: 04/22/2021

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 1-9 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 Office. 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, Inc. 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 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 u1099" consultants may be required to complete such a statement prior to the acceptance of any quote or bid.

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110 Outside Employment

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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: 04/22/2021

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:
04/22/2019

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 a 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: 04/22/2019

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 Office 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:
04/22/2019

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:
04/22/2019

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
Revision Date: 04/22/2019

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.

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210 Job Descriptions

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 Office of Administration and Finance-Human Resources 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 Office of Administration and Finance-Human Resources 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: 04/22/2019

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 may periodically review our salary administration program and restructure it as necessary. An individual's salary is determined by the President, in consultation with the Vice President for Administration and Finance 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:
04/22/2019

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
- Flexible Work Schedule and/or Remote work

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid by Hellenic College. Hellenic College may also decide at some point to pay those employees who choose not to take health insurance, a portion of the cost of the plan.

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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 1st year of eligible service, the employee is entitled to 10 vacation days (80 hours) each year, accrued bi-weekly @ 3.08 hours per pay period

* After 5 years of eligible service the employee is entitled to 15 vacation days (120 hours) each year, accrued bi-weekly @ 4.62 hours per pay period

* After 10 years of eligible service the employee is entitled to 20 vacation days (160 hours) each year, accrued bi-weekly @ 6.15 hours per pay period.

The length of eligible service is calculated on the basis of the employee's "start date." A "benefit year" is defined as a calendar year, January 1st through December 31st 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:
04/22/2019

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.

Employees may roll over up to three weeks of vacation into the next calendar year for unused vacation days. Employees may petition the Office of Administration and Finance-Human Resources for additional days on top of the three weeks. We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits. This roll over may accumulate from year to year. For example, if the employee has 3 weeks vacation and they wish to roll it over, in the following year, they will possess 6 weeks.

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:

03/23/2017

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)
- Presentation of the Lord (February 2)
- First day of Great Lent
- Presidents' Day (third Monday in February)
- Annunciation of the Theotokos/Greek Independence Day (March 25)
- Patriots Day
- Holy Week
- Bright Monday
- Memorial Day (last Monday in May and Friday before Memorial Day)
- Ascension of our Lord
- Juneteenth
- Independence Day (July 4 or observed and if weekdays July 3 and 5)
- Transfiguration (August 6 or observed)
- Dormition of the Blessed Virgin Mary (August 15 or observed)
- Labor Day (first Monday in September)
- Exaltation of the Holy Cross (September 14 or observed)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11 or observance celebrated)
- Thanksgiving Days Wednesday, Thursday and Friday (fourth Thursday in November and the Day before and after Thanksgiving)
- Christmas (December 25)
- Fridays off from June to mid-August (June and August are subject to modification by the President or Vice President for Administration and Finance)
- Administrative Offices closed from December 22 close of business to January 7 (reopen on the 8th)

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:

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.

The Vice President of Administration and Finance, at his sole discretion, may offer a flexible work schedule or remote work to employees. The respective department heads must present in writing a proposed schedule to the VP for Administration and Finance 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: 04/22/2019

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 8 days per year. You will also accrue 4 personal days per year. Sick leave will not be accessible during the first three months of employment. You may accumulate no more than 8 sick days per year and 4 personal days per year. Both types of leaves do not accumulate from year to year. Anyone exceeding their 8 allotted sick days and/or 4 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 (if possible) 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, commissions, bonuses, or shift differentials.

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307 Sick Leave Benefits-Personal Days (Continued)

Effective Date: 3/19/2003 Revision Date:

3/17/2005

Revision Date: 04/22/2019

Unused sick and personal leave benefits will be allowed to accumulate until you have accrued a total of 8 calendar days of sick leave benefits and 4 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 while you are employed but will be upon termination of employment. You will also be paid for personal days upon termination of employment.

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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 non-working hours, we will grant up to 6 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.

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309 Bereavement Leave

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 of the Vice President for Administration and Finance, we grant 4 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 emergency operating needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any vacation or personal time 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 or for a relative.

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311 Flexible Schedule and/or Remote Work

Effective Date: 03/19/2003 Revision Date:
04/22/2019

Hellenic College offers flexible work schedules and/or remote work. This can be determined at hiring. If it occurs after the hiring process, the department manager shall request this option in writing to the Vice President for Administration and Finance for a final decision. Managers must submit this request in writing.

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312 Jury Duty

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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. 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.

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313 Witness Duty

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 to report to work whenever you are not needed in court.

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314 Benefits Continuation (COBRA)

Effective Date: 03/19/2003 Revision Date:
03/2016

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.

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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 Office of Administration and Finance- Human Resources Department for additional information.

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317 Life Insurance

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 Office of Administration and Finance-Human Resources Department for more information.

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318 Short-Term Disability

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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319 Long-Term Disability

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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320 TIAA-CREF Retirement Plan

Effective Date: 03/19/2003 Revision

Date: 08/30/2015

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.

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320 TIAA-CREF Retirement Plan (Continued)

Effective Date: 03/19/2003 Revision Date:
08/30/2015

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.

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321 Parking

Effective Date: 05/18/2005 Revision Date:
04/22/2019

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 Office of Administration and Finance. Please park in the designated staff parking spaces (blue numbered spots.) There is no parking allowed in visitor or handicapped spaces.

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401 Timekeeping

Effective Date: 03/19/2003 Revision Date:
08/30/2015

Normal business hours are 9:00 a.m. to 5:00 p.m. Some departments may have flexible variations to normal work schedules per the direction of the manager and VP for Administration and Finance. 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. Senior Managers can modify work hours and allow a flexible schedule with the permission of the Vice President for Administration and Finance.

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 Office of Administration and Finance-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.

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403 Paydays

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 workday 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.

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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 unless another arrangement has been made by the Vice President for Administration and Finance.

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407 Severance Pay

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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409 Administrative Pay Corrections

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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410 Pay Deductions and Setoffs

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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501 Safety

Effective Date: 03/19/2003 Revision

Date: 04/22/2019

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 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.

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502 Use of Phone, Email and Mail Systems

Effective Date: 03/19/2003 Revision Date:
03/2015

We may require you to reimburse Hellenic College for charges resulting from personal phone 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. Staff and Faculty should use their cell phones for personal use. Additionally, HCHC email is for School use only.

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.

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503 Smoking

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

504 Rest and Meal Periods

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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. If you eat lunch in the cafeteria, there will be no charge for lunch for full-time employees.

505 Overtime

Effective Date: 03/19/2003 Revision Date:
08/30/2013
Revision Date: 04/22/2019

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 and final approval of the Vice President for Administration and Finance. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

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506 Use of Equipment and Vehicles

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

HCHC may require employees and student workers to produce driving records before being allowed to drive school vehicles.

507 Emergency Closings

Effective Date: 03/19/2003 Revision Date:
08/30/2013
Revision Date: 04/22/2019

There could be 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 non working hours, you will be notified by 6:00 a.m. the latest of that day. We will notify you through our Emergency Response Information or for very important announcements.

As we do have students living on campus, only 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.

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508 Business Travel Expenses

Effective Date: 03/19/2003 Revision Date:
04/22/2019

HCHC will reimburse employees for reasonable and necessary business travel expenses when the travel has been approved in advance by the Vice President for Administration. 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 midsize 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 a % of the total cost of a meal or a % 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, 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. Please refer to the travel policy for full details.

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509 Computer and Email Usage

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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510 Internet Usage

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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. 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

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- 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

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511 Workplace Violence Prevention

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 Vice President for Administration and Finance. 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. If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor and the Vice President for Administration and Finance 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.

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601 Medical Leave

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 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.

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601 Medical Leave {Continued}

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.

602 Family and Medical Leave

Effective Date: 03/19/2003 Revision Date:
04/22/2019

Hellenic College, Inc. provides unpaid family leaves of absence to eligible employees under the Family Medical Leave Act (“FMLA”) who need to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child within one year of the child’s birth or placement. FMLA may also be requested to care for an employee’s own serious health condition that prevents the employee from performing the essential functions of his or her job or to care for a child, spouse, or parent with a serious health condition. Leave under the FMLA may also be provided to employees who need to take leave for “any qualifying exigency” related to the foreign deployment of a military member who is the spouse, child, or parent of the employee.

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 or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. An employee’s own serious health condition includes incapacity due to pregnancy, prenatal medical care, or childbirth.

A “qualifying exigency” includes: (1) short notice deployment (limited to seven calendar days from date notified of deployment); (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation (limited to fifteen days of FMLA leave); (7) post- deployment activities; (8) additional activities, only as mutually agreed to by employee and the College and (9) parental care.

Employees who have been employed by Hellenic College for at least 12 months and have worked at least 1,250 hours in the 12-month period immediately preceding the commencement of leave are eligible for unpaid job protected leave under the FMLA.

If you think you will need FMLA leave, you must provide human resources with your request at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. Where 30 days advance notice is not possible, employees must provide as much notice as is practicable and generally must comply with Hellenic College’s normal call-in procedures for an

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absence or tardiness. An employee's failure to comply with the College's FMLA leave procedures can be grounds for delaying or denying an employee's request for FMLA-qualifying leave

If you request FMLA due to your own serious health condition or 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 leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 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. An eligible employee who is a covered service member's spouse, child, parent or next of kin may take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness. Employees may be required to provide a certification or periodic recertification supporting the need for leave. If it is determined that the certification is incomplete, written notice will be provided indicating what additional information is required. FMLA leave may be taken in one block of 12 weeks, or, when it is medically necessary or otherwise permitted, FMLA leave may also be taken intermittently, in increments of at least one (1) hour, or on a reduced schedule. Employees needing intermittent leave for planned medical treatment must make reasonable efforts to schedule the leave so as to not unduly disrupt Hellenic College's operations.

You will be restored to the same or equivalent position after an FMLA leave, except in certain cases where the person has been designated as a "key employee" or where employment would not have continued had the employee not been on leave.

When returning from FMLA leave for your own serious health condition, the College may request the employee provide a "fitness for duty" note from your attending medical provider before being restored to the same or equivalent position.

If your spouse is also employed by Hellenic College, as a couple you are 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 the same health insurance benefits for the full period of the approved family leave as if actively employed. FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

An employee may file a complaint with the US Department of Labor or may bring a private lawsuit against an employer. (DOL contact information is: 1-866-487-9243; TTY 1-877-889- 5627; www.wagehour.dol.gov). FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Please refer to the State and Federal Labor Law for further details.

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602 Family and Medical Leave (Continued)

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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603 Personal Leave

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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. With supervisory approval and the final approval of the Vice President for Administration and Finance, 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 60 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.

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607 Pregnancy Disability Leave

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 the 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

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607 Pregnancy Disability Leave (Continued)

Effective Date: 03/19/2003 Revision Date:
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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.

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702 Drug and Alcohol Use

Effective Date: 03/19/2003 Revision

Date: 04/22/2019

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 workplace 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.

702a Drug and Alcohol Use off campus with students

Employees are at no time permitted to go drinking, or use recreational drugs e.g marijuana, with students on or off campus. This is grounds for termination.

703 Sexual and Other Unlawful Harassment

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 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.

703 Sexual and Other Unlawful Harassment (Continued)

Effective Date: 03/19/2003

Revision Date: 04/22/2019

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.

704 Prohibition on Relations with Students or Subordinates

Effective Date: April 23, 2019

The Hellenic College, Inc. seeks to maintain a professional and ethical educational environment. Actions of faculty members (including adjunct faculty), professional staff members, staff members and academic administrators that are unprofessional are inconsistent with the College's educational mission. It is essential that those in a position of authority not abuse the power with which they are entrusted. Employees should be aware that consensual dating or sexual relationships may result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists between the individuals in the relationship.

A consensual dating or sexual relationship between a staff employee, a member of the faculty (including adjunct faculty) and a student, or an employee that the staff/faculty directly supervises, is prohibited when the staff/faculty has any current or foreseeable professional responsibility for the student or the employee. The prohibition on consensual relations also applies to graduate students when serving as instructors. Voluntary consent by the student/employee in such a relationship is suspect, given the fundamental nature of such a relationship. Moreover, others in the work or learning environment may be affected by such behavior. Therefore, it is deemed unprofessional and a violation of School policy for any member of the faculty or staff to engage in a dating or sexual relationship, whether or not consented to, with a student or employee whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way, now or in the foreseeable future. A violation of this prohibition may result in disciplinary action including dismissal for unprofessional conduct, following the appropriate employment procedures.

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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.

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706 Return of Property

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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.

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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.

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718 Problem Resolution

Effective Date: 03/19/2003 Revision Date:
04/22/2019

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 Vice President for Administration and Finance (VPAF).
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 VPAF if the problem is unresolved.
4. The VPAF 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 VPAF in writing.
6. The VPAF reviews and considers the problem.
7. The VPAF Officer informs you of the decision and forwards a copy of the written response to the Human Resources Office for your file. The VPAF has full authority to make any adjustment deemed appropriate to resolve the problem. The VPAF's decision is final. No further appeal options are available.

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718 Problem Resolution

Effective Date: 03/19/2003 Revision

Date:04/22/2019

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.

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722 Workplace Etiquette

Effective Date: 03/19/2003 Revision

Date: 04/22/2019

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.

- Always act with compassion and respect and follow the example of Our Lord Jesus Christ in all actions.
- 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.

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800 Life-Threatening Illnesses in the Workplace

Effective Date: 03/19/2003 Revision

Date:04/22/2019

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. Hellenic College will make reasonable accommodations to assist the employee to perform his/her job.

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.

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802 Recycling

Effective Date: 03/19/2003 Revision

Date:04/22/2019

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

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802 Recycling (Continued)

Effective Date: 03/19/2003 Revision Date:
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- eliminating fax cover sheets
- reusing paper clips, folders, and binders
- turning off lights when not in use
- use email 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.

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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 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 Office of Administration and Finance-Human Resources and, after review, you will be notified of the adoption or rejection of your suggestion.

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

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806 Suggestion Program

Effective Date: 03/19/2003 Revision Date:

As an employee at Hellenic College, you have free parking on campus for one vehicle. The School may charge you for more than one car. The fee will be determined by the Vice President for Administration and Finance.

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901 Grievance Procedures Policy

Effective Date: 03/19/2003

Revision Date: 04/22/2019

Grievance Procedures Policy

Policy Statement: Hellenic College, Inc. (the College) provides each employee with a process for resolving a work-related complaint. To ensure this occurs, the College has established this grievance procedure for disputes between the College and non-faculty employees over work-related issues.

Faculty members not otherwise covered under the Faculty Grievance Procedure may also use this procedure.

Procedures:

Step 1. In most cases, the employee should first attempt to resolve the difficulty informally by discussing it with the immediate supervisor. If the matter is not informally resolved to the employee's satisfaction, a description of the problem should be submitted in writing to the immediate supervisor. The written complaint should include an explanation of the problem, a listing of all facts related to it, a summary of any action or attempted resolution undertaken by the employee, and a description of the desired resolution. The written complaint should be presented to the immediate supervisor with a copy to the Vice President for Administration and Finance within ten (10) working days since the last occurrence of the problem. The supervisor or his/her designee should respond orally or in writing within five (5) working days, unless more time is needed.

Step 2. If the matter is not resolved to the employee's satisfaction at step 1, or the employee believes it is inappropriate to raise the issue with the immediate supervisor, the employee may present the grievance in writing to the Vice President of Administration and Finance (Human Resources) within ten (10) working days after the receipt of the response from the immediate supervisor or his/her designee or the last occurrence of the problem, if step 1 was skipped. The Human Resources or his/her designee may make inquiries as necessary to obtain a full understanding of the facts. The Human Resources or his/her designee should respond in writing to the employee within five (5) working days after notification by the employee of his/her desire to proceed to step 2 unless more time is needed. In some cases, it may be necessary to extend the time frame in which the Human Resources or his/her designee may respond in order to thoroughly investigate the facts pertaining to the grievance. In such a case, the employee should be notified of this need for extension in writing.

Discrimination and Harassment Appeal Process: If charges of discrimination and harassment are not resolved, step 3 of this grievance procedure serves as an appeal process for staff members. Employees shall not be discriminated against or disciplined because they have availed themselves of this procedure.

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Step 3. If the matter is not resolved to the employee's satisfaction at step 2, the employee may take the matter to the third and final step. The employee may notify the President in writing of his/her intention to proceed to step 3 of the grievance process within five (5) working days after the receipt of the step 2 determination from the Human Resources or his/her designee or an adverse determination of a discrimination or harassment complaint. The Human Resources should receive a copy of such notification. The Human Resources will provide the President with a copy of the employee's written grievance and a statement regarding the Human Resources' efforts to resolve the grievance at step 2, or the record of the discrimination or harassment investigation and determination. The President or his/her designee may make inquiries as necessary to obtain a full understanding of the facts surrounding the grievance. The President or his/her designee should give a written decision within fifteen (15) working days following notification to proceed to step 3 unless more time is needed. This decision shall be final and binding on all parties.

In some cases, it may be necessary to extend the time frame in which the President or his/her designee may reply in order to thoroughly investigate the facts pertaining to the grievance. In such a case, the employee should be notified in writing of the extension.

If the employee fails to initiate the grievance procedure or advance the matter through the steps within the specified time limits, s/he generally forfeits the grievance and the determination of the matter by the College is final.

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902 Background Investigation

Effective Date: 03/19/2003 Revision Date:
04/22/2019

Hellenic College, Inc. is committed to preserving the safety of the campus community and the integrity of the institution by taking appropriate steps to protect its people, property and other assets. To that end, the School will perform background investigations as part of its hiring processes for all full-time and part-time Employees. Note, however, that background checks must be conducted if required by a contract or affiliation agreement, or by other School policies.

As the federal Fair Credit Reporting Act provides consumer protections in certain instances, a background check only will be undertaken after a conditional offer of employment is made to the applicant.

A criminal history check in the individual's prior countries of residence will be conducted only if the individual's visa and/or authorization to work in the United States was issued before implementation of the PATRIOT Act on October 24, 2001. The School will not require that a criminal history check be conducted in the individual's prior countries of residence if the visa or authorization to work was issued or renewed under the provisions of the PATRIOT Act.

Background investigations will be performed on current employees where needed as part of an investigation into an incident or allegation, where safety or security is a concern, or when a current employee applies for a new position.

Definitions

A. Background Investigation means to check the criminal or other histories of an applicant to a designated position. It can include, but is not limited to the following: educational record verification, license verification, employment history verification, professional references, driving record check, social security number tracer, credit history as necessary and allowed under law, sex and violent offender registry check, and checks for misdemeanor or felony convictions. Driving records per se will only be checked if driving is required as a job function.

B. Employees include full-time and part-time faculty and staff, including lecturers, researchers, and those in coordinator or director positions. Employees for purposes of this policy includes priests or other non-student individuals living on campus (e.g. spouses of staff living on campus). Full-time students who are temporary part-time employees ordinarily will not be subject to a background investigation.

Coordination of Background Investigations

A. Authority for Background Investigations

The Office of Human Resources coordinates background investigations for applicants who have received a conditional offer of employment, and for other limited situations where a background investigation is necessary for safety or security. All background investigations must be coordinated through the Office of Human Resources.

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The type of background investigation that will be performed is based on the requirements of the position/situation, and will be at the discretion of the Human Resources Office in consultation with the Vice President for Administration and Finance.

Negative background investigation results are not an automatic bar to employment at the School. Background investigation results will be used only to determine the qualifications and suitability for employment in the specific position or situation, and will not be used to discriminate on any basis protected by applicable law. An offer of employment may only be withdrawn if there is a legitimate business reason for doing so, and after consideration of the factors listed in

B. Notification and Authorization from Applicants

Those applicants who have received a conditional offer of employment will be informed of the School's intent to obtain a background investigation. The School has partnered with a third party vendor to process all background investigations. Prior to any background investigation being performed, a disclosure form will be provided to the applicant and consent obtained directly from the third party vendor.

In the event of unsatisfactory background investigation results, the applicant will receive a pre-adverse action letter notifying them of any negative information (including a copy of the report) and notification of the applicant's rights, which includes an opportunity to respond.

If the School decides not to hire an applicant with negative background investigation results, then the applicant will be sent a final letter advising that they will not be given further consideration for employment, and a Fair Credit Reporting Act summary of rights with the required information will be sent to the applicant.

C. Time Frame for Performing Background Investigations

Background investigations will be conducted after a conditional offer of employment and before the employee begins work for the School. In those cases where necessity demands employment prior to the time frame in which the background investigation can be obtained, continued employment remains contingent on background investigation findings that are satisfactory to the School.

D. Disposition and Retention of Background Investigation Documents

Documents with results of background investigation findings will not be stored or maintained by the School unless there is a legal reason for doing so. Any stored documentation will either be encrypted or printed out and kept in a locked file in the Office of Human Resources.

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903 Privacy and Information Security and Assurance Policy

Effective Date: 03/19/2003 Revision Date:

04/22/2019

The School will not share, sell, rent, trade, or authorize any third party to use your email for the purpose of commercial gain without your permission.

The School, like most Internet service providers, may track browsing patterns to increase understanding of how the sites are used. Generic information may be collected through the use of cookies or similar methods. User information may be shared with third-party partners to the extent necessary to provide and improve web services or for other communication purposes with users.

Nothing in this or any other School policy limits the ability to satisfy applicable law, regulation, legal process, or governmental request; detect, prevent, or otherwise address fraud; security or technical issues; or to protect the rights, property, or safety of users or others.

I. Policy Statement

The School is entrusted with a great deal of information from students, employees, business partners, the government, and other sources. That information is critical to the School's teaching, learning and research mission, and to the administrative functions that support that mission. The loss or misuse of information can cause substantial injury to the School, its constituents and/or affiliates in terms of financial loss, reputational damage, operational capability, and/or significant embarrassment.

All members of the School community are responsible for protecting the security, confidentiality, integrity and availability of information entrusted to them, and for taking affirmative steps to prevent its unauthorized disclosure or loss. This policy sets forth the security requirements that all members of the School community must follow to meet that responsibility.

This policy applies to all School activities, whether on campus or off, and to all information regardless of the medium in which it is stored (paper, electronic, etc.) or shared (electronically, verbally, visually, etc.). This policy applies to all staff, faculty and students, and anyone accessing School Systems (defined below) or information contained on those systems, such as visitors, vendors, and contractors. Violations of this policy may result in disciplinary action up to and including separation from the School.

II. Definitions

Information generated, collected by, or entrusted to the School is classified as follows:

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A. Confidential Information

Confidential Information means data that is protected by federal, state or local law or contractual obligation, or that is specifically designated as confidential by the School. Information also is considered confidential if its loss, misuse or unauthorized disclosure or alteration might cause substantial injury to the School, its constituents and/or affiliates in terms of financial loss, reputational damage, operational capability, and/or significant embarrassment. Examples of Confidential Information include, but are not limited to:

- Student education records (e.g., grades, biographical information, class rosters)
- Social Security Numbers and related data
- Medical records
- Payroll records
- Personnel (employment) records
- Bank account, credit/debit card or other financial information

The highest levels of security must be applied to restrict access to confidential information to authorized individuals, and to protect against its unauthorized use, disclosure or modification.

B. Internal Use Only Information

Internal Use Only Information is the School's default classification, and refers to all institutional data that is not classified as either "Confidential" or "Public." Information is considered Internal Use if its loss, misuse or unauthorized disclosure or alteration might cause moderate injury to the School, its constituents and/or affiliates. Examples include, but are not limited to:

- Internal directories
- Non-public meeting minutes or memoranda
- Contracts
- Information about financial transactions
- Drafts of official documents

A reasonable level of security must be applied to limit access to Internal Use Only Information, and to prevent its unauthorized use, disclosure, or modification.

C. Public Information

Public Information means data that is open to the School community, external entities, and the general public. Examples of Public Information include, but are not limited to:

- Press releases
- The School website
- Publicly-posted schedules or calendars
- Publicly-posted or published newsletters or magazines

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A reasonable level of security must be applied to protect Public Information against unauthorized modification.

A. Custodian

Custodian means any individual who has been approved to execute a Legitimate Business Function which requires the provision of access to Restricted School Information, or who uses that information in support of a Legitimate Business Function.

B. Data Steward

Data Steward means a School official at the rank of Vice President of Administration and Finance with enterprise responsibility over Restricted School Information.

C. Legitimate Business Function

Legitimate Business Function refers to the business justification, as approved by an appropriate supervisor, for which access to Restricted School Information is approved.

D. Mobile Device

Mobile Device means an electronic device, without regard to ownership, that is easily transportable and capable of accessing, storing, or transmitting information. Mobile devices include, but are not limited to: laptop computers; tablets; netbooks; cell phones; Smartphones (e.g., iPhones, Galaxy); flash or "thumb" drives; magnetic tape; discs; and external hard drives.

E. Restricted School Information

Restricted School Information means any information which is classified by the School as either Confidential or Internal Use Only (see the definitions above).

F. School Systems

School Systems include School-owned or controlled computing devices, data networks, software, databases, services, and facilities. Examples of School Systems include but are not limited to shared computer drives, network file shares, networkable copiers, School-provided wireless networks (WiFi), and School-provided programs or software such as Microsoft Word, Outlook, Google, Gmail or any other system used.

III. Reasonable Expectation of Privacy

Generally, users of School Systems (defined above) may expect that their personal communications, activities and information will not be monitored or examined by the School. Exceptions are noted in the Technology Use Policy. Exceptions also may occur when necessary, in order to maintain quality of service; investigate a potential breach of security or violation of law or School policy; when required by law; upon departure from the School or in the event of unplanned leave of absence; at the user's explicit request; or in emergency situations.

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IV. System Access Requirements

Limiting access to School Systems can prevent unauthorized access to those systems and the information they contain. The School therefore provides limited access to those systems based upon a demonstrated business need. Access to School Systems requires the following:

- A. An authorized relationship with the School (i.e., staff, faculty, students, and in limited circumstances vendors or contractors);
- B. A Legitimate Business Function as certified in writing by the individual's direct supervisor;
- C. A completed system access agreement;
- D. Approval for access to information domains by the relevant Data Steward; and
- E. Use of a unique username and password by each individual who is granted system access (group access and shared credentials may be permitted on an exceptional basis with the approval of the VP Admin.)
See **Information Security Requirements**, below, for required steps for protecting credentials.

Access is conditioned upon the user's agreement to abide by the foregoing requirements and all applicable School policies.

V. Responsibilities

All members of the School community share the responsibility for safeguarding School information. The following individuals/offices have a heightened expectation as outlined below:

- A. **Custodian:** Responsible for the security of Restricted School Information to which they have been granted access, in whatever format (e.g., electronic, paper, verbal).
- B. **Data Steward:** Responsible for the decision to authorize, or not, access to Restricted School Information for which they are the primary School executive in charge of that functional area.
- C. **Technology Services IT Security Office:** Responsible for the implementation of functional controls which support the restriction of access to Restricted School Information to individuals with a Legitimate Business Function that has been appropriately approved for such access.
- D. **Unit/Division Head:** Responsible for ensuring that Restricted School Information is appropriately handled, stored and destroyed in accordance with applicable School policy.

VI. Information Security Practices

All members of the School community, and anyone accessing School Systems, are responsible for adhering to the School information security requirements, including but not limited to the following:

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A. Protect System and Network Access

1. Know and follow the requirements in the School's Technology Use Policy
2. Do not use School systems in a way that negatively impacts the functioning or availability of those systems.
3. Treat credentials for access to School systems (e.g. usernames and passwords) as confidential. Such credentials are non-transferable and should never be shared, *even with School personnel from Technology Services*.
4. Use strong passwords to access School systems and to secure personal computers.
5. Do not write down passwords where they are easily accessible to others.
6. Do not save passwords in School web browsers or send via email.
7. Do not attempt to access School systems unless authorization has been provided (see **System Access Requirements**, above).
8. Log out from the School system when you are finished working, or if you will be away from your computer for more than a few minutes.
9. Maintain up-to-date anti-virus software and system patches on all computers. When prompted to update such software or patches do so as soon as possible.
10. Do not download or install computer programs or software onto School. Systems without prior approval from Technology Services (TS).
11. Access School systems and Restricted School Information only on School provided or specifically approved hardware.

B. Protect the Confidentiality of Information

1. Do not share information collected for a specific purpose with those outside the School community without notification and consent.
2. Do not access or use Restricted School Information other than for a Legitimate Business Function.
3. Do not share Restricted School Information with those who do not have a Legitimate Business Function which requires knowledge of that information.
4. Fax confidential data only after confirming that the receiving fax machine is located in a secure area accessed only by those with a legitimate need to see the information being transmitted.
5. Do not leave paper documents containing Restricted School Information where they are accessible to those who do not have a legitimate need to know that information. Secure all such documents in a locked suite, office, desk, or file cabinet.
6. Store Confidential Information only on an appropriately encrypted medium. Contact Technology Services) to have the necessary encryption technology installed on your departmental server and computers.

C. Protect the Integrity of Information

1. Do not modify School information for purposes other than a Legitimate Business Function.
2. Do not use School information for personal use or benefit (see the School's Conflict of Interest Policy).
3. Protect the intellectual property of others (see the School's Copyright Policy).

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D. Take Care with email

1. Do not use personal email for work purposes.
2. Do not download email attachments from unknown senders.
3. Do not email Confidential Information to non-School addresses unless the file is appropriately encrypted or pursuant to departmental procedures regarding transmission of such Confidential Information
4. If using a mobile device, follow the **Additional Requirements for Mobile Devices, below.**

E. Dispose of Information and Equipment Properly

1. Dispose of all School computer equipment and Mobile Devices (defined above) only in accordance with the information technology office. Such equipment not only contains hazardous materials, but may contain Restricted School Information that must be removed. In addition, employees may contact Technology Services for assistance disposing of personal computers or Mobile Devices that were used for School business.
2. Shred all written documents that contain Restricted School Information when they are no longer required.
3. If you are unsure whether you are authorized to access, share, or transmit confidential information, or have other questions about protecting that information, contact Technology Services or Chief Compliance Officer for guidance.

F. Additional Requirements for Mobile Devices

Mobile Devices (defined above) pose an increased security risk due to their portability. Employees must take extra care to secure such devices, particularly when traveling. Take the following steps in order to minimize the risk of theft or loss of data:

1. Data storage on Mobile Devices must be encrypted, and the device protected by a password. Contact Technology Services for information and assistance with encrypting such devices.
2. Do not access, store or transmit proprietary, sensitive or confidential information via such devices without prior approval.

VI. Report Potential Information Security Breaches

Immediately report potential information security breaches, or evidence of potential illegal activity, to Technology Services, and to your immediate supervisor. Do not take steps to investigate a potential security incident unless you are also on the Technology Services Incident Response Team.

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904 Copyright Policy

Effective Date: 03/19/2003 Revision Date:
04/22/2019

I. Policy Statement

The federal Copyright Law (Title 17, United States Code, Section 101 and following) requires all members of the School community, including faculty, academic appointees, staff, students, and volunteers to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights.

II. Requirements

Faculty members, staff and other employees who willfully disregard the School Copyright Policy place themselves individually at risk of legal action. In such cases, the School may refuse to defend the employee named in the court suit and in these suits personal liability may be incurred by the employee.

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905 Technology Use Policy

Effective Date: 03/19/2003 Revision Date:
04/22/2019

I. Policy Statement

The HCHC requires that all users of its Technology Resources do so in a responsible manner in accordance with standards of normal academic and professional ethics, School codes of conduct and policies, and all applicable laws and regulations.

This policy sets forth the School's ownership and monitoring of its Technology Resources, as well as the requirements for obtaining access to, and proper usage of those resources by Authorized Users. Violations of this policy may result in disciplinary action up to and including separation from the University, and may result in legal action.

II. Definitions

- A. **Authorized Users:** Authorized Users are current students, faculty, staff and invited guests of the School.

- B. **Technology Resources:** All computers or devices owned, operated or contracted by the School, including hardware, software, data, communication networks associated with these systems, and all allied services. The systems range from multi-user systems, desktop computers, tablets and phones, whether free standing or connected to networks. School provided email accounts are Technology Resources for the purposes of this policy.

III. School Ownership and Monitoring

A. School Ownership of and Access to Electronic Resources

Technology Resources are the property of the School. The School's ownership of a file, record, data or a message does not transfer ownership to the School of any intellectual property therein. Incidental personal uses are permitted as provided in this policy and are included in the definition of Technology Resources for the purposes of School access and use. Records of electronic communications pertaining to the business of the School are considered Technology Resources.

The Vice President of Administration and Finance may grant access to the account of an Authorized User to other School employees or designated individuals when specifically authorized in writing, as long as the request includes the following:

1. *What access/user account is being requested?*
2. *Why is this being requested? and*
3. *Who is going to access this information and for what duration.*

The School President, or Vice President for Administration and Finance also may provide written authorization to grant access following the procedure set forth herein.

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B. School Monitoring

1. The school may monitor the activity and accounts of users of Technology Resources, with or without notice, when:
2. The user has voluntarily made them accessible to the public, as by posting to a blog or a web page;
3. It is necessary to protect the integrity, security, or functionality of School or other computing resources, or to protect the School from liability;
4. There is reasonable cause to believe that the user has violated, or is violating, this Technology Use Policy, other applicable School guidelines or policies, or applicable laws or regulations;
5. An account appears to be engaged in unusual or excessive activity, as indicated by the monitoring of general activity and usage patterns; or
6. It is otherwise required or permitted by law.

Any such monitoring, other than of information made available voluntarily, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Administration and Finance.

The School, in its discretion, may also disclose the results of such monitoring, including the contents and records of individual communications, to appropriate School personnel or law enforcement agencies, and may use those results in appropriate School disciplinary proceedings.

Under certain circumstances, the School may access and modify the contents of an email account. In cases concerning the health, safety or welfare of the University community, as determined by senior School officials, the School may authorize accessing or modifying an employee's email account. In cases where personally-identifiable information may have been inappropriately disclosed, School officials may authorize modification of the email accounts of both senders and recipients.

IV. Requirements for Authorized Users

A. Authorized Use of Accounts and Access Required

Only Authorized Users may use School Technology Resources.

Authorized Users of Technology Resources may be assigned one or more accounts with appropriate access restrictions. Individuals may only use Technology Resources to which they have been given access through an established School process.

Individual users may not seek to change the permission associated with otherwise authorized accounts other than through approved processes by Technology Services. Authorized Users should use only those technology resources that they have been authorized to use, and only in the manner and to the extent so authorized. Users are responsible for any and all activity conducted with their login credentials.

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B. Interference Prohibited

Users of School Technology Resources shall not cause or attempt to cause, either directly or indirectly, excessive strain on any computing component or significant degradation of other users' ability on any School system, service or network resource.

Users of School Technology Resources shall not post unsolicited electronic mail to lists of individuals who have not requested membership in such a list outside of a legitimate business purpose of the School. Nor shall users post obscene, harassing or otherwise inappropriate messages.

The School may take action to protect users from sending and/or receiving certain or all messages if they have a reasonable belief that such messages are the result of, or are causing, unauthorized interference with School Technology Resources or School operations.

C. Protection of Privacy and Information Security

Users of School Technology Resources must respect the privacy of others, and must protect the security, confidentiality, integrity and availability of information entrusted to them. Users must not inspect, disclose, access, modify, render inaccessible or delete School data unless specifically authorized to do so.

D. Protection of Copyrighted Material and Intellectual Property

Users of School Technology Resources may only use legally-obtained, licensed tools and materials in compliance with all copyright and/or intellectual property laws or regulations, as well as the School's Copyright Policy.

E. Limitation on Use

Technology Resources may be used for limited personal purposes if such personal use does not:

- Directly or indirectly interfere with the School operation of computing facilities;
- Obligate the School in any business transaction or effort for any reason;
- Burden the School with noticeable incremental cost;
- Interfere with the computer user's employment or other obligations to the School; or
- Violate other School policies, or applicable laws or regulations.

F. Use of Resources Provided

All work activities should be accomplished using only School-provided applications (e.g.: School email, file sharing programs, calendaring software, and tools). The only exception is for sponsored research projects where the terms of the grant, contract, or award require use of other resources.