



Dear Saint Elizabeth University Employees:

Attached is Saint Elizabeth University's Employee Handbook. It is required reading for all employees, so that you will be effective in applying the University's policies, procedures and benefits. Please use this Handbook and the information it provides to assist you in making sound choices and decisions in your everyday activities in support of the University, yourself and your family.

The policies and procedures contained in this Employee Handbook apply to all employees, including faculty, administrators and staff. It should be noted, however, that there are certain circumstances involving instructional faculty where policies contained in the Faculty Handbook (a separate document) take precedence. An example would be the specific hiring procedures and credential qualifications involving faculty. The University reserves the right to modify, amend, or alter the policies and benefits contained in this Handbook at any time and, although the University intends to comply with these policies, this Handbook does not create a contractual relationship between you and the University.

The Employee Handbook and any future revisions are accessible through the University's Google Sites under the Human Resources section. Changes to the policy, should they occur, will also be communicated to each of you by email notification. It is your individual responsibility to familiarize yourself with this Handbook to assure you are always aware of current University policy.

After reading this Handbook, please sign the following Acknowledgement Form and return it to the Office of Human Resources within 15 days from the date of this letter.

Employee Handbook Acknowledgement Form

I acknowledge that I have received a copy of the Saint Elizabeth University Employee Handbook, which provides policies, procedures, guidelines and programs affecting my employment with the University.

I understand this Handbook is not a legal document and does not create a contractual relationship between the University and me. I understand that Saint Elizabeth University can, at its sole discretion, modify, eliminate, revise, or deviate from the policies, guidelines, and benefits contained in this Handbook as circumstances or situations warrant.

I accept my personal responsibility for familiarizing myself with the information in this Handbook and will seek verification or clarification of its terms or guidance when necessary.

I agree to consult with my supervisor, departmental chair or the Office of Human Resources if I have any questions that are not covered or answered in this Handbook.

Changes to policies and procedures contained in this Handbook will be posted on the University's Google Sites under the Human Resource section I accept responsibility to read and adhere to all policy or procedure changes that are posted to the website.

(Print name)

(Signature)

(Date)

This Employee Handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. This Handbook is not intended to alter the employment relationship between the employee and the Saint Elizabeth University in any way. This Handbook is applicable to all full and part-time faculty and staff, as appropriate. In certain circumstances involving instructional faculty, the Faculty Handbook will take precedence. The University reserves the right to update, change, or alter the material in this publication at any time. Changes will be made periodically by written notice. It is the sole responsibility of the employee to read and understand all such notices.

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INTRODUCTION

This Employee Handbook was written to answer some of the questions you may have about the University and its policies. You should read it thoroughly and retain it for future reference.

The policies and procedures contained in this Handbook, along with all other policies, procedures, benefits, and other programs of the University are subject to change. The University reserves the right to change any existing policy, procedure, or employee benefit described in this Handbook at any time.

These policies apply to all employees, including faculty. It should be noted, however, that there are certain circumstances involving faculty where policies contained in the Faculty Handbook (a separate document) take precedence. An example would be the specific hiring procedures and credential qualifications involving faculty.

If you have questions regarding any policy or procedure, please ask your departmental chair/supervisor or call the Office of Human Resources for assistance. We wish you the very best of success in your position with the University, and hope that your relationship with Saint Elizabeth University will be a rewarding experience.

This Employee Handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. This Handbook is not intended to alter the employment relationship between the employee and the Saint Elizabeth University in any way. This Handbook is applicable to all full and part-time faculty and staff, as appropriate. The University reserves the right to update, change, or alter the material in this publication at any time. Changes will be made periodically by written notice. It is the sole responsibility of the employee to read and understand all such notices.

MISSION STATEMENT

The mission of Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.

Through the vision and values of Elizabeth Ann Seton, Vincent de Paul and Louise de Marillac and rooted in Gospel values and in Catholic Social Teaching, Saint Elizabeth University affirms its solidarity with the poor and its commitment in service to the community.

VISION STATEMENT

Saint Elizabeth University will be nationally recognized for educating individuals whose education focused on engaged learning for leadership in service to others.

CORE VALUES

Saint Elizabeth University as an engaged institution of higher education, driven by mission and informed by our Catholic and Sisters of Charity traditions, seeks to live the following core values to achieve our mission, vision and strategic goals

INTEGRITY

As a community we are called to unite in honesty, trust and mutual respect and be transparent in our choices.

SOCIAL RESPONSIBILITY

As a community we are required to support the just and ethical well-being of individuals and communities to promote justice, diversity, and sustainability.

LEADERSHIP

As a community we are inspired and empowered to move beyond our own boundaries to be accountable, to innovate and to transform for the common good.

EXCELLENCE IN TEACHING AND LEARNING

As a community we are committed to creating a stimulating learning environment that promotes critical inquiry and the holistic development of the individual.

HISTORY OF THE UNIVERSITY

Saint Elizabeth University was founded in 1899 by the Sisters of Charity of Saint Elizabeth. It was the first permanent four-year liberal arts University for women established under private auspices in New Jersey and was the second Catholic University in the United States to grant baccalaureate degrees to women.

Saint Elizabeth University was a pioneer in providing access to higher education for women, a group excluded from many colleges and universities at the turn of the century in New Jersey and throughout the United States. The early graduates of the University were among the first women chemists, biologists, nutritionists, mathematicians, educators, lawyers and judges in New Jersey.

Today, the University community reflects extraordinary diversity - an international student body of young women and men of varying ethnic and racial backgrounds, and both women and men adult learners, all seeking an education in the liberal arts tradition at both the graduate and undergraduate levels. These students strive to prepare themselves for professional work as they form a community of learning with a faculty committed to excellence in education, a staff of dedicated employees, and an administration concerned with the issues of higher education for the 21st century.

A) INSTITUTIONAL CODE OF ETHICS

A1. STANDARDS OF CONDUCT

Saint Elizabeth University employees are expected to represent the University in accordance with its Catholic mission as an institution of higher learning. All employees are representatives of the University when interacting with each other, with students, with alumnae/i and with those in the local community. A spirit of mutual respect, service and openness should be the cornerstone of all interpersonal relationships on the campus.

A2. PROFESSIONAL ETHICS

The reputation of Saint Elizabeth University is long and rich and it grows each day through the integrity and professional conduct of all of its employees. All employees are responsible for upholding the highest standards of ethical and professional conduct. Employees confronted with difficult decisions concerning ethical or professional judgment should seek the advice of their departmental chair/supervisor or the Director of Human Resources. The following is the Code of Ethics established for the employees of Saint Elizabeth University.

Saint Elizabeth University prohibits officers and employees from:

- Having any interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional/personal relationship (i.e. supervisor/employee; faculty/student) which is in conflict with the proper discharge of their duties;
- Using their official positions to secure unwarranted privileges or advantages for themselves or others;
- Acting in their official capacities in any manner in which they have a direct or indirect personal financial interest that might reasonably be expected to impair their objectivity or independence of judgment;
- Undertaking any employment or service, whether compensated or not, which might reasonably be expected to impair their objectivity and independence of judgment in the exercise of their official duties;
- Accepting or giving any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or things of value were given or offered for the purpose of influencing them in the discharge of their official duties. Nevertheless, officers and employees, during the course of their official duties, may accept meals which are offered as part of a meeting or event so long as all attendees of the meeting or event are also provided such meals;
- Knowingly acting in any way that might reasonably be expected to create among the public, an impression or suspicion that they may be engaged in conduct in violation of their trust as Officers or employees;
- Using or allowing to be used their office or employment or any information not generally available to the public for the purpose of securing financial gain for themselves or others with whom they are associated;
- Disclosing protected information regarding students, without referring to the FERPA regulations (Family Educational Rights and Privacy Act). In the discharge of their duties,

employees should be guided by FERPA regulations regarding disclosure of information when dealing with students. Information must be disclosed only on a need to know basis and according to FERPA regulations. FERPA regulations may be obtained at the Office of the Registrar;

- Disclosing medical information when dealing with students and employees in a manner that implicates the individual's privacy rights under state and federal law. For guidance on the circumstances under which medical information may be disclosed, please contact the Office of Human Resources; and,
- Conducting any business on campus, of a financial or non-financial nature, not associated with the University. Additional guidance is included within the Solicitation Policy contained in this Handbook.

B)

CONDUCT

B1. APPROPRIATE CONDUCT

As a Catholic University, employees are expected to conduct themselves in a positive manner that promotes the best interests of the institution and retains the Catholic identity of the University.

Appropriate employee conduct includes, but is not limited to:

- Treating all students, visitors, and co-workers in a courteous manner.
- Refraining from behavior or conduct that is offensive or undesirable.
- Immediately notifying management of any immoral, unethical, or illegal activity.
- Wearing appropriate clothing for the job being performed.
- Performing assigned tasks in an efficient and timely manner and in accordance with established quality standards.
- Reporting to work punctually and being ready to work at the assigned starting times.
- Smoking only in the designated smoking areas.
- Maintaining cleanliness and order in the workplace.

B2. UNACCEPTABLE BEHAVIOR

The following conduct is prohibited. Employees engaged in such activity may be subject to discipline, up to and including termination.

- Failure to comply with University policies, rules and/or procedures.
- Engaging in any criminal activity.
- Failure or refusal to cooperate or interfere with an internal campus investigation.
- Habitual absence or tardiness from work, unauthorized absence, lateness without permission or proper explanation.
- Possessing firearms, fireworks, dangerous weapons, explosives and dangerous chemicals on the campus.
- Fighting with or assaulting a student, co-worker, or visitor.
- Threatening or intimidating co-workers, students, or visitors.
- Engaging in any form of sexual or other harassment.
- Reporting to work under the influence of illegal drugs, or narcotics, or using, selling, dispensing, or possessing illegal drugs or narcotics on campus.
- Possession or use of alcohol without permission.
- Falsifying or altering any University record or report, such as an application for employment, a time record, or an expense account.
- Stealing, destroying, defacing, or misusing the University's property or another employee's, visitor's or student's personal property.
- Insubordination.
- Misuse of University ID or keys.
- Failure to disclose and register as a sex offender.
- Viewing/downloading pornographic material.
- Refusing to follow management's direction concerning a job-related matter.
- Smoking where prohibited by law or University policy.
- Using profanity or abusive language.
- Sleeping on the job.
- Gambling on campus (including lottery related activities).
- Using University supplies or facilities for non-University business, or for the conduct of personal interest in an outside commercial venture.
- Wearing inappropriate attire. Please refer to the Dress Code policy.
- Selling or soliciting commercial products or services (except for approved fundraising Projects) on University property.
- Possessing or exhibiting false identification.
- Damage, destruction, or defacement of University property, including property of any person.
- Theft of University property, possession of stolen property, or personal unreported knowledge of stolen property.
- Misuse of telephone – no employee shall make or assist in making unauthorized or annoying telephone calls, or otherwise misuse or abuse telephone equipment.
- False reporting of emergency – the false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm, phone calls, yelling, or in any other manner.

- Tampering with fire or other safety equipment, including elevators, elevator emergency phones, smoke detectors and sprinkler systems.
- Unauthorized use or possession of keys – no one may use or possess a University key other than the one assigned. No employee is allowed, under any condition, to have a University key duplicated.

The foregoing list of unacceptable behaviors is not intended to be all inclusive. Saint Elizabeth University will not tolerate actions that are inconsistent with its mission. Sanctions will be enforced when conduct adversely affects the University's educational objectives or disrupts the civil environment we enjoy.

B3. DISCIPLINARY PROCEDURES

Saint Elizabeth University employees are expected to comply with the University's standards of behavior and performance. Any non-compliance with these standards will subject the employee to disciplinary action. Under normal circumstances, the University endorses a policy of progressive discipline to provide employees the opportunity to improve. The University does, however, reserve the right to administer discipline in any manner deemed appropriate under the circumstances.

- If an employee fails to meet the University's standards of behavior or performance, it is the responsibility of the program chair/supervisor to meet with the employee, to identify and discuss the problem, inform the employee of the nature of the problem, and document that the meeting has taken place. A performance improvement plan may be issued.
- If there is a second occurrence, the program chair/supervisor must meet with the employee to inform him/her that their continued behavior/performance will not be tolerated and will issue a written reprimand. Continued failure to meet the University's standards will result in suspension and/or termination. A performance improvement plan may be issued.
- Employees suspended from their job will not accrue or be eligible for benefits and may not be paid while on suspension.
- If there is a major breach of behavioral standards such as a violation of law or a threat to the safety or security of the University Community, a program chair/supervisor in consultation with the Office of Human Resources may suspend or terminate the employee immediately.
- Except in extraordinary circumstances, the Office of Human Resources will review and approve all recommendations for suspension and termination.

B4. SUBSTANCE ABUSE POLICY (ALCOHOL, NARCOTICS, DRUG USE)

Background and Purpose

Saint Elizabeth University is committed to the full development of individuals. Therefore, it will make every effort to provide an environment for students, faculty and staff, which is conducive to the total health, education and well-being of the individual. In light of this, the University recognizes its responsibility and the responsibility of each person within the University community to provide an educational and workplace setting free of substance abuse.

The following statement of policy, procedure and regulations for assuring an environment free of substance abuse is established also to protect the rights of all within the University community, and to protect the health and safety of its students and employees. The document expresses the manner in which the University complies with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989.

This policy applies to all employees of Saint Elizabeth University. Defined within this policy an “employee” is an administrator, faculty member or staff member: full-time or part-time, receiving a salary, wages or other compensation from the University. The policy applies both to on-campus and off-campus activities conducted under the sponsorship of the University.

The Substance Abuse Policy has the following purposes:

- To protect the rights and responsibilities of all members of the University community while involved in University activities;
- To adhere to federal, state and municipal laws;
- To reduce alcohol and drug abuse;
- To provide safety to all persons involved in University activities and employment; and
- To improve the academic and social atmosphere of the campus.

Saint Elizabeth University recognizes that substance abuse may be a symptom of deeper personal and emotional difficulties. Information, counseling and referrals about this problem are available on a confidential basis by contacting the Office of Human Resources and being directed to the Employee Assistance Program (EAP). In an ongoing effort to provide education and information relating to substance abuse, the University will annually provide substance abuse awareness programs. Each year the Substance Abuse Policy will be distributed to all students and employees; it will be reviewed every two years.

Statement of Substance Abuse Policy

Saint Elizabeth University intends to maintain a work and educational environment that is safe for employees and students. Therefore, it will comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, as well as all other pertinent federal, state and local regulations regarding drug and alcohol abuse.

In accord with this, Saint Elizabeth University prohibits, by any of its employees or students, the unlawful manufacture, distribution, dispensation, possession, sale or use of the following substances or items on University property or at on-campus or off-campus University sponsored activities by employees or students: illegal drugs, controlled substances listed in the Controlled Substances Act and Regulations, prohibited drugs, or drug-related paraphernalia. This applies also to guests and alumnae/i while on campus.

In addition, no employee or guest under the age of 21 is permitted to possess, consume or offer for sale any alcoholic beverage on-campus or as part of a University activity on or off campus, nor shall such underage person enter any facility with the intent to acquire, possess or consume any alcoholic beverage. An employee or guest of age 21 or older shall not give or offer any alcoholic beverage to a person under the age of 21, nor shall such person assist or allow a person under the age of 21 to acquire or consume an alcoholic beverage.

Alcoholic beverages may be consumed, sold or possessed by students over the age of 21 only on those occasions or in those areas approved in writing by the Vice President for Student Life. Saint Elizabeth University reserves the right to establish drug and/or alcohol search and screening procedures consistent with applicable federal, state and municipal laws and where deemed necessary.

Regulations for Employees

The following two sections are applicable to all employees.

Consumption of Alcohol

- Consumption of alcoholic beverages while at work or on the premises of the University, excluding approved circumstances, is strictly prohibited. Employees should be aware that alcohol is a central nervous system depressant. As such, it may significantly affect an employee's job performance and pose a risk to the employee and others.
- Alcohol, whether in open or closed containers, is not permitted in any vehicle operated by an employee either in connection with employment or when providing transportation to and/or from a University-related activity.

Consumption of Alcohol at SEU Special Events

University personnel may from time to time be present at events where alcohol is served as part of an official event. Outside of official events, the possession, consumption, and use of alcoholic beverages at SEU special events may occur only with prior written approvals from the University president and the vice president accountable for the host group.

- The executive in charge of the host group will be responsible for ensuring that all employees, contractors, vendors and guests adhere to the guidelines presented below.
- SEU special events to which this policy applies may include, but are not limited to: receptions for business guests, civic or business organizations; retirement and anniversary celebrations; department picnics and outings; service award events and year-end recognition events. Alcohol is not to be served during the regular course of business. For example, alcohol should not be served during on campus luncheons.
- The executive in charge of the host group, who approves the use of alcoholic beverages for a SEU special event, must be present during the entire time of the event to ensure that alcohol is served responsibly and to ensure that all employees, contractors, vendors and guests adhere to the SEU Alcohol Policy guidelines.
- Employees who choose to partake in alcoholic beverages at SEU special events are expected to behave in accordance with usual SEU business standards and all SEU policies.
- Unless approved, alcoholic beverages must be served by a trained bartender and/or trained wait staff, rather than simply made available, to those who wish to partake. Self-serving of alcoholic beverages at SEU special events is discouraged unless an exception is approved.
- Alcoholic beverages will be limited to beer and wine.
- Food must be made available at all events at which alcohol is served.
- Alcoholic beverages will be served for a restricted period of time; generally no more than two hours. Possible exception: If the SEU special business event is planned for a long period of time, e.g., a full or half day, alcohol may be served for a longer period with prior executive approval. However, alcohol service must cease no less than one hour prior to the end of the function.
- Alcohol is not to be served to anyone who appears to be impaired.
- Safe passage home must be arranged for anyone who appears to be impaired.
- Alcohol is not to be served to minors (anyone under the age of 21) or left in public spaces where minors have access.
- Alcohol served for special business events is under no circumstances to leave the area in which it is served.
- If there are any damages as the result of approved or unapproved use of alcohol, the person(s) responsible for the damages will be held financially responsible.
- All SEU employees are responsible for adherence to the SEU Alcohol Policy. Failure to do so may result in disciplinary actions.

Illegal, Controlled Substances and Prescription Drug Misuse

- The use, possession, manufacture and/or distribution of illegal or controlled substances is strictly prohibited in the workplace. The cost of drug abuse, in terms of reduced job performance, absenteeism and safety risks, is a matter of serious concern. The use of illegal and controlled substances may cause disorientation without the employee's awareness.
- The unlawful use and/or distribution of prescription drugs are strictly prohibited in the workplace.
- Employees possessing, using, distributing, selling or manufacturing illegal or controlled substances may also be subject to mandatory penalties prescribed by federal, state or municipal law.

Sanctions for Employee Violations of Policy

General Norms

- The University believes that alcohol or drug abuse may lead to physical or emotional conditions requiring medical treatment. It, therefore, encourages affected employees to seek medical help voluntarily at an early stage. When an employee seeks help voluntarily prior to discovery by one's program chair/supervisor, job security and promotional opportunities will be protected provided the employee continues to comply with the procedures and regulations of the previous section.
- Employees may voluntarily seek help from other sources, including those listed in the policy document received annually, for which coverage may be provided according to provisions of the University's health insurance plan. An individual who feels that he/she may have an alcohol or other drug problem and wishes referral assistance is encouraged to contact the Employee Assistance Program (EAP) or other private sources for referral to a treatment and/or rehabilitation program. When help is sought on a voluntary basis, confidentiality will be maintained.
- Employees who violate this policy and its procedures and regulations may be subject to disciplinary action by the University, up to and including termination of employment.
- When a person's actions may be attributed to the use of drugs or alcoholic beverages, this shall not in any way limit the responsibility of the individual for the consequences of one's actions, nor shall voluntary alcoholic consumption or drug usage be an excuse or justification for improper actions. If any damage results from the use of drugs or alcoholic beverages, the person will be held financially responsible.

University Disciplinary Procedures

- Employees who violate this Substance Abuse Policy and its procedures and regulations are subject to disciplinary action up to and including termination of employment,

depending upon the nature of the violation. Completion of a treatment and/or rehabilitation program may be a condition of continued employment.

- Any employee arrested or indicted for unlawful activity associated with controlled and illegal substance may be suspended from employment pending a final disposition of the charges. A person who is convicted or who pleads guilty or no contest to charges of such violations may be terminated from employment without back pay for the suspension period. If found to be not guilty, full reinstatement and/or back pay may be given at the University's discretion.

Federal and State Regulations Related to Employee Drug Violations

- Employees who are convicted under federal or state law of violations of criminal law, where such violations are committed in the workplace or at a work location to which they have been assigned, or who plead guilty or no contest to charges of such violations are to inform the Director of Human Resource in writing within five days of such conviction or plea. Failure to do so will result in disciplinary action. In cases where the convicted person is receiving funds from any federal program, the employee is to notify the Director of Human Resources in writing within five days, and the University must notify the funding source within 10 days of this notification.
- Employees convicted of or pleading guilty or no contest to such drug-related violations must successfully complete a drug abuse assistance or similar program as a condition of continued employment or reemployment.

Approval Date: February 27, 2016

C) EMERGENCY AND SAFETY PROCEDURES

C1. EMERGENCY PHONE NUMBERS

Immediately call one of the following numbers in the event of an emergency:

<p>Police, Fire, or Medical Personnel.....dial 911 from a public phone Campus Security.....dial extension 4090 (973-290-4090)</p>

CAMPUS EMERGENCY RESPONSE PLAN

The University has a published Campus Emergency Response Plan. A copy of the plan has been previously given to each employee and is also included in the Appendix to this Handbook. It is your responsibility to read and understand the entire plan so you will be in a position to quickly and effectively respond to emergencies if they were to occur.

The plan includes details as to actions expected of you when an emergency occurs, names and phone numbers of building Marshals and Emergency Response Team Members, as well as forms and procedures for the reporting of incidences.

Your copy of the Emergency Response Plan should be kept, at all times, in a readily recognizable and convenient location near your main place of work. It should be reviewed regularly. Copies of the plan are also located in classrooms, meeting rooms, and other gathering spaces on campus.

C2. CAMPUS SAFETY

Saint Elizabeth University strives to deter crime and provide a safe environment for its students and employees. However, no institution can guarantee a completely crime-free campus environment. In an effort to provide a safe environment, all members of the University community are encouraged to cooperate with University security policies and procedures, and to incorporate practical, common sense safety measures into their daily activities. Campus safety takes the commitment and cooperation of every member of our community. That is why every member of the University community needs to take an active role in making the campus as safe and secure as possible. Protecting your safety and well-being is of utmost importance to the University.

Campus safety must begin with you!

Complete copies of “The Clery Act and the Violence Against Women Reauthorization Act of 2013”, which is completed annually, are available in the Offices of Admissions, Financial Aid, Registrar, Business Office, Vice President for Student Life, and the Security Office. This document is also available online at www.steu.edu under the “Student Life” drop-down menu under Resources and Services > Campus Security. The disclosure contains crime statistics identifying the frequency with which reportable crimes are committed on campus (i.e. burglary, etc...) as well as any fires that occurred in student residence halls.

The University provides a comprehensive security program through its on-campus security force to deter crime and to respond to security concerns for the University community. It is the responsibility of every member of the University community (administrators, faculty, staff employees and students) to immediately report any incident that occurs on the campus that is disruptive, or that causes harm, loss or damage to a person or to personal or real property.

The observer of any unacceptable or offensive behavior, criminal act, medical emergency, injury to persons, theft, auto accident, fire, vandalism, damage to buildings or equipment, must report the incident immediately to Campus Security (x4090) or local authorities noted above.

If there is an emergency in the Residence Halls, immediately notify a member of the Residence Life Staff and Campus Security.

The University is not responsible for the loss, theft, or damage of personal property. This includes lost or stolen cash. Individuals are advised to not carry unnecessary amounts of cash or other valuables on their possession while on campus. Valuables must be secured and out of sight, and automobiles locked with security devices in place, whenever unattended by employees.

Where practical, office doors should be locked when employees leave from work. Office desks and file cabinets should also be locked before leaving from work, especially if they contain any valuables or confidential University information.

Facilities and Grounds Security

There is 24 hour security coverage and several Emergency Blue Lights positioned on campus.

Madison Avenue Gate (South Gate)

The gate is open 24 hours with a security guard posted in the gatehouse.

- Sunday through Thursday vehicles are not permitted to enter onto the campus after 12:30am, unless dropping off or picking up students. The driver has 15 minutes to enter and leave the campus.
- Friday and Saturday vehicles are not permitted to enter onto the campus after 2:00 am, unless dropping off or picking students. The driver has 15 minutes to enter and leave the campus.

Park Avenue Gate (North Gate)

The gate is open every day from 5:30 am to 10:00 pm.

FDU Gate (pedestrian's only)

The gate is open Sunday through Thursday from 5:30 am to 12:45 am

The gate is open Friday and Saturday 5:30 am, to at 2:15 am.

Roving Security Car Unit

There is a security car unit roving throughout the campus 24 hours a day.

During times of elevated Alert, access to campus is limited to the Madison Avenue Gate (South Gate) only if deemed necessary.

C3. EMPLOYEE ENVIRONMENTAL SAFETY

It is the policy of Saint Elizabeth University to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment that is as free as possible from all recognized hazards. All University employees who are at risk of being exposed to blood - borne pathogens must attend an initial comprehensive OSHA training course, and periodic updates. Employees who work in science laboratories must familiarize themselves with the Laboratory Safety Policy.

C4. INCIDENT REPORTING POLICY

It is the responsibility of every member of the University Community (Faculty, Administration, Staff, Employee and Student) to report any incident that occurs on the campus that is disruptive, causes harm, or creates an unsafe situation for individuals or to personal/real property. The observer of any unacceptable or offensive behavior, medical emergency, injury to persons, theft, auto accident, fire, vandalism, damage to buildings or equipment, must report the incident immediately to the Security Department. We then ask that you fill out an incident report within 24 hours via the use of Advocate (see link below), our online incident reporting tool, so that the University can respond promptly and appropriately.

<https://www.steu.edu/incidentreporting>

The University does not assume responsibility for the loss or theft of personal belongings. This includes lost or stolen cash. Individuals are advised not to carry unnecessary amounts of cash or other valuables while on the University premises.

C5. HIGHER EDUCATION OPPORTUNITY ACT CONSUMER INFORMATION DISCLOSURES

The Higher Education Opportunity Act of 2008 (HEOA) requires postsecondary institutions participating in federal student aid to make certain disclosures to current and prospective students, employees, and the public. Please go to the following link for SEU consumer information:

<https://www.steu.edu/hr/consumer-information>

C6. INCLEMENT WEATHER, DELAYED OPENINGS AND CANCELLATIONS

Saint Elizabeth University may close offices and cancel classes in the event of extreme weather conditions. If University officials decide to cancel classes, delay opening or modify the course schedule in any way, notification will be made through:

- Send Word Now Emergency Notification system will send voice and or text message to any number registered in the system. You may add or update your emergency contact information for the SEU emergency notification system by going to: <https://www.steu.edu/updatesmyinfo>
- The University INFO line 973-290-INFO (4636). If there is no message on the voice mail system, the University is open.
- The University website will be conveying emergency information at www.steu.edu.

The decision to cancel night classes will be made no later than 3:00 PM. In case of inclement weather, employees should always check the **973-290-INFO (4636)** line before departing from home, and always use sound judgment in making travel arrangements.

Employees are expected to report to work during inclement weather if the University does not declare an emergency, cancellation, or delayed opening. Employees designated as 'Essential Personnel' must report to work based on the needs of the University; however, employees should always use their discretion in determining the safety of traveling to work.

Inclement Weather Closing Pay Procedures:

- Full-time employees will be paid seven (7) hours.
- Permanent part-time employees will be paid the amount of hours in which they are normally scheduled to work, if they are normally scheduled to work that day of the week.
- Temporary employees will not be paid for the day.

Delayed Opening Pay Procedures:

- Employees will be paid a full day if they report to work by the designated delayed opening time.
- Employees who arrive after the designated delayed opening time will be paid for hours worked.

Employees who do not report to work when the University has announced it is open will be required to use a vacation day if available. If all vacation days have already been used, it will be considered an authorized unpaid absence.

C7. ESSENTIAL PERSONNEL

Essential personnel are defined as University employees and key outsourced contracted employees, as designated by the University, who are required to work and ensure the operation of the University during an emergency or when the University has closed or suspended operations. The President's Cabinet will pre-determine what functions are essential to best determine proper staffing during an emergency and are responsible for communicating that information to all staff. This is done by identifying the job title of the essential positions and the associated staff. A list by department will be maintained by the SEU President's Cabinet and a copy sent to the Emergency Response Team. This list should be kept current at all times based on needs.

Essential Functions/Departments:

- Dining Services
- Campus Security
- Residence Life
- Information Technology
- Facilities (Construction / Maintenance, General Services)

Essential Management

Depending on the extent of the emergency, all supervisors in the essential departments listed above as well as all academic deans should be considered critical to the function of the University until a decision is made by the President's Cabinet regarding which services will be shut down. In the event of an emergency, these supervisors and deans should remain in place and be available to assist in mitigating the situation unless instructed to do otherwise by the Vice President to whom they report. Dismissal of classes does not necessarily mean that the campus shuts down completely as students remain on campus and staff may continue to work.

It is understood that unusual or unanticipated circumstances may necessitate the University bringing in other non-essential personnel to address a particular situation. In such circumstances, those employees will be notified by the appropriate Vice President.

Once a decision is made as to what, if any, services are to remain open, the Vice President for those areas is responsible for providing appropriate staffing. Therefore, services such as the library, security, dining services, etc. may be considered essential if the intention is to keep services open even though classes are dismissed. Even in areas that are deemed essential services, supervisors in consultation of their respective Vice President may allow staff to leave who have personal circumstances that necessitate departure from the workplace or may allow staff to not report to work based on safety considerations.

Essential personnel should make every attempt to come to work in emergency situations, but essential personnel who cannot make it to work during an emergency situation will not be penalized. It is critical for managers of essential functions, which are primarily staffed by support staff, to designate other employees as backup staff.

In certain circumstances, an emergency situation may be predicted prior to the actual event occurring (e.g. blizzards, hurricanes, etc.), in which case essential personnel may be required to remain on campus in anticipation of the event. In these circumstances, every effort will be made to find on-campus accommodations for these employees.

Examples of Emergency Situations Requiring Essential Personnel:

There are many different types of situations that will necessitate releasing non-essential personnel or not requiring non-essential personnel to report to work. The examples listed below are an attempt to define increasing levels of urgency. Ultimately, the nature of the emergency will determine what services should continue and who is essential to the continued operation of the campus. The President's Cabinet will provide up to date instructions and communicate the decisions of the President's Cabinet through various communication means including; the University Web page, Emergency Text/phone messages, community-wide email announcements and voice messaging on the University's information line. The distinction between the examples outlined below may be blurred by the specifics of the emergency circumstances at hand, however, each will cause the University's Emergency Response Plan to be activated. These are general guideline examples and it is not intended to encompass all emergency closures:

Classes Dismissed/Cancelled: All other services open

Examples: inclement weather, partial power failure, recognition of a national incident.

- All staff, contracted staff, and area chairs are expected to report for work unless specifically excused by the appropriate Vice President.
- The Library, Residence Halls, Dining Services, and Security will remain open and the President's Cabinet will determine appropriate staffing levels.
- Instructional Faculty do not have to report to work.

Campus Closure: Inability to conduct business and suspension of non-essential services

Examples: complete loss of power, fire emergencies, severe weather conditions that are likely to impact safety, response to a local or national incident.

- The President's Cabinet communicates the decision to release non-essential personnel.
- Only essential personnel should remain at their workplace or report for work.

Extreme Emergency: Direct threat to health or safety of the campus, students, staff and faculty with a suspension of all services

Examples: actual incident affecting the entire campus, e.g. plane crash, contamination of air, water or food supply, contagious illness, active shooter on campus, acts of terrorism (including bioterrorism).

- The President's Cabinet will provide instructions and communicate the decisions of the

University relative to office closing, class cancelations or dismissal.

- The Vice President of each essential function or department will determine which employees are essential and communicate that to them.
- The President's Cabinet communicates the decision to release non-essential personnel.
- Only personnel to maintain critical functions need to report to work or remain at their workplace until released by the President's Cabinet

D)

EMPLOYMENT

D1. ATTENDANCE AND PUNCTUALITY

All employees are expected to report for work punctually and to work all scheduled hours and any required overtime.

- Program chairs/supervisors will notify all employees of their normal work schedule, including the days of the week and hours of work. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. Program chairs/supervisors are expected to record all absences as well as any lateness or early departure.
- Employees must notify their program chair/supervisor as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. Notification should include a reason for such absence.
- Without supervisory approval, hourly employees will not be permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost for lateness or any other reason if the result is that the employee will exceed 35 hours for the work week.
- Program chairs/supervisors must document all lateness and unexcused absences.
- Unauthorized or excessive lateness may result in disciplinary action, up to and including termination.
- Any employee who is absent from work for three consecutive days without giving proper notice to the University will be considered to have abandoned his/her job, and will be terminated. The University may require a medical note after three days of absence.

D2. TIME AND ATTENDANCE – ELECTRONIC TIMECARDS

Non-Exempt Employees (Hourly)

Non-exempt employees are required to electronically record time worked and paid time away from work using the University's automated time and attendance keeping system:

- Non-exempt employees must submit an electronic timecard to his/her Program chair/supervisor on the 15th and last day of each month.
- Timecard submissions for each pay period must include the amount of hours worked and any paid time away from work, such as conference, holiday, personal, sick, training and vacation time.
- Unless otherwise noted, it will be assumed that an eight (8) hour work schedule includes a mandatory one (1) hour unpaid lunch break.
- On occasions when more than a seven (7) hour work day is required to complete an assignment, the Program chair/supervisor will make every effort to adjust the employee's time during the pay period to limit overtime pay.
- Program chairs/supervisors must approve timecard submissions no later than Monday morning following the 15th and last day of each month.
- Late timecard submissions and unapproved timecards may result in a delay in the issuing of those paychecks.
- Misrepresenting time worked will result in disciplinary actions.

Exempt Employees (salaried)

Exempt employees are not required to record time worked; but, are required to work the hours necessary beyond the 35 hour workweek to achieve the expectations of their position.

Like non-exempt employees, exempt employees are required to record paid time away from work, such as conference, holiday, sick, training and vacation time, using the University's automated time and attendance keeping system.

June 8, 2017

D3. EMPLOYMENT CATEGORIES (EXCLUDING INSTRUCTIONAL FACULTY)

Each employee is designated as either non-exempt or exempt from federal and state wage and hour overtime requirements. Non-exempt (hourly) 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. In addition to these categories, each employee will be classified in one of the following employment categories:

- Regular Full-Time employees are those who are not in a temporary status and who are regularly scheduled to work a full-time schedule. Full-time employees are eligible for the University's benefit package, subject to the terms, conditions and limitations of each benefit plan or program.
- Part-Time employees are those who are not in a temporary status and who are regularly scheduled to work less than 30 hours a week. While they do receive all legally mandated benefits (such as temporary disability, social security and workers' compensation), they are ineligible for the University's other benefit programs unless the program specifically states that part-time employees may participate in the University's Retirement Plan under ERISA (Employee Retirement Income Security Act). This is normally known as the 1,000 hour rule.
- Temporary employees are those hired as interim employees to temporarily supplement the workforce, or to assist on a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While temporary employees receive all legally mandated benefits (such as social security contributions and workers' compensation insurance), they are ineligible for all of the University's other benefit plans and programs.

D4. EQUAL OPPORTUNITY EMPLOYMENT POLICY/AFFIRMATIVE ACTION POLICY

Saint Elizabeth University does not discriminate on the basis of gender, disability, race, religion, age, color, national or ethnic origin, marital status, sexual orientation, gender identity or expression, or other categories protected by federal and state law, in the administration of its admissions, educational policies, scholarship and loan programs, or other University policies including employment. Saint Elizabeth University has filed a statement of compliance with the U.S. Education Department under Title VI–Civil Rights Act of 1964 as amended; Title IX, Education Amendments of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended, and Title IV of the Higher Education Act.

Saint Elizabeth University’s Affirmative Action policy is to attract and retain a diverse faculty and staff of exceptional quality and commitment. We strive to recruit the best possible candidates for our vacant positions and we are committed to ensuring that all qualified candidates receive equitable consideration of their applications.

It is the policy of Saint Elizabeth University to be an Equal Opportunity Employer. No person will be discriminated against because of age, race, religion, color, gender, national or ethnic origin, disability, sexual orientation, marital status, gender identity or expression, or military status. This policy applies to all terms, conditions, and privileges of employment and all practices of the University, including hiring, training, orientation, placement, and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social programs, facilities, termination or retirement.

- Any employee with questions or concerns about any types of discrimination is encouraged to bring these issues to the attention of their immediate program chair/supervisor or the Director of Human Resources. Employees may raise concerns and make reports without fear of reprisals.
- Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
- As an equal opportunity employer, the University has developed and implemented a policy of nondiscrimination, which is included within this employee handbook.

Reviewed and revised, February 2016

D5. HIRING POLICY AND PROCEDURES

It is the policy of Saint Elizabeth University to be an equal opportunity employer and to hire individuals based on their qualifications and ability to fulfill the requirements of the position.

- When an existing position is vacated, or a new position is requested, it must be presented to the entire President's Cabinet by the appropriate Vice President for consideration and approval. Once approval is secured, the position may be advertised by the Office of Human Resources through various media categories, and is also posted outside the Office of Human Resources.
- If a current University employee applies for another position on campus, the appropriate hiring program chair/supervisor must notify the applicant's current program chair/supervisor and the Office of Human Resources before an offer can be made to the employee. If an internal transfer is approved, the program chairs/supervisors will mutually agree to a date of transfer.
- All prospective employees must complete an application for employment, an I-9 form for verification of eligibility to work in the U.S., and a request for background check information. Failure to complete the forms will disqualify the individual for employment with the University. Applicants for a position in the Facilities Department may be required to pass a medical exam to insure they are physically qualified to perform all of the required tasks of the position.
- Applicants must provide at least three professional references, including home and email addresses and phone numbers.
- New employees will be scheduled for an appointment with the Office of Human Resources, normally upon employment, for orientation.

For additional information relating to the hiring of faculty, please refer to the Faculty Handbook.

D7. HOURS OF WORK/OVERTIME/COMPENSATORY TIME

The core operating hours of employment are 35 hours per week, exclusive of any lunch and dinner period. An exception are facilities employees, who work 40 hours per week. While the daily core hours of employment are from 8:30 AM until 4:30 PM, with an hour for lunch, the actual schedule for each employee may be determined by the respective program chair/supervisor to meet the needs of the department/office and the needs of the University. Management may modify the core work schedule during summer months.

- Department heads may schedule overtime for hourly employees when necessary. For the purposes of overtime compensation, only those hours actually worked in excess of 40 hours during a work week will be eligible for overtime pay. Full-time and part-time hourly employees who work in excess of 40 hours during the work week will be paid time and a half of their normal hourly rate for each hour beyond 40 in one work week.
- Employee attendance at lectures, meetings, open houses, and training programs will be considered hours of work if management requires attendance.
- Non-exempt employees who are required to work on a holiday or weekend day (if not customary) may be given compensatory time off on a normal workday in lieu of additional pay unless the total number of hours worked in one work week exceeds 40 hours, at which point overtime will be paid.
- Hourly employees will be paid at one and one-half their normal pay rate for time worked in excess of 40 hours during their regular scheduled workweek. Vacation time, sick time, holidays, etc. are not counted toward the 40 hours.
- All hourly employees are required to complete an individual time card /time sheet showing the daily hours worked. A normal work week begins on Sunday and ends on Saturday. For hourly employees:
 - Employees are not permitted to sign in or to begin work before their normal starting time or to sign out or to stop work after their normal ending time without the approval of their departmental chair/supervisor.
 - Employees are required to take scheduled meal breaks.
 - Supervisors will check and approve employee time records with original signatures. Unworked time for which an employee is entitled to be paid (paid holidays, paid vacation time) must be entered by the program chair/supervisor on the time record. Authorized overtime (if applicable) also be identified by the program chair/supervisor.
 - Unapproved absences will not be considered as hours worked for payment purposes.
 - Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

In view of the extended operating hours of the University, it may be necessary to change the Standard work hours of the employee to maintain an efficient operating schedule, including The rescheduling of vacation time. Management reserves the right to change work or Vacation schedules based on the needs of the department.

D8. REFERENCE POLICY

All requests for information on current or former employees must be referred to the Office of Human Resources. Information given by phone will be limited to verification of employment dates, and position title.

In response to written requests (i.e., mortgage applications), information such as salary, dates of employment, and job position may be provided, if an authorization signed by the employee is provided.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. Personnel file access by employees and former employees will usually be provided in response to a legal subpoena or court order. Such cases will be handled on an individual basis.

All employee files are the property of Saint Elizabeth University.

D9. JOB DESCRIPTIONS

It is the policy of Saint Elizabeth University that all positions will have a written job description that accurately reflects current job responsibilities. When a new position is proposed or a current position is upgraded, downgraded or significantly altered, a written job description must be presented to the Office of Human Resources for review. All job descriptions will be reviewed annually to ensure accuracy and to reflect current responsibilities.

EFFECTIVE: MARCH 2020

D10. JOB POSTINGS/ADVERTISEMENT

The Office of Human Resources will announce job openings to the campus on the University's website at www.steu.edu. The Office of Human Resources should be contacted in order to coordinate the advertisement of a job opening in local newspapers, professional journals, and other media, etc., as necessary. The Office of Human Resources will grant final approval of the final text and placement of advertising. The Office of Human Resources will help facilitate the recruitment of any job vacancy but it is the responsibility of the department to select and hire the candidate for the job opening. A salary offer must not be communicated to any candidate without the prior advance approval of Human Resources, the President or the respective divisional Vice President. Salary discussions involving faculty should be referred to the Vice President for Academic Affairs.

Orientation of new employees is required and will be held periodically. However, it is the program chair's or supervisor's responsibility to assist the new employee in becoming familiar with the operations and personnel of the University.

D11. NEPOTISM POLICY

Saint Elizabeth University prohibits the employment of spouses or other relatives in the same department. However, employment of a spouse or relative may exist elsewhere in the University, provided that neither spouse, significant other nor other relative participate in a decision-making process affecting the appointment, retention, tenure, work assignments, promotion, demotion, or salary of the other spouse or relative. Additionally, any time a relative of an employee is hired, the program chair/supervisor making the selection must explain in writing to the Office of Human Resources why this person is the best-qualified person for the position. In extraordinary situations, the President may grant exceptions to this policy.

D12. SECONDARY EMPLOYMENT

Full-time employees are expected to devote full-time effort to their job at the University. Employees are cautioned to consider carefully the demands that outside employment will create. Outside employment will not be considered an excuse for poor job performance, absenteeism, lateness, leaving early, refusal to travel, or refusal to work overtime or to work different hours. If outside activity causes or contributes to job-related problems, disciplinary action up to and including termination of employment may result. Staff members who are considering secondary employment should refer to the University **Conflict of Interest Policy** for further information and complete a request for Secondary employment form. For additional information involving faculty, please see the Faculty Handbook.

D13. PERFORMANCE APPRAISALS AND EVALUATION PROCEDURES

Non-instructional University employees will receive an annual performance appraisal. Employees will complete a self-evaluation and review it with their program chairs/supervisors. Using the employee's self-evaluation, and the supervisor's own observations during the previous year, the supervisor will complete an annual appraisal. The supervisor will review the appraisal with the employee. Both the supervisor and the employee must sign and date the appraisal. The original self-evaluation and the original appraisal must be forwarded to the Office of Human Resources for retention in the employee's personnel file. For faculty evaluations, please refer to procedures detailed in the Faculty Handbook.

D14. REHIRING OF FORMEREMPLOYEES

Former employees who are seeking re-employment will not be hired unless approved in advance by the Director of Human Resources.

D15. SEPARATION OF EMPLOYMENT

The University reserves the right to dismiss a non-instructional employee with or without cause. Grounds for dismissals for cause may include, but are not limited to, insubordination or other misconduct, inadequate performance, the expiration of an employee's employment agreement, or a reduction in staff. Retirement or resignation are also grounds for separation from employment.

- Employees are requested to give advance written notice of their intent to resign. The letter should be signed and dated, include the last day of employment, and be addressed to the employee's supervisor with a copy to Human Resources.
- It is expected that all employees provide a proper notice period. **Proper notice is defined as a minimum of two weeks and four weeks for Directors, Deans and Vice Presidents.**
- Employees who provide proper advance notice of voluntary termination will be compensated for any accrued unused vacation time earned for the current fiscal year upon termination of employment *as long as the employee reports to work every regularly scheduled workday during their proper notice period*. Accrued unused vacation time will not be paid out to employees who either do not provide proper notice or who do not report to work on all regularly scheduled workdays during their proper notice period.
- Employees who do not provide proper notice or who do not report to work on all regularly scheduled workdays during their proper notice period will also be ineligible for rehire.
- At the discretion of the University, an employee who has provided proper notice of intent to resign may be given pay in lieu of working during the proper notice period. In this case, accrued unused vacation time will be paid in the final paycheck.
- Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having abandoned their job, resulting in termination.
- Human Resources will conduct an exit interview no later than the employee's last workday.
- Human Resources will notify employees who are covered by the University's group health plan of their right to continue coverage under COBRA and other benefit notifications.
- Terminated employees are responsible for the proper return to their program chair/supervisor of all University property including keys, library books, manuals, credit cards, telephone cards, parking decals, digital or other electronic devices, vehicle keys, ID cards, printers, or other University equipment.
- Terminated employees must satisfy all financial or legal obligations to the University prior to their last day of work. Employees who have taken paid vacation days that have not yet been earned must reimburse the University for those payments.

Updated November 2021

D16. SEPARATION PROCEDURES

In order to process each separation in a timely and consistent manner, supervisors are responsible for providing pertinent information as soon as the employee's last date of work is known. This information should be provided through the Notice of Employee Separation form.

An email notification will be sent by Human Resources to the separation list of service areas as follows: Payroll, Administrative Computing, Network Operations, Web Services, Security, Help Desk, Telephones, and Academic Computing.

Prior to the actual last day on the job, the supervisor should collect all Saint Elizabeth University property and complete the Supervisor's Employee Separation Checklist. Upon completion, this checklist will automatically forward to Human Resources.

Additionally, to ensure appropriate information and knowledge transfer, each supervisor should confer with the employee who is separating from the University and complete an Outstanding Project List with the employee.

See the Faculty Handbook for information involving faculty.

Updated November 2021

E)

EMPLOYEE PAY

E1. EMPLOYEE PAYMENT PROCEDURES

- The policy of Saint Elizabeth University is to pay its employees by direct deposit on a semi-monthly basis.
- Employees will be paid on the 15th day of every month and on the last day of the month. If the regular payday occurs on a Saturday, Sunday, or holiday, employees will be paid on the last workday before the regular payday. On each payday, employees will receive, in addition to their check or deposit confirmation, a statement showing gross pay, deductions, and net pay. State, federal, and social security taxes will be deducted automatically. No other deductions will be made unless required by law, contract, or employee obligation.
- It is employees' responsibility to review their paycheck for accuracy of information. Employees who discover an error should contact the Assistant Vice President for Finance and Administration or his/her designee in the Business Office immediately. In the case of a lost or stolen check, the Business Office will attempt to stop payment on the check and re-issue a new check to the employee. If the Business Office is unable to stop payment on the check, the employee is solely responsible for the monetary loss as the University is not responsible for the loss or theft of a check.
- The University does not issue pay advances.

F) TIME OFF AND LEAVE OF ABSENCE

F1. DEATH IN FAMILY (BEREAVEMENT)

Employee absences for death in the immediate family, not to exceed three (3) days, will be compensated by the University. Immediate family is defined as: spouse, child, parent, mother-in-law, father-in-law, brother, sister, or any relative residing in the employee's household.

Employees are eligible for a maximum of one (1) day of leave with pay due to a death within the extended family, which includes grandchild, grandparents, aunts, uncles, nieces, nephews and cousins.

F2. FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees will be entitled to an unpaid leave of absence of up to twelve (12) weeks in any twelve-month period due to the following events:

Birth or Adoption of a Child

The leave may begin at any time within one year after the birth or adoption of a child. Leave is normally taken in consecutive weeks, but may be taken on a "reduced leave schedule" at the discretion of the employee's departmental chair/supervisor. A reduced leave schedule means a leave that is scheduled for less than an employee's usual number of working hours per workweek or workday. A reduced leave schedule may not extend more than 24 consecutive weeks.

The Serious Health Condition of a Family Member

The leave may be taken in consecutive weeks or on a reduced or intermittent leave schedule when medically necessary. If leave is taken on a reduced or intermittent schedule, it must be taken within a twelve month period for each serious health condition episode. The employee must provide reasonable prior notice and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the University. Note: Family members means the employee's spouse and/or children under 18 years of age or incapable of self-care, parent or step-parent, or individual who served in the place of a parent when the employee was a child. It does not include a spouse's or domestic partner's parent. .

- Employees will be expected to provide their program chair/supervisor and their respective vice president prior notice as far in advance as possible of the need for a leave of absence, especially in the case of the birth or adoption of a child. In the case of a serious family illness, notice will be expected to be in a manner that is reasonable and practical.
- The University will require that the request for a leave be supported by medical certification or certification of the birth or placement of a child.
- Eligible employees are those with at least 12 months of service at Saint Elizabeth University and at least 1,000 base hours of employment within the previous 12-month period.
- Temporary disability benefits will not be affected. Employees who have given birth to a child may begin an unpaid leave of absence following or separate from a period of pregnancy-related disability.
- The employee's medical insurance benefits will be continued during the leave period, but employees must pay the University's share of the premium payment during the leave. Employees will be required to arrange for premium payment(s) utilizing COBRA in order to continue coverage.

- The Family Leave operates in the same manner as leave without pay for other reasons and will be without accrual of pension contributions or credit for vacation, holidays or other time off. Vacation and sick days will be reduced on a pro-rata basis corresponding to the length of leave.
- The University will make every effort, but does not guarantee, to return the employee to her/his former position at the end of the leave. If unsuccessful, attempts will be made to place the employee in an equivalent position of like compensation and benefits. This would not apply in the event of a reduction in force or layoff in which the employee would have lost her/his position had she/he not been on leave.
- Any questions concerning the Family Leave Policy should be directed to the Office of Human Resources.

F3. HOLIDAYS AND HOLYDAYS

Annually, a schedule of specific dates of holidays and Catholic holydays is released by the Office of Human Resources. The following are normally considered holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Holy Thursday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day, and the Friday after Thanksgiving
- Christmas Eve, Christmas Day, and the week following Christmas

Holiday schedules may vary from year to year depending upon the academic calendar of the University. All full-time and part-time employees are paid for official University holidays. Part-time and 10-month employees are paid only for holidays they would have normally worked. If an employee is part-time, pay is for the normal hours worked per day.

F4. JURY DUTY

Employees who are required to be on jury duty will receive their normal compensation pay up to a maximum period of two weeks. Before an employee is paid, they must provide the Office of Human Resources and their program chair/supervisor with a copy of the notification of jury duty selection and a statement from the court showing the dates of attendance and the rate of compensation paid by the court. If the court cancels jury duty during a normally scheduled workday, the employee is expected to return to work.

F5. LEAVE OF ABSENCE FOR PERSONAL REASONS

Only full-time employees with at least one year of service are eligible for an unpaid personal leave of absence, subject to the approval by their program chair/supervisor and the Director of Human Resources. Eligibility for a personal leave of absence is for a specific period not to exceed six months, and must be for compelling reasons.

Employees must submit a written request for a personal leave of absence to their program chair/supervisor for approval. The request must include reasons for the leave and the specific period it will cover. The request must then be approved by both the program chair/supervisor and the Director of Human Resources.

Approved leaves of absences are granted without pay. These leaves will not break continuity of service. If an individual does not return by the end of the leave, the University will consider that person to have voluntarily resigned. Employees who decide to resign while on leave must notify the Office of Human Resources in writing.

Should the employee be granted a personal leave, there will be no benefit entitlement and no accrual of benefits. The employee will be eligible to continue group health insurance under COBRA, at the employee's expense, for the length of the leave.

Employees cannot engage in other employment, unless approved by the supervisor or program chair or apply for unemployment benefits while on leave of absence. The University will consider such action as a voluntary resignation. Employees do not accrue vacation, sick days, holidays, or other benefits while on leave.

F6. MILITARY TRAINING/MILITARY LEAVE OF ABSENCE

Members of the National Guard or Reserves will receive their usual University salary during scheduled military training. The employee returning from military training must provide the Business Office with a copy of their military pay detail. The amount paid by the military will be deducted from the next scheduled University salary payment to the employee. Up to two weeks per year is allowed for this training and is not granted in lieu of vacation.

An unpaid leave of absence will be required in the event an employee is called to active military duty. The impacted employee should contact the Director of Human Resources for details involving the leave of absence. The individual will have their salary, health insurance and 403(b) contribution suspended during the leave, however, continuity of service will be maintained.

F7. SICK DAYS (Staff only)

All full-time employees are granted 10 days per year to be used for illness after one year of employment. Prior to one year of employment, sick days are accrued at the rate of .083 days for each month of employment. Sick days can be carried over from year to year up to 10 days. All unused and earned sick time will be forfeited upon separation.

Part time employees will accrue (1) one hour of paid sick time for every 30 hours worked up to a maximum of 40 hours and can begin using the time after 120 days of employment. Employees can carry over up to 40 hours of paid time from one benefit year to the next. Upon separation from the Institution, unused and earned sick time will not be paid out.

Sick days can only be used for employee sickness and are not to be used as additional vacation time. Employees must notify their departmental supervisor prior to their normal work hours that they are unavailable for work due to illness. A departmental supervisor may request a doctor's note 1) if an employee is out for more than three consecutive workdays, 2) if a sick day is used immediately before or after a holiday, 3) if excessive sick days are taken and for repeat Monday and/or Friday absences.

Earned sick leave may be used for:

- Diagnosis, care, treatment of, or recovery from, a mental or physical illness, injury or other adverse health conditions, or for preventative medical care of the employee
- Caring for a family member during diagnosis, care, treatment of, or recovery from, a mental or physical illness, injury or other adverse health conditions, or for preventative medical care of the employee's family member
- Absence(s) necessary due to the employee or employee's family member being a victim of domestic or sexual violence, *if the earned sick leave is used for:*
 - medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence
 - services from a designated domestic violence agency or other victim services organization;
 - psychological or other counseling
 - relocation
 - other legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic violence or sexual violence
- Attending a school-related function of the employee's child requested or required by the school responsible for the child's education, or attending a meeting concerning the care provided to the child in connection with the child's health conditions or disability

An employee may not use earned sick leave for any purpose other than those listed above and an employer may discipline an employee who abuses this policy.

Employees who use more than their authorized number of sick days will be charged the excess as against their accrued vacation. If no vacation time remains, they will not be paid for the sick absence.

It is the employee's responsibility to accurately record sick time. Departmental supervisors must sign employees' time sheets and validate the accuracy of reporting for payroll purposes.

Short-term disability payments become available for full-time regular employees who are disabled for more than 7 days due to illness or injury incurred while off the job.

Revised October 2018

F8. VACATIONS

It is the policy of the University to grant annual vacations, with pay, to full-time and part-time employees.

Full-Time, 12-Month Positions:

Vice Presidents, Directors:

- During the first year of employment: vacation will be prorated from the date of hire for a maximum of 20 days (accrued at 1.67 days per month)
- Beginning July 1st of the second year: 20 days (accrued at 1.67 days per month)

All Other Staff:

- During the first year of employment: One day for each month of employment prior to July 1, up to a maximum of 10 days
- Two to five years: Ten days (accrued at .834 days per month)
- Six to ten years: 15 days (accrued at 1.25 days per month)
- After ten years: 20 days (accrued at 1.67 days per month)

B) Full-Time, 10–11 Month Positions:

- During the first year of employment: One day for each month of employment up to a maximum of Ten (10) days
- Start of the second year: Ten (10) days (accrued at 1.0 day per month)
- 10-Month employees hired after August 19, 2014 are not eligible for vacation time. However, two (2) personal days will be granted.
- 11-Month employees hired after May 5, 2015 are not eligible for vacation time. However, three (3) personal days will be granted.

C) Part-Time Staff (working no more than 25 hours per week):

- After one year, to ten years: The number of hours worked per week
 - After ten years: Double the number of hours worked per week.
 - For those employed after July 1, 2016, no vacation time is accrued.
- Employees on leave of absence do not accrue vacation time as part of the leave.
 - Up to five vacation days may be carried over from one year to the next. Because time away from work is important, employees are encouraged to take all vacation days within the University fiscal year in which they are earned (July 1 - June 30). Carry over time is expected to be utilized by September 30th of each year upon approval of the supervisor.
 - Vacation time must be taken at a mutually agreed upon time with your program chair/supervisor so as to take into consideration the needs of the department. The University reserves the right to modify requested vacation schedules. Please consult with your program chair/supervisor before scheduling vacation time.

- If a paid holiday falls within an employee's vacation period, the day is paid as a holiday and not counted as a vacation day.
- Other SEU closings deemed necessary (i.e. emergency and snow closings) that fall on a regular work day during an employee's vacation will be considered vacation days.
- It is the responsibility of program chairs/supervisors to approve and monitor vacation time.
- Employees will be compensated for any accrued unused vacation time earned for the current fiscal year upon termination of employment unless the employee has not provided notice prior to his/her resignation in which case accrued vacation time will be deducted for the number of days for which notice did not occur.
- The employee must reimburse the University for any vacation time taken but not accrued at the time of termination.
- This vacation policy may not be applicable to certain departments in the University (i.e. Instructional Faculty and Residence Life Staff). Please refer to the Faculty Handbook or contact the Vice President for Student Life for further information.

Revised: Fall 2016

G) EMPLOYEE BENEFITS

Employees should contact the Office of Human Resources to receive details of the University's benefit plans and to obtain the necessary enrollment or change forms.

G1. MEDICAL AND PRESCRIPTION DRUG INSURANCE

Saint Elizabeth University provides its full-time employees with a medical health plan partially funded by employee contributions. Employee premium contributions are deducted from an employee's pay check on a pre-tax basis. The University reserves the right to change the plan carrier, the plan design features, or the employee contribution amounts at its discretion.

- Full-time employees become eligible for the plan on the first day of the month following 30 days of employment.
- Eligible employees may also elect to have family members, such as spouse and/or Eligible dependent children covered by the plan at the group rate for the appropriate Class of coverage.

Specific information on the medical plan can be obtained from the Office of Human Resources.

CONTINUATION OF BENEFITS AFTER SEPARATION FROM EMPLOYMENT (COBRA--(CONSOLIDATED OMNIBUS RECONCILIATION ACT)

The Consolidated Omnibus Reconciliation Act of 1986 (COBRA) requires employers who sponsor group health plans to offer employees and their families the opportunity to continue health coverage under certain instances when their coverage would otherwise end. The University complies with the COBRA regulations and will provide employees and their families with the option to elect COBRA health continuation coverage. COBRA continuation is available for qualifying events resulting in a loss of health coverage, such as termination of employment (for reasons other than misconduct), reduction in hours, dependent children attaining age 26 (23 if full-time student for dental). Health coverage can continue, for 18 or 36 months, depending upon the reason for the loss of coverage. Individuals will be responsible for the monthly premium for the class of coverage plus an administrative fee.

G3. DENTAL INSURANCE

The University offers eligible full-time employees the opportunity to participate in a group dental plan. The plan is completely voluntary and is available through an outside vendor. Premiums are 100 percent employee paid and are deducted from an employee's paycheck on a pre-tax basis. The University reserves the right to change the plan carrier or the plan design features at its discretion.

- Full-time employees become eligible for the plan on the first day of the month following one full calendar month of service by the employee, or during an open enrollment period held at the discretion of the University.
- Full-time employees may also elect to have family members, such as spouse and/or eligible dependent children covered by the plan at the group rate for the appropriate class of coverage.

Specific information on the dental plan can be obtained from the Office of Human Resources.

Reviewed 2018

G4. GROUP LIFE INSURANCE

Full-time employees are covered under a basic Group Life Insurance and Accidental Death and Dismemberment (AD&D) plan. Participation in the plan is at no cost to the employee (100 percent employer paid) and it provides coverage at 1 ½ times an employee's normal annual salary up to a maximum of \$75,000. Full-time employees become eligible for the plan on the first day of the month following 30 days of employment. Specific details on the plan are available in a Life Insurance Booklet provided by the Office of Human Resources.

LONG TERM DISABILITY

Full-time employees, who are unable to return to work after 26 weeks out of work on Temporary Disability will be considered for the Group Long-Term Disability Insurance, at no cost to the employee.

The employee may apply for long-term disability benefits under this group policy, for up to a maximum of 60% monthly benefit up to \$6,000. The minimum monthly benefit is \$100, provided that the individual meets all the eligibility requirements as outlined and defined throughout the group Long-Term Disability Insurance Plan document. Specific information on this plan can be obtained from the Office of Human Resources.

G8. RETIREMENT PLAN

All University employees are eligible to participate in the Teachers Insurance and Annuity Association/University Retirement Equities Fund (TIAA-CREF). The TIAA-CREF plan is a voluntary contribution plan. Employees are eligible to join upon employment or at any other time selected by the employee. Employee contributions to the TIAA-CREF program are not taxable income under current federal tax regulations.

- In order to receive the tax benefits, employees who contribute to TIAA-CREF must sign an Agreement for Salary Deferral Under Section 403(b) form. Please contact the Office of Human Resources for further information.
- While any full-time employee age 21 or older may enroll in the Plan at any time during their employment, they must have six (6) months of plan participation before becoming eligible for any University match. The University may waive part or the entire match waiting time based upon prior participation in TIAA-CREF in a higher educational organization. Documentation may be requested to show prior participation.
- It is the responsibility of the employee to enroll, at the appropriate time, in order to obtain the University's matching portion. Enrollment is not automatic.
- At its discretion, the University may suspend its matching payment.
- Please contact the Office of Human Resources for further information.

Updated Summer 2021

G9. TEMPORARY DISABILITY

This benefit is payable when a full-time regular employee is disabled for more than seven (7) calendar days due to illness or injury suffered while off the job. The duration of this benefit is for a maximum of 26 weeks to be paid at two thirds of the employee's weekly wage up to the maximum dollar amount set by state law. This policy will be effective as of April 15, 2013 and will apply to all current and future employees. All current active disability claims will be grandfathered into our previous policy. All claims submitted on or after this effective date will be subject to this policy. It should be noted that vacation and sick time will not accrue while the employee is receiving temporary disability payments.

WORKER'S COMPENSATION

All employees are eligible for New Jersey Worker's Compensation benefits under the provisions of Workers' Compensation Insurance. The University pays for the full cost of this benefit which entitles the injured employee to be paid at two thirds of the employee's weekly wage up to the maximum dollar amount set by state law. Accidents, including employee injuries, must be reported promptly to your program chair/supervisor. An Incident Report must be completed by the injured employee. Program chairs/supervisors must review the form for completeness and forward the completed form to the Office of Human Resources.

Reviewed Fall 2018

G12. FSA and Dependent care - TAX SAVER SELECT PROGRAM

The University offers eligible full-time employees the opportunity to participate in a tax saver select program. This program permits employees to set aside a limited dollar amount on an annual basis for eligible medical and dependent care expenses incurred by employees. An employee's annual election is currently limited to \$2,750 for medical expenses and \$5,000 for dependent care expenses. Annual elections will be deducted equally from an employee's semi-monthly paycheck on a pre-tax basis. Expenses must be incurred by March 15th of the following year. Claims for reimbursement of eligible expenses must be filed by the employee directly with the plan carrier in the current plan year but no later than April 15th of the following year. If no valid claim has been filed, funds remaining in an employee's account after April 15th of the following year will be forfeited.

Eligible employees may enroll in this plan upon employment or during the annual solicitation period by the Office of Human Resources. Details of this program are available in the Office of Human Resources.

Reviewed Fall 2019

G13. TUITION REMISSION POLICY

The University offers tuition remission to faculty, staff, their eligible dependent children and spouses. Tuition remission benefits are applicable to tuition only. All other fees and costs associated with attending the University or any particular course are the responsibility of the student. These additional costs/fees to those eligible include, but are not limited to application fees; University fees; course fees; books; room and board. A complete list of these fees can be found in the University catalog. Additional costs and fees for those eligible will be for penalties only (i.e., late payment, check return, etc.).

To be eligible for this benefit, an applicant must meet all admissions criteria, be accepted into the respective undergraduate or graduate program and attain a minimum grade point average (GPA) of 2.0 for each semester. Should the undergraduate student attain a GPA below the minimum 2.0, he/she would not be eligible for the tuition remission benefit in the next semester of enrollment. For graduate students, the minimum semester GPA is 3.0 or the student relinquishes the tuition remission benefit.

Employee applicants must complete an “Employee Registration Form” which can be obtained online at the Registrar’s webpage. Employee applicants cannot register on-line, but must print and complete the form and follow the enrollment process.

Eligible dependents and spouses may register online by following the standard registration procedures found on the Registrar’s webpage. After the eligible dependent/spouse registers, she/he will have to print and submit a “Dependent/Spouse of Eligible Employee Tuition Remission Form” to the Office of Human Resources. The form may be picked up at the Office of Human Resources or downloaded from the Registrar’s webpage.

- Enrollment in a course by employees, dependents and spouses applying under tuition remission is contingent upon “space available” and adequate enrollment by non-tuition remission enrollees. Should either of these not occur, the employee, eligible dependent or spouse will be permitted to enroll at another time or choose another course appropriate to his/her field of study. When there is insufficient enrollment, the University is under no obligation to assure continuous enrollment.
- Course attendance must not interfere with an employee’s performance of their job responsibilities. All coursework must be completed on the employee’s own time. Employees who wish to take a course that is scheduled during their normal work time must obtain prior approval from their immediate supervisor/department head or chair. Course attendance during normal work hours is limited to one course per term. Work time spent in class must be made up either by extending the work day or the work week in which the class is scheduled.
- On-line course work must be completed on the employee’s own time. The University reserves the right to periodically monitor employees’ on-line course time.
- Full and part time (minimum 20 hours per week) employees will be eligible to enroll at the beginning of the semester or term following the employee’s completion of one (1) year of employment.
- Eligible dependents and spouses of full and part time employees will be permitted

to enroll at the beginning of the semester or term following the employee's completion of one (1) year of employment (see Undergraduate and Graduate Course Eligibility sections).

- Eligible dependents include dependent children and stepchildren up to age 24 who at the start of semester enrollment meet the requirements of the IRS definition of dependent which is (1) not older than 24 years of age (2) enrolled as a full-time student and (3) will be claimed by the parent as a dependent for tax purposes for the current year.
- Tuition remission benefits cannot be accumulated nor carried into a future academic year. Note: For purposes of tuition remission, the academic year begins with the Summer III semester and ends with the Summer II semester.
- Eligible dependent children and spouses remain eligible while the employee remains employed by the University. Should the employee die or become eligible for long term disability before the dependent or spouse completes his/her degree, he/she will be allowed to continue to receive tuition remission until the degree is attained, assuming continuous enrollment.
- Any employee, eligible dependent child or spouse who is eligible to receive tuition remission benefits, must first complete a FAFSA (Free Application for Federal Student Aid) to determine eligibility for any federal/state scholarships or grants. The tuition remission will be adjusted to cover the remaining portion of the tuition not covered through state or federal funds.
- An employee who separates from the University before the completion of a semester will be responsible for the cost of the course(s) in which he/she, his/her dependent children and/or his/her spouse are enrolled at the time of separation.
- The tuition remission benefit does not apply to any independent study course at the University.
- In the event the individual is enrolled in a combined program the maximum number of classes allowed will not exceed the maximum as defined in the undergraduate eligibility per academic year (see below).
- For eligible participants, only those earning the first bachelors or masters degree are eligible for the tuition benefit.
- Doctoral degrees, clinical masters degrees (Nutrition/Dietetic Internship, Nursing and Physician Assistant) and certificate programs are ineligible for the Tuition Remission benefit.

Undergraduate Course Eligibility

- Full Time
 - **Full time staff** may take up to seven (7) courses per academic year in a degree program (beginning the semester following one (1) year of employment). Certificates are not eligible for tuition remission.
 - **Eligible dependent children of full time employees** are eligible for 100% tuition remission only for the first bachelor's degree program* (beginning the semester following employee's completion of one (1) year of employment). Certificates are not eligible for tuition remission.
 - **Spouses of full time employees** are eligible for 100% tuition remission only for the first bachelor's degree program* (beginning the semester following

employee's completion of one (1) year of employment). Certificates are not eligible for tuition remission.

- Part Time
 - **Part time employees (minimum 20 hours per week and/or coaches working under a 12 month contract)** may take up to three (3) courses per academic year in a bachelor's degree program (beginning the semester following one (1) year of employment). The benefit is not available to those who already hold a bachelor's degree from the University or another institution. Certificates are not eligible for tuition remission.
 - **Eligible dependent children and spouses of part time employees** are eligible for 100% tuition remission for three (3) courses per academic year in a first bachelor degree only program (beginning the semester following employee's completion of one (1) year of employment). The benefit is not available to those who already hold a bachelor's degree from the University or another institution. Certificates are not eligible for tuition remission.
- **Adjunct faculty** are not eligible for tuition remission.

Graduate Course Eligibility

- **Full Time** - Those enrolled in graduate courses must maintain a minimum semester GPA of 3.0.
- **Full time faculty and staff** may take up to five (5) graduate courses per academic year in a degree program (beginning the semester following completion of one (1) year of employment. Doctoral degrees, clinical masters' degrees (Nutrition/Dietetic Internship, Nursing and Physician Assistant) and certificate programs are ineligible for the tuition remission benefit.

Note: Upon the recommendation of the Vice President of Academic Affairs, assuming adequate non-employee enrollment, a full-time faculty member who is masters prepared may enroll in a doctoral program at 50% of the tuition rate.

Once the degree is completed, the faculty member is required to maintain employment for a period of two years unless the University releases the faculty member from employment.

- **Dependent children and spouses of full time employees** are not eligible for tuition remission.
- Part Time
 - **Part time employees (minimum 20 hours per week)** may take up to three (3) graduate courses per academic year in a degree program (beginning the semester following completion of one (1) year of employment). Doctoral degrees, clinical masters' degrees (Nutrition/Dietetic Internship, Nursing and Physician Assistant) and certificate programs are ineligible for the Tuition Remission benefit.
 - **Dependent children and spouses of part time employees** are not eligible for tuition remission. *

- *Adjunct faculty* are not eligible for tuition remission.

* Dependent children and spouses of eligible full time and part time employees enrolled in graduate programs prior to September 1, 2017 will continue to receive the 50% tuition remission benefit through program completion, assuming continuous enrollment.

Updated June 2019

* Part-time coaches working under a 12 month contract are eligible for this benefit.
Reviewed: Fall 2014

G14. COUNCIL OF INDEPENDENT UNIVERSITYS (CIC) TUITION EXCHANGE PROGRAM

Full time employees, their spouses and dependent children are eligible to apply for full tuition remission at any of the colleges and universities participating in the Council of Independent College (CIC) Tuition Exchange Program. Such approvals are granted on an annual basis, so reapplication must be submitted for any year beyond the first approved year. Acceptance is at the sole discretion of the “receiving” CIC institution.

All fees and costs other than tuition associated with attending a CIC institution are the responsibility of the applicant. These additional costs/fees may include, but are not limited to: application fees; University fees; course fees; books; room and board. Employees must have completed one (1) year of employment with the University before they or their dependents can apply for the program. Again, eligibility is determined by the “receiving” University.

Applications and specific program information are available from the Director of Human Resources and from the Council of Independent College’s website www.cic.edu.

Reviewed: Fall 2018

G15. UNEMPLOYMENT COMPENSATION

All employees who meet the length of employment and earnings criteria are eligible for unemployment insurance benefits under the laws of the State of New Jersey. Depending upon the reason for termination, unemployment benefits may be available to employees terminated by the University. Currently, benefits are available for up to a maximum of 26 weeks at a rate as determined by the state based on each employee's current salary.

Reviewed: Fall 2015

H) UNIVERSITY POLICIES

H1. Accommodation Policy

Saint Elizabeth University does not discriminate against any job applicant or employee on the basis of a physical or mental disability(s) and will seek to provide reasonable accommodations that will not cause undue hardship for the University.

The University's accommodation process is an "interactive process"; thus, the individual requesting reasonable accommodations and the hiring or department supervisor will participate to the fullest extent of the University's accommodation process. Failure to do so by one or both parties may result in the denial of reasonable accommodations.

The Accommodation Process for Job Applicants

Job applicants with a physical and/or mental disability in need of reasonable accommodations should contact the Human Resources (HR) Department to request reasonable accommodations. If the applicant is hired, he or she will be asked to provide information to substantiate a request for accommodation.

The Accommodation Process for Active Employees

In order to request accommodations, the employee must provide the University with information from his or her licensed healthcare provider that sufficiently substantiates the employee's request for a reasonable accommodation. In addition, the information must clearly indicate the nature, severity, duration and activity(ies) limited by the disability and to what extent the disability limits the employee's ability to perform the essential functions of his or her job.

It is the responsibility of the employee to provide complete information in a timely manner. Failure to do so may result in the denial of the request for accommodations. Furthermore, the cost of obtaining and providing information to the University is the employee's responsibility.

Step 1

An active employee with a disability who is in need of reasonable accommodations should contact the HR Department to obtain a *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form* to be completed by the employee and by his/her licensed healthcare provider. The completed forms must be returned to HR within 10 working days of receipt of the form.*

Step 2

Once the active employee receives a *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form* from HR, the employee is placed on an unpaid leave, which does not count against the employee's Family and Medical Leave Act (FMLA) entitlement. During this time, as a courtesy, the employee's job will be protected for 10 working days, pending HR's receipt of the employee's *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form*. During the unpaid leave, the employee

may utilize accrued paid time off. However, the employee will not accrue any paid time off while on leave.

Step 3

HR will notify the employee's supervisor that he or she has requested one or more reasonable accommodations and is therefore on a 10 working days job-protected, unpaid leave.

Step 4

Within five business days of receipt of the completed *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form*, HR will schedule a meeting with the employee and his or her supervisor to discuss specific reasonable accommodations.

Step 5

If a specified reasonable accommodation and its duration are agreed upon by all parties, the employee may return to work once the reasonable accommodation has been implemented.

If an agreement cannot be reached with regard to specific reasonable accommodations and or its duration, if the employee is eligible for FMLA leave, HR will give the employee a FMLA information packet to apply for 12 weeks of job-protected, unpaid leave under FMLA. During this time the employee may utilize accrued paid time off. However, the employee will not accrue any paid time off while on leave (see FMLA eligibility).

NOTE: The University reserves the right to ask for re-evaluation of the accommodation on a periodic basis.

The Process for Employees Returning from Leave

Step 1

Before returning to work, an employee who has been out on medical leave with an impairment who is in need of an accommodation must forward an authorization to return to work from his or her licensed healthcare provider to HR.

The authorization to return to work must clearly indicate the nature, severity, duration and the activity(ies) limited by the impairment; to what extent the impairment limits the employee's ability to perform the essential functions of his or her job, and suggest reasonable accommodations that will enable the employee to perform the essential functions of his or her job.

Step 2

If the authorization to return to work contains all of the required information, within five working days, HR will schedule a meeting with the individual and his or her supervisor to discuss specific reasonable accommodation(s).

Step 3

If a specified reasonable accommodation(s) and its duration are agreed upon by all parties, the employee may return to work once reasonable accommodation(s) have been implemented

If the authorization to return to work does not possess all of the required information, HR will give the employee a *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form* to be completed by the employee and by his or her licensed healthcare provider. The completed forms must be returned to HR within 10 working days of receiving the form.

Step 4

Within five working days of receiving the completed *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form*, HR will schedule a meeting with the individual and his or her supervisor to discuss reasonable accommodations.

Step 5

If the specified reasonable accommodation and its duration are approved by all parties, the individual may return to work once the accommodation is in place.

If an agreement cannot be reached with regard to a specific reasonable accommodation and or its duration, the employee will remain on unpaid leave for the next 10 working days. HR will forward to the employee a *Reasonable Accommodation Request and Authorization to Obtain and Release Information Form* to repeat the return to work process which must include new or additional information.

*Working day is defined as a day when the University is in full operation.

NOTE: In unusual circumstances, the review and response time may be extended.

Approved: March, 2016

H3. CONFLICT OF INTEREST POLICY

An employee shall be considered to have a conflict of interest if:

- A. There exists or potentially exists financial or other interests which impair the independent and unbiased judgments of such employee in the discharge of his/her responsibilities to the University.
- B. A related party to the employee has financial or other dealings with the University which might impair or might reasonably appear to impair the independent, unbiased judgment of the employee in the discharge of his/her responsibilities to the University. A related party is defined as a member of the family of the employee or a member of the household of the employee (which for purposes of this statement shall include spouses, parents, siblings, children, or any other person who resides in the same household as the employee,) or any organization in which the employee (or a related party) is an officer, director, employee, member, partner, trustee, or significant investor or equity owner.
- C. Any University resources (including time of University personnel, funds, facilities, the University's reputation or other assets) are diverted or appear to be diverted from their intended purpose, by virtue of outside activities, associations, or appointments of an employee.
- D. An employee (or a related party) has an interest or plans to acquire an interest in investments in real estate or other property in which the University may have an interest.
- E. An employee (or a related party) accepts gifts, gratuities, or favors from any person or organization doing business with or seeking to do business with the University if, under the circumstances, it could reasonably be inferred that the judgment of the employee would be influenced in the discharge of his/her obligations to the University.

An employee has an obligation to disclose a conflict of interest or a potential conflict prior to becoming involved in an activity giving rise to a conflict of interest, or as soon as possible afterward. The employee shall prepare a written statement concerning the conflict of interest and submit it to the Director of Human Resources.

INTRODUCTION:

The term "conflict of interest" cannot be comprehensively defined and it is subject to interpretation. It is recognized that some situations or issues involving ethical judgment may not always be free from ambiguity, particularly in the course of conducting financial transactions with an outside vendor. As a general rule, a person should not only consider the actual existence of a conflict of interest, but also, the appearance of impropriety and the interpretation by a third party who might have occasion to judge or review the transaction. To ensure appropriate conduct by all officers and administrators of the University, the highest standards of ethical conduct and behavior must be observed at all times in dealings with or on behalf of the University.

Objectivity and integrity are essential qualities for employees of any organization, and particularly for those who are in the service of the University. If the University is to carry out its Mission with unquestioned credibility, its employees must maintain the highest levels of integrity and objectivity as they perform their duties. The purpose of this policy is to provide guidelines to help employees of the University maintain these qualities and protect the financial resources of the University.

One of the primary responsibilities of the officers and administrators of Saint Elizabeth University is to safeguard the tangible and intangible assets of the University. The University must ensure that its mission and objectives are not compromised by the actions of any officer or administrator (hereafter referred to as employee/(s).)

COMPLIANCE:

The Office of Human Resources shall be responsible for monitoring compliance with this policy by all employees. Identified employees are officers of the University, administrative department directors and managers, as well as other administrative types who approve expenses or contract for goods and services. Both full-time and part-time individuals may be covered by this policy.

The Office of Human Resources shall circulate a copy of this policy to all employees immediately, and annually thereafter. Within two weeks, each employee or applicant for employment shall sign a copy of the disclosure form accompanying this policy and return it to the Director of Human Resources. When the Office of Human Resources receives a disclosure form from an employee or applicant for a selected employee position indicating that the possibility of a conflict of interest exists, the disclosure form shall be forwarded to the Vice President of Finance & Administration or his/her designee (hereinafter "VPFA") for review. The VPFA shall then make a determination as to whether a conflict or potential conflict of interest exists. If a conflict or potential conflict is found, the VPFA shall either:

- (1) Advise the employee involved that he/she must refrain from or discontinue involvement in the circumstances giving rise to the conflict; or
- (2) Authorize the employee to proceed or continue with the activity in question, so long as appropriate safeguards specified by the VPFA are complied with in the conduct of the business transaction(s).

If an employee is not clear as to whether an actual or potential conflict of interest exists, the employee should bring the particular circumstances to the attention of the Director of Human Resources. If this occurs, the Director of Human Resources shall prepare a written record of the discussions and a recommendation as to whether a conflict or potential conflict of interest exists. All such documentation shall be forwarded to, and considered by, the VPFA.

The decision of the VPFA as to the existence of any conflict or potential conflict of interest shall be final. Failure to follow the VPFA's directives with respect to the elimination of a conflict of interest, or a potential conflict of interest, may result in disciplinary action, up to and including termination of employment.

GENERAL GUIDELINES FOR THE AVOIDANCE OF CONFLICTS:

All individuals employed by the University are charged with fidelity and integrity in the performance of their duties and functions. Their conduct as employees should be solely for the purpose, benefit, and interest of the University.

Employees should be aware that their positions within the University should not be used to gain favorable treatment or self-enhancement unless this occurs as an incidental result of actions intended to benefit the University, such as, an occasional business lunch or a gift of minimal value(\$50 or less).

Employees should only have direct dealings with vendors of the University in accordance with the University's purchasing policies. Information known to be confidential or privileged that is acquired by an individual in the course of employment at the University should be used only for University purposes. Officers and administrators should remain cognizant that they are expected to devote their best efforts to the furtherance of the University's mission during the course of their employment.

Outside employment or personal commitments, if such activities would tend to impair an individual's effective fulfillment of his/her regular and/or professional responsibilities to the University, are not appropriate and should be avoided. Any full time staff member, who desires, anticipates or holds employment outside of the University must seek prior approval before engaging in any secondary employment. The employee is required to complete Part I and II of the Request for Approval of Secondary Employment Form located on HR Google sites. This form must be submitted to their supervisor for consideration and ultimately approved by their respective Vice President. Approved requests will be forwarded to the Office of Human Resources and will be maintained in the employee's permanent personnel file.

Individuals are expected to seek advice from the divisional vice president before making commitments that may be potentially compromising to the University, its mission, or its interests.

In accordance with this policy, each employee shall disclose any actual or potential conflict of interest with the University to the Director of Human Resources, at the earliest possible time, and no later than within 10 business days of making any commitment which could lead to such a conflict.

H4. THREATENING AND ABUSIVE BEHAVIOR

The University does not tolerate threatening or abusive behavior by anyone. This includes verbal or electronic mediums, such as computers and emails, to threaten individuals or to spread false and malicious information about a student, employee, faculty member, or any private individual. If you are a victim of such behavior, or if you observe such behavior being demonstrated against someone else, you must notify Campus Security immediately (x4090). You are also to report such incidences to your program chair/supervisor and to the Office of Human Resources.

H5. VIOLENCE AGAINST WOMEN ACT, TITLE IX AND NONDISCRIMINATION LAWS

Saint Elizabeth University practices equal opportunity with respect to its students and its employees. No one will be denied employment at or admission to Saint Elizabeth University on the basis of sex, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin. The University does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal and state law and regulations.

The University of St. Elizabeth complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating on the basis of gender in its educational programs and activities. The University also prohibits harassment on the basis of sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated. The University will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of the Saint Elizabeth University community and describes an individual's rights as a student or employee with respect to sexual or other forms of harassment, sexual assault, dating violence, domestic violence and/or stalking.

Kristi Russo serves as the Title IX Coordinator for the University. The Title IX Coordinator is responsible for the University's compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator role on campus is to administer the review, investigation, and resolution procedures for reports of sexual misconduct and harassment. **Students** seeking additional information or wishing to file a complaint related to discrimination, harassment, or assault on the basis of sex, race, creed, color, religion, handicap/disability, gender, age, marital status, sexual orientation, gender identity or expression, or national origin should contact Katherine Buck, Vice President for Student Life or Meghan Aitken. **Employees** seeking additional information or wishing to file a complaint related to discrimination or harassment should contact Kristi Russo, Human Resources Director. Contact information is below:

Kristi Russo, Title IX Coordinator, Lower Level, Santa Rita Hall, (973) 290-4478

Meghan Aitken, Title IX Deputy, 4th floor, Santa Rita Hall, (973) 290-4427

Katherine Buck, Vice President for Student Life, Room 318, Annunciation Center, (973) 290-4203

SAINT ELIZABETH UNIVERSITY SEXUAL HARASSMENT, ASSAULT, AND DISCRIMINATION POLICY

As a Catholic institution of higher education, Saint Elizabeth University is a community of learning which is based on the trust, respect, and dignity of its members and celebrates God's love for all. As such, the University expects high standards of personal behavior and responsibility from its students, faculty and staff and calls all members of its community to act from a commitment to justice, mercy, and compassion, and in light of Catholic Social teaching, to develop respect and responsibility for others. With these values as its foundation, the University

is therefore committed to fostering an educational and working environment that is free from all forms of discrimination and harassment (including sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence, and stalking). In recognition of the dignity and worth of all members of the University community, incidents of such behavior will not be tolerated. Every member of the campus community (including faculty, staff, students or third parties) is responsible for insuring that incidents of harassment and/or sexual misconduct do not occur, and should they occur, assume the responsibility for reporting them.

Saint Elizabeth University has an obligation to uphold the laws of the community of which it is a part. While the laws of the community and the rules of the University may overlap, they operate independently and do not substitute for each other. The University may pursue enforcement of its rules, whether or not legal proceedings are underway or in prospect, and may use information from third party sources to determine whether University policy has been violated or not. Membership in the University does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the University's regulations. Therefore, a student or employee charged with discrimination, harassment, sexual harassment, sexual misconduct or sexual violence can be disciplined by the University through the complaint process outlined below, and may also be prosecuted under New Jersey criminal statutes.

Individuals, who believe they have been sexually harassed or assaulted, or who believe that they are the target of other forms of harassment and assault as defined in this Policy, are encouraged to report their concerns to one of the individuals listed above.

The harassment complaint process ("Complaint Process") is to be followed whenever a complaint of harassment (as described below) is made that alleges conduct that may be in violation of the University's Anti-Harassment and Non-Discrimination Policy ("Policy"). The Policy prohibits harassment based upon certain enumerated protected categories as listed above. The purpose of the Complaint Process is to describe the steps to be followed for reporting and handling complaints of discrimination, harassment, or sexual assault.

I. DEFINITIONS

Harassment is defined as conduct that creates an impermissible hostile educational or work environment based on an individual's actual or perceived race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law that is sufficiently severe, persistent or pervasive so as to limit a student or employee's ability to participate in or benefit from an educational program or activity, or work environment at Saint Elizabeth University.

Sexual harassment is a form of sexual discrimination, which is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the New Jersey Law Against Discrimination. Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex, whether on or off campus, when:

- (1) Submission to such conduct is made either explicitly or implicitly a

- condition of an individual's employment or academic standing; or
- (2) Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment.

Sexual harassment may be found in a single episode, as well as in persistent behavior. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by this policy, as well as conduct directed toward University students, faculty, or staff members. In addition, conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) is covered by this policy. Both men and women are protected from sexual harassment, and sexual harassment is prohibited regardless of the gender of the harasser. Sexual harassment is a matter of particular concern to an academic community in which students, faculty, and staff are related by strong bonds of intellectual dependence and trust. If members of the faculty, whether professors or graduate assistants, or other University employees, introduce sex into a professional relationship with a student, they abuse their position of authority.

Sexual harassment can be verbal or physical. It can be either explicit or implicit. It can, for example, be a promise that a person will receive a particular grade, promotion, or continued employment in exchange for a sexual favor. In addition, persistent, unwelcome attempts to change a professional relationship to a personal one can be a form of sexual harassment. Stalking, including via email or other electronic means may also be a form of sexual harassment. Sexual violence is also prohibited by University policy.

Sexual violence or sexual assault is defined as sexual contact *without* consent and includes:

- Fondling (the touching of private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity).
- Rape (penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim by either an acquaintance or stranger of any gender).
- Attempted rape.
- Sodomy (oral sex or anal intercourse).
- Sexual assault.
- Sexual battery.

- Sexual coercion.
- Lewdness (an offensive act committed by a person who reasonably expects that the act is likely to be viewed by another as alarming).

Consent: To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim's mental incapacity or physical helplessness due to drug or alcohol consumption, mental deficiency, being asleep/unconscious, and/or being under the legal age of consent according to New Jersey law. Agreement given under such conditions does not constitute consent. The definition of consent does not vary based upon a particular sex, sexual orientation, gender identity, or gender expression.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

Consent for Sexual Activity

- Healthy sexual interactions are rooted in consent and respect.
- Effective consent is a clear yes or no for sexual activity that is freely given.
- Assumed consent is not consent.
- Consent is specific.
- Giving consent once does not mean consent stands in the future. Similarly, if a partner has given consent in the past to sexual activity, this does not apply to current or future interactions.
- Consent can be initially given and later withdrawn. If one party is uncomfortable, he/she can change their mind at any time, no matter how far things have progressed.
- If one partner is intoxicated, asleep, or unconscious, she or he cannot give consent.
- Coercion, force, or threats or violence, invalidate consent.

Dating Violence is defined as a violent act committed by a person –

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim;
and
- (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship
 - b. The type of relationship
 - c. The frequency of interaction between the
persons involved in the relationship.

Domestic Violence is defined as felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of New Jersey, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of New Jersey.

Stalking is defined as purposeful conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others *or* causes the person to suffer substantial emotional distress (e.g. significant mental anguish that may, but does not necessarily require medical or other professional treatment or counseling). Stalking is a pattern (two or more occurrences) of malicious acts, including, but not limited to, acts which the stalker directly or indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Cyber-Stalking is a particular form of stalking in which a person uses electronic media, such as internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact that causes fear or substantial emotional distress for another person.

Retaliation against individuals who report sexual misconduct, file complaints of sexual misconduct, cooperate in the investigation of sexual misconduct, or hear formal or informal complaints of sexual misconduct is strictly forbidden. The complaint process set out here is available to any individual who believes that he or she has suffered retaliation for any of these actions. Retaliation against anyone who complains of, investigates, or participates in an investigation of alleged harassment, assault or discrimination is grounds for discipline up to expulsion (for students) and dismissal (for employees).

II. HOW TO REPORT SEXUAL HARASSMENT, SEXUAL ASSAULT, OR DISCRIMINATION AGAINST STUDENTS

Students are strongly encouraged to promptly report all incidents of harassment that they experience or observe, including sexual harassment/sexual assault, or discrimination. Faculty and staff who learn of alleged harassment, assault or discrimination against a student must report such information to one of the individuals listed below. Prompt reporting of such incidents makes

investigation of the incident more effective, enhances the ability of the University to investigate and take action on a complaint, and aids the University in protecting our academic community.

On-Campus Resources: Sexual harassment and assault are an offense against the University community as well as against the individual victim. Student victims of any form of harassment or sexual violence that occurs on-campus (or in any setting related to University programs, including off-campus activities such as field trips or athletic events) are strongly encouraged to report the incident to any Campus Security Authority. These designated individuals have significant responsibility for student, employee and/or campus activities. They include, but are not limited to:

- Zsuzsanna Nagy, Director of Counseling Services, Wellness Center,
Founders Hall (973) 290-4175

- Susan Lasker, M.D. Director of Health Services, Wellness Center,
Founders Hall, (973) 290-4175

These campus officials will assist the victim to obtain help (either through campus resources or outside referrals), and to initiate the Complaint Process (and/or criminal proceedings) through the Title IX Coordinator.

Reporting through the Advocate CARE system: In addition to the resources listed above, any member of the campus community can also report a concern of harassment or misconduct through the Advocate CARE program. Individuals reporting a concern can log on to <https://www.steu.edu/carereport> to complete a report. Individuals submitting a report will be asked to provide contact information so the appropriate University officials may follow up for more details regarding the report, if necessary.

Interim Measures and Academic Accommodations:

The University will make interim measures available to both the Complainant and Respondent throughout the investigative process in a dating violence, domestic violence, sexual assault/sexual misconduct and/or stalking complaint. These interim measures will be tailored based upon facts making every effort to avoid depriving any student of his or her education. Interim measures may be modified as appropriate by the Title IX Coordinator. Such measures may include the following:

- alternate housing assignments;

- course reassignment;

- issuance of a zero contact order;
- change in work schedule and/or location; or
- reasonable academic accommodations, which may include withdrawal from class, retaking a class without penalty, and/or access to tutoring services.

These interim measures will be provided whether or not the complainant elects to file an informal or formal complaint or makes a police report.

Confidentiality: Saint Elizabeth University is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. While the University encourages victims to report an incident of sexual misconduct, there are many options available for students to speak with someone about what happened while maintaining confidentiality. The University shall maintain confidentiality to the extent possible. Only those who have a need to know will be told the identity of the parties to a complaint. In some instances, a Complainant may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the University reserves the right to limited disclosure and to take appropriate action in order to ensure the safety and well-being of members of the University community.

Confidential Resources: Licensed professional counselors provide mental-health counseling to members of the campus community and are not obligated to report any information to the University, but will provide referrals and resources to an individual in need.

Confidential resources include:

Zsuzsanna Nagy, Director of Counseling Services, Wellness Center, Founders Hall (973) 290-4175

MorrisCARES Sexual Assault Hotline & Crisis Counseling, Morristown Medical Center, (973) 829-0587

The privacy of the student victim will be respected at all times. It is the victim's decision whether to initiate a complaint or to continue with any form of resolution. It is the right of the victim not to report, but if she/he does report, the University is obligated by law to take measures to remedy any harassment it confirms. However, if a student elects not to file a formal or informal complaint, the University reserves the right to take action in situations where, in the judgment of University officials, the interests of the wider University community may be affected.

Students who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the University reserves the right to determine whether the University community may be at risk if such a report is not made. Should the University decide to contact the police; every effort will be made to protect the victim's privacy.

Students who wish to file a complaint against an individual may use either an informal or formal process, as described in Section IV below.

Off-Campus Resources and Immediate Medical Attention: The University is committed to partnering with off-campus resources such as MorrisCARES and the Florham Park Police Department to provide specialized care to victims of sexual assault in a supportive environment. Individuals may also want to seek medical assistance through Morristown Medical Center. Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. An individual can seek this medical assistance by dialing 911, MorrisCARES at 973-829-0587, or Residence Life at 973-985-7394.

Services provided by MorrisCARES include:

- **Sexual Assault Hotline: 973-829-0587** – confidential support and crisis counseling provided by a professional therapist, available 24 hours per day, 7 days per week.
- **Individual counseling & support groups** – available to male and female survivors of sexual violence, as well as to their families and significant others.
- **Advocacy services** – trained advocates accompany survivors of sexual violence to local police departments and the emergency room at Morristown Medical Center.
- **Community education** – covers a variety of topics related to sexual violence and harassment

Sexual Assault Response Team (SART)

An advocate certified forensic nurse and specially-trained law enforcement investigators address the medical, emotional and legal needs of survivors 13 years of age and up who are in acute crisis and have been sexually assaulted within a five-day period. Services are available through MorrisCARES.

Jersey Battered Women's Services - Full-service domestic violence and domestic abuse prevention agency offering:

- Confidential hotline 1-877-R-U-ABUSED or agency support (973) 267-4763
- Emergency safe house for women and their children
- Counseling and legal assistance
- Children's services
- Transitional housing
- Life skills education/vocational counseling
- Community education
- Teenage dating abuse prevention
- Primary prevention

- Friends & Family support
- Batterer's Intervention

Florham Park Police Department

Florham Park Police officers have been trained by MorrisCARES advocates on response to victims of sexual violence. Individuals can choose to report an incident of sexual violence, domestic violence, dating violence, or stalking to the police by contacting the Florham Park Police: Emergency 911 or non-emergency (973) 377-2200.

III. HOW TO REPORT HARASSMENT, ASSAULT, OR DISCRIMINATION INVOLVING EMPLOYEES

Any employee who believes that he or she has encountered or witnessed harassment, assault or discrimination shall report the misconduct to Meghan Aitken, Title IX Deputy, 4th floor, Santa Rita Hall, (973) 290-4427 either orally or in writing as promptly as possible utilizing the Title IX Complaint Form located in Appendix A. In addition, employees who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the University reserves the right to determine whether the University community may be at risk if such a report is not made. Should the University decide to contact the police; every effort will be made to protect the victim's confidentiality.

Faculty, students and staff who wish to file a complaint against the accused individual may use either an informal or formal process, as described in Section IV below.

IV. THE COMPLAINT INVESTIGATION PROCESS/GRIEVANCE PROCEDURE

After receiving the Title IX Complaint Form indicating that a student or employee wishes to file a complaint of harassment, assault, domestic violence, dating violence, stalking or discrimination, the Title IX Coordinator will immediately provide the accused (the Respondent) with a copy of the University's policy as well as the written complaint filed against him/her. The Respondent must then prepare a written response to the allegations and submit it to the Title IX Coordinator within three business days prior to the initial interview taking place. The Title IX Coordinator will review both the written complaint and response, and if warranted, will assign two investigators to the case within one class day. The University will endeavor to conduct a timely review of the complaints if possible and conclude the investigation within approximately sixty days.

The investigators assigned to a complaint will explain to both the Complainant and the Respondent the avenues for informal and formal action, including a description of the process and the relevant avenues of redress, and will provide them with a written summary of the process. The Title IX Coordinator (or investigator) has the authority to take all reasonable and prudent interim measures to protect both parties pending completion of the investigation and during the informal or formal procedures undertaken to resolve the complaint.

Informal Resolution

The Complainant will determine whether to use the informal grievance procedure or the formal procedure described below. Use of the informal procedure does not preclude the later use of the formal procedure.

The informal resolution process involves a good faith effort to resolve the issue through confidential, informal means. The informal procedures are designed to resolve complaints quickly and efficiently, but can only be utilized if both parties voluntarily agree to participate. There are various methods available to attempt informal resolution, and the method or methods chosen will be tailored to the particular circumstances. Methods may include, but are not limited to, mediation or modification of a situation in which the offensive conduct occurred, or arranging a meeting between the Title IX Coordinator or Investigator and the alleged offender to discuss the requirements of the policy.

Where circumstances allow for Informal Resolution, procedures such as mediation will be initiated as soon as possible, absent any unusual circumstances. Both the Complainant and the Respondent have the right to bypass or end the informal complaint process at any time in order to initiate formal complaint proceedings. Likewise, if the issue is not satisfactorily resolved through the informal process, either party may then inform the Title IX Coordinator in writing that he/she wishes to use the formal process. If the complaint names the Title IX Coordinator as the Respondent, the complaint should be directed to the Vice President for Finance and Administration. The utilization of the informal resolution process is not a precondition for initiating the formal resolution process.

Formal Resolution

If either the Complainant or the Respondent requests a Formal Resolution Process, a formal investigation will be initiated. The investigator will work as expeditiously as possible to conduct a full and fair investigation. The investigator will give both the Complainant and the Respondent a reasonable opportunity to be heard (orally and/or in writing), with respect to the complaint and to furnish names of witnesses along with information or other evidence pertaining to their knowledge of the matters set forth in the complaint. Both parties will be permitted to furnish a list of questions to the investigators to be asked as part of the investigative process. Upon completion of the investigation, the investigators will report in writing to the Title IX Coordinator, setting forth the steps taken in the investigation and the investigator's findings.

The Title IX Coordinator will review the report of the investigators. If the Title IX Coordinator finds the investigation incomplete or otherwise unacceptable, the Title IX Coordinator may request further investigation by the investigators, or may assign a new investigator(s) to the complaint. Once the investigation is complete, the Title IX Coordinator shall give the Complainant and the Respondent a summary of the investigator's report, a reasonable time (typically five business days) to prepare a response and then a reasonable opportunity for the Title IX Coordinator to prepare a final resolution to the case. If the Respondent asserts that an issue of academic freedom is involved, the Title IX Coordinator shall consult with appropriate faculty or staff members, as the Title IX Coordinator deems advisable.

Filing a Complaint with a State and/or Federal Agency: A student who is not satisfied with the University's handling of a complaint, may also file a complaint with federal and state agencies. Please refer to the Student Complaint Procedure found in the Student Handbook.

V. PROCESS FOLLOWING THE INVESTIGATION

Process when Student is Respondent. After the investigation is concluded, the Title IX Coordinator will make a determination as to whether the Respondent's conduct constitutes harassment or sexual violence under the Policy, using the "preponderance of evidence" standard (i.e. it is more likely than not that sexual harassment or violence occurred). If the Title IX Coordinator determines that the Respondent has not engaged in conduct that violates this Policy, the Title IX Coordinator shall notify the Respondent and the Complainant in writing of this conclusion, and it shall be noted on all relevant records maintained by the Title IX Coordinator.

The Title IX Coordinator shall notify the Complainant of the determination that the Policy was violated. The Title IX Coordinator shall also notify the Respondent of the determination that the Respondent violated the Policy, and advise the Respondent of the appropriate corrective action that will be taken. If the Title IX Coordinator determines that the Respondent has engaged in harassment, assault or discrimination, the Title IX Coordinator will send a memorandum of determination to Judicial Affairs Officer who will amend the Respondent's disciplinary records and implement the sanctions determined by the Title IX Coordinator. At the conclusion of this process, the Title IX Coordinator will provide written notification to the parties involved of the outcome and resolution.

Appeals by Students. Once written notification is received, the Complainant or Respondent will have the opportunity to appeal the findings in writing within five business days to the Vice President of Student Life. The Complainant or Respondent may appeal the determination only on the following grounds:

- The discovery of new, relevant evidence, that was unavailable to the appealing party during the investigation that could reasonably affect the outcome of the case.

The written appeal must specify the grounds for the appeal with supporting rationale, including a response to the Investigative Report or the determination of the Title IX Coordinator. The appeal may also include, or make reference to, other relevant information such as the identity of new witnesses who were not reasonably discoverable during the investigation or other evidence that was not considered during the investigation. All appeals must be in writing. The Complainant or Respondent should be aware that all appeals are documentary reviews in which no oral testimony is taken and no oral argument takes place. Generally, appeals are determined solely on the merits of the documents submitted. Appeals documents therefore should be as complete as possible.

Process When a Staff Member or Faculty Member is the Respondent. If the Title IX Coordinator

determines that the Respondent has engaged in harassment, the Title IX Coordinator will send a memorandum of determination and all of the written documents pertaining to the case to the appropriate Vice President. The Title IX Coordinator's determination shall constitute a recommendation of a finding of prohibited harassment, and will include a recommendation concerning corrective action. The Vice President has the authority to request additional information, or to modify or accept the recommendations. The Vice President will collaborate with the Director of Human Resources to implement and monitor corrective actions. The Title IX Coordinator will also notify the Complainant and the Respondent of the determination as to whether University policies were violated.

Appeals by Staff. The Complainant or Respondent may appeal the decision (in writing) to the President of the University. Using the same standard and process as students, the appeal must be made within five business days of the receipt of the Title IX Coordinator's decision to the Vice President. Within five business days of receiving the appeal, the President will either uphold the determination or return it to the appropriate Vice President and Title IX Coordinator for clarification and or modification. If the President upholds the Vice President and Title IX Coordinator's findings and corrective action, the Director of Human Resources in collaboration with the Vice President will enact and monitor sanctions imposed.

Appeals by Faculty. Once the Title IX Coordinator and investigators have completed the investigation and rendered a decision as to whether or not the policy has been violated and if so, the consequences for a violation, an appeal is possible. To do this the faculty member must file an appeal with the Faculty Hearing Committee within five business days of the decision. The Title IX Coordinator will submit all information gathered to the Faculty Hearing Committee. The Faculty Hearing Committee will have 14 business days to review the incident, meet with those involved and make a recommendation. This recommendation will be presented to the University President who, based on the information provided, will make the final decision regarding the resolution of the case.

VI. TIME FRAMES FOR INVESTIGATION

The University is committed to investigating and resolving complaints of harassment, domestic violence, dating violence, stalking and sexual assault promptly. However, its ability to do so is closely related to the cooperation of the Complainant and Respondent and the witnesses they identify. Under normal circumstances, the University would expect to have the investigation and resolution of the complaint completed within approximately sixty (60) calendar days of the filing of the complaint unless at any point the Complainant agrees that a longer period of time would be appropriate or circumstances require it. Absent unusual circumstances, the timeline will typically be:

- Complaint filed; investigator assists and conducts interviews
Complainant, Respondent, and relevant witnesses - 2 weeks

- Investigator submits results of investigation to Title IX
coordinator; Title IX coordinator reviews investigation results and
accepts them or requests additional investigation - 1 week

- Additional investigation (if required); Title IX investigator provides summary of investigation to Complainant and Respondent; gives them opportunity to respond to summary; reaches determination, notifies Complainant and Respondent of right to appeal - 2 weeks
- Respondent/Complainant appeal to Vice President - 5 business days for submission, and 5 business days for final decision.
- Staff appeals to President – 5 business days for submission, and 5 business days for final decision.
- Faculty notify Faculty Hearing Committee of intent to appeal – 5 business days; Faculty Hearing Committee renders decision within 14 business days of reviewing appeal.

Burden of Proof: The burden of proof in all campus conduct investigations including Title IX is “the preponderance of the evidence” standard - whether it is “more likely than not” that the sexual discrimination/harassment, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence meets this standard then the respondent must be found responsible.

Extensions: The University will endeavor to complete investigations and determine whether discipline or other actions are warranted within 60 days. However, if the complaint occurs at the end of an academic semester or at a time when the University is not in regular session, resolution of the complaint may take somewhat longer. Either the complainant or respondent may request an extension; the Title IX Coordinator will determine whether such a request is reasonable and determines how long the extension will be.

Evidence: The respondent and complainant may present witnesses and may produce other evidence for consideration by the Investigator. Evidence to be presented by the complainant and/or respondent during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The investigator may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The investigator will make the final decision relating to the admissibility of all evidence.

The Complainant and the Respondent will not be permitted to cross-examine each other. However, each party will have the opportunity to present a list of questions to be asked of the other by the Title IX investigator. Consistent with the University’s obligation to promptly resolve sexual misconduct complaints, the University reserves the right to proceed with any meeting or interview, regardless of the availability of either party’s selected Adviser. Student class schedules will be the only factor considered in scheduling meetings.

Advisors: The respondent and complainant may be supported during interviews and meetings related to the Title IX investigation by an advisor of their choice, provided that person is not expected to be a witness or participate in the proceedings in any manner other than “silent supporter.” The chosen advisor may be an attorney. To serve as an advisor, the individual will

be required to meet with the Title IX Coordinator in advance of participating in a meeting to understand the expectations of the role, privacy, and appropriate decorum. No copies of written materials or any other evidence will be given to the advisor, although the parties may share such information with an advisor as necessary to assist them in the proceedings.

VII. CORRECTIVE AND/OR DISCIPLINARY ACTION

If the determination reached is that the Respondent violated this Policy, the Title IX Coordinator will then determine the corrective action to be taken. Disciplinary action, up to and including discharge (or expulsion if the Respondent is a student), may be taken against a Respondent who violated the Policy.

Corrective and disciplinary actions for Respondents who are University employees will be determined on a case-by-case basis and may include but are not limited to:

- Participation in education sessions on harassment;
- A written reprimand;
- Reassignment of teaching, work or other responsibilities;
- Suspension without pay; or
- Termination

The Title IX Coordinator will initiate disciplinary action as soon as reasonably practicable, when in his/her judgment it is appropriate, and will attempt to take whatever steps are necessary to prevent the recurrence of the offending behavior and to correct its discriminatory effects on the Complainant and others, if appropriate.

Corrective and disciplinary actions for Respondents who are students will be determined on a case-by-case basis and may include but are not limited to:

- Changes in class schedule;
- Zero contact orders;
- Community service;
- Counseling;
- Disciplinary reprimand;
- Loss of privilege;
- Restitution;

- Disciplinary probation;
- Suspension; or
- Expulsion

Punitive actions will also be taken against third party persons found to have violated the tenets of this policy, and they will be dealt with on a case-by-case basis. Actions may include campus bans, filing of criminal charges, reassignment of contracted services personnel, termination of business agreements etc.

VII. INDEPENDENT UNIVERSITY ACTION

The University reserves the right to investigate allegations of harassment or sexual assault in appropriate circumstances even in the absence of a complaint of harassment filed pursuant to the Complaint Process. The University may proceed under either the informal or formal resolution process. Nothing in this Policy is intended to abrogate any rights accorded faculty under the University's dismissal provisions included in the Faculty Handbook.

Any University investigation may or may not coincide with a law enforcement investigation regarding the harassment complaint. The University reserves its right to suspend the Title IX investigation while the police are gathering evidence; however, the University will continue its efforts to provide assistance and support to the Complainant while the police investigation is continuing. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or filing of charges) the University will promptly resume its independent investigation.

The University also reserves its right to take any interim action – such as a no-contact order or interim suspension of the accused – reasonably needed to protect the victim/survivor or the rest of the campus community.

I. RETALIATION

Retaliatory conduct against any individual who has filed a complaint of harassment, who has reported witnessing harassment, who has participated in the harassment complaint process, or who has been the subject of an investigation or the subject of a complaint of harassment and found not to have engaged in harassment is also a violation of the Policy and is grounds for discipline and/or remedial action. Anyone who believes that he/she may be or has been the victim of retaliation should discuss his/her concerns with the Title IX Coordinator.

II. FALSE ALLEGATIONS

Knowingly making a material misstatement of fact may subject the Complainant to discipline. Anyone who believes that he/she has been the subject of a false complaint of harassment may meet with the Title IX Coordinator to discuss the allegations. The filing of a complaint that does not result in a finding of prohibited harassment is not alone evidence of the intent to file a false complaint.

III. RECORD KEEPING

All reports of harassment, whether a formal written complaint or an informal complaint, must be forwarded to the Title IX Coordinator by the management or supervisory personnel receiving the complaint. The Title IX Coordinator will maintain a record of all informal and formal complaints.

IV. CONSENSUAL RELATIONSHIPS

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, Saint Elizabeth University prohibits any employee of the University from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any currently enrolled student. Additionally, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom the person supervises or evaluates in any manner. This includes student workers who supervise other students as part of their campus employment responsibilities.

V. COMMITMENT TO AWARENESS AND RESPONSE TRAINING

The University is committed to educating the campus community about sexual harassment and sexual misconduct through appropriate awareness and response training programs. The University provides regular sexual harassment awareness and response training programs for faculty, staff, student employees, Campus Security Authorities, Athletic Coaches, and Residence Life Staff members.

Bystander Intervention: The University expects all campus community members to take reasonable actions to prevent or stop an act of sexual misconduct. Bystanders can help in different ways including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling the police. Campus education and training programs provided through a partnership with MorrisCARES help individuals recognize signs of sexual violence and when sexual misconduct is taking place. If a bystander is able to intervene safely, without violence, then he/she should do so or should contact the police immediately. Individuals may also seek the assistance of a CA (Community Assistant), RC (Resident Coordinator) who has been trained by MorrisCARES on how to intervene and stop sexual misconduct/sexual violence. If a victim of sexual violence or sexual misconduct confides in a campus community member, he/she should listen respectfully and not criticize the victim's choices in any scenario. The bystander should ask the victim what they need to feel safe; bystanders do not assume that a roommate, partner, or family is safe. Bystanders should be supportive, kind, and non-judgmental to provide the victim the support in moving forward, and utilize on-campus and off-campus resources to help provide the victim with support resources.

Prevention Programs: The University offers several programs to prevent dating violence, domestic violence, sexual assault, and stalking that are relevant to the campus community. Students can find information about these programs in the Counseling Center or the Vice President for Student Life.

- Periodic, online sexual assault prevention program for students and

employees;

- Mandatory in-person training as part of first-year Orientation programs for traditional undergraduates;
- Healthy Relationship Infusions - General Education Program;
- Safety Presentations;
- First Year/Transfer Awareness Programs - The University hosts campus-wide programming to increase education awareness surrounding the topics of violence prevention, safety, and incident reduction;
- Take Back the Night, a confidential awareness program providing a platform for campus community members to share personal stories as survivors, friends, and advocates;
- The Clothesline Project, a Jersey Battered Women's Services partnered program educating the campus community on domestic and dating violence;
- Denim Day, a program focused on raising awareness of sexual assault and violence against women and men;
- Anti-Bullying Week programs focused on dating violence, domestic violence, and sexual misconduct/violence.

Bystander Intervention: These programs and trainings offer safe options for campus community members to intervene on behalf of an individual to prevent harm or violence.

- Bystander Intervention Strategies, presented by MorrisCARES and the Safety Committee
- Inclusion of Bystander Intervention in the Orientation program for first-year traditional undergraduate students.

Ongoing Prevention & Awareness Campaigns: The University offers on-going programs and awareness campaigns designed to increase the level of understanding on topics such as acts of violence including dating, domestic, and sexual violence as well as stalking.

- Awareness and Prevention Tabling by the Counseling Center - The on-campus Counseling Center provides information to the campus community throughout the year on dating violence, domestic violence, stalking, and sexual assault prevention and awareness.

Further information on sexual harassment and assault awareness, bystander intervention, and risk reduction can be found in the Counseling Center, Office of Human Resources, and the Office of the Vice President for Student Life.

Reviewed and revised February 2019

In accordance with the new Title IX regulations, all applicable and updated Title IX policies and procedures are located on the Title IX website as of August 2020. The site will supersede the employee handbook. <https://www.steu.edu/title-ix>

Individuals who receive delegated authority shall have active involvement with the activity being conducted; and have sufficient knowledge of the University policies, rules, laws, regulations and procedures to ensure compliance. Delegator will provide for training to the Delegate to ensure compliance with legislation and the policies referred to above. A delegation of authority shall be commensurate with the employee's role within the organization. No delegation shall be made to any employee whose level of responsibility within the University is lower than the level of program director who reasonably could be expected to understand and act in respect to the powers being delegated.

Employees with delegated authority are accountable for the documents they sign.

Academic Agreement Procedures

Effective and efficient management of academic agreements is essential to the integrity of operations related to experiential or service learning in all areas of the Academic Division at Saint Elizabeth University.

Origination of Academic Agreements

Academic Agreements originate with the program director and/or deans which the agreement supports, or program support staff and/or faculty coordinate placements based on the academic needs, clinical training, accreditation requirements and/or standards of a particular course of study or course curriculum.

Academic Agreement Procedure

1. After an organization is recruited to host a program or student, the appropriate support staff will search the current Academic Agreement Database and electronic files to verify need for an agreement. In some cases, an agreement will be executed and current. No additional agreement will be needed. In some cases the affiliate organization will provide an agreement generated by their legal, educational or volunteer office to SEU. Typically, the VPAA will sign these agreements.
2. If an agreement is needed, the staff refers to *Table 1 Academic Agreement Type and Signatory/Delegate*, prepares the academic agreement using the appropriate template and obtains the appropriate SEU signature.
3. The program initiating the agreement is responsible to send two copies of document signed by the appropriate SEU VPAA or delegate to the sponsoring facility for signature. A cover letter requesting return of one fully executed agreement is included.
4. When signatures are obtained by both parties, the agreement is fully executed.
5. The Coordinator of Academic Affairs receives the hard copy of any fully executed agreement signed by the VPAA.
 - a. The agreement information is entered into the Academic Agreement database in the Academic Agreement shared drive.
 - b. The physical document is filed in alphabetical order by organization.
 - c. Files are kept for three years after completion.
 - d. Files are available for review by appropriate accrediting bodies and associated program.

6. Once returned, agreements that are signed by a delegate of the VPAA are scanned and electronically filed in the Academic Affairs Agreement Shared Drive.
 - a. Contact information for the organization is maintained at the program or area level and is provided to the VPAA's office as requested.
 - b. Physical copies of these agreements are kept in the appropriate program/office files for 3 years after completion.
7. Several Academic Agreements for large affiliated organizations, such as Atlantic Health support multiple programs at the University. The VP of Academic Affairs will be responsible for monitoring currency of these agreements.

See Appendix for Contract Agreement Templates.

May, 2015

H9. CHILDREN AT WORK

Under ordinary circumstances, children are not permitted in the workplace.

There may be emergencies where this policy needs to be modified for a short time. Discussion and approval concerning the emergency situation must take place between the employee and their department chair/supervisor.

Any child brought into the University by an employee must be supervised at all times. The University assumes no responsibility for the safety or well-being of the child while at the University. The University also assumes no responsibility if the child is hurt or injured while at the University.

H10. ELECTION ACTIVITIES POLICY

As a Catholic, liberal arts University, Saint Elizabeth University encourages faithful citizenship, active participation in local, state and national governance, and the thoughtful analysis of contemporary political issues. Furthermore, we are committed to the value of discourse and debate as an essential component of a liberal education. However, in accordance with Section 501(c) (3) of the Internal Revenue Code and the Federal Elections Commission, the University, as a non-profit, tax-exempt institution is prohibited from:

- a) Participating or intervening in the political campaign of any candidate for public office;
- b) Making contributions to a political campaign or
- c) Funding communications that influence (or are intended to influence) the outcome of an election.

Therefore, the following rules are to be used for political activity on campus to ensure compliance with the aforementioned federal statutes while at the same time encouraging active civic engagement among the members of our University community:

- Students and employees are free to express their individual and collective political views provided they understand and make clear that they are speaking for themselves and not representing the University's position. The University cannot support any one specific political candidate.
- The use of the University's name, letterhead or logo on any written materials used for political purposes, such as the solicitation of funds or in support of a political party or agenda, is prohibited.
- Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, student organizations that wish to host a political candidate should obtain approval from the Vice President of Student Life Office, prior to the invitation being extended to the candidate.
- Student organizations or academic programs that facilitate political activities on campus must ensure that they are open to all members of the campus community and must be conducted in a neutral and nonpartisan manner. Invitations should be extended to opposing candidates to provide them the same opportunity to be heard.
- No political campaign rallies may be held on campus.
- Posting of political materials must adhere to the University's Posting Policy. Political canvassing (mass distribution of fliers) is prohibited.

For more information, please contact the Office of Student Activities.

H11. UNIVERSITY PROPERTY

University Owned Equipment

Employees are the caretakers of the University equipment entrusted to them. Employees are to use care and concern for all University property to insure its longevity and continued use/benefit to the University. University equipment, including electronic devices are for business use only. See Appendix - Equipment Assignment.

University Workspace/Furnishings/Property

Employees are provided work areas and furnishings to conduct their work supporting the University. Employees are to maintain the furnishings in the same condition as they were provided. All workspace or furnishings repair/maintenance requests are to be provided to the University Facilities Department. Employees are not to use stationery supplies for personal use, nor use copying machines for non-University related purposes.

UNIVERSITY LOGO/ UNIVERSITY SEAL

Use of the University logo and the University seal is restricted. They are not to be reproduced or used by employees or students unless it is in accordance with University guidelines. Employees should refer to the “Communication/Style Guidelines” for information before using the University logo or University seal. These guidelines are available in the Office of Communications and Marketing.

H12. CELL PHONE/DEVICE POLICY

Saint Elizabeth University recognizes that the performance of certain job responsibilities may be enhanced or require the use of a cell phone or mobile device such as an iPad or mobile hotspot. In these cases, the University may provide the employee with a University-issued device or the employee may be partially reimbursed for charges that were personally incurred.

This document details Saint Elizabeth University policy and procedures regarding employee use, procurement, and assignment of mobile phones and devices.

General

- I. For authorized individuals, the University will provide a cell phone/mobile device or a non-taxable subsidy for cell phone and mobile device service fees.
- II. Employees must abide by the University's acceptable use policy when using a phone or mobile device provided by or subsidized by the University.
- III. Employees should submit the "Mobile Phone Request Form" to begin the process of requesting a University-issued device or non-taxable subsidy to cover business use of a personally-owned device. The form requires the approval of the employee's supervisor and respective Vice President.
- IV. Employees are responsible for replacement and repair costs of lost or damaged personal mobile phone/device equipment. Adequate mobile device insurance may be purchased and paid for by employees from their service provider.

Phone Service Subsidy

- I. For authorized individuals, the University will provide a non-taxable subsidy for mobile phone or mobile device service. Given that a non-taxable subsidy will now be provided for monthly service fees, the employee will be the direct holder of a contract with the mobile phone/device service provider.
- II. University administrators, faculty, and staff members are not permitted to enter into agreement for phone equipment or service on behalf of the University.

Administration of Subsidy

- I. An employee may begin the process of requesting a mobile phone subsidy by submitting the Mobile Phone Request Form to their supervisor. The form requires the approval of the employee's supervisor and respective Vice President.
- II. Three types of subsidies and limits exist, each requiring appropriate justification on the Mobile Phone Request Form. The amount of these subsidies will be reviewed every two years and adjusted to reflect current market rates:
 - a. Basic Phone Service - \$25 per month
 - b. Text Messaging - +\$10 per month

c. Data Plan - +\$30 per month

- III. **For smartphones and PDAs only** – If you own your own equipment, a reasonable equipment reimbursement not to exceed \$100 may be requested once every two years. Employees are only eligible for this reimbursement after two years of consecutive employment with the University. The equipment reimbursement will not be processed through payroll, but should go through standard reimbursement procedures. This includes original receipt of purchase and completed check request form with supervisor's signature. Prior to purchasing any equipment, the purchase must be approved by the Office of Information Technology to ensure compatibility between University systems and the new device. This approval process is initiated by entering a Phone Support ticket with IT.
- IV. The telephone administrator will review and sign off on the monthly list of University cell phone subsidy recipients for the Business Office with a copy being distributed to the Chief Technology Officer. This is to verify the employees are still eligible to receive the subsidy. The approved list should be submitted to the Business Office by the end of each quarter.
- V. If, at any point, the employee is no longer justified for a mobile phone reimbursement, it is the responsibility of the department manager to notify the Business Office (x4462) and Network Operations (x4077) to discontinue the reimbursement.

Payment Processing

- I. Once the Business Office receives an approved Authorization Form, the form will be processed and the employee should begin to receive the subsidy within 2 pay periods.
- II. Subsidies will be processed via a quarterly check.

Other

- I. Certain staff members who have on-call rotations may have or may be temporarily issued University- owned department phones for their on-call assignments. Any excess personal usage by these individuals must be reimbursed to the University by the employee. For the acquisition of department based cell phones, department representatives should contact the Office of Information Technology Phone Support line (973-290-4357) or email phonesupport@steu.edu.
- II. The University requires employees to comply with all applicable laws while driving. Generally the University strongly discourages using cell phones when driving.
- III. This policy supersedes all previous guidelines and policies regarding cell phones and/or internet services.
- IV. The employee must accept the terms of this policy in order to receive the subsidy.
- V. For occasional cell phone use, see the Travel and Entertainment reimbursement policies and processes.
- VI. The University will not reimburse for lost or damaged equipment.

H13. UNIVERSITY PUBLIC COMMUNICATION

Any public communication directed to the outside community that is printed or in the form of a publication, advertisement, marketing initiative, or website item must adhere to the University's style and format. In addition, items involving media relations, written material, special events and photography coverage should be reviewed with members of the Communications and Marketing Department. These items must receive final approval from the Office of Communications and Marketing in an effort to project a consistent and recognizable University image externally. Communications and Marketing assistance and final approvals should be requested with sufficient lead time. Employees should refer to the Style Guidelines available through the Office of Communications and Marketing.

H14. UNIVERSITY WEBSITE

Because electronic publications are immediate, interactive, and capable of reaching vast audiences, the world wide web presents unique communications opportunities to the University. All proposed content for posting on the University website will be reviewed (and possibly rewritten) by the Department of Web Services before it is posted on the website. The purpose of this editorial review is to ensure that all official University publications, both print and electronic, are accurate, consistent in style, and in keeping with the mission of Saint Elizabeth University.

H15. COPYRIGHT/INTELLECTUAL PROPERTY RIGHTS

Intellectual property is what is created by the human mind. This creation has educational, artistic, social, and cultural value but also real or potential economic value. Such creations deserve ethical and legal protection. Intellectual property, in the context of this policy, is to include but not be limited to distance learning courses or segments thereof, audio cassettes, video cassettes, CD ROMs, audio CD's, and printed matter. It also includes scientific discovery and inventions.

- A course (title, catalog description, syllabus, outcomes, required readings, etc. and all that is included in the approved syllabus) that is prepared for delivery over the Internet specifically directed by the University is the permanent property of the University. If a faculty member prepared materials for the course and later teaches at a different institution, he or she will have the right to use any or all such materials.
- New material created as expressly directed by the University shall belong to the University.
- Newly created material not expressly directed by the University belongs to the author or designer. Should this material be offered as a University course, the author has the right of first refusal in teaching the course. The author retains ownership of the material whether the author remains or leaves the University.
- Compliance with copyright law is required in the production of all materials covered by this policy. This includes materials produced by students that could be subject to copyright if one were sought.
- Nothing in this policy is meant to infringe upon or supersede rights regarding printed material prepared solely in the context of scholarly activity. In most cases such rights are held by the publishing journal, the author, or some form of joint ownership between the journal and the author.
- In published work completed as independent scholarly activity, the University should be acknowledged editorially by the author.

H16. DIGITAL COMMUNICATIONS POLICY AND PROCESURES

This policy provides the framework and guidelines for how information is digitally communicated and promoted across campus. By utilizing these procedures, we will be able to properly coordinate and schedule all communications and promotions in a timely manner.

PROCEDURES

Group Email:

All group emails will be sent through Emma, a new email system that is replacing the listserv groups. The standard groups are listed below:

- Faculty (full time and part time)
- Staff
- Campus Community (faculty, staff & students)
- Faculty and Staff
- All Students
- Adjuncts
- Graduate Students
- Undergraduate Students

Request Process:

To request a group email, visit <https://my.steu.edu/advancement/comm-mktg/request-internal-promotion> and fill out the form in its entirety.

All requests will be processed on a first-come, first-serve basis, with consideration for urgent and emergency needs or notifications.

- Requests should be submitted at least one week before the intended send date, when possible.
- To create consistency of digital communications throughout campus, email templates have been created. If the requestor has a special need, the Director of Web Services, or a designee, will work with the requestor to design the email.
- Emails are subject to approval from the appropriate vice president.
- Emails will be scheduled to be sent in a timely manner to increase effectiveness and avoid email fatigue or “spamming”.
- The new email system provides the ability to measure the effectiveness of all group email communications. The system is able to determine who has or hasn’t opened an email so that we can avoid sending the same information to people who have already opened it, or send reminders to those who haven’t.

Digital Signs:

Digital signs are currently on display in Santa Rita Hall, Saint Joseph Hall and Henderson Hall, with the intention to expand to other buildings in the future.

- All requests will be processed on a first-come, first-served basis, with priority for urgent and emergency needs or notifications.

- Requests should be submitted at least one week before the intended send date, except in the case of urgent or emergency notifications.
- The Director of Web Services, or designee, will design all signs with approval from the requester.

Request Process:

To request a digital sign promotion, visit <https://my.steu.edu/advancement/comm-mktg/request-internal-promotion> and fill out the form in its entirety.

- A weekly meeting, comprised of representatives from all major divisions, will be held to plan for upcoming campus events and appropriate digital promotions.
- Contact the Director of Web Services to attend a meeting.
- Promotions rotate and generally run for 10-15 seconds at a time throughout the day, but can be scheduled* to run alone for an extended period of time, depending on the need.

*Extended run time should be arranged at least two weeks in advance to allow for proper scheduling.

H17. DRESS CODE

The business of the University requires continuous contact with the general public. All SEU employees are expected to present a professional, businesslike image to clients, visitors, customers and the public. It is important that employee dress reflects the University's professionalism through proper attire and personal grooming.

Employees are expected to adhere to a dress policy of business casual attire. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo dress shirt, optional tie or seasonal sport coat, a dress or skirt no shorter than 3 inches above the knee, a blazer, knit shirt or sweater, and appropriate footwear (no flip-flops or slides).

Business casual dress is expected throughout the year, including during the summertime schedule. Any staff member who does not meet the business casual dress standards, other than the facilities and athletic departments whose department supervisors will assure professional "work" dress, will be subject to corrective action and may be asked to leave the premises to change clothing.

Check with your departmental chair/supervisor if you have a question about the appropriateness of any items of clothing. Implementation of this policy is the responsibility of each supervisor.

Employees required to wear uniforms must do so.

Updated: July 31, 2019

H18. EXPENSE REIMBURSEMENT POLICY

Institutional resources are dedicated to providing reimbursement for reasonable work-related expenses. This policy provides guidance on expenditures. By signing the reimbursement form, the employee and supervisor are both attesting that 1) the expenses have been incurred as a result of work-related activities, and 2) the items being reimbursed are in accordance with the policies contained in this document. Before signing the reimbursement form, the approving supervisor is expected to verify that all items for which reimbursement is requested are properly documented and explained, supporting details are attached, and that all items are in accordance with institutional reimbursement policies.

General Policies

1. It is the Institution's policy to reimburse employees for reasonable business and professional development related travel expenses associated with conducting institutional business.
2. All travel must be approved in advance by an appropriate approval authority. This is normally the employee's direct supervisor (staff), dean (faculty), or the respective vice president.
3. Policies contained in this document supersede any that were previously issued.
4. Reimbursement will be made only after expenses have been incurred by the employee, properly approved, and supported by original receipts unless a supervisor has approved a travel advance.
5. All receipts must have the dollar amount circled on them indicating the amount being reimbursed.
6. Photocopies of charge slips, receipts, restaurant stubs, etc. are not acceptable. If a receipt is lost, a memo stating that a receipt is not available and describing the details of the transaction must be attached.
7. Photocopies of credit card statements in which the reimbursable expense is readily identifiable, i.e., the date of event, location and amount, are acceptable support documentation.

Specific Policies

Car Rental

The need for a car rental on a business trip occurs when an automobile is the only practical and economical mode of travel to a destination.

1. Insurance: before making a decision to accept additional car insurance offered by a car rental agency at the time of rental, employees should first inquire with their own car

insurance carrier to determine if their policy would adequately cover collision, property and liability in the event of an accident.

2. Group Travel: Two or more people traveling on the same trip should share a rented car. One member of the group will pay for the car rental and request reimbursement. The names of all individuals sharing the car should be reported on Form 100.
3. Receipts: Original rental car receipts must be attached to Form 100.
4. Gas Purchases: Will be reimbursed based on the actual amount paid.
5. Personal Use: The use of a rental car exclusively for personal purposes is not reimbursable under any circumstance.
6. The institution maintains relationships with Enterprise Rent-A-Car. Enterprise should be used for car rental unless the employee can demonstrate that another franchise is less expensive or that Enterprise is not available at the travel location.

Mileage Reimbursement

1. When employees use their personal car for business purposes, reimbursement will be based on the mileage reimbursement rate established by the IRS, in effect as of July 1 of each fiscal year, applied to the miles traveled by the employee above and beyond the employee's normal commuting miles.
2. Reimbursement is not allowed for the cost of repairs to a personal auto involved in an accident, whether due to the actions of the employee or the actions of others.
3. If mileage traveled is over thirty miles round trip, a map illustrating the miles must be included with the reimbursement request.
4. Reimbursement for personal vehicle use should not exceed the daily average of a car rental unless approved by a vice president. Average cost for a rental car is \$45 a day plus tax and fees. *Normal Commuting Mileage:* Employees are not reimbursed for commuting to and from work. If an employee travels to an event from home on a day that the employee would normally be at work on campus, the number of miles that employee normally commutes must be deducted from the total miles traveled. If an employee does not come to campus, mileage should not be computed with campus as a starting point.

Offsite Teaching: When a faculty member regularly teaches at an offsite location and does not travel to the campus, mileage reimbursement will not be allowed unless the travel distance is greater than the travel distance to campus.

Adjuncts: Adjunct instructors will not be reimbursed for travel mileage to their teaching locations, since travel is part of the contracted job requirement.

Institution-Owned Vehicles: An employee using an institution owned or leased vehicle for business purposes will be reimbursed for reasonable out-of-pocket expenses paid by the individual (i.e. tolls, parking, etc.) as long as detailed receipts are provided. Employees will not be reimbursed for mileage driven when using employer-owned vehicles, or for parking tickets, or traffic violations. Employer-owned or leased vehicles are not to be used for personal reasons under any circumstance.

Ground Transportation

Employees are expected to use the most cost-effective ground transportation available, considering expense, time, availability, and scheduling. If attending a conference or other event at which you will not be expected to leave the destination, travelers are expected to use shuttle services or public transportation in lieu of renting a car. Expenses incurred for personal travel will not be reimbursed.

1. **Taxi/Car Share Options:** Car share options (Uber, Lyft) are the preferred method of transportation to and from travel destinations, hotels, and meeting sites. A receipt is required for reimbursement. Travelers should consider the cost of parking and mileage versus the cost of a taxi/car share when deciding how to travel to the airport.
2. **Airport Transportation:** Car services, and airport, or hotel limousines are permitted if no other reasonable method of transportation is available. The use of car service or limousines must be approved by the respective vice president before making a reservation. A receipt will also be required.
3. **Airport parking:** Travelers are encouraged to utilize off-premise or economy parking when parking at the airport. Visit www.newarkairport.com/to-from-airport/parking or <https://airportparkinguides.com/newark-liberty-airport-parking-guide/> for more details.

Air Travel

Airline fees necessary for the business purpose of travel are reimbursable. Air transportation expenses cannot exceed the cost of an economy roundtrip fare unless approved by the respective vice president.

International Travel

When international air travel is paid for by a federal grant, restrictions apply to which air carriers can be used. Please contact the University grants office for information about the “FlyAmerica Act” and the use of U.S. Flag air carriers.

Meals

All meal reimbursement requests should include the copy of the receipt that indicates exactly what was purchased and not just the total credit card copy.

1. **\$60 Dollar Daily Maximum:** Employees will be reimbursed for reasonable meal expenses while traveling on work-related business as long as the total daily meal cost (for three meals) does not exceed \$60. Exceptions to this maximum require advance approval by a vice president.
2. **Alcoholic Beverages:** Employees will not be reimbursed for the purchase of alcoholic beverages.
3. **Employee Group Meals/Food:** Meals and food charges involving only employees are not reimbursable unless it is a result of work-related group travel or if the meal/food charge has been approved by the respective vice president. No more than three employees can attend the same business meeting which includes a meal unless approved by a vice president. Additionally, “ordering in” meals for meetings either from food service or external vendors is discouraged. Employees who submit for reimbursement must provide evidence of the need for this expense.
4. **List of Names Required:** Reimbursement of business meals must have as an attachment a list of names of the people attending the meal and the business purpose of the meal.

Lodging

1. Lodging costs are reimbursed for each day that the employee is required to be away from home for business purposes.
2. **60 Mile Drive Rule:** Except in unusual or hardship circumstances, lodging charges incurred within 60 miles of work or the employee’s residence are not reimbursable unless the employee has job related responsibilities within the geographic destination within 24 hours.
3. Reimbursement will not be made for personal charges such as movies, mini-bar items, etc.
4. Detailed hotel receipts showing the transaction detail of the overnight lodging and other items charged to the room must be attached.
5. In some instances, hotels waive sales tax for employees of non-profit 501(c)(3) organizations. Please check with the hotel where the reservations is being made to see if it will honor a certificate of tax exemption. A copy of the tax exempt certificate can be obtained from the Business Office.

Entertainment

Entertainment while on business trips, such as movies, shows, and sporting events is not reimbursable unless it is a requirement of the program and so documented.

1. Pre-registration fees should be paid by submitting a check request to Accounts Payable together with the conference registration form. Form 100 must be used to reimburse the employee for other conference related expenses.
2. The employee's supervisor is responsible for assuring compliance with the reimbursement policies listed above in rendering a decision regarding conference and professional meeting expenses.

Reviewed and revised 12-2019



H20. FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED)

FERPA affords students (including employees who take courses at the University) certain rights with respect to their educational records. Students have the right to:

- Inspect and review their educational records within 45 days of the day Saint Elizabeth University receives a request for access.
- Request the amendment of their educational records that they believe to be inaccurate or misleading.
- Consent to disclosure of personally identifiable information (PII) contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

Unless requested by the student not to do so, the University may, at its discretion, disclose the following directory information upon request: student's name, commuter or resident status, address (campus, home and email), telephone number (campus, cell and home), date and place of birth, dates of attendance, major(s), and degrees, honors and awards received. Students who do not wish to have their directory information disclosed must notify the University by completing a form at the Registrar's Office.

Complaints can be filed with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. A copy of the University's Policy on Student Records can be obtained from the offices of the Registrar, the Vice President for Academic Affairs, the Vice President for Student Life, and the President.

H21. HIPAA (HEALTH INSURANCE PORTABILITY ACT OF 1996)

In 1996 President Clinton signed the Health Insurance Portability and Accountability Act (HIPAA). This law mandates action that seeks to: 1) ensure continuity of healthcare coverage for individuals changing jobs; 2) impact on the management of health information; 3) simplify the administration of health insurance; and 4) combat waste, fraud, and abuse in health insurance and health care.

Title II of the HIPAA law (also known as Administrative Simplification) includes requirements for ensuring the security and privacy of individuals' medical information. The standards aim to maintain the right of individuals to keep private information about themselves.

HIPAA regulations protect medical records and other "individually identifiable health information" (communicated electronically, on paper, or orally) that are created or received by covered health care entities that transmit information electronically. Individually identifiable health information includes:

- any information, including demographic information collected from an individual; and
- any information that identifies an individual, or could be reasonably believed to identify an individual

HIPAA protects "individually identifiable health information" which:

- relates to the past, present, or future physical or mental health condition of an individual, the provision of health care or the payment for such care
- is maintained or transmitted, and is (or has been) in electronic form
- is used or disclosed by covered entities

It is the policy of Saint Elizabeth University to be in compliance of the regulations set forth under HIPAA.

H23. PERSONALLY IDENTIFIABLE INFORMATION (PII)

The purpose of this policy is to set forth the University's policy on the collection, storage, transfer and use of personally identifiable information (PII).

Definition of Personally Identifiable Information

For purposes of this policy, and except as set forth below, "personally identifiable information" includes information about an individual collected by the University that could reasonably be used to identify such individual, regardless of the source of such information or the medium in which it is recorded. Personally identifiable information includes but is not limited to first and last name, residence or other physical address, electronic mail address, telephone number, birth date, credit card information, checking account information, and social security number.

For purposes of this policy, "personally identifiable information" does not include information collected in furtherance of any regulatory, investigative, or criminal justice purpose, information collected in furtherance of litigation in which the University is a party, or information that is required to be collected pursuant to any state or federal statute.

University Policy

The University supports the protection of individual privacy. It recognizes the numerous and complex laws that govern the collection, storage, transfer, use and access to personally identifiable information. It also recognizes that individual privacy rights vary substantially based on the applicable factual and legal circumstances.

Employees of the University are to comply with all applicable laws that govern the collection, storage, transfer, use and access to personally identifiable information. Employees of the University should strive to minimize the collection of personally identifiable information, regardless of its source or medium to the least amount of information required to complete a particular transaction or to fulfill a particular purpose.

Consistent with applicable law and University policy, custodians of personally identifiable information will take reasonable and appropriate steps to (a) limit access to and further use or transfer of such information, and (b) ensure that the information is maintained in a form and manner that is appropriately secure in light of the nature and sensitivity of the information.

H24. ID CARDS

All University employees are required to possess a valid University issued photo ID card. ID cardholder privacy is protected, including personal data and card system activity. The Student Services Department, located in Santa Rita Hall, 2nd floor, who is responsible for issuing ID cards is prohibited from using, sharing or commenting on private information they see. They are obligated to report any potential illegal activity to the Director of Human Resources who is authorized to conduct an investigation with just cause. Privacy concerns regarding the ID system should be directed to the Director of Human Resources.

The card is valid from the date issued through termination of employment. It is the responsibility of each employee to keep their ID card in his/her possession at all times while on campus and to present it to any University official upon request. Currently, a valid ID card entitles the employee to use Mahoney Library, Fitness Center and dining services in Saint Joseph Hall. Only authorized personnel have access to the residence halls and must adhere to residence life entry procedures.

The rights and privileges associated with the ID card are nontransferable. Anyone lending the card to another individual, or using/possessing a card belonging to someone else, is in violation of University policy. This will result in disciplinary action, including the possibility of employment suspension/termination or revocation of campus privileges.

University ID cards should be protected at all times. It is the responsibility of each cardholder to report lost, stolen or damaged cards immediately to prevent unauthorized use of the card and to have a new card issued. It is also your responsibility to report what you perceive as an inappropriate use of a card by an unauthorized individual.

H25. INCLUSION POSITION STATEMENT

INTRODUCTION

Saint Elizabeth University (SEU) works to demonstrate its acceptance of all its students and employees, heterosexual, gay, lesbian, bisexual, transgender, and questioning. The attempt to understand and strengthen relationships with students and employees to build a welcoming community for all is at the heart of the SEU Mission and Values, deeply rooted in:

- the Scriptural command of Jesus “Love one another: just as I have loved you, you also must love one another.” (John 13:34)
- the foundational Catholic Social Justice Principle of the Dignity of the Human Person (uscgb.org)
- the pastoral teaching of the Catholic Bishops who state “God has created every human person out of love and wishes to grant him or her eternal life in the communion of the Trinity. All people are created in the image and likeness of God and thus possess an innate human dignity that must be acknowledged and respected.” (*Ministry to Persons with a Homosexual Inclination: Guidelines for Pastoral Care*, USCCB 2006)
- our Catholic identity which commits us “to promote justice, understanding, dialogue and respect.” (SEU Mission and Values Statement)
- our Catholic tradition which states that charity “is the greatest social commandment. It respects others and their rights. It requires the practice of justice, and it alone makes us capable of it.” (*Catechism of the Catholic Church*, 1889)
- a call to “just and ethical relationships” which includes a call to the self-giving love of charity and growth in the virtue of chastity, “the spiritual power which frees love from selfishness and aggression.” (*The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family 1996, 16)
- the call to community expressed in friendship - “In this world two things are essential: life and friendship. Both should be highly prized and we must not undervalue them. ... if we are not to remain solitary, there must be friendship.” (*Sermon Denis*, 16, St. Augustine) “Whether it develops between persons of the same or opposite sex, friendship represents a great good for all.” (*Catechism of the Catholic Church*, 2347).

Based on the foundational values of the University and the teachings of the Catholic Church, Saint Elizabeth University is committed to instituting the following practices:

- Admitting qualified students into all programs and services at the University;
- Hiring qualified employees to serve in all capacities at the University;
- Providing campus information and formation to create a supportive and welcoming environment for all;
- Adoption of processes for dealing with concerns of unjust treatment of students or employees who are heterosexual, gay, lesbian, bisexual, transgender, or questioning;
- Avoidance of any political or social activities which might compromise SEU’s Catholic identity;
- Support for continued growth in self-giving through development of the virtue of charity; and
- Access to resources for services in the broader community.

COMPLIANCE AND ADMISSIONS POLICIES

Saint Elizabeth University does not discriminate on the basis of sex, age, class, income, geographical location, veteran status, race, creed, color, religion, disability, age, marital status, sexualorientation, gender identity or expression, or national origin, in the administration of its admissions, educational policies, scholarship and loan programs, or other University policies including employment. In addition, discrimination and/or harassment of any kind will not be tolerated from faculty, staff, students or guests. Respect, understanding, and a basic generosity of spirit are expected.

Saint Elizabeth University has filed a statement of compliance with the Department of Health, Education and Welfare under the Title VI–Civil Rights Act of 1964 as amended; Title IX, Education Amendment of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended. Transgender students are encouraged to identify themselves to the Vice President for Student Life (Annunciation Center, Room 213 or (973) 290-4203) to ensure access to appropriate resources on campus. Transgender employees are likewise encouraged to identify themselves to the Director of Human Resources.

TRANSGENDER INCLUSION

1. Student Admissions

Saint Elizabeth University accepts all qualified students, including transgender students. Furthermore, the University strives to create and sustain an inclusive, supportive, safe and nondiscriminatory campus environment for faculty, staff and students. As such, the University has adopted the following policies pertinent to transgender students. Transgender students will have equal access to educational programs and activities even in circumstances in which other students, parents, or community members raise objections or concerns. As is consistently recognized in civil rights cases, the desire to accommodate others' discomfort cannot justify a policy that singles out and disadvantages a particular class of students.

When a prospective or enrolled student notifies University administrators that s/he will assert a gender identity that differs from previous representations or records, the University will begin treating the student consistent with the student's gender identity. Under Title IX, there is no medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity, even if identification documents indicate a different sex.

University employees will use pronouns (e.g. she, "ze", he or name only) that are consistent with a transgender student's identity.

2. Campus Housing

The University strives to recognize and respect the stated gender identity of the student. Thus, every effort will be made to provide safe and comfortable housing assignments in keeping with the gender identity of a student provided that University officials have been informed of such preferences in a timely fashion. Single occupancy rooms are available to any student requesting them on a first-come, first-served basis.

3. Locker Rooms/Changing Facilities

On the lower level of Saint Joseph Hall, there are two sex-specific locker rooms both of which include SEU Employee Handbook

single user changing and shower rooms. Transgender individuals should use the locker room that corresponds to their sex or gender identity, depending on which option they feel is safer.

4. Privacy and Education Records

Protecting transgender students' privacy is critical to ensuring they are treated consistent with their gender identity, and thus is a priority at Saint Elizabeth University. Nonconsensual disclosure of personally identifiable information (PII), such as a student's birth name or sex assigned at birth, could be harmful to or invade the privacy of transgender students and may also violate the Family Educational Rights and Privacy Act (FERPA). The University may maintain records with this information, but such records will be kept confidential.

FERPA generally prevents the nonconsensual disclosure of PII from a student's educational records; one exception is that records may be disclosed to individual University personnel who have been determined to have a legitimate educational or business purpose for obtaining the information. Even when a student has disclosed the student's transgender status to some members of the University community, SEU may not rely on this FERPA exception to disclose PII from education records to other school personnel who do not have a legitimate educational or business purpose for receiving the information. Inappropriately disclosing (or requiring student to disclose) PII from education records to the school community may violate FERPA and interfere with transgender students' rights under Title IX to be treated consistent with their gender identity.

Under FERPA's implementing regulations, the University may disclose appropriately designated directory information from a student's education record if disclosure would not generally be considered harmful or an invasion of privacy. Directory information may include a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. University officials may not designate students' sex, including transgender status, as directory information because doing so could be harmful or an invasion of privacy. The University will allow students a reasonable amount of time to request that the school not disclose the directory information.

If requested to correct a student's education records to make them consistent with the student's gender identity and/or new name, the University will do so to help protect privacy and ensure personnel consistently use appropriate names and pronouns.

Under FERPA, the University will consider the request of an eligible student to amend information in the student's education records that is inaccurate, misleading, or in violation of the student's privacy rights. If the University does not amend the record, it must inform the requestor of its decision and of the right to a hearing. If, after the hearing, the school does not amend the record, it must inform the requestor of the right to insert a statement in the record with the requestor's comments on the contested information, a statement that the requestor disagrees with the hearing decision, or both. That statement must be disclosed whenever the record to which the statement relates is disclosed.

5. Restrooms

Typically restrooms on campus are segregated by sex. Transgender students or employees should use restrooms that correspond to their sex or gender identity, depending on which option they feel is safer, or use restrooms that are designated gender neutral. Designated gender neutral restrooms can be found at the following locations:

Annunciation Center – Main Level, rear hallway

Founder’s Hall – Ground floor

Henderson Hall – ground floor (also handicapped accessible)

Mahoney Library – Upper foyer, adjacent to the Octagon

O’Connor Hall – Basement, east wing (near game room)

Santa Maria Hall – Third floor (adjacent to the EOF department)

Santa Rita Hall – Lower level

Saint Joseph Hall – Conference Room, main floor, Locker Rooms, ground level,
Athletics Lounge, lower level.

6. Sex Specific Activities

The University will not segregate or otherwise distinguish students on the basis of their sex, including gender identity, in any school activities or the application of any University rule. Likewise, the University will not discipline students or exclude them from participating in activities for appearing or behaving in a manner that is consistent with their gender identity or that does not conform to stereotypical notions of masculinity or femininity (*e.g.*, in yearbook photographs, at University dances, parties etc.).

7. Single-Sex Classes/Lectures/Workshops

When offered, students may participate in courses, course sections, lectures or workshops that are consistent with their gender identity.

8. Employment

Transgender individuals employed at the University are encouraged to identify themselves to the Director of Human Resources to avail themselves of the resources available on campus. When an employee notifies the Director of Human Resources that s/he will assert a gender identity that differs from previous representations or records, the University will begin treating the employee consistent with the preferred gender identity. University employees will use pronouns (*e.g.* she, “ze”, he or name only) that are consistent with a transgender employee’s identity. The employee should use the restroom or locker room that corresponds to their sex or gender identity, depending on which option they feel is safer or use restrooms that are designated gender neutral (listed above).

TRANSGENDER INCLUSION IN UNIVERSITY ATHLETICS

Saint Elizabeth University is a member of the National Collegiate Athletics Association, Division III (NCAA, DIII) and therefore we are compelled to abide by all policies, practices and guidelines set forth by the NCAA.

The NCAA affirms that:

As a core value, the NCAA believes in and is committed to diversity; inclusion and gender equity among its student-athletes, coaches and administrators. The NCAA seeks to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Association.

Inclusion Policies for Intercollegiate Teams*

A transgender student athlete should be allowed to participate in any sports activity so long as that athlete's use of hormone therapy, if any, is consistent with the National University Athletic Association (NCAA) existing policies on banned medications.

Participation in Sex-Separated Intercollegiate Sport Teams

A. Transgender student-athletes who are undergoing hormonal treatment for gender transition:

- A female-to-male (FTM) student-athlete who has received a medical exception for treatment with testosterone related to gender transition, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team status to a mixed team.
- A male-to-female (MTF) student-athlete being treated with testosterone suppression medication related to gender transition, for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.
- In any case where a student-athlete is taking hormone treatment related to gender transition, the use of an anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications. The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The institution, through its Compliance Officer and Sports Medicine Department, may request (to the NCAA) an exception for use of an anabolic agent or peptide hormone by submitting to the NCAA medical documentation from the prescribing physician supporting the diagnosis and treatment.

B. Transgender student-athletes who are NOT undergoing hormonal treatment

- A female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.

- A male-to-female (MTF) transgender student athlete who is not taking hormone treatments related to gender transition may not compete on a women's team
- Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

Participation in Mixed Gender Sport Activities

A mixed team has both female and male participants and may be restricted in championship play according to specific national governing body rules.

A. Transgender student-athletes who are undergoing hormonal treatment

- For purposes of mixed gender team classification, a female-to-male (FTM) transgender student-athlete who is taking medically prescribed testosterone related to gender transition shall be counted as a male participant and must request a medical exception from the NCAA prior to competing because testosterone is a banned substance.
- For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition shall be counted as a male participant until the athlete has completed one year of hormone treatment at which time the athlete shall be counted as a female participant.

B. Transgender student-athletes who are NOT undergoing hormonal treatment

- For purposes of mixed gender team classification, a female-to-male (FTM) trans-gender student-athlete who is not taking testosterone related to gender transition may choose to play on either the male or female team.
- For purposes of mixed gender team classification, a female-to-male (FTM) transgender student-athlete who is not taking testosterone related to gender transition and participating on a women's team shall not make that team a mixed gender team.
- For purposes of mixed gender team classification, a male-to-female (MTF) transgender student-athlete who is not taking hormone treatment related to gender transition shall count as a male.

Implementation Process

A. The Student's Responsibility

In order to avoid challenges to a transgender student's participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition shall:

- Submit a written request to participate on a sports team to the athletics director, upon

matriculation or when the decision to undergo hormonal treatment is made. *

- Request a letter from their current prescribing physician documenting the student-athlete's intention to transition and/or the student's transition hormonal treatment/list of medications for the student's gender transition and also documentation of the student's monitored testosterone levels, if relevant.
- Meet with the athletics director and provide the above mentioned documentation and discuss the steps needed for the student-athlete to apply for an NCAA medical clearance to participate in the sport of their choice. This letter will be kept on file in the student-athlete's personal sports medical record.

B. Individual School and National Governing Body Responsibilities

- The athletics director will meet at the request of the student-athlete to discuss the student-athlete's request and review necessary documentation.
- If hormone treatment is involved in the student-athlete's transition, the Compliance Officer and Director of Sports Medicine will be notified of the student's request to participate under an NCAA medical exception.
- The Director of Sports Medicine will provide to the Compliance Officer written supporting medical documentation needed by the NCAA to consider the request for medical clearance.
- The Compliance Officer shall meet with the student-athlete to review eligibility requirements and procedures for approval of transgender student-athlete's participation and will contact the student-athlete and the coach when cleared to participate in competition.
- All discussions among involved parties and required written supporting documentation shall be kept confidential.

Accommodations

A. Locker Rooms

Every attempt will be made to provide private facilities, if requested, to anyone using sports facilities on SEU's campus - whether it is a SEU student-athlete, a visiting student-athlete, or other participant or attendant.

B. Dress Code and Uniforms

Dress codes should enable all student-athletes and other sports participants to dress in accord with their gender identity and preferred expression. For example, instead of requiring gendered forms of "dressy," such as a skirt or dress, dress codes should require students to dress with appropriate formality in ways that suit their gender identity. Since transgender athletes may have preferred gender expressions that do not conform to traditional norms of dress, this

policy should be understood to apply to all athletes. Uniforms, ideally, should not conflict with an athlete's gender identity.

C. Travel

When possible, SEU student-athletes traveling to other schools should be assigned accommodations based on their gender identity, with more privacy provided, if possible, when requested.

At schools or venues where SEU student-athletes compete: without naming or violating the privacy of transgender athletes or personnel in question, relevant authorities and personnel at those venues will be informed about expectations for the treatment of transgender athletes-including accommodation, pronoun, and name use during and outside of play.

D. Privacy

Protecting the privacy of transgender student-athletes must be a top priority for all athletics department and affiliated school personnel, particularly when in the presence of the media. All medical information shall be kept confidential in accordance with applicable state, local and federal privacy laws.

E. Names and Pronouns

Teammates, coaches, and other participants in sports shall refer to participating individuals by their preferred names and pronouns.

F. Intramural, Club, and Recreational Sports

Individuals participating in any intramural, club, recreational sports, or other athletics department sponsored programs, may participate in accordance with their gender identity, should that be relevant, regardless of any medical treatment.

Enforcement and Non-Retaliation

A. Enforcement

Any member of the SEU athletics department, who has been found to have violated this policy by threatening to withhold an athlete's opportunity or harassing any student on the basis of the student's gender identity or expression, or by breaching medical confidentiality, will be subject to disciplinary action, up to and including discharge or expulsion from the school. The athletics department will also take appropriate remedial action to correct the situation. Any member of the athletics department who becomes aware of conduct that violates this policy should report the conduct to the appropriate official such as the Athletics director or Vice President for Student Life.

B. Non-Retaliation

Retaliation is specifically forbidden against anyone who complains about discrimination based on gender identity or expression, even if the person was in error. The athletics department will take steps to prevent any retaliation against any person who makes such a complaint.

C. Awareness

At Saint Elizabeth University, student-athletes, coaches, athletic trainers, and others involved in the athletics program will be made aware of this Inclusion Policy and specifically about gender identity and expression, and the principles of transgender inclusion.

*For more information on NCAA Participation:

https://www.ncaa.org/sites/default/files/Transgender_Handbook_2011_Final.pdf

Inquiries/Concerns /Complaints:

Student inquiries concerning implementation of these policies should be made to the Vice President for Student Life (973-290-4203). Employee concerns should be addressed to the Director of Human Resources or the Vice President for Finance and Administration. The address of appropriate federal agencies referenced in this position statement may be obtained upon request.

Glossary of terms often used in association with transgender individuals:

Transgender: The term for a broad range of people whose gender identity or gender expression is different from that typically associated with the sex assigned to them at birth. It can include transsexuals, cross-dressers and those who are otherwise gender nonconforming.

Transsexual: A medical term for people whose gender identity and sex do not line up and who often seek medical treatment to bring their body and gender identity into alignment. Avoid using this term unless an individual self-identifies as such.

Gender identity: An individual's personal sense of gender. It is different from "sex," which is the biological status of being male or female.

Genderqueer: How some people describe themselves when they present themselves in a gender-nonstandard way. Avoid using this term unless an individual self-identifies as such.

Transitioning: The process of going MTF (male to female) or FTM (female to male). The process can take some time and may include changes in dress, name and gender identification, as well as hormonal and surgical therapy.

Gender expression: How a person communicates gender identity to others through behavior, clothing, hairstyle, voice or body characteristics.

**Sources: Human Rights Campaign, American Psychological Association.

H26. INFORMATION SYSTEMS ACCEPTABLE USE POLICY

All users of the University's computing resources are required to follow the AUP computing policies and guidelines. Misuse of computer or network resources may result in the removal of the individual's computer account(s), revocation of computer lab access privileges, and/or other disciplinary or legal action as might be appropriate.

OVERVIEW

Saint Elizabeth University's computing, communication, and information resources are owned by the University and shared by the campus community of faculty, students, and staff. The primary purpose of these resources is to support teaching and learning, the central focus of the University's purpose.

Consistent with Saint Elizabeth University's mission and values, it is expected that the University's computing, communication, and information resources are accessed and used in an ethical manner, respecting the rights and privacy of others. The resources should be used for legitimate academic and administrative purposes. Users should adhere to high moral, legal, and professional standards as they use the University's information systems.

The acceptable use policy is a guide to the acceptable use of computing, communication, and information resources of Saint Elizabeth University; responsibilities of users; and administration of this policy. The computing, communication, and information resources (otherwise referred to as "information systems") include data, records, software, storage media, networks, voice communications, video and multimedia systems, and other computer equipment. This Acceptable Use Policy is not intended to abridge academic freedom, constitutional guarantees of free speech, or freedom of expression. The use of information technology resources is available to all members of the University community. While the rights of academic freedom and intellectual creativity are recognized, the interests of the University, students, faculty, and staff must be protected. In addition to consideration of legal liability issues, the institutional image and reputation of SEU are valuable assets requiring protection.

The University reserves the right to monitor the use of its hardware and communication systems by employees. This includes email, voice mail, texts, instant messaging, mobile telephones, social networking sites, and all other use of University communication systems. This monitoring may extend to all use of University communication systems, including access to the University Network or to the Internet by personally-owned computers or personal communication devices (PCDs) using an employee's personally-owned equipment that accesses the Internet using the University's communication systems. Saint Elizabeth University employees do not have a right to privacy in their communications using University-owned communication devices and University-owned communications systems; nor do they have a right to privacy when using personally-owned computers or PCDs that access the Internet via the University's systems, even if that access is via a personal Internet or email account. In addition, any messages stored by third-party vendors are subject to monitoring and access by the University; messages stored on University or third-party vendor servers may be retained indefinitely, even if deleted by the user.

- Responsibilities**
- Users are responsible for the safeguarding of their SEU account username and password and should use them for legitimate academic or administrative purposes. Users are responsible for all transactions and activities made from their account or data jack.

- Users are responsible for the protection of Saint Elizabeth University information systems and for the protection of the accuracy, integrity, and confidentiality of their information.
- Users are responsible for compliance with all federal, state, and local laws, including those that govern copyrighted material, when using Saint Elizabeth University information systems.
- Users are responsible for the respect of license and contractual agreements that involve Saint Elizabeth University's information systems, including those that regulate software use.
- Users are responsible for compliance with the policies and procedures of the Office of Information Technology.
- Users are expected to refrain from actions that would disrupt or interfere with the availability of Saint Elizabeth University Information Systems to all legitimate users.
- Users are responsible for the maintenance of current hardware and software configurations of Saint Elizabeth University-owned information systems and are not permitted to make unauthorized changes to them. The deployment of University-owned desktop computers and associated equipment is the responsibility of the Office of Information Technology. This equipment cannot be taken home, relocated or reassigned without prior approval of the Office of Information Technology.
- Users are expected to act responsibly and ethically when using Saint Elizabeth University Information Systems and should refrain from conduct that can be characterized as harassing, obscene, or a nuisance.
- Users are responsible for the use of Saint Elizabeth University information systems in support of teaching/learning, research, and service; they may not use them for commercial purposes or in any manner that may hinder academic use.
- University faculty and staff are responsible for ensuring that all technology purchases are channeled through the Office of Information Technology. Following this centralized purchasing model reduces costs, ensures compatibility with existing hardware/software, and guarantees that the Information Technology Department will be able to support the equipment post-purchase. This also applies to technology purchases using grant funds or restricted departmental funds. Suspected violations are to be immediately directed to the Chief Information Officer (CIO), who will then involve the appropriate Dean or departmental head to determine the necessary action required.

H27. PARKING

The University is pleased to offer free parking to all employees. Operation of a motor vehicle on campus is a privilege granted, and may be withdrawn for failure to comply with the regulations stated below. It is essential that University regulations be strictly adhered to. In order to provide access to parking on campus, all users of the campus parking facilities must read and fully understand these regulations. Campus Security is responsible for the administration and enforcement of these regulations and may impose traffic control restrictions as required. The roads on campus are considered to be private roads and are maintained by the University for the convenience of faculty, staff and students. These campus roads are used by pedestrians and vehicular traffic.

Parking/Driving Regulations

A Parking decal must be placed on the front rear view mirror, on the driver's side, facing the front of the vehicle. Additional vehicles can also be registered by using the website portal. Decals can be picked up in the Student Services Department located in Santa Rita Hall, 2nd floor.

- Decals may be obtained by completing a vehicle registration form online by going to www.steu.edu/parkingdecals/
- The posted campus speed limit is 15 miles per hour.
- Parking on campus is by permit only throughout the year, including break periods.
- Vehicles must display a valid University parking decal at all times.
- Any vehicle on campus after 1:00AM without a valid decal will be subject to ticketing or towing at the owner's expense.
- All vehicles on campus are subject to the traffic and parking regulations of the University, including traffic fines.
- The University is not responsible for any damage or theft, which may occur to vehicles or contents while parked on campus.
- Vehicle owners park at their own risk.

Members of the campus community with temporary mobility impairments may apply for a temporary handicapped parking permit and should contact the Director of Human Resources. Documentation from a health care professional is required. A vehicle with a University handicapped parking permit must be parked in designated handicapped parking spaces on campus only.

Local municipalities patrol the campus on a regular basis. They will ticket and/or tow illegally parked cars and will issue tickets. Using emergency flashers does not allow drivers to illegally park their vehicles, particularly in handicapped spaces, fire lanes and at yellow curbs.

Towing

Campus Security is authorized to tow a vehicle, at the owner's expense, for any of the following reasons:

- Vehicles parked on campus without proper parking sticker.
- Vehicles parked in areas which are not designated parking areas, such as posted tow away zones or designated lots.

- Abandoned vehicles.
- Vehicles parked illegally in spaces designated as handicapped zones, fire lanes, loading docks, fire hydrants, or blocking traffic lanes.

Towing is performed by an off-campus service. It is the owner's responsibility for payment of any towing, storage or retrieval fees. Vehicle owners should contact the Campus Security Office (x4090) on duty at the Guard House if their car was towed.

Parking Violations

The following actions will be considered violations of parking regulations that will result in either towing or fines (tickets will be issued):

- Parking in marked fire lanes or by fire hydrants (subject to immediate towing at owners expense).
- Abandoned vehicles (subject to immediate towing at owners expense).
- Parking in areas designated "For Authorized Personnel Only".
- Parking in a handicapped space (persons parking in a handicapped parking space must display proper Handicap Placard).
- Parking in loading dock areas (subject to immediate towing at owners expense).
- Invalid or no parking decal.
- Students who park in spaces designated for faculty and staff.
- Faculty and staff who park in spaces designated for students.
- Speeding in excess of the campus speed limit of 15 MPH (speeding is enforced by local municipal police at any time).
- Failing to register a vehicle with security (subject to immediate towing at owner's expense).

A parking citation may be appealed. Appeals must be submitted in writing, within 10 days of the ticket issuance to the Vice President for Finance and Administration, located in Santa Rita Hall. Refer to the "Campus Parking and Traffic Regulations Brochure" available from Security for additional information.

H28. PERSONAL PROPERTY

Employees should refrain from bringing unnecessary or inappropriate personal property to work. Employees who choose to place personal property in their work area (i.e. pictures, paintings, etc.) must assure all items are in good taste, which means they are non-offensive to other employees and are in keeping with the values and tradition of University. The University is not responsible for lost, damaged or stolen personal property (including cash). Because the University is an open campus, employees are advised not to carry unnecessary amounts of cash or other valuables onto campus.

To maintain security and to protect against theft, the University may conduct searches and inspections without prior warning or announcement. The University also maintains the right to inspect all packages brought on the campus including, but not limited to, vehicles, packages, briefcases, wallets, purses, backpacks, bags, and computer files. In addition, the University may inspect the contents of lockers, storage areas, file cabinets, desks and workstations at any time and remove all University property and other items that violate University policies. The right to search and inspect extends to University vehicles and private vehicles located on the University premises or University-related work sites.

Refusal to allow searches and inspections that conform to the requirements set forth in this policy may be considered insubordination and may result in disciplinary action, up to and including termination

H30. PERSONNEL RECORDS

A permanent personnel file is maintained in the Office of Human Resources for each employee. These files generally contain application information, benefit plan selections, emergency contact information, payroll forms, and copies of performance reviews as well as other personal information not found elsewhere. The file is maintained in a confidential manner and is accessible only to the employee and appropriate designated administrators. Employee files are property of the University.

- The only information supplied outside Saint Elizabeth University, on request from other employers and financial institutions, will be verification of an employee's name, dates of employment, salary and position title. The University may require the employee to sign a form giving the University permission to release the information in certain circumstances.
- An exception to the written release will be responses to written requests from appropriate federal and state agencies and from our benefit insurance carriers; such requests will be answered without written authorization, unless required by law. Reference requests should be directed to Human Resources.
- It is important that personnel records be kept current to ensure their continued accuracy and completeness. It is the employee's responsibility to keep these files current. Employees should inform the Office of Human Resources of any change in their home address, marital status, beneficiaries, personal and educational accomplishments, and the person to be notified in an emergency as well as all other relevant matters.
- Information regarding an employee's medical condition and/or disabilities is kept in a separate file.

H31. PET POLICY

While Saint Elizabeth University appreciates the special nature of the owner-pet relationship, the University is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The University, therefore, has established strict policies regarding the presence of pets (or any other animals) on campus. With the exception of trained assistance animals, no pets or other animals are permitted to be brought onto the University grounds or into buildings by employees.

SERVICE ANIMAL POLICY

Policy statement: Saint Elizabeth University recognizes the access needs of all disabled individuals and complies with the Rehabilitation Act of 1973 (section 504), Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) (Effective January 1, 2009), and the Fair Housing Act.

Consequently, the University recognizes the need for some disabled individuals, due to the nature and severity of their disability, to utilize a service or therapy animal while on campus and within campus facilities. This policy defines the context, rules and documentation requirements that must be met prior to the introduction of a service animal on campus and/or within University facilities, and while the service animal is working and/or residing on campus.

Definitions

Partner/Handler: A person with a service or therapy animal who has a disability is called a partner. A person working with a service or therapy animal without a disability is called a handler.

Pet: A pet is a domesticated animal that only serves the role of providing a sense of pleasure/leisure companionship to its owner. Pets are not the same as service animals and are not accorded the same legal status as service or therapy animals. Pets are not permitted on campus or in University facilities.

Service Animals: The U.S. Department of Justice defines service animals as: animals that are individually trained to perform specific tasks for people with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting or protecting individuals who are about to or are experiencing a seizure; or other specific tasks related to an individual's specific disability needs. Service animals may perform such tasks as: guiding/pulling wheelchairs; turning lights on/off; retrieving objects from the floor or other location; opening doors; pushing buttons on elevator doors; providing assistance to an individual who has fallen out of a wheelchair.

Therapy Animal: Appropriately trained animal that provides comfort and affection to people with diagnosed needs for such emotional support in a residential setting. Therapy animals typically have an even temperament, obey commands, and behave well in the presence of both humans and other animals.

Types of Service Animals

Service animals include, but are not limited to:

Guide Dog: Appropriately trained dog that guides a blind or visually impaired individual, helping the disabled individual to avoid obstacles; crossing streets.

Hearing Dog: Appropriately trained dog that provides a sense of sound for a deaf individual by alerting the individual to smoke alarms; fire alarms; door knock or bell; ringing of a telephone; alarm clock; kitchen timer; a baby's cry.

Service Dogs: Appropriately trained dog that provides strength and movement for a disabled individual with muscular dystrophy, multiple sclerosis, cerebral palsy, and/or congenital abnormalities.

Seizure Alert Dog: Appropriately trained dog that may provide protection for an individual during a seizure; may be trained to go for help; may have been successfully trained to recognize specific changes in the individual preceding a seizure and alert the individual to an impending seizure by barking or whimpering.

Diabetic Alert Dog: Appropriately trained dog that gives a signal to alert its partner to low or high blood sugar levels.

Documentation Requirements

Student: A disabled student requesting a service animal must register with the Office of Disability Services and provide documentation of the disability as per the University's disability documentation requirements (see student handbook and/or University website). The documentation must contain a clear explanation of the need for the specific type of service animal, citing the services to be provided by the service animal. Students planning on residing in the University's residence halls must notify the Office of Residence Life of their need for a service animal, and provide evidence that the student has registered with the University's Office of Disability Services.

Approval for therapy animals on campus will be granted only to resident students who provide documentation of the emotional need from a licensed mental health provider (e.g. clinical social worker, psychologist, psychiatrist, licensed professional counselor). The request and documentation must be presented to the Office of Disability Services for approval. Once approval is granted, the Coordinator of Disability Services will inform the Residence Life Office.

Faculty & Staff: A faculty or staff member who is disabled and requires a service animal must request, and receive approval for, the accommodation through the Office of Human Resources. The request must be supported by the appropriate

documentation of the disability that also indicates a disability need for the service animal and explains the services to be provided by the service animal.

Visitor: A visitor who requires the assistance of a service animal does not have to register with or provide documentation to the Office of Disability Services, but must report to Campus Security who will provide the visitor with a copy of this policy. Campus Security can be reached in the guard booth at (973) 290-4090 or through the Campus Security Office in Henderson Hall at (973) 290-4290.

Animal: Licensing – the animal must meet all of the licensing requirements of the community in which the animal resides and must wear, at all times, the tags required by the home municipality.

Health Records- The animal must have, and the disabled individual must provide to the Office of Disability Services (or the Office of Human Resources in the case of an employee), a health statement that includes a record of vaccinations from a licensed veterinarian dated within the last calendar year. Such vaccinations and proof of vaccinations must be provided to University officials on an annual basis. The animal must be well groomed, and measures should be taken by the owner for flea, tick and odor control. The animal's owner must be considerate of other members of the University community when providing maintenance and hygiene assistance to the animal.

Control Requirements

- The animal must be on a leash at all times. The animal should never be permitted to wander about off leash except in those situations in which the animal is working.
- The partner/handler must be in full control of the animal at all times.
- Service or therapy animals are prohibited from kitchens and food preparation areas except those in residence facilities.
- Service or therapy animals may be prohibited from areas such as the Health Center or science labs if the Director or lab supervisor has reason to believe that the animal's presence may compromise the environment, or if the environment may pose a physical danger to the service animal.
- The partner/handler is responsible for cleaning up after the animal (including, but not limited to, proper removal of fecal matter from campus grounds)
- The partner/handler will assume responsibility for any damage caused by the service animal.
- The partner/handler will also assume all liability if the animal bites or in any way harms another individual while on campus.
- The University reserves the right to require that the service or therapy animal be removed from campus if the above control requirements are not met.

Emergency Situations

In an emergency situation every effort will be made to keep the partner and animal together. Campus staff will be trained to recognize a service animal, and will be

made aware that an animal may be attempting to communicate a need for assistance. Staff should also be mindful of the protective nature of the service animal in relation to the partner, and/or confusion or agitation that may be triggered by the emergency situation.

Exclusion from Campus

A service or therapy animal may be excluded from campus for the following reasons:

- Disruptive behavior: including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating areas, other people's belongings) initiation of contact with others without partner's permission, disruptive interactions with other animals, including other service or therapy animals
- Illness
- Hygiene-dirty strong odor, evidence of having fleas, ticks, etc.
- Animal is not on a leash
- Obstruction of aisles or passageways
- Aggressive behavior

Campus Etiquette

Students and campus personnel should not:

- Prevent a service animal from accompanying its partner as they move about campus except where specifically prohibited
- Pet, feed, or otherwise interfere with or distract the service animal
- Startle, tease, or taunt the service animal
- Attempt to separate the service animal and its partner

Conflicting Disabilities

Persons with conflicting disabilities, i.e. asthma or other respiratory illness, allergies, should contact/register with the University's Office of Disability Services (or Human Resources Office in the case of an employee) and provide medical documentation citing the nature of the disability, seriousness of the disability, and the nature of the conflict. Resolution of the student/staff concern will consider the disability needs of the parties involved and will be accomplished as expeditiously as possible.

Appeal Procedure

Appeals concerning this policy may be addressed through the office of Disability Services Appeal Procedure which is contained in the Student Handbook.

H32. PREGNANT INDIVIDUALS WORKING IN SCIENCE LABS

Employees: Science Faculty or Lab Workers

Science faculty or Lab workers who are contemplating pregnancy, or are pregnant, should review the toxicity of the chemicals in their laboratory (refer to material safety data sheets/MSDS) and consult with their personal physician and the University's Chemical Hygiene Officer to determine whether any of the materials used in the laboratory pose potential risk during pregnancy.

Students: Taking Science Lab Courses

Students enrolled in science labs are to be notified (as part of regular lab safety training at the beginning of the semester) of the possible risk of performing lab experiments while being pregnant. All students will be required to sign a "Lab Safety Contract" indicating they received lab safety instruction and understand their responsibility to abide by all lab safety policies of the University.

Specifically relating to student pregnancy, it is the University's policy:

- Any student who is pregnant, becomes pregnant during the semester, or believes that she may be pregnant, should immediately contact her personal physician and discuss whether continuing to participate in lab work is advisable.
- If requested, the lab instructor and the University's Chemical Hygiene Officer can provide a written list of all chemicals or other agents the student could possibly be exposed to during the lab semester. The student can give this list to her private physician for them to discuss and decide on appropriate action.
- When a student's personal physician recommends that the student not participate in a science lab in which the student has already registered, discussion among lab faculty, Registrar's office, and the student will take place to work out an agreeable arrangement to reschedule the lab at a future date, if possible. Each case and circumstance is different; therefore rescheduling arrangements will be tailored to each specific case individually.
- Pregnancy is a private matter, and is not to be discussed by faculty or others except with the student and/or her health care professional.

H33. PUBLIC DEMONSTRATIONS

As an academic institution, Saint Elizabeth University is committed to educational discourse and the free exchange of ideas among members of its community. As a promoter of responsible citizenship, the University encourages students, staff and faculty to examine and debate the challenging and controversial issues facing contemporary society. Such exercises inevitably lead to strongly held opinions and conflicting viewpoints. On occasion, some members of the campus community may want to express their views through public demonstrations. In such instances, the University must

Balance its commitment to open, vigorous debate with other essential institutional obligations. These include the need to ensure that the rights of all members of the campus community are respected, the need to maintain peace and order and an uninterrupted flow of regular operations on campus, and the need to protect University property.

In an effort to honor these obligations, while at the same time ensuring that a campus environment conducive to spirited expressions of opinion is preserved, the following regulations have been adopted to regulate time, place and manner in which demonstrations can take place at Saint Elizabeth University. Additionally, the University, at its sole discretion reserves the right to prohibit any on-campus demonstration, including those whose purposes contradict the Mission and Values of the institution and/or the official teachings of the Catholic Church.

Regulations Governing Campus Demonstrations

- All student demonstrations must be registered with and approved by the Vice President for Student Life (or her designee) at least 48 hours prior to the event.
- All employee demonstrations must be registered with and approved by the Vice President for Finance and Administration at least 48 hours prior to the event.
- Once approval for a demonstration is granted, the respective vice president and/or campus security will assist the event's leader(s) in planning an orderly, peaceful demonstration. Final decisions regarding the time and location of all demonstrations will be made by the respective vice president.
- Only members of the University community may organize on-campus demonstrations. Non-members of the University community may participate, but they will be regarded as guests of the demonstration's organizer(s), who will be held accountable for their behavior.
- Demonstrations may not disrupt the normal administrative and educational operations of the University, which may include, but are not limited to: teaching, research, public lectures, meetings, disciplinary hearings, athletic or cultural events, and social activities.
- Demonstrators may not block building entrances/exits, hallways, stairwells, driveways, roads, intersections, handicap-access facilities or other passageways whose obstruction would inconvenience members of the University community.
- Noise levels at demonstrations must not become disruptive to non-participating students or University personnel. Amplifying equipment, including loudspeakers and megaphones, are prohibited at demonstrations.
- Actual or threats of physical violence, verbal or physical abuse, and other forms of harassment will not be tolerated. Those responsible for such misconduct will be held accountable for their actions.
- Unauthorized entry into a University facility and/or failure to leave a facility when requested to do so by a campus or public official will be considered a violation of this policy.
- Participants in demonstrations must respect and abide by all codes of conduct set forth by the University.

- Participants in demonstrations must comply with the directives of University officials and law enforcement officers acting within the scope of their duties.

All participants in demonstrations must realize that the University will take measures to ensure that such events do not become disruptive. Whenever a demonstration appears in jeopardy of becoming disruptive, the University reserves the right to take any of the following measures:

- Employ verbal persuasion to deter demonstrators from engaging in unacceptable behavior.
- Terminate the demonstration prior to its scheduled time of conclusion.

Should a demonstration become disruptive, the University reserves the right to take any of the following measures:

- Revoke the privilege to demonstrate on campus for a specified period of time.
- Impose disciplinary penalties including fines and summary suspension, when appropriate.
- Initiate civil and/or criminal litigation.

To ensure that a public demonstration does not become a prohibited disruption, the University reserves the right to undertake some or all of the following measures:

- Use of persuasion to deflect demonstrators from engaging in unacceptable behavior.
- Termination of the demonstration or protest with or without the assistance of campus security and/or local police.
- Revocation of the privilege to protest on campus in the future for a specified period of time.
- Use of University disciplinary processes including summary suspension, where appropriate.

Participants in disruptive demonstrations must be aware that the University will take all measures it deems necessary to prevent disruption of its affairs, restore order, and protect the rights of the members of the community, including civil and criminal litigation.

H34. PUBLIC STATEMENTS

All official public statements or press releases regarding University news, policies, and/or employees are issued from the Office of the President or a designated representative, usually the Director of Communications and Marketing. All University employees should refer any oral or written media inquiries to the Director of Communications and Marketing immediately. Employees are asked not to comment to the media without first speaking to the Office of Communications and Marketing.

Employees are also reminded that FERPA (Federal Educational Rights and Privacy Act) protects official records and student information pertaining to grades and to other personal matters. All outside inquiries concerning students, including inquiries from parents, must be referred to either the Registrar or to the Office of the Dean of Students.

H35. RESIGNATIONS AND RETIREMENT PARTIES

Typically, employees who are either retiring or resigning from the University after an employment period of ten or more years are honored publicly by the Office of Human Resources. Employees who terminate service to the University prior to ten years may be recognized by their colleagues. However, in these instances, the cost of the celebration and/or gift(s) will not be assumed by the University or paid through departmental budgets.

Exceptions to these practices may be made at the discretion of either the Director of Human Resources or the President of the University.

H36. SECURITY TRANSPORT POLICY

Students

Security at Saint Elizabeth University is provided by officers from APG Security Services, a contract security provider. The security coverage is 24 hours a day, seven days a week for the entire campus community. All security officers are registered with the State of New Jersey through the Security Officer Registration Act (S.O.R.A) which is required by the State. Security Officers report to the Director of Security.

Campus Security has one vehicle that routinely patrols the campus and is dispatched to emergency situations as the need arises. Campus security responsibilities, including responding to emergencies, take priority over student transports. These activities include but are not limited to; locking/unlocking doors/buildings and responding to a call or checking vehicles at the gate. If the security guard on duty is discharging these responsibilities, student transport will be delayed until the officer is free to provide the ride. Accordingly, students should anticipate that delays in response time may occur.

Additionally, student transports will be permitted only under the following conditions:

1. During the academic year, to and from either residence hall or the train station (located at Convent Station only) after dark (this does not include twilight hours). Note: Hours will change during daylight savings time periods.
2. In inclement weather (day, evening, or night) from either residence hall or the train station (located at Convent Station only) if the student is carrying luggage larger than a standard carry-on bag.
3. Student returning from Morristown Memorial Hospital, after being taken to the hospital by Ambulance, and after a doctor has cleared the student to return to SEU.

Any transports other than those listed above need to be pre-approved by the Director of Security (or his Designee). **At no time will Security be responsible to take any ill or apparently ill student to the hospital. In these instances, an ambulance must be summoned by calling 911.** If a student who was taken to Morristown Memorial hospital by ambulance is cleared from Morristown Memorial Hospital to come back to SEU, and needs a ride, Security will be allowed to provide transportation back to the residence hall only, no other stops are permitted during this transportation.

Students are expected to request transport at least 30 minutes prior to the anticipated pick-up by calling the security booth at 973-290-4090. At the time of the request, students need to provide their first and last name, as well as a call back number the officers can use if the transport needs to be delayed. Students must present their SEU ID card to the security officer prior to entering the vehicle for transport. Furthermore, students must understand that if the vehicle or officer(s) on duty is needed for security purposes, this will take priority over the transport request. Consequently, the student pick-up will be delayed until the vehicle is no longer needed at the scene of the emergency. Finally, under no circumstances will individuals who are not registered SEU students be permitted to be transported in the security vehicle.

Any student who violates this policy, or is abusive to the security officer as they dispatch their duties, will be considered in violation of the student code of conduct. This will result in transport being permanently denied to that particular student who will be reported to University officials for further judicialaction.

All transports of students must be entered into the Operation Log Book (kept at the Security Gatehouse), followed by a written Operation Report to be submitted to the Security Director by the next business day.

Employees:

Employees will not be transported by Security. **At no time will Security be responsible to take any ill or apparently ill employee to the hospital. In these instances, an ambulance must be summoned by calling 911.**

Sisters of Charity:

Security may provide transportation assistance for the sisters of charity on campus. Sisters in need of transportation should receive an estimated time of arrival and should provide a contact phone number that will be used if the estimated arrival becomes delayed due to an emergency. All transports of sisters must be entered in the operation log book (kept at the security gatehouse), followed by a written operation report to be submitted to the security director by the next business day. At no time will security be responsible to take any ill or apparently ill sister to the hospital. In these instances, an ambulance must be summoned by calling 911.

H37. SMOKING POLICY

The American University Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. ACHA further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, the American University Health Association has adopted a **NO SMOKING POLICY** and encourages universities to be diligent in their efforts to achieve a campus-wide tobacco/smoke-free environment. Based on the above, Saint Elizabeth University recognizes that using tobacco, including e-cigarette products is harmful to the health of tobacco users and that exposure to second-hand smoke poses a health risk to non-smokers. The following policy addresses health concerns related to environmental tobacco smoke, thereby restricting any type of smoking to designated areas located at least 20 feet from the perimeter of all University buildings or public thoroughfares.

Smoking Policy

- Smoking is prohibited in all University buildings and is restricted to designated areas located at least 20feet from the exterior of all University buildings or pathways.
- Smokers will be permitted to smoke only at designated smoking areas on campus.
- Benches will be strategically located on campus with signage indicating that the area is designated for those who wish to smoke.
- This policy applies to students, faculty, staff, administration, and visitors to Saint Elizabeth University campus.
- Smoking cessation support will be provided to students at Saint Elizabeth University through the Wellness Center. Employees should contact the Office of Human Resources for referral to the Employee Assistance Program or wellness benefits provided by the University's insurance carrier.

Enforcement of Smoking Policy

- Campus Security, with the cooperation of the University community, will be responsible for ensuring compliance.
- Smoking violations may be reported by members of the University community to Campus Security.
- Campus Security will patrol campus grounds to monitor compliance and to issue tickets to violators. Students found in violation of the policy will be reported to the Vice President of Student Life and Dean of Students Office. Employees found to be in violation of the policy will be reported to the Office of Human Resources.

Sanctions for Violating Smoking Policy

First Offense - A written warning will be issued and will be made a part of the Smoking Sanction Record. If visitors to campus violate this policy, the host will be held responsible.

Second Offense - A second written warning will be issued and the smoker will be advised to make an appointment with Health Services to discuss smoking behavior and cessation, a preventive approach. Smoking cessation counseling and assistance will be made available.

Third Offense - Employee smokers (including faculty, administrators and staff) who violate this policy a third time, will be subject to a fine of \$25.00. Each succeeding offense will increase by \$25.00. Repeated violations will require a meeting with the Director of Human Resources and may also result in additional disciplinary actions as appropriate.

H38. SOLICITATION POLICY

Saint Elizabeth University prohibits the selling, solicitation, or distribution of literature or other items on campus unless specifically approved by the Vice President for Student Life or the Vice President for Finance and Administration. This policy applies to all services, as well as commercial and homemade products. Signs, posters, displays or any other form of advertisement are not permitted without prior approval. The selling of items cannot compete with the bookstore or student sponsored fund drives or collections. With the exception of official University fund raising, employees are prohibited from soliciting outside businesses for goods and services. Even in the case of approved solicitation efforts, the University reserves the right to regulate the time, place and manner of access to minimize any interference with educational activities and business.

H39. STAFF GRIEVANCE PROCEDURE

In working together day-to-day, it is normal for employees to have occasional problems or complaints affecting their work-related activities. It is important to resolve these problems as quickly as possible. It is the University's view that most problems can be resolved through informal discussions between the employee and supervisor. However, in some instances this may not be possible and it is appropriate to turn to the formal grievance resolution process contained in this policy.

This policy is intended to provide fair and prompt consideration to all staff complaints. The University encourages all staff to use this grievance procedure without fear of prejudice or retaliation within the limits of the review process and with the assurance that his/her confidences will be respected.

It is the policy of the University to provide an effective and timely method for staff to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures, or problems with co-workers or supervisors. This grievance policy does not apply to complaints about employment actions based on internal and external department and/or University reorganization, financial necessity or budget determinations, and termination from employment. It also shall not apply to grievances arising out of issues involving judgments such as salary increases, salary range, classification assignment, work standards, performance appraisals, performance improvement plans, organizational structures, work assignments, and staffing levels.

Complaints about harassment (Title VII and Title IX) as defined by the University's policies on prohibited Discrimination and Sexual and Other Unlawful Harassment will be investigated and resolved according to those policies, not this one.

Steps for Filing the Grievance

Step 1: Discussion with Immediate Supervisor

A written, signed and dated grievance must be brought to the attention of the employee's immediate supervisor within ten working days after the employee becomes aware of the problem. The employee should state the basis for the grievance and the action desired. The employee and supervisor shall meet to discuss the grievance in an attempt to resolve the matter in a mutually satisfactory manner within five days of receipt of the written grievance. The supervisor shall conduct any necessary or appropriate investigation and inform the employee of a decision based upon full and fair consideration of all the facts within five working days of the initial discussion. The immediate supervisor will insure that the decision is clearly communicated to, and understood by, the employee. If the employee is satisfied with the decision, no additional action is required. If the employee is not satisfied, the employee may proceed to Step 2. The requirement to proceed to Step 2 prior to Step 3 shall not be required for employees for whom the immediate supervisor or the next-higher-level supervisor is the President. If no decision is communicated to the employee within five working days of the initial discussion, the employee may proceed directly to Step 2 or Step 3, as may be applicable. If the employee's grievance directly involves actions by the immediate supervisor, then the employee may bypass this step and proceed to the next level of management within the chain of command.

Step 2: Discussion with Higher-Level Supervisor

If the employee and the immediate supervisor are not able to reach a mutually satisfactory resolution to the grievance, the employee may proceed to discuss the matter with the next-higher-level supervisor within five working days of the date of the decision of the immediate supervisor, providing information shared with the lower level supervisor. Failure of the employee to comply with Step 2 within five working days shall be deemed a waiver by the employee and the grievance may not be raised again. The next-higher-level supervisor and the employee shall then follow the same procedure as required in Step

1. If the employee is satisfied with the decision reached by the next higher-level supervisor, no additional action is required. If the employee is not satisfied, the employee is to follow the chain of command using the same procedure up to the President.

Step 3: Written Grievance Statement

If the employee and the higher-level supervisor are not able to reach a mutually satisfactory resolution to the grievance, the employee may file a signed and dated written grievance with the President within five business days after the receipt of the decision in Step Two. Failure of the employee to comply with Step 3 within five working days shall be deemed a waiver by the grievant eliminating the grievance from being raised again.

The written request must include: 1). A statement indicating the reason for the grievance, 2). Outline the attempts made during Steps 1 and Step 2 to resolve the grievance, 3). Any remedy sought to resolve the grievance.

Step 4: Grievance Review

The President may, at his/her discretion, forward any grievance to an appointed grievance committee as established within this policy or act on the grievance his/herself. If appointed, the Grievance Committee will be comprised of two exempt, two non-exempt employees and one supervisor level employee. The Chairperson of the Committee will be determined by the members. If the grievance is between a faculty member and a staff member, two of the five committee members must be faculty members. The Director of Human Resources will be a procedural advisor to the committee. In the event that the employee's grievance directly involves actions by the President, the President shall forward the grievance to the Chair of the Board of Trustees.

If appointed by the President, the Grievance Committee shall make a thorough and independent study. The procedure by the committee shall consist of fact finding. The committee shall review evidence and be allowed to hear witnesses including the grievant, separately. Only the employee, the President or grievance committee members and those individuals the President or grievance committee deems necessary shall be present at the meeting.

The grievant shall be allowed to present any pertinent evidence to the committee and to have the committee call those witnesses who have testimony pertinent to the decision.

Three working days after the hearing, the Chairperson of the committee shall deliver a written report of the committee's recommendation and reasons to the President. The recommendation shall be based on full and fair consideration of all the pertinent facts and circumstances. The report shall also contain a

summary of the committee's investigation and findings. Copies of the report shall be submitted to all parties involved.

Upon the receipt of the recommendation, the President may accept the recommendations of the committee, in whole or part, or select an appropriate alternate resolution. Within ten working days of the receipt of the committee's recommendation, the President's decision shall be directed to the Chairperson of the committee and all parties involved. The President's decision shall be final and binding as to all parties concerned.

Whether the hearing will be with the President or with the Grievance Committee, the employee shall be notified of the date and time of the hearing with the within ten working days of receipt of the request to the President.

If the President decides to review the case, he/she may, at his/her discretion, d decide whether to hear witness testimony. The employee shall be notified, in writing, of the President's decision within ten working days after the hearing.

Timelines will be strictly adhered to unless there are extenuating circumstances.

*Working day is defined as a day when the University is in full operation.

December, 2013

H41. SUBPOENAS OR LEGAL DOCUMENTS

When an employee is served with a subpoena or other legal document on the University campus:

- The employee should accept the service of the subpoena or legal document.
- The employee should then immediately notify the Office of Human Resources that they have been served a subpoena or other legal document.

H42. SURVEYS

All surveys directed to University employees must be approved by the respective vice president to ensure that they are valid, ethical, legal, and profession, as well as in keeping with the mission of the University and its goals, advancement and development.

Surveys conducted by the University are either 1) mandated by government agencies or 2) voluntarily completed by the University. Voluntary surveys include those completed by academic departments and other organizational units for accreditation purposes.. Academic departments or other organizational units may complete voluntary surveys, however, those completing voluntary surveys must contact the Office of Institutional Research for institution-wide statistics concerning the University (such as University enrollment figures, graduation rates, and institutional staffing patterns).

The Office of Institutional Research serves as a resource to the University community for interpreting surveys and providing technical expertise.

All surveys completed by academic departments and other organizational units must send a copy of any survey they complete to the Office of Institutional Research so the University has a central repository of all information disseminated about the University.

H45. VENDOR SOLICITATIONS

Solicitation or canvassing by outside agencies, businesses, organizations or individuals is not permitted on campus or in the residence halls. The presence of unauthorized persons soliciting any kind of non-University related product, service, or merchandise, or attempting to collect money for such, should be reported immediately to the Vice President for Finance & Administration.

The only vendors allowed on campus are those with whom the University has contracted to provide approved services (i.e., vending machines, laundry services, University rings, etc.). Only the Vice President for Finance & Administration or the Vice President for Student Life grants approval for these services.

H46. WHISTLEBLOWER POLICY

Saint Elizabeth University is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the University's business practices, specifically: (1) reporting suspected violations of law by a University employee or student, including but not limited to federal and state laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a University representative or a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of University Policy, specifically the policies contained in Saint Elizabeth University's Employee Handbook and Faculty Handbook.

An employee who wishes to report a suspected violation of law or University policy may do so confidentially by contacting the Director of Human Resources, the Vice President for Finance and Administration or the University President. A report may also be made anonymously by sending a written report to the University's mailing address. The University expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation against employees who raise suspected violations of law, cooperate in inquiries or investigations or identify potential violations of University policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's supervisor, the Director of human resources, the Vice President for Finance and Administration or the University President. Any employee who receives complaints of retaliation must immediately inform the President.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The President will designate other internal or external parties to conduct the investigations. If the suspected violation of law or policy or the report of retaliation involve the President, the Chairman of the Board of Trustees or designee will conduct or supervise the investigation. The investigating parties will notify the concerned individuals of their findings where appropriate, and will prepare other reports as indicated by the circumstances. If the alleged retaliation involves a member of the President's Cabinet, a summary of the investigation will be presented to the President who will share the findings with the Board of Trustees as he/she deems appropriate.

H48. PASSWORD POLICY

Faculty and Staff Password Policy

Staff and Faculty at Saint Elizabeth University access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of the IT Department strategy to make sure only authorized people can access those resources and data.

All employees who have access to any of those resources are responsible for choosing strong passwords and protecting their log-in information from unauthorized use.

The purpose of this policy is to make sure all Saint Elizabeth University resources and data receive adequate password protection. The policy covers all employees who have access to any resource that requires a password.

Password creation

- All passwords should be reasonably complex and difficult for unauthorized people to guess. Employees must choose passwords that are between **eight** and **twelve** characters long, contain a **combination** of upper- and lower-case letters, as well as a number. For security reasons, your password **cannot** include any parts of your name.
- In addition to meeting those requirements, employees should also use common sense when choosing passwords. They must avoid basic combinations that are easy to crack. For instance, choices like “password,” “password1” and “Pa\$\$w0rd” are equally bad from a security perspective.
- A password should be unique, with meaning only to the employee who chooses it. One recommended method to choosing a strong password that is still easy to remember is to pick a phrase, take its initials and replace some of those letters with numbers and other characters and mix up the capitalization. For example, the phrase “This may be one way to remember” can become “TmB0WTr!”.
- Employees must choose unique passwords for all of their University accounts, and may not use a password that they are already using for a personal account.
- All passwords must be changed every 90 days. An employee will not be able to re-use an old password.
- If the security of a password is in doubt— for example, if it appears that an unauthorized person has logged into the account — the password must be changed immediately. Please contact the Help Desk if you need assistance in changing a password (973.290.4015 or helpdesk@steu.edu).
- Default passwords — such as those created for new employees when they start or those that

protect new systems when they're initially set up — must be changed as quickly as possible.

Protecting passwords

- Employees may never share their passwords with anyone else in the University including co-workers, managers, administrative assistants, IT staff members, etc. Everyone who needs access to a system will be given their own unique password.
- Employees may never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.
- Employees should take steps to [avoid phishing scams](#) and other attempts by hackers to steal passwords and other sensitive information. The University will **never** ask you for any personal information or passwords in an email. All employees will receive training on how to recognize these attacks.
- Employees must refrain from writing passwords down and keeping them at their workstations. See above for advice on creating memorable but secure passwords.

This policy will go into effect February 1, 2017

H49. SOFTWARE PURCHASE POLICY

To reduce redundancies and control costs, effective immediately all software purchases must be approved by the Chief Information Officer (CIO). In some cases, the IT department will directly purchase the software if (1) it is part of a software bundle already being purchased by IT, (2) if the software enhances a bulk/blanket license already part of the IT suite of software or (3) if IT needs to keep track of licenses.

- The requesting department must:
 - Complete the Saint Elizabeth University (SEU) Technology/Software Purchase RequestForm.
 - Make sure that there are available funds in the appropriate budget if there is a cost for the software.
 - Have approval from the department manager/supervisor.
 - Coordinate with IT to ensure dependencies for the ongoing operation of the software and/or hardware are available. These dependencies include but are not limited to: dedicated hardware, additional supporting software, SQL Server space, file server space, backup server space, network bandwidth, and Internet bandwidth.
- Any purchase of software that necessitates data interface with any University enterprise application must be approved by the CIO.
- Contracts, to include provider security reports, for third party cloud services or Software As a Service (SAAS) must be reviewed/approved by both the Vice President of Finance and the CIO. Security reports must also be requested.
- Technology support will be based on the support level agreed upon as part of the purchase approval process.
- The purchase of non-standard technology (standard vendor is Dell) must be justified by the existence of special circumstances. Also, the purchaser of a non-standard technology must document the source of support for the hardware and/or software before the purchase will approved.

The IT department will work with the requesting department to document non-standard situations. Division Vice Presidents will be asked to approve any non-conforming purchases that will be made in spite of potential conflicts.

IT will evaluate purchase requests and will communicate to the requesting department the level of support that will be provided as part of the purchase approval process.

H50. NON FRATERNIZATION POLICY

Committed to the core value of integrity and in full support of human dignity, all individuals employed by the Institution are expected to demonstrate the highest levels of adherence to these principles. Therefore, romantic and/or sexual conduct are prohibited between students and faculty or supervisors and their employees. In the collegiate setting, such behaviors undermine the atmosphere of trust, create unhealthy power dynamics and disrupt the professional environment.

In response to power imbalance caused by the inherent differential in authority, the institution prohibits any employee or an employee of a contracted vendor, from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any currently enrolled student. Additionally, any member of the community is prohibited from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom the person supervises or evaluates in any manner. This includes student workers who supervise other students as part of their campus employment responsibilities.

In situations where a romantic or sexual relationship exists prior to employment or matriculation, the involved parties are required to report said relationship to the Office of Human Resources. The Director of Human Resources will share the information with the appropriate supervisor so that corrective action can be taken which could include any of the following: withdrawal of hire offer, removal from class, or a change in supervisory assignment.

Employees or students who become aware of romantic or sexual conduct that violates this policy are required to report it to the human resource personnel located in the Human Resources Office.

Upon receipt of an allegation, human resource personnel will conduct an investigation. The accused party will be apprised of the policies that govern the situation and will be given the opportunity to respond. Non-disclosure or violation of this policy will result in termination.

Created November 2019

H51. ON CAMPUS MEMORIALS AND TRIBUTES

The University acknowledges that unexpected and expected tragedies occur and affect members of the campus community. Celebrations of life, memorial masses and candlelight services are just one way the campus honors the memory of those who have died.

Individuals interested in honoring the memory of a loved one should contact Campus Ministry. Individuals who staff Campus Ministry are professionally prepared to support the needs of members of the community who are grieving.

In situations where the grieving members of the community wish to propose an activity different from those identified above, the proposal is to be presented to the appropriate Vice President. The Vice President will be responsible for seeking final approval from the Cabinet before any action takes place.

To ensure equity across campus constituencies, the Cabinet reserves the right to reject or modify the proposed activity or event. Permanent memorials for individuals affiliated with the University (faculty, staff, alumni, volunteers, trustees, donors or family members thereof) are not permitted.

Please see policies for deceased students and posthumous degrees for activities related to student deaths. Activities related to the death of an employee will be directed by the President.

Created November 2019

H52. ABUSIVE CONDUCT, ANTI- BULLYING AND RETALIATION POLICY

This policy is designed to notify all employees, including supervisory employees, of their rights and responsibilities regarding abusive conduct, also known as bullying, and retaliation in our workplace. Saint Elizabeth University believes that abusive conduct interferes with our employees' ability to do their jobs. Furthermore, it negatively impacts morale and the integrity of our entire workplace.

This policy defines "abusive conduct" and explains how to report abusive conduct and retaliation. It sets forth the potential consequences for engaging in abusive conduct and retaliation, and includes strategies for prevention. All questions or concerns about this policy should be directed to supervisory employees or Human Resources (HR).

Saint Elizabeth University intends for this policy to fully comply with any and all applicable laws.

This policy is applicable to staff members (full and part time status), faculty members, student workers, and any on site vendors or consultants.

Definition of Abusive Conduct

"Abusive conduct" means the intentional conduct in the workplace of an employer or employee, unrelated to an employer's legitimate business interests, that a reasonable person would find hostile or offensive. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; bullying; or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless it is especially severe and egregious.

Victims of abusive conduct may be targets or observers of the offensive conduct. It is irrelevant whether or not the offender intended his/her conduct to be abusive.

Examples of Abusive Conduct

Abusive conduct can take many forms. The examples listed below may constitute abusive conduct, but these examples are not exhaustive.

Examples of "abusive conduct" include:

- **Verbal and Written Abuse:** Slandering, ridiculing, gossiping, or maligning someone against others; persistent name calling which is hurtful, insulting, or embarrassing; yelling, screaming, or cursing; chronic teasing, belittlement, bullying, or frequent criticism that undermines the victim's ability to perform his/her job.
- **Nonverbal and Visual Abuse:** Threatening gestures, actions, or glances; shunning, excluding, or disregarding a person; offensive depictions of another through a visual medium such as a drawing or doctored photograph; mimicking another in an offensive manner; objects or clothing that contain offensive language or other depictions.
- **Physical Abuse:** Pushing, shoving, punching, kicking, poking, tripping, bullying, or purposely impeding another's path; battering or threatening physical harm; damaging another's work area or property.

- **Cyber Abuse:** Tormenting, threatening, harassing, embarrassing, cyber-bullying, or otherwise targeting another using social media, email, instant messaging, text messaging, or any other type of digital technology.
- **Workplace Interference:** Sabotaging another's work; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.

Reporting Abusive Conduct

Anyone with knowledge of abusive conduct in the workplace has a right to notify the Human Resources department and formally complain. This is true whether or not the knowledge came firsthand. Report abusive conduct to any supervisory employee in your chain of command or HR. If the conduct immediately threatens safety, contact the police.

Retaliation

SEU prohibits anyone from retaliating against those who report, resist, or speak out against abusive conduct. SEU further prohibits retaliation against anyone who participates in an investigation regarding abusive conduct, or who supports others in their efforts to report, resist, or speak out against this kind of behavior. Additionally, SEU prohibits retaliation against anyone connected to an investigation participant, or anyone connected to those who report, resist, or speak out against abusive conduct. For instance, SEU will not tolerate retaliation against a member of a complainant's family. Anyone with knowledge of retaliation has a right to notify SEU and formally complain. This is true whether or not the knowledge came firsthand and whether or not the offender was an employee or a third party connected to the workplace.

Responsibilities of Supervisory Employees

All supervisory employees who learn of abusive conduct or retaliation must document their knowledge of the behavior and immediately notify a superior or HR. Furthermore, supervisory employees must take all reasonable steps to stop the behavior and protect the victim. These requirements are in effect whether or not the supervisory employee gained the knowledge firsthand.

Investigations and Consequences for Violating this Policy

SEU will fully investigate all instances of abusive conduct and retaliation. SEU will make all reasonable efforts to keep investigations confidential and remind all investigation participants that SEU does not tolerate retaliation.

SEU may discipline anyone who engages in or encourages abusive conduct. SEU may discipline anyone who engages in or encourages retaliation. Discipline may include verbal, written, or other action up to and including termination from employment.

Prevention and SEU's Commitment against Abusive Conduct, Bullying and Retaliation

SEU is committed to preventing abusive conduct and retaliation. As part of that commitment, SEU will train all supervisory employees on abusive conduct within six months of their assumption of a supervisory position or duties. SEU will retrain each supervisory employee on abusive conduct no less than once every two years. The training will teach supervisory employees how to identify, prevent, and stop abusive conduct and retaliation. It will also instruct supervisory employees on how to protect your workplace.

Newly created 8/2019

H53. BUILDING ACCESS POLICY

It is the policy of the University to lock or manage access to campus buildings after prescribed hours. In addition, there are specific procedures to be followed when the University is closed for extended periods. The following describes the schedule to be adhered to by our security officers when opening and closing the various campus facilities throughout the year.

During **normal business hours**, the opening and closing schedule for the non-residential campus buildings are as follows:

- Santa Rita Hall - open at 6:00 am, close at 7:00 pm (closed on weekends)
- Saint Joseph Hall - open at 6:00 am, close at 11:00 pm
- Mahoney Library -Monday -Thursday open at 7:30 am, close at 10:00 pm, Friday open at 7:30 am close at 5:00 pm
- Annunciation Center - open at 6:30 am, close at 10:45 pm
- Henderson Hall - open at 6:00 am, close at 10:30 pm
- Santa Maria Hall - open at 6:30 am, close at 10:30 pm (closed on weekends)

Front door access to O'Connor Hall and Founders Hall is card-controlled and need not be secured separately. However, it should be noted that the rear doors to both buildings are not card accessed and, accordingly, will be locked and alarmed.

During weekends, Santa Rita Hall and Santa Maria Hall will be locked on Friday evening and opened on Monday in accordance with the normal business hours schedule. If, for any reason, there is a need for faculty, staff and/or students to enter into either of these buildings, security must be notified. The individual wishing to enter a locked building must sign in at the security guardhouse in order to have the security officer provide access to the building. When ready to leave the building, security must again be notified, the employee and/or student must sign the control sheet indicating the date and time he/she is leaving and the officer on duty will lock the building. **Students will not be provided access to either of these buildings unless accompanied by a faculty or staff member.**

Henderson Hall, Saint Joseph Hall and the Library will remain open and the scheduled hours for each of these buildings are as follows:

- Henderson Hall – open Saturday at 8:00 am, close at 6:00 pm. Sunday open at 2:00 pm close at 10:00 pm. **Please note that the science labs will remain locked and cannot be utilized unless a faculty member is present for the entire time that students are utilizing the lab.**
- Saint Joseph Hall – open at 10:00 am, close at 11:00 pm

- Mahoney Library

- Saturday – open at 1:45 pm, close at 6:00pm

- Sunday – open at 1:45 pm, close at 10:00 pm

During holidays, the University's policy is to lock all buildings on campus until the University re-opens. However, if there is a need for faculty, staff or students to enter a building during a holiday period, the procedure is the same as that noted for Santa Rita and Santa Maria on weekends.

All campus buildings other than Henderson Hall, Saint Joseph Hall and Mahoney Library will be closed should the University be closed due to **inclement weather**. As was noted previously, the residencehalls are controlled by card access and do not require security to lock the buildings.

Henderson Hall will follow the Saturday weekend schedule. i.e., open at 8:00 am and close at 6:00 pm. As noted previously, access to the labs will not be granted unless a faculty member is in attendance.

Saint Joseph Hall will be open for dining purposes. In addition, provided there is approval by the Vice President for Student Life, the gym and dance studio will be open. Also, provided there is an approved student worker available and able to work, the cardio room and weight room may be opened. A list of names from the Athletic Director must be issued at the beginning of each semester identifying those individuals approved to open and monitor activity in the weight and cardio rooms.

Mahoney Library will be open provided there are approved student workers available. If for any reason, there is a need for faculty, staff and/or students to enter into a closed building that/those individual(s) must sign in at the security guardhouse, as noted in the weekend procedures. Also, as noted in the weekend procedures, security must be notified and the control sheet signed when the individual(s) is/are leaving the building.

A phone call to security will not be accepted as an approval to open any campus building. Security has been advised that there are no exceptions to this procedure and no doors will be opened without proper authorization.

Created February 2019

H54. FACILITY USE SPONSORSHIP POLICY

The facilities of Saint Elizabeth University exist for the purpose of education, for use by our faculty, staff and students and by affiliated constituencies. However, when available space allows, we are committed to making our facilities available to groups and organizations outside the University whose purpose is consistent with the University's mission.

All facilities are the property of Saint Elizabeth University. Specifically, there is no departmental or individual ownership of space, however the University President has priority over the use of University

space. The University reserves the right to decide which activities may or may not be held on campus, and to establish fair and reasonable charges for the use of these facilities. Priorities of the use of facilities are given as follows:

- 1) University Events
- 2) University Co-sponsored Events
- 3) Non-University/External Constituents

1. University Events (no rental fee)

- Includes all academic, administrative, faculty, staff, athletic and student events whose activities are directly related to the mission and life of the campus community.
- All participants must be Saint Elizabeth University faculty, staff, students or alumni.
- Catering and food services are charged at cost.
- Examples include the Academic Opening Convocation, Athletic Banquet, etc.

2. University Co-Sponsored Events (partial rental fee)

- Programs, events, conferences or meetings involving two entities; for example, a University academic department, administrative unit or student organization and an outside organization such as a professional for-profit or non-profit group.
- The event must fit the mission of the University and the sponsoring department and be approved by the divisional vice president.
- A department representative must be present at the event and responsible for the event including the facility reservation, set-up, catering, security and technology requirement.
- There must be an identifiable, direct benefit to the University and or its students.
- In addition to required completion of the *Request for Co-sponsor Form*, the event must be scheduled through the existing University reservation process.
- Fees charged (entry fee, registrations, donation) must be disclosed to the University in advance of the event.
- Ancillary and personnel charges will be transferred to the sponsoring department, which must provide a Saint Elizabeth University internal account number.
- Catering and food services are charged at retail prices.
- Examples include the NJ Coalition against Human Trafficking, SEL Academy Workshop, etc.

There are two categories of co-sponsored activities that encompass fee structures:

Category A: Non-Fundraising Collaborative: The outside organization will be required to pay 25% of the rental fee and 100% of the ancillary and personnel charges.

Category B: Fundraising Collaborative: The outside organization will be required to pay 50% of the rental fee and 100% of the ancillary and personnel charges.

3. Non-University/External Events, i.e., (full rental fee)

- Programs and activities organized by individuals, organizations or groups not part of the organizational structure of the University and who request to use the University's facilities for the benefit of their own program.
- Fees charged to the organization normally include a facility rental, ancillary and personnel charges for facility personnel or IT services, security costs, equipment fees, grounds costs and other services
- All literature promoting or referencing non-University/external events on the SEU campus will carry the licensee name and /or logo and clearly identify the activities as those of the licensee and not those of the University.
- Use of Saint Elizabeth University's name on printed materials or press releases will appear as "Saint Elizabeth University." No abbreviations are permitted.
- Catering and food services are charged at retail.
- Examples would include corporations such as UPS, Shionogi Town Hall Meeting, etc.

Ancillary and Personnel Charges

Ancillary costs when applicable, include, but are not limited to, fees for audio-visual equipment, tables, chairs, IT services fees, set up fees, instrument rental and when necessary, tuning.

Personnel services are defined as those non-direct services necessary to operate an event. Regular and overtime rate will be charged according to the appropriate hourly rate. This includes, but is not limited to, security, facilities/maintenance/janitorial fees, IT technical personnel, ushers and catering personnel.

Policy Exceptions

Exceptions to this policy, because of relationships, may be approved by either the President or Vice President for Finance and Administration.

Newly created May 2018

H56. PROCUREMENT POLICY FOR FEDERAL AWARDS

The policy set forth in this document establishes standards and guidelines for the procurement of supplies, equipment, construction and services to ensure that they are obtained as economically as possible through an open and competitive process and that contracts are managed with good administrative practices and sound business judgment.

Code of Conduct:

A Code of Conduct shall govern the performance, behavior and actions of the Institution, including Board members, officers, employees, directors or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

- No employee, officer, director or agent of the Institution shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person.
- Conflicts of interest may arise when any employee, officer, director or agent of the Institution has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
- No employee, officer, director or agent of the Institution shall do business with, award contracts to or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
- The Institution's employees, officers, directors or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of twenty five dollars (\$25.00) from a vendor, potential vendor or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
- As permitted by law, rule, policy or regulation, the Institution shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, vendor or vendor's agent who is alleged to have committed, has been convicted or has pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with State or Federal policy.

Solicitation and Competition:

All procurement transactions will be conducted to provide, to the maximum extent possible, free and open competition among suppliers. The Institution must begin with an analysis of the need for the procurement to avoid the purchase of unnecessary items. The purchaser must then identify and clearly specify standards for the goods or services desired and seek competitive offers where possible to obtain the best possible quality at the best possible price.

In general:

- Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.
- No bid or quote is required for purchases \$10,000 or less if price is considered to be reasonable.
- Price or rate quotes must be obtained from at least two sources for purchases of more than \$10,000 but less than \$100,000.
- Bids must be sought for goods and services of \$100,000 or more.
- For procurements that exceed \$100,000, competitive bids will be utilized and requests for these bids will be written in a way that does not restrict competition (a clear and accurate description of the technical requirements for the material, product or service to be procured; all requirements which offers must fulfill; and all other factors to be used in evaluating bids or proposals). Procurement files must include the basis for contractor selection, justification for lack of competition when competitive bids or offers were not obtained and basis of award cost or price.
- Whenever possible, the Institution must engage in affirmative efforts to utilize small businesses, minority-owned firms and women's business enterprises.

Selection:

Price should be one of the factors in the evaluation of responses, but the Institution is not required to take the lowest price if other factors are important to the decision.

- There should be an objective method for selection and any factors for evaluation and selection should be listed in the procurement documents.
- Awards shall be made to the bidder or offer or whose bid is responsive to the solicitation and is most advantageous to the Institution (price, quality and other factors considered).
- A bid may be rejected when it is in the Institution's interest to do so.

Documentation:

At a minimum, procurement records must clearly show how the Institution:

- Executed price sampling for small purchases;
- Selected the method of procurement and the type of contract to be used;
- Determined which bids or proposals to accept and which to reject; and
- Determined the basis for the contract cost or price.

Contract Administration:

The Institution has an overall system of contract administration to ensure proper oversight and management of procurement actions. The Institution is responsible for evaluating contractor

performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This may include progress inspections, interim products, inspection of goods delivered and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

The Institution's contract administration system must ensure that:

- The method of payment is documented and records maintained for five years after final payment is made;
- All activities are carried out and costs incurred in compliance with applicable requirements; and
- Before payment is made, services performed are adequate and consistent with the contract scope of services.

December 2019

H57. NON-ACADEMIC PROGRAM ADVISORY BOARD POLICY&PROCEDURE

Non-academic programs or departments may elect or be required to convene an advisory board. The purpose of an advisory board is to bring together experts in a professional discipline to:

- Advise the staff regarding innovations and trends in the field.
- Advise the staff regarding program matters.
- Aid the staff in providing and/or identifying mentoring, networking and internship opportunities for students.
- Aid the staff in identifying potential funding sources or opportunities.

Appointments to the Advisory Board:

- The program administrator/director will submit suggested advisory board member's resumes to the respective vice president.
- The vice president will make recommendations for advisory board membership to the vice President of Institutional Advancement for approval.
- The Office of Institutional Advancement will vet each candidate and, upon approval, will advise the submitting department and send an invitation to join the Advisory Board to the individual on behalf of the President of the University.
- Advisory board member's term of service is two years, with the possibility of renewal if so recommended by the program administrator/director and supported by the vice president.
- Renewal of advisory board appointment must be approved and communicated to the advisory board member via the same process as initial appointment.

Advisory Board Procedures:

- Advisory boards should meet a minimum of two times per year and agendas, minutes and meeting outcomes should be maintained so that a summary of the advisory board's work can be included in the departmental annual report.
- Advisory board agendas should be distributed at least a week in advance of each meeting.
- Advisory board meeting minutes should be distributed within a week after each meeting.
- Advisory boards should ideally have between five and 12 external members, unless there are exceptional circumstances that require the advisory board to be larger.
- Permission for photographs, news releases or other publicity regarding a board member's participation must be secured in writing from each board member on an annual basis.
- Program budgets should include a modest amount of hospitality funds for advisory board meeting refreshments.

Created March 26, 2018

18. FACILITY MAINTENANCE PROCEDURES

Employees requiring maintenance or repair work involving facilities are to complete an online Work Requisition Form. <https://www.steu.edu/requesthelp>

This covers issues involving repairs, painting, carpentry, replacing lights, janitorial services, plumbing, electrical and HVAC, etc.

REVISED JANUARY 2020

APPENDIX

- A.** Contract Agreement Templates.....
 - 6.** Letter of Agreement Template for Dietetic Internships
 - 7.** Internship Agreement Template
 - 8.** Service Learning Template
 - 9.** Nutrition Template
 - 10.** Nursing template
- B.** Emergency Response Plan (abbreviated version).....
- C.** New Jersey’s Campus Sexual Assault Victim’s Bill of Rights.....
- D.** Equipment Assignment.....
- E.** Grant Accountability.....
- F.** Separation Procedure.....

APPENDIX A

Contract Agreement Templates

#1 – Letter of Agreement Template for Dietetic Internships

Date

Contact Person at Site
Corporation Name
Corporation Address

Dear Contact Person at Site:

This letter is to set forth a letter of agreement between Saint Elizabeth University, Morristown, New Jersey, and **CORPORATION** for **Student Name**, student in the **Program** at the University, in partial fulfillment of his/her requirements for the **Specify Rotation OR program**.

Student's experience is scheduled at **CORPORATION** for the weeks of **Date** through the week of **Date**. During **Student's** scheduled times at **CORPORATION**, he/she will be expected to complete the mutually agreed upon hours and meet the guidelines of the curriculum. It is understood that his/her experience will be supervised and evaluated by **Contact Name at Site** and/or his/her designee.

Under the terms of this letter of agreement, Saint Elizabeth University shall provide for professional and general liability coverage of the student/intern. In addition, **CORPORATION** agrees to indemnify and hold the University harmless and free from that portion of any claim for personal injury and/or property damage arising out of or resulting from the negligent acts or omissions of **CORPORATION** related to this agreement. The University also agrees to indemnify and hold **CORPORATION** harmless and free from that portion of any claim for personal injury and/or property damage arising out of or resulting from the negligent acts or omissions of the University related to this agreement. A copy of the program's certificate of insurance is enclosed.

It is a policy of the program that all student/interns provide proof of medical insurance. Program policy also requires that all student/interns carry automobile insurance and assume complete responsibility for transportation to and from their assigned learning at **CORPORATION**. The student/interns shall provide proof of insurance if so requested. In addition, all student/interns have undergone an entrance physical examination, including relevant infectious disease tests. The University provides instruction to all student/interns on Occupational Health and Safety Administration/Universal Precautions, AIDS, Hepatitis B, and TB. Health and immunization records are maintained in the **Program Name** and shall be made available to **CORPORATION** upon request.

The University verifies the criminal background of students in this program (**Use this statement as appropriate**). The University shall provide such information upon the request of **CORPORATION**.

In addition, it is the policy of the Student/internship that student/interns are responsible for abiding by the policy and procedures of the sponsoring institution at all times including confidentiality standards and to respect the right or privacy and confidentiality of the patients/clients, personnel, and all medical records to which they are exposed. Students are to maintain confidentiality as required by all federal, state and other applicable laws and regulations.

SEU Employee Handbook

If these terms are agreeable to you, please sign both copies of the letter. Please return one copy to me in the enclosed envelope and retain another for your files. Thank you again for having **Student Name**.

Sincerely,

Name and Title
SEU Program Director

**Contact Person at Site
Corporation**

DATE

#2 – Internship Agreement Template

SAINT ELIZABETH UNIVERSITY Academic Internship Agreement

Note to student: This form should be filled out with your site supervisor.

Student: _____ Academic Major: _____
Semester: _____ Credits/Hours per Week: _____

Student Phone/Cell Phone for Contact: _____

Internship Site: _____

Start Date: _____ Hours per week: _____

List your specific learning goals for this experience: _____

List the responsibilities you will have in your internship position. Please be as complete and specific as possible: _____

Is training provided: _____

What does training include: _____

Specific requirements or contingencies that need to be met: _____

On-Site Supervisor: _____

Address: _____

Phone/Email/Fax Number: _____

Type of organization: For Profit Non-Profit Other

Will this internship be PAID UNPAID

Approved By:

Student: _____ Date: _____

On-Site Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____

Academic Internship Coordinator: _____ Date: _____

· When you begin your internship, if you find that your duties are not the same as outlined, it is **YOUR RESPONSIBILITY** to **IMMEDIATELY NOTIFY** the Academic Internship Office.

#3 – Service Learning Template

Program Name _____

Service-Learning Agreement

Student: _____

Sponsor's Name: _____

Faculty: _____

Placement Site: _____

Course: _____

Scheduled Dates and Time for Assignment (approximately _____ hours) : _____

NOTE: This form should be reviewed and signed by both the student and his or her site supervisor in the service partnership. The student must return the signed copy to the faculty Instructor.

Student's Responsibilities:

1. Adhere to all regulations and procedures of the service site.
2. Perform observations/assigned tasks to the best of one's ability.
3. Behave and dress professionally at all times.
4. Ask for input and make sure that all assignment instructions are clear prior beginning experience.
5. Complete assignment related to nutrition education/community dietetics as assigned by site sponsor.
6. Report to the service site on the scheduled time and day.
7. Provide advance notice of absence (a minimum of 24 hours' notice) and make the necessary arrangements to make up missed time.
8. Maintain the confidentiality of names/situations of persons at the service site.
9. Meet all the requirements presented by the course instructor and/or Program, including completing the required number of service hours and academic assignments and turning in all forms by the set deadline.
10. Report any problems immediately to the course instructor.
11. Serve in a manner that preserves the reputation and integrity of Saint Elizabeth University and the program.
12. You may not blog or otherwise use social media to discuss their experiences at the internship or reveal anything that might compromise service site or Saint Elizabeth University.

Student Signature: _____

Date: _____

Sponsor's Responsibilities:

1. In advance of the session, review the content of the experience assignment and offer suggestions to best meet the learning needs of the student.
2. Explain any pertinent policies and/or procedures to the student.
3. Provide the student with an opportunity to participate in an appropriate activities
4. Monitor the performance of the student.

5. Contact the faculty instructor or program director immediately to report any problems with the student's performance or behavior.
6. Complete an evaluation form at the end of the student's experience as outlined in the curriculum

Supervisor Signature: _____ **Date:** _____

Phone: _____ **Email:** _____

#4 – Nutrition Template

CLINICAL AFFILIATION AGREEMENT

Between
CORE SITE NAME
ADDRESS
And
SAINT ELIZABETH UNIVERSITY
Dietetic Internship Program
2 Convent Road
Morristown, New Jersey 07960-6989

It is mutually agreed by Saint Elizabeth University, hereinafter referred to as the “University” and **Core Site Name**, thereafter referred to as **CSN** that educational experience will be provided in **CSN** for Dietetic Interns of the University in the following program.

Program Name:
Supervised Practice Program in Dietetics

Academic Certification Anticipated:
Post-Baccalaureate Practice Program
for Registered Dietitian Nutritionist
(RD/RDN)

The Dietetic Internship Program of the Saint Elizabeth University is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND, the accrediting agency for the Academy of Nutrition and Dietetics) through 2015. ACEND is a specialized accrediting body recognized by the United States Department of Education.

The address and phone number of ACEND are: 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995; 312-899-4876.

Accredited through 2015.

Accreditation Council for Education in Nutrition and Dietetics

The faculty of the University will assume responsibility, in coordination with **CSN** for planning and the assignment of dietetic interns. While in **CSN**, interns will be subject to all rules and regulations of **CSN**. **CSN** will retain full responsibility for the care of patients/clients and will maintain administrative and professional supervision of dietetic interns insofar as their presence affects the operation of the facility and/or the direct or indirect care of patient/clients. The University is responsible for the overall supervision and education of the dietetic interns.

Interns will receive an orientation to **CSN**. Faculty members of the University and **CSN** will evaluate the interns’ performance in mutual consultation and in accordance with guidelines outlined in the ACEND educational accreditation standards.

The University complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assures that it does not and will not discriminate against any person on the basis of race, color, sex, creed, national origin, age, or disability under any program or activity receiving Federal financial assistance.

CSN shall provide emergency care to student interns and faculty members utilizing the 911 emergency response system. Supportive care can be provided until emergency medical personnel arrives. Student interns and faculty members will assume any costs incurred. **CSN** will provide the University with a written notification of any incidents that involve student interns or faculty members.

The University shall agree to indemnify and hold harmless **CSN**, its officers, agents and servants, and each and every one of them against and from all suits and costs or any of its officers, agents or servants may be subjected as a direct and sole result of the negligence or acts of omissions of the University interns or faculty involved in the program covered by the Agreement. In addition, **CSN** agrees to indemnify and hold the University harmless and free from that portion of any claim for personal injury and/or property damage arising out of or resulting from the negligent acts or omissions of **CSN** related to this agreement.

CSN agreement to indemnify specifically **INCLUDES** any and all claims, damages, losses and/or expenses resulting from bodily injury and/or property damage, sickness, disease or death or injury to or destruction of tangible property caused in whole or in part by the negligence of a party indemnified hereunder. **CSN's** insurance is primary over all other available insurance.

The University shall require that the students comply with the rules and regulations of **CSN** and to respect the right or privacy and confidentiality of the patients, personnel, and all medical records to which they are exposed. Students are to maintain patient confidentiality as required by all federal, state and other applicable laws and regulations. You may not blog or otherwise use social media to discuss their experiences at the internship or reveal anything that might compromise the confidentiality of the patients or Saint Elizabeth University.

The University and/or **CSN** shall withdraw from the Program any student whose performance does not comply with the University standard, or fails to comply with the policies, standards, and procedures of **CSN**.

Interns utilizing **CSN** will have undergone an entrance physical examination, including relevant tests, negative reaction to Mantoux or negative chest X-ray, Rubella, Rubeola and Varicella screening prior to their affiliation at **CSN**. Evidence of the same will be provided to the **CSN** prior to the assignment of each, if required. Interns will provide proof of Hepatitis B immunization. The University shall provide instruction to all interns on Occupational Health and Safety Administration/Universal Precautions of AIDS, Hepatitis B., and TB prior to beginning supervised practice.

Standard HR 1.20 promulgated in 2004 by the Joint Commission requires hospitals to verify the criminal background of students. The University agrees to complete background checks on student interns and provide **CSN** with such evidence upon request by **CSN**. The University will immediately advise **CSN** regarding any issues raised during the criminal background check process.

The University shall carry comprehensive liability insurance to cover all interns and faculty members. A copy of the University's insurance will be provided prior to each academic year. **CSN** shall be

listed as

additional insured. The University agrees with the policy that no intern or faculty member will be considered an agent or employee of CSN. The participation of CSN in this educational program is gratuitous and voluntary.

Periodic reviews of programs and policies will be conducted under the auspices of the Office of Academic Affairs of the University.

The term of this Agreement shall run from **DATE** to **DATE**. This Agreement shall thereafter be automatically renewed for periods of one year unless either party hereto shall notify the other party in writing not less than three months prior to the termination of this Agreement that either party wishes not to renew this Agreement.

Approvals:

Core Site Name:

Saint Elizabeth University

Signature

Signature

Vice President for Academic Affairs

Please Print Name and Title

Date

Date

#5 Nursing Template

SAINT ELIZABETH UNIVERSITY NURSING PROGRAM

AGREEMENT BETWEEN SAINT ELIZABETH UNIVERSITY and AFFILIATE ORGANIZATION

Made this _day of month, _ (year) between Saint Elizabeth University, hereinafter known as the "UNIVERSITY", and the AFFILIATE, hereinafter known as the "AGENCY" for the period of (3 year)

WHEREAS, it is the intention of the **UNIVERSITY** and the **AGENCY** to cooperate for the education of nursing students:

Now, **THEREFORE**, in consideration of the mutual promises and covenants contained in this agreement, it is agreed as follows:

1. That the **UNIVERSITY** will assume full responsibility for the planning and execution of the educational program in nursing, including administration, programming, curriculum content, and faculty appointments.
2. That the **UNIVERSITY** will have the responsibility for selecting the student experiences, planning the schedule of student assignments, and for making all individual assignments. However, the **UNIVERSITY** will confer with the **AGENCY** in advance of its planned schedule of student assignments to the clinical areas including the dates, number of students and instructors, and type of experiences. This schedule will require approval by the **AGENCY**.
3. That the **UNIVERSITY** will keep all records and reports on the student's clinical experience.
4. That the **UNIVERSITY** will withdraw any student from the clinical areas when the student is unacceptable to the **AGENCY** for reasons of health, performance or other reasonable causes. The **UNIVERSITY** shall have the right to withdraw any student or students from the clinical area at its sole discretion. The agency shall have the right to withdraw any student when the agency judges it to be in its best interest.
5. That the students and **UNIVERSITY FACULTY** will respect the confidential nature of all information which may come to them with regard to patients and patients' records. You may not blog or otherwise use social media to discuss their experiences at the internship or reveal anything that might compromise the confidentiality of the patients or Saint Elizabeth University.
6. That the **UNIVERSITY** will assume the responsibility for seeing that both the students and instructors comply with the rules and regulations of the **AGENCY** where they pertain to the activities of both while in the **AGENCY**.

7. That under no circumstances is any student or UNIVERSITY faculty member to be considered an agent or employee of the AGENCY, but rather will be considered visitor or licensee.
8. The UNIVERSITY assures that all students and faculty participating in any clinical activities at the AGENCY will be covered by liability insurance including general liability and professional liability, in the amount of \$1,000,000.00 for each claim and \$3,000,000 in the aggregate.
9. That the AGENCY will facilitate learning experiences to ensure that course objectives will be met. If the student is providing care to clients at home, the AGENCY will provide necessary equipment and supplies.
10. That the AGENCY will make available space and facilities for clinical instruction, including pre-assignment and post-assignment conferences and necessary locker room facilities or the equivalent.
11. That the AGENCY will designate a representative of the nursing service administration to work jointly with the administration of the UNIVERSITY Nursing Program to serve in a liaison capacity with the UNIVERSITY FACULTY.
12. That the AGENCY will permit students and instructors to use the AGENCY'S cafeteria, if one is available, at their own expense, when student/clinical assignments make this necessary.
13. The AGENCY shall facilitate access to emergency treatment for students and faculty members who become ill or injured while "on duty." The students or faculty members so treated shall be responsible for the emergency medical care charges and any charges for care or treatment which are required beyond such emergency care.
14. The UNIVERSITY has ensured that the students meet the health requirements of the AGENCY, including a history and physical. If born after 1956 all students have evidence of immunizations including a history and physical. If born after 1956 all students have evidence of immunizations for measles, mumps, and rubella or laboratory evidence of immunity. All students provide annual results of a Mantoux test for TB. If positive, the results of a negative chest x-Ray are on file. Immunizations that are required include Hepatitis B (or a declination form), varicella (or laboratory report indicating immunity).
15. The UNIVERSITY and/or the student will notify the AGENCY in the event that the student or clinical faculty is no longer in good health while participating in the clinical experiences at the AGENCY.
16. The UNIVERSITY has insured that each student has a current RN license, current CPR certification and a negative criminal background check.
17. The UNIVERSITY agrees to:

NJAC 13:37 - 1.10 (b) 2, Written notice of termination of the agreement by either party at least 120 days prior to termination;

NJAC 13:37 - 1.1 (b) 5, Joint annual evaluation of the effectiveness of the clinical experience, with input from students.

18. The terms of this agreement shall be reviewed at the end of the contract period.

SAINT ELIZABETH UNIVERSITY:

AFFILIATE (NAME):

Vice President for Academic Affairs

Please print name and title

Date

Date

APPENDIX B

EMERGENCY RESPONSE PROCEDURES

Security: *dial x4090 (973-290-4090)*
Police, Fire, Ambulance: *dial 9-1-1*

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2 Convent Road
Morristown, New Jersey 07960
Updated July 2017

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A) EMERGENCY RESPONSE PLAN DEFINED

1. What is an Emergency Response Plan (ERP)?

An Emergency Response Plan is a standardized set of planned procedures that will enable the University to timely and efficiently mobilize and respond to a major emergency event as it arises. An Incident Command System approach is used to organize and efficiently deploy the University's resources, recognizing that local law enforcement and other municipal assistance will quickly be engaged to bring the incident to closure.

The ERP will have flexibility to treat each incident differently based on its own unique circumstances, but still have a common overall approach. The goal is to return the University to normalcy as quickly as possible after the incident is under control, recognizing life, safety and emotional well-being of our students/faculty/staff is of central importance.

A more detailed set of documents comprise what is referred to as the Emergency Operations Plan (EOP) and is available as a reference document to the ERP and others. A copy is available in the Security office.

2. What is an Incident Command System (ICS)

ICS is a well-known structured approach for coordinating an emergency response by providing a common hierarchy for responders from multiple areas to be effectively and quickly deployed (University resources as well as outside agencies). ICS is used to organize and efficiently deploy the University resources, recognizing that local law enforcement and other municipal assistance will quickly be engaged to bring the incident to closure. ICS is also used when the University resources are needed for a long duration incident, or resources of the University are needed to address an issue that the President of the University deems necessary.

3. What Is the Response Sequence during an Emergency

- **Prior to event:** Training for potential emergency events before they happen provides the opportunity to most effectively handle an event when it does happen. It is imperative that key personnel of the University are identified in advance, trained and understand the tasks expected of them. Training of personnel is to be ongoing.
- **During the event:** Emergency responders will be expected to quickly react to an event based on their training and defined roles. Computers and related sensitive data should be collected, if safely possible, including security video to maintain a record of the event as it happens.
- **After the event:** Debriefing meetings and reports are vital to understand the issues leading up to the event, including how it can be avoided or mitigated in the future. The need for consultation may exist. There will be a need to communicate to all within the University community, as well as outside including the media. Finally, the primary goal is to return to operational normalcy as quickly as possible.

B) EMERGENCY RESPONDERS AND ROLES

4. Response Teams Defined

There are four groups of trained SEU individuals that will have primary emergency response responsibilities.

- A. SEU Cabinet
- B. Emergency Response Team (ERT)
- C. Marshals Team (MT)
- D. Residence Life Staff Only

A) SEU Cabinet

Main Responsibility of Cabinet During/After an Emergency

- Assumes overall authority for emergency response
- Establishes Incident Command Center
- Coordinates dialogue with municipal authorities, students/parents, SEU responders, press, SOC/Academy, etc.
- Charges and mobilizes appropriate Emergency Response Team actions.
- Deploys financial, human and capital resources as necessary
- Assures student/faculty/staff physical and emotional needs are met during/after a crisis
- Manages all University functions required for the University to return to normal operations as quickly as possible

President

Chief Executive Officer of the University and overall Incident Commander, working closely with the Cabinet members as well as the Director of Security. The President will have oversight responsibility for all emergency response activities.

Vice President Academic Affairs

Coordinates academic program closures or delay announcements; academic continuity planning, coordination assistance involving faculty and academic matters; next in charge if the President is not available. This position will be responsible for the continuity of educational operations during and after an event. Documenting the event is also charged to this position.

Vice President Student Life

Coordinates all Student Life emergency responses involving students to assure their physical and emotional wellbeing. Responsible for coordinating medical assistance, identifying and arranging for additional resources needed (both onsite and offsite), coordinates all student needs for housing and food and handles all student issues. Also responsible for the Incident Action Plan for the incident that is long in duration.

Vice President Finance and Administration

Oversees Facilities shutdown when required; develops emergency business continuity plans, arranges food and shelter logistics for faculty and staff, handles all insurance claim matters and retention of essential records; arranges for vendor and payroll payments. After the event concludes, this position will be responsible for gathering financial information relating to the incident, restoring IT network applications and website stability, logistics, facility and classrooms brought back on-line, security, scheduling of planning meetings, reassignment of incident command personnel, incident status communications, and overall staffing. This individual is the next person in charge if the President and VP of Academic Affairs are not available.

Vice President Institutional Advancement

This person is the designated Public Information Official for the University and is responsible for all communications of the operation during and after the event. To assure consistency in messaging, this person is the sole person to communicate with parents, businesses, press, alumni and other identified constituencies. This position will be charged with obtaining outside resources if the Incident Commander has a need for such additional services.

Vice President Enrollment Management

Concerned with maintaining enrollment and retention of students. This position will be responsible for coordinating event demobilization plans, managing counseling issues working with Student Life, and engaging other student related issues to minimize the permanent loss of students due to the event. This is when the event is an extended long duration, as deemed by the Incident Commander.

Cabinet Leader Hierarchy During Emergencies

The following hierarchy is to be used when the designated Cabinet member is not available and decisions need to be made quickly. For example, if the President is unavailable, the next in line to be the cabinet commander is Vice President for Academic Affairs, who would then call the Cabinet into place to respond to the event.

Line of Command:

1. President
2. Vice President - Academic Affairs
3. Vice President - Finance & Administration
4. Vice President - Student Life
5. Vice President - Enrollment Management
6. Vice President - Institutional Advancement

B) Emergency Response Team (ERT)

Members of Emergency Response Team

- Cabinet members
- Site Security Director - Chair of the Emergency Response Team
 - Supervises all security services personnel and coordinates Security Department response by the University. Assist with evacuation coordination, traffic control, and Incident Command liaison between the emergency responder agencies and the University's Incident Command Post.
- Dean of School of Arts and Science
- Dean of School of Professional Studies
- Chief Information Officer
- Director of Counseling
- Director of Facilities
- Facilities Supervisor
- Director of Human Resources
- Director of Food Services
- Director of Residence Life
- Director of Marketing and Communications - the Public Information Officer
- Director of Conference and Event Services
- Sisters of Charity - a member on the Emergency Response Team will be designated by the Sisters of Charity
- Academy - a member on the Emergency Response Team will be designated by the Academy Principal
- **Others as Needed - other faculty/staff members can be appointed by the President or Security Director to assist with coordination of emergency services.**

Main Responsibility of ERT During/After an Emergency

- Assess, coordinate and plan the SEU response to significant campus situations and events, both in advance and as they are unfolding.
- At the direction of the Cabinet, provide overall institutional response actions to campus emergencies.

- ERT members will be assigned specific responsibilities as the event unfolds.

- Organize, direct and oversee members of the Marshals Team during an emergency.
- Monitor training, planning and other response activities through regularly scheduled meetings and drill activities.
- Coordinate training and emergency drills.
- Develop and propose actions to Cabinet.
- Maintain and update SEU Emergency Response Plan (ERP).
- Meet to review and discuss emergency procedures, foster good working relationships between departments and campus groups, share mutual information, engage in training, and debrief events/situations. Each team member is responsible for the development and maintenance of liaison relationships with the offices and agencies assigned to them.

C) Marshals Team (MT)

Main Responsibility of MT During/After an Emergency

- Provide additional expertise and resources to the Cabinet and ERT during an emergency.
- Assist in maintaining continuity of operations required to keep the University campus running during an event, or to restore operations after event concludes.
- Marshals will receive prior training involving different event situations so they have an understanding of how to respond in time of crisis.
- To extent possible, Marshals should have knowledge/training of equipment available to them and their proper use (such as AED defibrillators, contents of emergency cabinets in each building, etc.).

Marshal Team Members

- These are voluntary positions representing individuals who are normally inside their respective buildings during regular weekday working hours, therefore available to assist if an emergency arises.
- The Security Director maintains an up-to-date list of all Marshals, their locations, and contact information including cell phone numbers.

D). Floor Marshals (FM)

Main Responsibility of FM During/After an Emergency

- This position is only for Residence Life Staff
- Designated by the VP of Student Life or Director of Residence Life
- Will be used only in the Residence Life buildings
- For residence halls, Vice President of Student Life identifies and assigns Floor Marshals inside Founders and O'Connor Halls.
- Assist in maintaining continuity of operations required to keep the University campus running during an event, or to restore functioning after event concludes.
- Marshals will receive prior training involving different event situations so they have an understanding of how to respond in time of crisis.

- To extent possible, Marshals should have knowledge/training of equipment available to them and their proper use (such as AED defibrillators, contents of emergency cabinets in each building, etc.).

Floor Marshals Members

- Vice President of Student Life will assign the staff of Residence Life to FM

C) EMERGENCY RESPONSE PROCEDURES

5. Cabinet Mobilization Action Steps

Initial Reporting of Incident

Any person observing an emergency should call both 911 and Campus Security (973-290-4090). Campus Security will immediately notify the Director of Security, who will then contact and mobilize the Cabinet members and coordinate the municipal response.

Cabinet Response Steps

When Emergency First Becomes Known

- Cabinet will immediately meet in the designated Incident Command Post, which will be the conference room in the President’s office suite on the 3rd floor of Santa Rita Hall. If that location becomes unavailable due to the event, an alternate location will be defined, including Nevin House.
- Quickly assess the situation and decide how to best communicate the nature and extent of the emergency; determine the public message to be used and the media spokesperson for the event; Develop and release a “Send Word Now” message; quickly disseminate other pertinent information to the affected campus community.
- Consider and ensure accuracy of information being released to minimize panic and minimize inaccurate rumors, but move quickly on communication since lives may be at stake.
- Quickly determine availability of staff resources on campus to respond, effective resource utilization is critical in the handling of any event and knowing who has the required capabilities for certain tasks is paramount.
- Notify the Sisters of Charity and Academy.
- Notify members of the Emergency Response Team and Marshals, including notification to Fairleigh Dickinson and Drew Universities of the incident when appropriate.

- The Site Security Director will be the initial point of interface with municipal resources converging onto the campus (i.e. fire, police, swat teams, EMS, etc.). Those resources will quickly move to neutralize the situation and set up their own command structure.
- Identify those who may be affected and need support, including friends, roommates, spouse, family, faculty, etc. Identify all communities that may be involved. Issues of confidentiality should also be identified and discussed.
- Notify appropriate departmental offices according to protocols. As an example, if a student is a member of a community that has specialized incident protocols in place (i.e. Athletics, Residence Life, Counseling & Health Services) be sure to collaborate closely with that office.
- Assure appropriate services and facilities are provided (i.e. food, medical support, temporary housing, etc.).
- Retrieve and make available supplies from building emergency cabinets when needed.
- The Public Media Command Post will be identified by Public Information Officer immediately. Notification as to where it is located should be sent to the Security Officer at the booth, Cabinet, and Director of Security. Discuss process for public information dissemination. The Vice President of Institutional Advancement is the sole Public Information Officer, unless delegated to another individual.
- Constantly discuss and evaluate what support services are required to enable resolution of the emergency as soon as possible.

When Emergency Has Subsided

- Provide emotional support to affected individuals or witnesses through counseling services or the employee assistance program.
- Quickly act to return the operations of the University to normal, including maintaining the SEU website presence, Moodle, and all other IT support systems required by faculty, students and staff.
- Conduct a post-emergency review with key participants of the Emergency Response Team to assess the event and the adequacy of current procedures.
- Be cognizant of possible post-emergency types of academic and personal support that might be needed through the Emergency Response Team members, or others.
- Maintain documentation of actions taken and event sequence.
- Consult with legal counsel and insurance companies as appropriate.
- If during the incident a serious injury or death occurs, refer to Student/Employee Death/Suicide procedures.

6. Confidentiality Protocols/Concerns

The members of the Emergency Response Team as administrative agents in an educational institution, adhere to the laws and standards governing the disclosure of information to third party both within and external to the University. Such information is only disclosed on an administrative need to know basis and only according to the relevant statutes that govern such disclosure.

SEU Health Services and Counseling Services are governed by additional laws and ethical codes regarding the disclosure of information (medical and psychological records) to third parties of clients or patients under their care. Both agencies adhere to the relevant laws and ethical codes governing the practice of medicine and/or psychology. Generally, this means that neither department will disclose information to any external person or agency without specific consent except in cases of danger to self or others. Both departments however are able to take from others information that may be helpful in their dealing with a particular student client/patient. For particular legal/ethical codes governing these specific practices, contact the Director of each department.

7. Contacting Parents – Vice President of Student Life

The following guidelines represent examples of health and safety concerns significant enough to warrant involvement of the parent:

- If student gives permission to notify parent or guardian
- In our judgment, involvement of the parent could save a student's life.
- In our judgment, we are incapable of carrying out our "ethical care" responsibility to the student without involving the parent, and no other agency at our disposal is capable, able, or willing to do so.
- In our judgment, we believe the parent possesses valuable information that can lead to successful management of an otherwise unmanageable situation.
- In our judgment, we believe our credibility as a responsible institution/professional will be seriously compromised among those who hold us accountable if the situation involving the student leads to tragic consequences that we could foresee and that could have been averted by involving the parent.

While no guidelines or operating philosophy can fully account for all of the situations we will encounter, we should feel empowered to use the guidelines above and the professional judgment that comes through each of our professional lenses to guide our decision-making relative to contacting parents.

9. Communications Methods (Timely Notice)

Initial Emergency Response:

- 1. Use two-way radios, land line phone and cell phones to communicate with Saint Elizabeth University Incident Command Post.*
- 2. When appropriate, use "Send Word Now" to notify all staff, faculty, and students.*
- 3. If appropriate, use two-way radios to send "word of mouth" emergency message to the MT and ERT (backup if Send Word Now fails).*

Secondary Response:

- 1. Send out a campus voice mail*
- 2. Send out a campus email*
- 3. Send out on social media (e.g., twitter)*
- 4. Put a timely alert announcement on the SEU web site*
- 5. Communicate with media eNewsRelease distribution or manual contact.*
- 6. Campus Voice Mail*
- 7. Campus Info Line*
- 8. Campus Emergency Phones (red phones)*
- 9. Other means available to the University can be used*

Lockdown Announcement - Using Send Word Now: When a faculty or staff member witnesses an extremely dangerous event, such as an active shooter or a person violently injuring others, he/she must notify the Police by calling 911. If possible contact Security immediately (973-290-4090).

Upon hearing it is an immediate threat to human life, Security must call one of the persons listed below, to notify him/her to "Send Word Now" notification out to entire campus immediately.

Chief Information Officer (See appendix on Page 61)

Director of Web Services (See appendix on Page 61)

Director of Administrative Computing (See appendix on Page 61)

Any trained Cabinet member.

The objective is to use “*Send Word Now*” to enact an immediate lockdown notice within seconds of being informed of an event requiring lockdown.

Emergency Communications - Public Information Officer

Anyone witnessing a campus emergency should notify campus Security (973-290-4090) or police at 911. When directed by the Incident Commander (President), the Vice President of Institutional Advancement will conduct an immediate assessment of the crisis to determine the public communication plan to be developed. Considerations will include the following:

Determine if a Communication Emergency Exists by Answering the Criteria Below:

- Is the health or safety of the campus community threatened?
- Will the media, students, campus community and/or parents expect SEU to immediately address and communicate about the issue?
- Will silence be seen as indifference to the situation or as an affirmation of guilt?
- Are others speaking about the University issue, shaping the perception by the outside world?
- If you wait, will you lose the ability to shape the issue?

If you answer YES to any of these, the emergency communication plan should be enacted.

Emergency Communication Plan - Sequence Protocol:

- 1) Prepare Statements
 - VP IA will prepare statements for the campus community and parents which will be released via Send Word Now.
 - Before release, statements are to be approved by the President and the University’s attorney (when appropriate).
- 2) Release *Send Word Now*
 - Once approved, statement will be given to the Director of Web Services or the Director of IT for distribution.
 - Some statements should be prepared ahead of time to save time in preparing later after the emergency has already unfolded. See samples below.
- 3) Release to Social Media Sites
 - Director of Marketing to assist with public statements for social media (Facebook, Twitter, Instagram, etc.) based on above approvals.

- Director of Web Services/Social Media will upload to social media platforms, and monitor for comments.
- 4) Handle Press Call Inquiries
 - VP IA and Director of Marketing will jointly handle all press calls. Statements to be reviewed with and approved by the President prior to release.
- 5) Coordinate Communications
 - VP IA and Director of Marketing will jointly coordinate communication efforts with SEU campus security, local law enforcement, the Sisters of Charity and Academy, and others as appropriate.
- 6) Setup Communications Command Post for Press
 - If an on-site location is required for the press, the specific location will be determined by the VPIA. Security must also be advised of assigned press location.
 - The press will not be allowed to enter University property past the Guardhouse.
 - The VP IA and Director of Marketing will go to that location to make any public announcements to the Press.
 - VP IA and Director of Marketing to work closely with Director of Web Services/Social Media.
- 7) Press Conferences
 - Vice President IA is the official campus spokesperson.
- 8) Post-Event Analysis
 - Internal review of the crisis should begin as soon as the issue is resolved. Areas to examine include communication, procedures and coordination of all parties.

11. Sample Communication Responses:

SAMPLE STATEMENT FOR a Natural Hazard:

SEND WORD NOW: This is an emergency notification from Saint Elizabeth University. A flood has damaged XXX campus building, resulting in the cancellation of class's campus wide for DATE, TIME. As details emerge, information will be released via Send Word Now and also posted on the University website www.steu.edu, and social media.

SAMPLE STATEMENTS for an Active Shooter:

SEND WORD NOW: This is an emergency notification from Saint Elizabeth University. An active shooter is in XXX Hall on campus. Lockdown for the entire Campus is in place. Run, Hide, Fight are the options you have. Put your cellular phone on silence. Shut and lock your doors. Stay away from windows and doors.

TWITTER VERSION: SEU alert. Active shooter on campus. Shooter is in XXX Hall. Lockdown in place. Run Hide Fight.

Follow up communication: Update, time, and news
Update Time XXX.

The suspect in recent campus event has been apprehended. Please continue lockdown as we search for evidence.

Update Time YYY.

The weapon has been recovered. Lockdown lifted.

Update Time ZZZ

Classes to resume on normal schedule for XXX.

SAMPLE STATEMENTS for a Fire:

SEND WORD NOW: This is an emergency notification from Saint Elizabeth University. A fire has caused damage on the XXX floor of XXX building. There are no injuries. The Florham Park fire department is investigating the incident.

TWITTER VERSION: Fire on XXX floor of XXX building today. No injuries. Damage to bathroom, etc. under investigation.

SAMPLE STATEMENTS for a Death:

SEND WORD NOW: With deep sorrow, we report that a member of our campus community has died. A memorial service is being planned. Counseling assistance for the campus community will be available at the Wellness Center from XXXX to XXXX.

D. Emergency Situations and Procedures

12. Evacuation

General Procedure

A decision to perform an evacuation will be made by the Cabinet.

- The University community will be directed to one of the following locations as necessary:
 - Another facility on campus grounds
 - A specific, designated location off-campus (could be a school, military place, or regional evacuation center)
- The Cabinet will designate Marshals, Emergency Response Teams members or other staff with coordinating the evacuation.
- The Cabinet may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate of the incident.
- The Marshals will advise the campus community where to evacuate to and make every attempt to distribute maps, directions or instructions prior to any evacuation. Saint Elizabeth University will also make all University owned vehicles available for use if necessary.
- Based on the type of situation presented, it may be necessary to provide a general direction to a safe area. These directions would most likely send individuals to a generally secure area by traveling north, south, east or west.
- In the event of an evacuation, the University Community will be notified through any oral emergency communication methods.
- If emergency circumstances require evacuation of buildings and/or campus grounds, notification will occur via the “*Send Word Now*” Emergency Notification System, campus CCTV, email, and any other appropriate means listed in the Communications section of this document. If an evacuation must be expedited, the fire alarms may be activated, depending on the nature of the emergency.
- Instructions to community members should include directions to:
 - Log-off University network systems and shut down all computers
 - Secure all doors and windows
 - Gather all personal belongings
 - Assist handicapped individuals
 - Exit building stairs (do not use elevators)
- Members of the campus community who do not have transportation should be directed to assemble in Saint Joseph Hall or other designated area until transportation is secured.
- Registrar will provide lists of all classes occurring in each building and Marshals will carry staff lists to account for employees.
- Faculty members will have class list to assist Marshals to ensure students are accounted for.

- Marshals will conduct a sweep of the facility and alert emergency responders of any hazards and/or handicapped individuals present.
- Floor Marshals for Residence Halls will also assist in evacuations.
- Arrangements will be made by the Cabinet to evacuate remaining members of the campus, such as Emergency Response Team, Residence Life Staff, Marshals, etc...
- Cabinet will maintain a Incident Command Post on campus, or at another designated remote location. The Cabinet may interface with external agencies. Additional support responsibilities will be assigned to staff as needed or required.
- Cabinet will maintain communication with Campus Community until a return to campus is permitted.

Evacuation Procedures - Campus Buildings After an evacuation has been called for, the designated building marshal and ERT member will help direct evacuation procedures.

Non-residential Building Evacuation Meeting Areas:

Henderson Hall (front)	Front Lawn of Saint Joseph Hall
Henderson Hall (rear)	Lawn behind Santa Rita Hall
Mahoney Library	Front lawn of O'Connor Hall
Saint Joseph Hall	Lower Saint Joseph Parking Lot
Santa Maria Hall	Front of Annunciation Center
Santa Rita Hall	Behind the Academy Building on lawn
Annunciation Center	End of walkway front of Santa Maria Hall

Evacuation Procedures - Residence Life Buildings- In the residence halls the Director of Residence life or his/her designee will oversee the evacuation of resident buildings. In preparation for any emergency evacuation, each floor should assign a secondary and tertiary Floor Marshal in command in case a Residence Life Staff member is unavailable or assisting with the emergency and unable to conduct the roll call. Every Floor Marshal should be equipped with an accurate floor roster, highlighter and instructions on how to conduct roll call during an emergency evacuation.

- If an emergency occurs, Community Assistant should immediately knock on all doors on their floor or wing and assist any physically challenged residents while they exit the building.
- All residents should report to their designated meeting spots (which are listed below) and wait for their Community Assistant.

Residence Hall Evacuation Meeting Areas:

Founders Hall 1 st floor	Stone driveway on the Academy side
Founders Hall 2 nd floor	Telephone pole on the Academy side
Founders Hall 3 rd floor	Driveway of the Sisters of Charity Convent side

Founders Hall 4 th floor	Entrance of Santa Rita parking lot
O'Connor Hall 1 st floor	2 nd set of steps in front of Santa Maria
O'Connor Hall 2 nd floor	1 st set of steps in front of Santa Maria
O'Connor Hall 3 rd floor	Stop sign in front of Mahoney Library
O'Connor Hall 4 th floor	Front doors of Mahoney Library

Note: meeting areas are subject to change depending on type of emergency.

- The Community Assistant on duty should page the Assistant Director of Residence Life, or Director of Residence Life on duty as well as call Security and let them know they are evacuating the building. Once everyone has been called, the Community Assistant on duty should collect all of the guests' forms of identification at the receptionist desk.
- Once everyone is safely out of the building, Community Assistant's should go to their designated assembly area with their floor roster and take roll call of their floor members. The Community Assistant on duty should await further instructions from the Assistant Director of Residence Life, or Director of Residence Life or fire official.
- Community Assistant should be prepared to report their account of who is present and who is missing on their floors to the Assistant Director of Residence Life, or Director of Residence Life. Residents should wait at their meeting spots for further instructions.
- The fire/police department or University administration will determine when it is safe to allow residents to return to the building.
- The University facilities department may do a building walk through to check all stairwells and building systems to make sure it is safe to return.
- The Director of Residence Life, Vice President of Student Life, Assistant Director of Residence Life will reset all doors prior to letting anyone into the building.
- The Community Assistant should help in controlling traffic as the residents return to the building. Community Assistant should ask residents to show their identification cards. If they failed to bring it with them, instruct them to move to the end of the line and try to determine the identification of the individual after everyone else is back in the building.
 - If deemed necessary and after the event is over, the Assistant Director of Residence Life, or Director of Residence Life may assemble residents in a lounge area for a brief meeting regarding response to the emergency.

Residence Life staff (not students) should complete an incident report and submit it to the Office of Residence Life immediately.

13. Active Shooter/Barricaded Subject/ Dangerous Person/Lockdown:

General Procedures

Active Shooter Definition: An active shooter is a person who desires to be actively engaged in killing or attempting to kill people, usually with firearms in a populated location, such as a University campus. Frequently, there is no pattern or method to the selection of their victims as the shooter is determined to kill as many persons as rapidly as possible before a law enforcement intervention occurs.

Barricaded Subject(s)/Sniper Definition: This is an incident in which a person takes refuge at a location and either uses, or threaten use of force to repel attempts to apprehend them. This situation is different from a hostage situation only in that a hostage has not been taken, but it may result in demands being made to the authorities.

Hostage situation: exists when a person or person(s) takes control of and holds another person(s) against their will, by means of physical force or threat of harm.

Dangerous Persons on Campus: is anyone who has not been identified or confirmed as having a legitimate purpose on campus. A person who has intent on criminal, dangerous or life-threatening behavior.

The following security measures should be taken:

- Faculty/staff/students should attempt to leave the facility or room safely, if at all possible.
- Faculty/staff/students should immediately determine if their present location has a door lock so it can be secured. If so, lock yourself in the room and await police.
- If locked in a room, conceal yourself and turn off all lights
- Faculty/staff/students should secure and barricade themselves in the classroom, turn off all lights, conceal themselves as best they can and await police.
- Try to remain as calm as possible and instruct everyone to be quiet.
- If communication is available, call 911 for police and then call security stating your location and the number of people with you.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Secure doors and windows to the extent possible.
- Stay away from the windows and door windows once secured.
- Turn off lights and all audio equipment. Put cell phones on vibrate.
- Keep rooms as secure as possible until police officers arrive and give you directions.
- When Police arrive, stay where you are, do not approach them and wait for instructions.

- Stay out of open areas and try to get to an office that can be locked. If for some reason you are caught in an open area such as a hallway or lounge, you must decide quickly what you are going to do. Run, Hide or Fight may be your only options.
- If your decision is to hide, make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims. If you think you can safely make it out of the building by running, then you may do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc... between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this may be your only option. If you are caught by the intruder and are not going to fight back, obey all commands.
- Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. They need to know you're not the intruder. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

ERT Response:

- President's Cabinet will initiate an Incident Command Post (ICP) on campus or at a remote location. The Cabinet will interact with emergency personnel through the Incident Command Post liaison.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available. Issue lockdown notification to building marshal as appropriate.
- Saint Elizabeth University Incident Command may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate of the incident.
- Additional support responsibilities will be assigned to staff as needed which may include but are not limited to:
 - Security, Residence Life Staff and Marshals to initiate lockdown/evacuation procedures.
 - Communications & Marketing will set up a media center and to initiate communications plans in conjunction with emergency responders.
 - Coordinate onsite family response plan which includes setting up a remote family care center.
 - Coordinate and provide mental health services.

- Assist emergency responders with triage and medical services.

Site Security Director:

If Security Site Director is on campus during this event he/she should:

- Ensure that the protocols of notification for the police and the Emergency Response Team are being followed.
- Proceed to a location near the scene to be in contact with the security rover vehicle so as to direct them on next steps.
- Proceed to the location of the emergency agency Incident Command Post and participate as the University Incident Command System liaison.
- Maintain communications with the Incident Command System and Security to ensure the proper actions and correct communications are made.
- Determine if additional Security personnel are needed from the security vendor.

Security Booth Officer:

It is likely that the first security officer to be made aware of the incident will be the Security Booth Officer who will receive a phone call from someone on campus or witness the first police response. A proper response by the officer is necessary to support a rapid response from the police.

- Get all the information you can from the caller, realizing that the person may be in danger and also very emotionally wrought by what he/she has experienced.
- Notify the police immediately if they were not called and give as much information as you can.
- Notify the Security Rover and the Site Security Director and follow the Emergency Response Procedures as outlined.
- Contact the President of the University or the person next in the chain of command if the President cannot be reached immediately.
- Learn the location of the unified agency Incident Command Post and refer all responding emergency personnel to that site.
- Refer any calls from the media to the Public Information Officer (PIO) area as determined by Saint Elizabeth University Incident Command Post. Any media members arriving on campus must be kept at the Security Booth area until a Saint Elizabeth University public information officer arrives.
- Do not make any statements to the press.

Security Officer (Rover):

- Respond to the general area of the reported incident and wait there for the responding police units.

- Refrain from entering the building or exposing to danger.
- Listen and observe what is happening and communicate that to the responding police and to Security; also describe the building interior to the officers.
- Direct persons fleeing from the building to a safe location, where their identity can be made and important information about the incident collected.
- Direct any media to a location away from the emergency area and selected by the University Incident Commander.
- If requested, assist in preserving any evidence and barricading the area as a crime scene.
- Develop a system for collecting and securing personal belongings once the scene has been released by the police.
- Assist police with crowd or traffic control as requested.

Lockdown:

A lockdown condition could be declared by the University and/or in conjunction with local lawenforcement agencies, when a dangerous situation exists on or near campus that requires students, faculty or staff to immediately seek the safety of their residence hall rooms, offices, classroom or other secure space to reduce their exposure to the event. There may be situations when an entire building is locked down, or even all buildings are placed in lockdown mode. This will be communicated to you if it applies.

If a lockdown is declared:

- Seek secure space immediately, including your residence hall room, for students living on campus.
- Lock your room where possible, including barricading the door from the inside if the condition warrants.
- Turn off all lights, stay away from windows, conceal yourself, and turn off ringer on cell phone.
- Stay non-emotional, quiet, and respond only to requests made by people you know to be University or law enforcement officials.
- Stay in your lockdown location until notified the situation is cleared.

14. Airplane Crash on Campus

General Procedures

Given the close proximity of the Morristown Airport to the campus, the following emergency procedures have been established:

- Call 911, then call Campus Security who will call the Site Security Director, and Security will notify President or his/her designee
- Cabinet will establish an Incident Command Post on campus, or at a remote location. The Incident Command Post will interface with external agencies through the University Incident Command Post Liaison.
- The Saint Elizabeth University Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available
- Additional support responsibilities will be assigned to staff as needed which may include, but are not limited to:
 - Security will assist the police with securing the campus and building perimeter.
 - Emergency Response Team trained personnel to initiate emergency response procedures through the Incident Command System structure with the Florham Park Fire Department.
 - Residence Life Staff and Marshals to initiate shelter in place/evacuation procedures until threat is mitigated.
 - Coordinate onsite family response plan.
 - Coordinate media members and messages for the press.
 - Coordinate and provide mental health services.
 - Assist emergency responders via the Incident Command Post with triage and medical services.
- Essential Personnel Policy may be enacted depending on the incident circumstances.

15. Bio-Hazard, Chemical, Environmental, Radiological Threat

General Procedures

Anthrax or Anthrax Type Powder:

- Leave questionable item in place, exit the room, close off area.
- Do not open any suspicious looking mail.
- Wash hands and face with soap and water
- If necessary, request use of an emergency overhead shower located in the Saint Joseph Hall basement. Change clothes, place contaminated clothes aside for future collection and disposal.
- Call 911, then call Campus Security who will call the Site Security Director and Security will notify the President of the University or his/her designee, and Facilities.
- Cabinet may establish an Incident Command Post on campus, or at a remote location. The Incident Command Post will interface with external agencies through the University Incident Command Post liaison.
- The Saint Elizabeth University Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available.
- Initiate emergency communication plan if needed via *Send Word Now*.
- Residence Life Staff and Marshals to initiate lockdown/evacuation procedures if instructed to do so.

Gas Leak or Chemical Spill:

Gas leaks or chemical spills may occur as a result of accidents in campus buildings or on roadways adjacent to the campus. Report suspected gas leaks or suspicious odors to Security who will notify the Security Director and the Facilities Director. Security will contact the President of the University or his/her designee and local authorities. Emergency plans will be communicated with the campus via *Send Word Now* system

- Evacuate immediate area.
- Turn off all handheld radios, cell phones, computers and wireless devices.
- Cabinet may consult with emergency personnel, Marshals, Emergency Response Team on campus and members of the fire and police departments in regards to evacuating the building, campus or initiating shelter-in-place plans.
- The Saint Elizabeth University Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Determine the exit evacuation route and assembly area that will be used in the event of evacuation.

If evacuation is necessary:



- Follow fire alarm procedures to account for all students and staff.
- Remain in designated areas until notified all clear.
- Facilities and staff members will turn off heating, air conditioning and ventilation systems to prevent the spread of toxic fumes.
- Isolate, identify, and record students and staff that could have been exposed or contaminated.
- Vice President of Student Life will coordinate with Director of Residence Life, Director of Communications and Director of Food Services, as necessary.
- Emergency Response Team Officer may have to contact the NJDEP.

Incidents in the Vicinity of Campus:

- Identify incident, immediately contacts Security who will contact Site Security Director. Security will contact the President of the University or his/her designee.
- Circumstances surrounding the incident will determine whether people should remain in the building or be evacuated
- In certain situations, the Cabinet may be required to initiate immediate action prior to any response from local emergency personnel.
- The decision as to whether to evacuate or not will depend on Cabinet's assessment of the situation and consulting with local emergency personnel. At that time, the campus community will be notified via the *Send Word Now* system
- The Cabinet and emergency personnel will determine the exit evacuation route and the assembly area that will be used in the event a decision is made to evacuate. During evacuation Marshals will provide exact evacuation route to follow in order to avoid toxic substances. Security will assist in evacuation.
- The Saint Elizabeth University Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.
- Account for all students, faculty and staff at the assembly point.



Radiological Threat:

If the explosion or radiological release occurs inside, get out immediately and seek safe shelter.

If the explosion or radiological release occurs outside, the following process should be adhered to.

- Seek shelter indoors immediately in the nearest undamaged building.
- When necessary shelter is not available, move as rapidly as possible to an area that is safe upwind and away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible.
- Listen for official instructions and follow directions.

Once indoors:

- If you have time, turn off ventilation and heating systems, close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents. Retrieve your disaster supplies kit and a battery powered radio and take them to the shelter.
- Seek shelter immediately, preferably underground or in an interior room of building, placing as much distance and dense shielding as possible between you and the outdoors where the radioactive material may be.
- Seal windows and external doors that do not fit snugly with tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity or from blast effects of a nearby explosion. Listen for official instructions and follow directions.

After a Radiological Event:

After finding safe shelter, those who may have been exposed to radioactive material should decontaminate themselves. To do this, remove and bag your clothing (and isolate the bag away from you and others), and shower thoroughly with soap and water. Seek medical attention after officials indicate it is safe to leave shelter.

Contamination from a radiological event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from such an event will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

In the event of an environmental discharge, liquid, spill or gas release, within 15 minutes of discharge Facilities will:

- Contact the police, and Security:
 - Security will notify the President, and possibly SOC and the Academy.
 - The police will notify the County Prosecutor Environmental Unit, and they in turn will notify the State of NJ DEP.
 - Documentation is required so please keep a record of all events.

16. Health Issues - Including Cardiac Arrest, Communicable Disease, Pandemic/Extreme Flu like Symptoms

General Procedures for someone in need of medical attention

- Designate a person to call 911 and then call Security
- If needed and someone is certified, start CPR treatment as necessary
- Report the following information to 911 and Security:
 - **Location of the ill person**
 - **Name of the ill person**
 - **Symptoms of the ill person**
- Notify security of same information so they escort emergency responders to correct location.
- Keep all curious personnel away from the area.
- A designated Saint Elizabeth University employee should stay at the emergency scene to assist, relay any instructions or information, and complete a Saint Elizabeth University incident report.
- Notify Residence Life.
- Possible notification to parents or guardians.
- Notification to Human Resources, if Employee.
- Notification to Sisters of Charity, Academy, FDU and Drew University if appropriate.

AED Locations (10):

- Saint Joseph Hall (2) - lower and upper lobby areas
- Santa Rita Hall - lower level, opposite elevator door
- Annunciation Center - lower level, near coat room and vending machines
- Founders Hall - next to receptionist desk at main entrance
- O'Connor Hall - front entryway
- Henderson Hall - lower level across from mailroom door
- Mahoney Library – 1st floor near entrance across from help desk
- Santa Maria Hall – 1st floor near Suite 13
- Security Rover vehicle

General Procedures for Communicable Diseases:

- Serious communicable diseases (i.e. measles, meningitis, etc.) can erupt on campus and spread rapidly, given the close proximity of large numbers of persons.
- In the event physical symptoms appear, which seem to indicate that a serious communicable disease may be present on campus, the Health Services Director will report that information to the State's Department of Health.

- Concerns regarding the presence of a communicable disease on campus should be reported immediately to the Director of Health Services.

Director of Health Services will coordinate the medical response and will notify and advise as appropriate:

- Education about the illness to affected constituencies
- Residence Life
- Morris County Health Department and/or Morristown Medical Center
- Coordinate follow-up medical assistance
- Contact the Nursing Department at Saint Elizabeth University, the NJ University Health Association, Sisters of Charity and or other emergency services such as Red Cross to determine if they can provide additional assistance
- Assist with Saint Elizabeth University student health insurance coverage claims.

General Procedures for Flu:

If you become aware or come in contact with a person who appears to be suffering from extreme flu like symptoms during a period of pandemic or severe wide spread contagious flu outbreaks (e.g., swine flu) which may have the following symptoms:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing

If students or faculty have the symptoms of the flu, its best to call 911 and have an emergency vehicle transport the person to a local hospital. Notification of this incident should be made to security and members of the Cabinet. The student must have a doctor's note to be able to return to the University.

It's important to note to try to limit contact with the sick individual to prevent the spread of the virus.

17. Civil Disturbances, Demonstrations, Public Protests or Riots

When information is received that students are planning a demonstration, **the policies delineated in the Student Handbook must be followed.** However, if an unauthorized demonstration is in progress, or if a planned demonstration becomes disruptive, the Emergency Response Team members will meet to plan and implement strategies to minimize the behavior that is disruptive, destructive, or unsafe. If necessary, local police will be summoned. The Emergency Response Team will notify and invite appropriate offices to convene in order to develop strategies aimed at decreasing the chances of the protest and demonstration escalating. The Cabinet may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for each incident. If there is a protest by non-members of the University community, security must be notified. Security will advise the protestors they are on private property and they do not have a right to protest on campus. If they choose to continue to protest the local police department will be called.

If two protests are being held which involve SEU students with conflicting viewpoints being expressed, both protest groups will be allowed to protest as long as the protest remains peaceful and follows the policies of the student handbook. Also, the two conflicting protest groups will be required to protest in separate areas. If one or both parties become destructive, violent, or violates the student handbook guidelines regarding demonstrations, the protest will be terminated.

Post-Public Protests, Demonstrations, or Riots, the policies delineated in the Student Handbook must be followed.

Disruptive Demonstrations

Participants in demonstrations must realize the University will take measures to ensure that such events do not become disruptive. Whenever a demonstration appears in jeopardy of becoming disruptive, the University reserves the right to take any of the following measures:

- Employ verbal persuasion to deter demonstrators from engaging in unacceptable behavior
- Terminate the demonstration prior to its scheduled time of conclusion

To ensure that a public demonstration does not become a disruption, the University reserves the right to undertake some or all of the following measures:

- Use of persuasion to deflect demonstrators from engaging in unacceptable behavior
- Termination of the demonstration or protest with or without the assistance of campus security and/or local police



- Revocation of the privilege to protest on campus in the future for a specified period of time
- Use of University disciplinary processes including summary suspension, where appropriate. Participants in disruptive demonstrations must be aware that the University will take all measures it deems necessary to prevent disruption of its affairs, restore order, and protect the rights of the members of the community, including civil and criminal litigation.
- Policies delineated in the Student Handbook must be followed.
- Impose disciplinary penalties including fines and summary suspension, when appropriate
- Initiate civil and/or criminal litigation

18. Fire

General Procedures

The following is basic survival information adapted from NFPA publications:

- If you see a fire or smell smoke, immediately call 911, then call Security at (973) 290-4090 who will then call the Site Security Director. Security will also contact President of the University or his/her designee. Residence Life Staff in O'Connor Halland/or Founders Hall must also be notified by Security.
- When calling 911 or Security, give clear and exact information concerning the fire's location.
- Activate the nearest fire alarm pull unit in the building.
- If you are trained to do so, and without endangering yourself in any way, use an extinguisher to contain the fire. Use the correct fire-fighting method as trained. Fire extinguishers are located throughout all campus buildings. If the fire is too large, leave the building and call 911 then call Security to let them know you called 911 and where the fire is located.
- If a fire alarm sounds in one of the University buildings, remain calm. Leave immediately by the nearest fire exit, closing doors behind you. Do not run. Use the stairs and do not use the elevators. Follow the directions of the Marshal. Go to designated evacuation area.
- If in a burning building, stay low to the ground. Heat and smoke will rise. Hot air can scorch your lungs and smoke may contain toxic fumes. Take short breaths and, if possible, cover your face with a damp cloth and breathe through your nose. Be certain of the nearest escape route and proceed to exit the building. Do not enter an area where there is evidence of smoke, fire or heat.
- Check doors before opening them. If a door or a doorknob is hot, do not open it. If it is cool, open it carefully, keeping your head to one side to avoid any blast of hot air.
- People in wheel chairs or others with physical handicaps preventing them from exiting down stairs, should be taken to the nearest stairwell. The location and safe evacuation of the person in the stairwell is coordinated with building marshals and emergency responders.
- If your clothing catches fire: stop, drop, and roll to extinguish the flame.
- Once you safely escape a fire, do not go back inside the building.
- Notification will be sent to the campus community to make them aware of the situation.

Fire Evacuation – Non-Residential

The designated Marshal will direct their area evacuation:

- When a fire alarm sounds, the lead Marshal will collect the bullhorn and a vest. The Marshals will instruct persons in their assigned area to evacuate the building using the nearest safe exit.
- Faculty should collect their class list and escort students out of the building, following the instructions of the marshal. Once safely outside review the class list.

Non-residential Building Evacuation Meeting Areas:

Henderson Hall (front)	Front Lawn of Saint Joseph Hall
Henderson Hall (rear)	Lawn behind Santa Rita Hall
Mahoney Library	Front lawn of O’Connor Hall
Saint Joseph Hall	Lower Saint Joseph Parking Lot
Santa Maria Hall	Front of Annunciation Center
Santa Rita Hall	Behind the Academy Building on lawn
Annunciation Center	End of walkway front of Santa Maria Hall

Fire Evacuation - Residential

Residence Life Staff will coordinate the response and will notify:

- Vice President of Student Life.
- Director of Residence Life and Assistant Director of Residence Life.
- As appropriate, contact the following offices so they can offer support and assistance to the victim(s):
 - Director of Counseling Services - Immediate emergency assistance for those affected by the fire and follow-up debriefing.
 - Director of Health Services – Morristown Medical Center, Student Insurance, medical assistance.
 - Contact Vice President of Finance and Administration and Director of Facilities for services, utility restoration, property damage assessment assistance, coordination of replacement furniture.

Fire Evacuation Preparation – Residence Life:

In preparation for any emergency evacuation, each floor should assign a secondary and tertiary Floor Marshal in command in case a Residence Life Staff member is unavailable or assisting with the emergency and unable to conduct the roll call. Every Floor Marshal should be equipped with an accurate floor roster, highlighter and instructions on how to conduct roll call during an emergency evacuation.

- If an alarm or emergency occurs, the Community Assistant should immediately knock on all doors on their floor or wing and assist any physically challenged residents while they exit the building.

- All residents should report to their designated meeting spots (listed below) and wait for their Community Assistant. Community Assistant's should report to the reception area.

Residence Hall Evacuation Meeting Areas:

Founders Hall 1 st floor	Stone driveway on the Academy side
Founders Hall 2 nd floor	Telephone pole on the Academy side
Founders Hall 3 rd floor	Driveway of the Sisters of Charity Convent side
Founders Hall 4 th floor	Entrance of Santa Rita parking lot
O'Connor Hall 1 st floor	2 nd set of steps in front of Santa Maria
O'Connor Hall 2 nd floor	1 st set of steps in front of Santa Maria
O'Connor Hall 3 rd floor	Stop sign in front of Mahoney Library
O'Connor Hall 4 th floor	Front doors of Mahoney Library

Note: meeting areas are subject to change dependent on type of emergency.

- The Community Assistant on duty should page the Assistant Director of Residence Life or Director of Residence Life as well as call Security x4090 and let them know the alarm is sounding and the fire department will be responding. Once everyone has been called, the Community Assistant on duty should collect all of the guests' forms of identification at the receptionist desk.
- Once everyone is out of the building, Community Assistant should go to their designated assembly area with their floor roster and take roll call of their floor members. The Community Assistant on duty should review the alarm panel and await further instructions from the Director of Residence Life, Assistant Director of Residence Life, or fire official.
- When the Community Assistant get the all clear, they should leave their assembly areas and return to the building and report their account of who is present and who is missing on their floors to Director of Residence Life, Assistant Director of Residence Life, or fire official. Residents must wait at their meeting spots for further instructions.
- The Assistant Director of Residence Life, or Director of Residence Life will meet fire officials and escort them to the area where the alarm/emergency is.
- The fire/police department will determine when it is safe for residents to return to the building.
- The Assistant Director of Residence Life, or Director of Residence Life on duty will reset all doors prior to letting anyone into the building.
- The Community Assistant should help in controlling traffic as the residents return to the building. Community Assistant should ask residents to show their identification

cards. If they failed to bring it with them, have them wait until everybody else is in the building and then try to ascertain their identities through some other means.

- If deemed necessary, the Assistant Director of Residence Life or Director of Residence Life may assemble residents in a lounge area for a brief meeting regarding response to the alarm/emergency.
- Community Assistant should complete incident reports and submit to the Office of Residence Life immediately.

19. Food-Borne Illness

General Procedures

Nausea, vomiting, cramps, and diarrhea often characterize a food-borne illness. It is sometimes accompanied by fever. A food-borne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected food-borne illness that is believed to have occurred as a result of eating at the University should be reported to the Director of Health Services and the Director of Human Resources. If the Director of Health Services is not available, contact the Vice President of Student Life. It is important to provide the following information when reporting a possible food-borne illness:

- Name, address, and telephone number of person with symptoms.
- Location where the suspected food was ingested and what exactly was eaten.
- Whether anyone else eating with the person who is now ill also ate the same items, and whether they are also experiencing symptoms (names and a contact method should also be provided).
- What else was eaten the same day by the ill person and where.
- Whether the person who is ill has any known food allergies.

If, after examination of the information provided, it appears a food-borne illness is present, the Director of Health Services will make all appropriate notifications to proper agencies. The Chief Information Officer or his/her designee, will use *Send Word Now* to inform the University community and if deemed necessary, for timely notification to students and employees. Actions supervised by the University Health Services/Wellness Center and Dining Services will be undertaken to learn its cause and to correct the condition. Persons who are symptomatic should report to Health Services/Wellness Center in Founders Hall during the day (or the Morristown Medical Center Emergency Room, 100 Madison Avenue, 973-971- 5000, in the evenings) from which they may be referred for further medical evaluation and treatment.

Students in Health Services

Director of Health Services will notify:

- Vice President of Finance and Administration, Vice President of Student Life, Director of Food Services and the Director of Residence Life.
- Morris County Health Department and the Emergency Department at Morristown Medical Center.
- Coordinate follow-up medical assistance.
- Contact the Nursing Department at Saint Elizabeth University, the NJ University Health Association, Sisters of Charity and or other community emergency services such as Red Cross, to determine additional assistance for victims.
- Determine and assist with Saint Elizabeth University student health insurance coverage.

20. Missing Person

General Procedures

If student is missing notification should be made to the following:

- Vice President of Student Life
- Security
- Police Department
- Human Resources (if Employee)
- Missing person's family and/or next of kin, parent, guardian.

Director of Residence Life will:

- Coordinate with law enforcement and provide appropriate access to student's rooms, if investigation is initiated.
- Identify students who may need additional assistance and support.

When student is located, Vice President of Student Life will notify appropriate personnel. Location of student may also necessitate mobilization of additional procedures (e.g., serious injury, illness or hospitalization, etc.).

21. Nearby Emergencies

General Procedures

Nearby emergencies shall be categorized as local nearby and regional nearby emergencies. It is expected that in most situations Saint Elizabeth University will be made aware of such emergencies by the Florham Park or Morris Township Police Departments.

Local Emergencies shall be defined as emergencies within a 10 mile radius of the campus, such as, but not limited to, NJ Transit Rail, Morristown Airport, Routes 287, 24, 78, 80, Madison Avenue, Morristown Medical Center, and/or nearby schools (Academy of Saint Elizabeth, Fairleigh Dickinson University, Drew University, etc.).

- Call Security officer who will call the Site Security Director. Security will notify the President of the University or his/her designee.

Regional Emergencies shall be defined as emergencies affecting nearby major cities, such as Newark, Jersey City and New York City.

- Call Security who will call the Site Security Director. Security will notify the President of the University or his/her designee.

Student or Employee:

- Cabinet may maintain an Incident Command Post on campus, or a designated remote location. The Saint Elizabeth University Incident Command Post will interface with emergency personnel through the Saint Elizabeth University Liaison and the Incident Command Post.
- The Saint Elizabeth University Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate of the incident.
- The nature of the emergency will be ascertained (chemical spill, hostage situation, fire, etc.) in collaboration with emergency agencies.
- The police will inform the Saint Elizabeth University Incident Command Post as to whether it is necessary to stay indoors, prepare for an early dismissal, or any other course of action, as needed.
- Actions may include a potential campus lockdown, shelter-in-place of students and staff, or a campus evacuation.
- Timely notifications/warnings will be disseminated to campus constituencies through established communications vehicles, as information becomes available.
- Additional support responsibilities will be assigned to staff as needed which may include but are not limited to:
 - Security, Residence Life Staff and Marshals to initiate lockdown/evacuation procedures.

- Director of Communications to establish media command post nearby (in conjunction with emergency responders) and initiate communications plan.
- Director of Counseling Services to coordinate and provide mental health services.
- Director of Health Services to assist emergency responders with triage and medical services.

22. Pathogens / Spilled Body Fluids

General Procedures Response

All body fluids (blood, vomit, urine and saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses. Personnel must be trained and familiar with safe clean up and disposal procedures of body fluids.

Notification procedure:

- Call security officer who will contact the Site Security Director, Director of Facilities and notify the President of the University or his/her designee.

Proper protection and clean-up procedure is required by a trained individual.

That individual will:

- Put on gloves and appropriate personal protective wear; personal protective equipment.
- Avoid getting another person's body fluids in your eyes, mouth, open sores, or wounds.
- If exposed, rinse the area immediately, wash with soap and water, and report the exposure to Campus Security x4090.
- Clean up spilled fluids with a germicidal disinfectant or with a freshly made solution of one part bleach to nine parts water.
- Once finished, remove gloves properly and follow proper hand washing practices.
- Refer to Blood Borne Pathogen Exposure Control Plan for more information about related exposure and clean-up issues.
- File an incident report with either the Vice President of Finance and Administration who will take further action if necessary.

23. Death: Student/Employee

General Procedure:

The impact of a student/employee death whether by suicide, accident or natural cause can have a profound effect on faculty, staff and students. The sudden and usually violent death by suicide is particularly difficult for the University Community. Regardless of one's knowledge about suicide, the actual event usually triggers reactions of denial, numbness, shame, guilt, anger and at times post-traumatic stress symptoms. Unresolved grief feelings can produce blame and resentment. Immediate and ongoing support within the University is crucial to faculty, staff and/or students' successful resolution of grief. Without an organized plan of action, the sudden and overwhelming nature of the event can throw the system into temporary chaos thereby losing the opportunity for timely crisis intervention.

General: Anytime anyone with knowledge of the death of a member of Saint Elizabeth University community, he/she should contact the President of the University or his/her designee and provide as much detail as possible, including:

- Full name of individual
- Relationship to the University
- Cause of death (if known)
- Funeral arrangements
- Next of kin/guardian contact information

Student Death/Suicide on campus (under no circumstances should any information regarding the suicide attempt/death be announced or discussed unless approved by the President).

- Call campus security x4090 who will call the Site Security Manager and the Security Manager will contact the Vice President of Student Life.
- The local authorities will be contacted to investigate the incident.

Student:

Vice President of Student Life will notify:

- Cabinet.
- Local authorities.
- Contact parents/legal guardians or spouse to offer Saint Elizabeth University assistance, condolences and to aid relatives who may come to campus (e.g., secure accommodations, contact mortuary, on-campus memorial, return of library books, etc.).
- Director of Communications for any public information.
- Academic Deans and Area Chairs.
- Saint Elizabeth University's legal counsel.

- Registrar's Office (responsible for making adjustments in enrollment and academic records).
- Business Office (which will arrange for possible refunds and eliminate account receivables and coordinate with Financial Aid Office).
- Alumni Office (which will adjust records and mailings).
- Schedule and coordinate a follow-up meeting to assess or debrief the handling of the particular situation, as needed.
- In consultation with the President, write letters of condolence to relatives and provide a separate letter about practical details such as need for certified death certificate to settle financial affairs and/or enclosing refund check (if appropriate) from business affairs refunding tuition, fees, housing payments, etc.
- Serve as liaison to medical examiner/morgue.
- Campus Ministry,
- EOF, International and Multicultural Affairs, as appropriate
- Notification to Campus Community.
- Director of Health Services to determine University of St Elizabeth student health insurance coverage and clarify cause of death.
- Residence Life Staff - coordinate packing and removal of personal items and housekeeping services.
- Director of Residence Life - coordinate with Campus Security and Facilities as needed.
- Director of Counseling Service - Coordinate grief counseling programs and trauma services using the services of campus mental health professionals and/or off-campus specialists.

Next Day (On or Off-Campus-student):

- Emergency Response Team plan small group sessions for campus community to express feelings about death. Pay attention to those people who have experienced loss recently, are depressed, have suicidal ideation themselves, or lost someone through suicide in the past
- Vice President of Student Life will speak to family about their wishes for memorial service. Campus Ministry will make arrangements. Director of Counseling Services will provide emotional support surrounding those services and events.
- Vice President of Student Life attends to family follow-up re campus memorial events.
- All information released to media will be coordinated by Director of Communications in consultation with the Cabinet. Identities of victim or details surrounding the event are **NEVER** to be revealed to the media or the public unless instructed to do so by the President.

International Student:

- Contact Director of International and Multicultural Affairs to consult about special considerations when deceased is an international student. These include language, culture, customs, religious practices, BCIS, SEVIS and embassy contacts, availability of family members to handle arrangements, etc. The Emergency Response Team and Director of International and Multicultural Affairs should offer support to other international students, as appropriate.
- For further information about the death of an international student, contact the Director of International and Multicultural Affairs.

Employee: Death on campus or Suicide on Campus

Director of Human Resources as appropriate:

- Notify the spouse or next of kin
- Gather co-workers to announce the incident
- Email the campus community of what happened
- Contact Campus Ministry to arrange on campus service
- Contact University Insurance carrier to make notification
- Contact the internal departments so they can take appropriate actions
- Coordinate packing and removal of personal items
- Coordinate Public information with Director of Communication
- Provide information to faculty/staff regarding Employee Assistance Program (EAP).

Next Day- Employee

- Director of Human Resources and Director of Counseling Services plan small group sessions for campus community to express feelings about death. Pay attention to those people who have experienced loss recently, are depressed, have suicidal ideation themselves, or lost someone though suicide in the past
- Director of Human Resources will speak to family about their wishes for memorial service. Campus Ministry will make arrangements. Director of Counseling Services will provide emotional support surrounding those services.
- Director of Human Resources attends to family follow-up for campus memorial events.
- All information released to media will be coordinated by Director of Communications in consultation with the Cabinet. Identities of victim or details surrounding the event are **NEVER** to be revealed to the media or the public unless instructed to do so by the President.

24. Suspicious Package/Devices and Bomb Threats

General Procedures:

Suspicious Package is observed, do not touch it or move it. Call Security or call the Police. Security will notify President of the University or his/her designee. You should not do anything to change the environment where the item/package/device is located (including turning on light switches, changing thermostats, using telephones/cell phones, radios, or smoking). No attempt should be made to touch the device. Notes or messages left at the scene should not be handled, moved or removed. The area should be cleared by all persons until the next steps are decided.

Bomb Threats are more common than a suspicious package.

If you receive a telephonic bomb threat do the following:

- Note whether the “caller ID” shows the number from which the call has emanated (if your phone is so equipped).
- Try to have a second person call 911 about the call you are on.
- Keep the caller on the line as long as possible. Ask him/her to repeat any messages.
- Listen closely and fill out as much information as possible in the “Bomb Threat Checklist”. Accent, slow, fast, questions asked, how much time?
- If you were unable earlier, upon termination of the call, notify 911, then Security who will call the Site Security Director. Security will notify the President of the University or his/her designee. Evacuation decisions are based on the information provided by the caller, so a detailed completion of the Bomb Threat Checklist is crucial. In all cases, the Cabinet will consult with emergency agencies to determine whether to evacuate.
- Turn off all handheld radios, cell phones, computers and wireless devices. The device trigger may be tuned to one of these commonly used frequencies.
- Do NOT use the fire alarm.
- Threatening messages received via email or print mail should not be destroyed, altered or deleted. Notify the Site Security Director and Security who will contact the Vice President for Finance and Administration and await further instructions.

ERT Response:

- Cabinet may decide to maintain an Incident Command Post on campus, or a remote designated location. The Saint Elizabeth University Incident Command Post will interface with emergency personnel through the University liaison, who is the Saint Elizabeth University Site Security Manager.
- Saint Elizabeth University Incident Command Post may notify the Sisters of Charity, the Academy, Fairleigh Dickinson University and Drew University as appropriate for the incident.

- Timely notifications will be disseminated to campus constituencies through established communications vehicles as information becomes available.
- Additional support responsibilities will be assigned to staff as needed.

25. Utility Failure

General Procedures:

- Whether an emergency condition exists alone or in conjunction with another Emergency situation, one or more campus utilities may cease to function. These include water, electricity, sewage removal, telephone service, gas, etc. The loss of an essential utility should be reported to the Saint Elizabeth University Facilities Department, located in Santa Maria Hall at x4331, x4333, and x4479. After hours, utility failures should be reported to Security, x4090 who will contact the appropriate Facilities personnel. Facilities will notify the Sisters of Charity Physical Plant and the Vice President of Finance and Administration. For electrical outages, Facilities will also immediately notify the Office of Information Technologies to allow for the shutdown of data center services.
- Generally, the loss of one or more such utilities for a brief period of time can be tolerated. Saint Elizabeth University will continue to function, perhaps at a reduced level of effectiveness and efficiency. Longer delays in service restoration, either locally on the campus or in the broader community surrounding the University, may result in a decision to temporarily close University operations. The campus community will be notified through available means if that is the case. It may also be that a particular utility (especially gas or electricity) could experience a condition that leads to immediate threats to life or safety. In those instances, a quick evacuation of affected areas will take place supervised by the building marshal (refer to building evacuation plans).
- Longer delays in service restoration, may lead to the Cabinet instituting the Essential Personnel Policy.
- When asked to evacuate, follow the previously outlined procedures. Emergency lighting is available throughout the buildings in the event electricity is cut off.

In the event of an emergency condition or such a condition that requires the immediate shut off of any campus utilities, the following procedure should take place:

During Normal Business Hours:

Contact the Facilities Department:

Director of Facilities

Office: ext. 4479

Cell: 973-943-1241

Supervisor of Facilities

Office: ext. 4333

Cell 973-650-7720

The Facilities Department will then take appropriate action in shutting off the required utility.

During Non-Business Hours:

Contact Security who will notify Facilities personnel and the Site Security Director.

Facilities will notify appropriate members of *Emergency Response Team*, who will work collaboratively in conjunction with the Cabinet for the proper response.

- Communicate with the Facilities Department and coordinate restoration plans with local service providers.
- Notify and update affected campus constituencies until the situation is resolved.
- Coordinate response plans with other planning groups which will likely include Residence Life, Registrar, Academic deans, Facilities, IT, Security, Director of Residence Life and local authorities.
- Convene the *Emergency Response Team* as necessary to take appropriate follow-up actions.

Residence Life - Power Outage

- All available Community Assistants should report to the reception area of their respective buildings.
- Community Assistant notifies the Director of Residence Life as well as Facilities and Security to make them aware of the situation. The Director of Residence Life will then alert Vice President of Student Life and make necessary arrangements with Security and/or Facilities.
- Community Assistants and Assistant Director of Residence Life / Director of Residence Life will conduct rounds ensuring the safety of the residents as well as informing them of the situation. During rounds, community assistants will touch base with any physically challenged students and make necessary arrangements as well as check the elevators to ensure that no one is stuck inside. At the conclusion of each round the community assistants will inform the Assistant Director of Residence Life / Director of Residence Life of any upset student or problematic situation.
- If power outage lasts for more than 12 hours, Security may be asked to do a “Fire Watch” in Founders and O’Connor Halls.
- When power is restored, Assistant Director of Residence Life / Director of Residence Life will re-alarm all doors and contact police to restore connection.

26. Weather Emergencies-Including Hurricanes and Tornadoes,

General Procedures – Cabinet Response

The most likely weather emergencies the University will face are hurricane, tornado, blizzard or flood. In each case, given current technologies, adequate warning is likely to be available to the campus community. The University closing procedure will be implemented when it appears health or safety could be dangerously compromised.

- Weather emergencies will be communicated through voicemail, the Saint Elizabeth University website (www.steu.edu), *Send Word Now*, use of Marshals, and on the University Information Line, 973-290-INFO (4636).

The Director of Facilities will pass on weather information from the National Weather Service for any severe weather conditions anticipated during a regular class day to the Cabinet and the Site Security Manager. If high winds occur due by weather event during class times, Marshals and other staff members will instruct everyone to move away from windows and to take refuge in interior offices or hallways. The Cabinet will establish an Incident Command Post if extreme, unanticipated conditions occur which need additional response. When the extreme weather has passed, an announcement will be made that the situation has expired and operations are back to normal. The methods of communication are stated in the paragraph above. In all instances, everyone should use care and good judgment in making a decision about traveling to and from campus.

One of the environmental emergencies the University could face is a hurricane. Hurricanes can occur at any time between July and November but normally there is some advance warning of its path and intensity for preparedness. New Jersey is considered a moderate risk for this.

General Procedures for Hurricanes:

The following guidelines will be enacted:

- The decision to evacuate or close buildings due to an impending hurricane will be made by the Cabinet.
- The President’s Cabinet may designate Emergency Response Team members, Marshals, Facilities, Residence Life or other staff to coordinate such an evacuation or closure.
- The decision to evacuate buildings will be communicated via the emergency notification system and by emergency radio notification in those selected buildings.
- The campus will receive specific instructions for the evacuation
- If emergency circumstances require evacuations, notifications may occur via the “*Send Word Now*” mass notification system or any other means available.
- Instructions to campus community members should include directions to:
 - Gather all personal belongings
 - Close all windows and turn off all unnecessary electrical/electronic devices



- Assist handicapped individuals
- Exit buildings via stairs(do not use elevators)
- Residence Life Staff members will have lists of residents in each building and will check to verify everyone is accounted for.
- The Cabinet may assemble an Incident Command Post on campus, or at another designated remote location. The Cabinet will interface with external emergency personnel as the situation dictates. Additional support responsibilities will be assigned to staff as needed.
- Once the emergency event is over, instructions will be given for a return to buildings.
- Facilities may perform a building walk through to reset systems and check structural integrity, HVAC systems, and any other damage from the hurricane before allowing the community back into the buildings.
- Be aware of notification if you are considered an “Essential Personnel” for this emergency.
- Before leaving your office area, check all windows are closed and locked. Also make sure your electrical and electronic devices have been powered down and shut off.
- When power outages occur on campus, eventually the phone system, computer servers, and cable access will be lost. The Saint Elizabeth University website will be used to provide storm related information to the campus community.

General Procedures for Tornadoes:

Tornadoes are formed by severe thunderstorms. They consist of winds up to 300 miles per hour. Tornadoes can cause serious damage and destruction. In addition to injuries and structural damage, electrical shorts, gas leaks, etc., tornadoes may create fires or other hazards. The National Weather Service issues tornado warnings. The goal is to minimize personal injury, loss of life and property damage through proactive measures.

Tornado Watch: These conditions are determined by the National Weather Service which transmits the watch information. Remain alert for an approaching storm. Watch the sky and stay tuned to National Oceanic and Atmospheric Administration (NOAA) Weather Radio, local radio or television for additional information.

Tornado Warning: A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.

Safe Area and Preparation

A Safe Area is:

- A basement of an existing building away from glass.

- Lowest Level of an existing building away from glass.
- Interior corridor lower level of a building with masonry walls and no glass.
- Avoid building corners, outside walls and windows.
- Avoid vehicles, trailers or anything mobile in nature.

Be Prepared to:

- Listen to a NOAA Radio
- Watch for approaching storms
- Look for: dark often greenish sky; large hail; large, dark low-lying cloud (especially if rotating); loud roar similar to a freight train.
- Take shelter immediately.

Procedures:

Tornado Watch – Upon hearing this Watch information, the designated facilities person will contact the President of the University or his/her designee to notify them and proceed to make an emergency announcement via *Send Word Now* to all members of the campus community. Each person receiving this information will be responsible for notifying those in the immediate area, or their designated building marshal to move people to the nearest safe location in that building.

Tornado Warning - Upon hearing this warning information, Facilities or Security will contact the President of the University or his/her designee to notify them and proceed to make an emergency announcement via *Send Word Now* to all members of the campus community, that there is a tornado warning until XX time and to take appropriate shelter. All responsible personnel hearing the announcement will work quickly to notify co-workers. Building Marshal to move people to the nearest safe location in that building.

Notification will include the following information or instructions:

The University is under a tornado watch until _____.

If outside, proceed to the nearest building safe area.

Normal routines need not be interrupted unless a tornado warning is issued.

Stay tuned for further information.

Emergency Response Team and Marshals will:

- Direct all occupants to stay in the building and proceed in a quick and orderly manner to the nearest safe area in the building.
- Instruct occupants not to leave the building.
- Provide assistance to persons with disabilities.
- Accompany occupants to the nearest safe area in the building.

Building Occupants will:

- Proceed to the nearest safe area in the building via the quickest route.

- Move quickly and in an orderly manner so that all may arrive safely.

- Calmly remain standing in the shelter area if seats are not available.
- Remain in the safe area until tornado warning expires, has passed or receive “all clear”

If you are in the open:

- Attempt to reach shelter, such as a building with a basement.
- If there is no time to escape or find shelter, lie flat in a ditch or depression (face down hands over head).
- Do not try to outrun a tornado on foot or in a vehicle.
- Watch for flying debris.

Trouble areas and places to avoid:

- All building outside walls, corners, elevators and windows
- Any low-lying area that could flood.
- Vehicles should not be used for a shelter.
- Building areas with a large roof span (gymnasium, performance hall)

Resident students: Follow specific residence emergency guidelines for a tornado warning. Residents with a weather radio should bring the radio to the safe area and monitor for the expiration or continuation of the warning.



APPENDIX C

New Jersey's Campus Sexual Assault Victim's Bill of Rights

NEW JERSEY'S CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

Introduction

A University or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the academic community in achieving these ends.

Applicable state and federal laws and institutional rules and regulations governing interpersonal behavior limit the boundaries of personal freedom. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the University's and universities in New Jersey create and maintain communities that support human dignity.

Victim's Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel to:
 - report crimes if the victim does not wish to do so,
 - report crimes as lesser offenses than the victim perceives the crime to be,
 - refrain from reporting crimes, and,

➤refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources on and off Campus

- To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
- To be informed and assisted in exercising:
 - any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
 - any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed of the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused, but may not disclose this information to the public.

Legal Rights

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when necessary to preserve evidence of assault.

Campus Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

APPENDIX D

Equipment Assignment

EQUIPMENT ASSIGNMENT

This document outlines the conditions under which laptop computers and mobile tablets (iPads, Galaxy Note, etc.) may be deployed to employees and details the responsibilities and accountability of users on University owned property.

Laptop computers or mobile tablets may be deployed to the following employees:

- Those working at off-site locations on a regular basis (3 courses a semester for faculty or 75% of your time for staff). (*Note - for sporadic off site use, employees may borrow equipment from the Information Systems department for up to two weeks at a time.*)
- Those needing remote access to the University network after hours for the purpose of supporting or monitoring the University infrastructure (e.g., security services, campus network, network services).
- Those who need technology mobility for day-to-day duties.
- Requests and justifications for devices should be approved by the departmental Director, Department Chair or Program Director before submission to the respective Vice President for approval.

Terms and Conditions of deployment:

- The device is the property of the University.
- Laptop computers are deployed in lieu of a desktop computer.
- The employee will use the equipment in accordance with Saint Elizabeth University policy on the appropriate use of computer resources.
- It is the responsibility of the employee to give written notice to the University of any change in their status as a University faculty member or employee or any change in their off-site work status.
- Any faculty member going on a leave must speak to the Director of Academic Computing regarding arrangements for their equipment.
- University employees with laptops or mobile tablets are encouraged to take particular care in locking their offices and keeping equipment in a secure area.
- The University owned equipment should not be stored in a locked car or car trunk as severe temperature changes may damage it.
- Any incidents of loss, theft or damage must be reported to the University as soon as possible, but no later than 48 hours after the incidents. All repairs must be made through the University.
- The employee will be responsible for unreasonable damage to the equipment.

- Equipment must be returned to Academic Computing upon employee separation. Offices must not reassign equipment to another person without notifying the Director of Academic Computing.
- Failure to return the equipment upon separation from the University or at the University's request may result in a replacement fee listed on the attached Equipment Assignment Form.
- The employee receiving the laptop computer and/or mobile tablet is responsible for protecting the laptop computer from theft. In the case of theft, the University reserves the right to charge the employee a replacement fee listed on the attached Equipment Assignment Form.
- Employees must sign the equipment form that documents the exact equipment received and any associated peripherals. The form will be filed and signed again when the equipment is returned. The employee checking out the equipment will be given a copy for their reference when checking out the equipment and another upon check in/return of the equipment.

APPENDIX E

Grant Accountability

GRANT ACCOUNTABILITY

Periodically, Saint Elizabeth University is the recipient of a monetary grant from an outside source, such as a governmental agency or a private foundation which is in keeping with the overall mission of the University.

A component of a grant may include monies to compensate employees of the University, both faculty and staff, for their time and efforts in implementing the grant objectives. Such compensation is currently paid over and above the employee's annual salary associated with the employee's normal job responsibilities and work schedule.

With this being the case where an employee is in receipt of grant monies above an employee's annual salary, it is the responsibility of the employee in cooperation with the employee's supervisor to perform grant related activities outside of the employee's normal work schedule. This will usually allow the employee to perform his/her responsibilities associated with the employee's position at the University.

In order to permit the University to periodically audit time worked on grant related activities, effective July 1, 2006 any faculty or staff member who is involved in grant activities will be required to report time worked on such activities. All time worked on grant-related activities both on and off campus should be reported on a semi-monthly basis to the employee's supervisor or department chair for review and local file retention. With the exception of a periodic audit, no additional time reporting beyond the department level is required.

APPENDIX F

Separation Procedures

SEPARATION PROCCESS FOR SUPERVISORS

In order to process each separation in a timely and consistent manner, supervisors are responsible for providing pertinent information as soon as the employee's last date of work is indicated. This information should include the name and department of the employee leaving and the scheduled last date of work.

Prior to the actual last day on the job, the supervisor should collect all Saint Elizabeth University property and complete the attached "Employee Separation Checklist". This checklist should then be forwarded to the Human Resources Department.

Additionally, to ensure appropriate information and knowledge transfer, each supervisor should sit with the terminating employee and complete an Outstanding Project list of the employee.

Other _____ Cell phone service
_____ Clean work area, remove personal belongings _____ Remove from phone list

Notes:

Signature of Supervisor and Date:

Outstanding project list of separating employee (use additional sheets as needed)

Name:

Project	Project Status	Percent Complete	Work Disposition	Comments

Project	Project Status	Percent Complete	Work Disposition	Comments

New: Spring 2015