

## **A WARM WELCOME TO THE SALEM STATE UNIVERSITY COMMUNITY!**

On behalf of the Salem State University Community, I welcome you to a place full of rewarding and enriching experiences.

- We are a student-centered community. Our primary mission is to engage and support our students as they move through their academic programs, and to provide the support services that serve this central goal. It is everyone's job to assist students and applicants in whatever way they can. To this end, we suggest that you take the opportunity to learn as much about the functions of the university offices and staff as possible, so that you will be better able to help students or applicants who you may encounter in the classroom, in the office, in the cafeteria or in other locations throughout campus.
  
- We are a diverse community, and we celebrate and value that diversity. We have students and employees from a variety of racial, ethnic and religious backgrounds; we have students and employees with a variety of abilities and disabilities; we have students and employees, both male and female, in all levels of student leadership and employment positions; we have straight, gay, lesbian, bisexual, transgendered and transsexual employees and students. We are intentional about fostering this diversity in all recruitment, employment and admissions decisions. It is our belief that this diversity enriches us all, and better prepares our students for the increasingly global world in which they live and work.
  
- We are a community that understands the importance of role modeling for our students, and makes mentoring our students a key responsibility.
  
- We are a community that works together and values teamwork. The building of collegial relationships between all groups in the university community is an important goal for us all.
  
- We are a community that strives to communicate as effectively as possible. Electronic communication has become the order of the day and much of the most updated information about offices and services can be found on the university's Web site at [salemstate.edu](http://salemstate.edu). Please explore the website frequently for detailed policies and services offered throughout campus.

As you begin or continue your employment at Salem State University we hope that you will find this handbook a useful guide. It is intended to provide you with useful information about the employment practices, policies and benefits available to you as a valued employee of Salem State University. We ask that you read this handbook carefully, and refer to it whenever questions arise. It is possible that some important information may have been omitted from this handbook edition. It is a developing document that is subject to change. It may be found on the website of Human Resources and Equal Opportunity. It will be updated with replacement pages from time to time. The university community will be notified by email whenever such changes are made. If you have comments or suggestions as to how this handbook can better serve you, please address your comments to the Director of Human Resources and Equal Opportunity.

The contents of this handbook are considered guidelines, which may change from time to time. It contains brief statements of policies. More complete details of policies must be

obtained from Human Resources & Equal Opportunity, your collective bargaining agreements or other official university policies and procedures as well as the university website. The collective bargaining agreements contain the official conditions of employment for bargaining unit members. This handbook does not supersede these agreements. A copy of the collective bargaining agreement (union contract) which governs your conditions of employment may be obtained through your union representative. If handbook statements are found to be in conflict with existing or future state or federal laws, regulations, policies or procedures, such rules shall supersede and prevail over the handbook statements.

A last, and most important, word about the Salem State University community and the use of this handbook: We are a community that strongly respects the rights of every individual. This handbook discusses a number of policies that relate to your rights. Any questions or lack of comfort concerning your rights should be addressed to Human Resources and Equal Opportunity, Equal Opportunity Coordinator x 7458 and/or to your union representative. All of these individuals are here to assist you, and, if necessary and at your request, advocate for you. Your union representatives are elected by the members of their respective unions. They are volunteers who seek these positions because of their commitment to protecting your rights.

For your information, the names and extensions of your union representatives are listed below:

**AFSCME** (American Federation of State County and Municipal Employees), Unit I - Office Support Staff – Julie Curtis, x6199

**AFSCME** (American Federation of State County and Municipal Employees), Unit II - Custodial, Trades and Campus Police – James Kefalas, x6199

**APA** (Association of Professional Administrators, Massachusetts Teachers Association) – Administrators – Stephen Turcotte, x6029

**MSCA** (Massachusetts State University Association, Massachusetts Teachers Association) – Faculty (Day and Evening) and Librarians – Amy Everitt, President, x6366; Maggie Vaughan, Grievance Officer, x6366.

We are very pleased that you have chosen to become a member of our community and wish you well as we work together to provide our students the best possible experience.

*Patricia Maguire Meservey*

Patricia Maguire Meservey

President

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## **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION**

Salem State University (SSU) is an equal opportunity employer and is committed to providing a working environment that values the diverse backgrounds of all people. The university is committed to assuring that the environment that we work in supports and values our increasingly global and diverse world. The university believes that the diversity of socioeconomic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the university's staff and student body enriches the institution and its various constituencies. The university does not tolerate any behavior or actions based in bigotry which has the effect of discriminating against any member of the university community.

All benefits, privileges and opportunities offered by Salem State are available to all employees and students on a non-discriminatory basis in accordance with specific laws, regulations and policies that regulate the governance of the university. The university is committed to taking affirmative action with respect to its policies regarding recruitment, selection, promotion, training, rates of pay, and other forms of compensation. All matters relating to employment are based upon the employee's ability to perform her/his job as well as her/his dependability and reliability once hired.

## **HISTORY & MISSION OF SALEM STATE UNIVERSITY**

The 156-year evolution of Salem State University reflects the growth of its mission to provide a high-quality, student-centered, public education to those who will become the next generation's leaders. As the university has grown, so, too, has its mission; critical components of its goal today are to serve as a resource to advance the region's cultural, social and economic development and to prepare a diverse community of learners to contribute responsibly and creatively to our global society.

From its beginnings as a small teaching university for women to the large, diverse, and comprehensive academic institution it is today, Salem State-while remaining true to the values of its founders-continues to seek a forward path, adapting to society's changing needs while ensuring the intellectual and material well-being of the North Shore region of Massachusetts and beyond.

Born of the humanitarian endeavors of Horace Mann, the institution originally known as Salem Normal School welcomed its first class of "young ladies who wish to prepare themselves for teaching" on September 14, 1854. Only the fourth such institution in Massachusetts and the tenth in America, it was welcomed by the city of Salem with open arms, with the city generously endowing its first site at One Broad Street. The city and school quickly developed a mutually beneficial partnership that continues to thrive to this day.

With the demand for teachers increasing nationwide after the Civil War, Salem Normal School prospered and by 1871 had doubled its capacity. The student body became coeducational in 1898, and added a commercial curriculum, the first of its kind in American public higher education.

By 1932, the course of study lengthened to four years and Salem Normal School became Salem Teachers College. Over the next several decades, the college continued to respond to the growing needs of the commonwealth and added numerous academic programs and

majors while significantly expanding its physical plant. In 1960, its name was changed again, to Salem State College.

On July 28, 2010, recognizing the depth and breadth of its programs and academic offerings, Massachusetts governor Deval Patrick signed into law a bill designating Salem State part of a new state university system. On October 26, 2010, the college officially became Salem State University.

Salem State's evolution into a respected, comprehensive institution of higher education owes its continued success to the vision of its faculty, students and staff, the partnership of community and university, and the accomplishments and loyalties of alumni worldwide. Serving some 10,000 students in graduate and undergraduate programs, it is the largest institution of public higher education on the North Shore of Massachusetts. One hundred and fifty-six years later, Salem State continues to promote and promise the tradition of excellence envisioned by its founders as it increases its impact on the region and in the commonwealth.

## **GENERAL POLICY INFORMATION**

### **Alcohol and Substance Abuse**

The use of illicit drugs and alcohol at Salem State, on university property or at University activities impairs the safety and health of employees, lowers the productivity and quality of work performed, and undermines the public's confidence in the university. Only in an environment free of substance abuse can Salem State fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of this community.

The unlawful possession, use or distribution of illicit drugs and alcohol on university property or as part of any university activity is clearly prohibited. All members of the university community - faculty, staff and administrators - are urged to carefully and seriously reflect on their personal responsibility to remain drug free, and further, to demonstrate care and concern for others through timely intervention, support and referral.

### **Campus Security and Right-to-Know Act**

The Salem State University public safety department works to preserve and protect life and property, to prevent and to detect criminal activity, to maintain public order, and to provide service to the Salem State community. The public safety department's primary objective is to provide a safe environment in which members of the university community can pursue and engage in academic, social, and cultural activities in an atmosphere of safety and security.

All campus police officers have attended the Massachusetts Criminal Justice Training Academy. Campus police officers constantly patrol all university facilities and grounds in order to provide safety and protection for all members of the university community. The public safety department works in conjunction with local, state and federal public safety divisions in areas of mutual concern.

The public safety department will provide, upon request, a personal safety escort service for members of the university community. On-foot escorts are provided (with specific restrictions) between the North Campus, the O'Keefe Center, the South Campus, and shuttle stops. If you need an escort, you should call public safety. If they are unable to provide an escort for any reason, a telephone will be made available for you to call for alternate plans.

For your information, the public safety department annually publishes campus crime statistics and the university's policies relating to crime and crime prevention. Employees may obtain a copy of the report by contacting the public safety department at extension 6511. Please see the department of public safety Web site for further information.

### **Conflict of Interest**

All employees of the university are subject to the Massachusetts Conflict of Interest Law. The purpose of this law is to ensure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent public employees from becoming involved in a situation which could result in a conflict or give the appearance of a conflict. It restricts what a public employee may do on the job, after hours, and after leaving public service. Some of these statutes are of special concern to the conduct of affairs within an academic community. Pamphlets concerning this law that have been published by the State Ethics Commission are available in human resources and equal opportunity. In addition, Salem State has published its own "Guidelines for Prohibitions Against Conflict of Interest" which is available in human resources and equal opportunity and

on the human resources web site. The responsibility for compliance and penalties for violation fall solely on the individual; however, the integrity of the entire community is put at risk if any of its members are guilty of unlawful conflicts. Please take the time to familiarize yourself with this policy.

### **State Ethics**

The State Ethics Statute (chapter 268A of the General Laws) has been newly amended in ways that are of present importance to the university. On September 29, 2009, the Statute was amended to impose on all state agencies and on all state employees affirmative obligations that are designed to ensure that no state employee is ignorant of any statutory requirement pertaining to ethical standards or conflicts of interest. We are required to supply state employees the summary description of the Statute. This can be found at our Web site by clicking here [saalemstate.edu/5734.php](http://saalemstate.edu/5734.php) and follow the link to Summary of the Conflict of Interest Law for County Employees. **In addition to distributing the summary description of the Statute, every state employee must go online and participate in the on line training program no later than April 2, 2010 or with in your first month of employment.** The on line training program is posted on the State Ethics Commission's Web site (see link below). Every employee must then provide to the university a certificate of completion of the training. This certificate is generated at the end of the online program. Once you've completed the on line training program please print the certificate at the end of the program and submit that to human resources and equal opportunity. For the universities purpose, it includes every person who serves on a full-time, part-time or intermittent basis, however appointed, and whether paid or unpaid. It includes certain volunteers, and it includes all trustees. References to university employees in what follows should therefore be understood to mean all these persons. Every employee must acknowledge receipt of the summary, either electronically or in paper form. For those summaries distributed electronically, a return email or a "read receipt" are both sufficient records of acknowledgment. For those distributed in paper form, return of the "Acknowledgment of Receipt" that appears at the end of the summary itself is needed. [http://db.state.ma.us/ethics/quiz\\_MEthics/index.asp](http://db.state.ma.us/ethics/quiz_MEthics/index.asp)

### **Employee Classifications**

For the purpose of clarification, the following designations have been assigned to employees at Salem State University: 1) administrators; 2) faculty and librarians; and 3) staff (also known as classified staff).

*Administrators* include the president, assistant to the president, executive vice president, provost, vice presidents, associate and assistant presidents, chief information officer, deans, associate and assistant deans, directors, associate and assistant directors, staff associates and staff assistants, and other administrative employees.

*Faculty/Librarians* include all members of the teaching faculty and professional librarians.

*Classified Staff* include clerical and technical employees, campus police, maintenance, power plant personnel, custodians, non-professional library staff, and other support staff.

Questions regarding classification should be addressed through human resources & equal opportunity.

### **Employee Data Changes**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. Coverage or benefits that you and your family may receive could be negatively affected if the information in your personnel file is incorrect. If you have a change in name, address, home telephone number, person to call in case of emergency, number of dependents, marital status, change of beneficiary, or exemptions on your tax forms, please be sure to inform human resources and equal opportunity, in writing, as soon as possible, many of these forms can be found on the human resources and equal opportunity Web site. In addition, if you are in a position that requires that you hold any kind of license, it is *your responsibility* to notify your supervisor immediately of any change in licensure status or loss of license.

### **Employee Liability Coverage**

As employees of the Commonwealth of Massachusetts, you are protected from personal liability as long as you are not negligent in the performance of your job. Any claims against employees while they are “on duty” will be handled by the Attorney General’s Office. Questions about employee liability should be addressed to the director of purchasing and materials management.

### **Employees with Disabilities**

The Americans With Disabilities Act (ADA) is a Federal Law that is designed to provide opportunity and access to employment, facilities, services and transportation for all persons who are otherwise qualified persons with disabilities as defined by the Act. A disability is defined as a physical or mental impairment that substantially limits one or more of an individual’s “major life activities.” This act prohibits discrimination in employment against a qualified individual with a disability. A person who is disabled will be considered a “qualified individual” if s/he is able to perform the essential functions of the employment position either with or without a reasonable accommodation.

If you or a member of your staff needs a reasonable accommodation in order to perform your job, you should contact the benefits coordinator of human resources and equal opportunity, Pamela Oppelt, at extension 6030. You will be asked to request an accommodation in writing and to provide substantiation of your disability from your health care provider along with that provider’s recommendations regarding the need for accommodation. All information that you or your health care provider give to us will be maintained in a separate file and will be held in the strictest of confidence.

### **Emergency Policy and Procedures**

In any emergency situation, contact the public safety department at extension 6111 to obtain an ambulance or transportation to the nearest hospital emergency room.

### **Hiring Policy and Procedure**

The Hiring Policy and Procedure of Salem State University follows the format of and is in compliance with the Equal Opportunity Hiring Procedures of the commonwealth of Massachusetts. It has been developed in accordance with past practices of Salem State, its organizational structure, and with a concern for issues of employee morale, applicable

collective bargaining agreements, and fair practices. All persons with responsibilities under these procedures are responsible for adhering to the provisions of the collective bargaining agreement appropriate to the position being hired. For details, contact human resources and equal opportunity, extension 7458.

### **Inclement Weather and Emergency Closing**

In the case of inclement weather or an emergency situation which necessitates closing the university or cancelling classes, the decision to close will be made by the president or her designee. When an announcement is made to close the university, those individuals designated as essential personnel must work their scheduled tour of duty despite weather conditions or class cancellations (unless otherwise notified by their appropriate administrative area supervisor). All those not designated as essential personnel should not report for work.

When circumstances require a delayed opening, the earliest delayed opening will be at 11:00 a.m. Essential personnel must report to work at their regular reporting time or earlier if required by their appropriate administrative area supervisor. All other employees report to work at the time of reopening. Any employee who is not at work due to authorized vacation, sick, personal, or other leave will NOT be granted excused time in place of that leave.

Announcements will be made as early as possible on the following radio and television stations: WRKO(AM680), WBZ(AM1030), WBOQ(FM104.9), (Channel 7), WCVB-TV(Channel 5), WBZ-TV(Channel 4), WLVI-TV(Channel 56) and WFXT-TV (Fox 25). The main university number, (978) 542-6000 and the Web site [saalemstate.edu](http://saalemstate.edu) will also provide a message with respect to the status of delayed openings or closings.

There may be occasions during inclement weather or other emergency situations when the university is open. If the university is open, all employees are expected to report to work or notify their appropriate area supervisor that they are requesting to use available leave.

### **Parking**

All employees of the university must register their automobiles annually with the public safety department if they plan to park on campus. Parking decals or hanging placards will be issued by the public safety department. Place the university's parking decal on the automobile as directed. Some parking lots are restricted and controlled by gates. The public safety department will issue gate control cards to those employees authorized to park in these restricted lots. Unauthorized vehicles parked in restricted areas or vehicles found in violation of campus parking regulations will be towed.

### **Acceptable Use Policy**

Information technology services displays on its User Support Web site its "Acceptable Use Policy." All employees are responsible for fully adhering to this policy. Further, additional policies are being developed and will be available on the information technology Web site. Please check it regularly to assure complete compliance.

### **Performance Evaluations**

*Faculty and Librarians:* Faculty and librarians are evaluated according to an in-depth procedure as defined in the Board of Higher Education (BHE)/Massachusetts State University Association (MSCA) Collective Bargaining Agreement.

Administrators: Unionized administrators are evaluated at the mid-point and end-point of their provisional service period and then annually in accordance with the procedures outlined in the BHE/APA Agreement for unionized administrators, non-unit administrators will be evaluated annually.

Classified Staff: Unionized and non-unit staff are evaluated during the probationary period and annually thereafter. During the probationary period, after completion of the first 3 months of employment, there is an evaluation by the immediate supervisor. In addition, there is an evaluation within 1 month prior to the completion of the 7-month probationary period. The immediate supervisor indicates her/his recommendation for retention or termination of the new employee at that time. Annual performance evaluations are completed thereafter by the supervisor 60 days prior to the anniversary date of entry into the position. Employees promoted, laterally appointed, or laterally transferred are evaluated at the end of a 3-month trial period.

For more specific information about evaluations, please refer to your collective bargaining agreement or contact human resources & equal opportunity.

### **Personnel Records**

The official personnel files for administrators and staff are located in human resources & equal opportunity. Faculty and librarian personnel files are kept in the office of the vice president, academic affairs. Graduate and continuing education faculty files are maintained in those offices. These files contain the official record of your employment history with the university.

You may review information kept in your own personnel file by contacting the office that holds your file.

### **Political Activity**

There are specific laws imposed on state employees with respect to their participation in political activities on the local, state and federal level. These laws cover such topics as: prohibitions against public employees soliciting political contributions; solicitation in a public building; the seeking of elective office by public employees; and participation in partisan political activity. If you are involved, or are thinking of becoming involved, in any type of political activity, please contact human resources & equal opportunity for further information.

### **Sexual Harassment**

Sexual harassment consists of unwelcome verbal, non-verbal and/or physical behavior of a sexual nature which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile, or offensive environment.

Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment.

Salem State University prohibits any member of the university community, male or female, from sexually harassing another employee, student or other person having dealings with the institution. The university is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing or coercive conduct.

We seek to protect the rights of all members of the university community (faculty, librarians, administrators, staff, and students) and other persons having dealings with the institution so that they may be treated with respect and dignity.

Whenever it has been properly determined that sexual harassment has occurred, the university will take prompt and corrective action including appropriate disciplinary action. Any member of the university community or any applicant for employment who believes s/he has been a victim of discrimination may initiate an informal claim or formal complaint as outlined in the university's Discrimination Complaint Procedures. Further advice or information may be obtained by contacting the coordinator of equal opportunity at extension 7458. A complete copy of the policy prohibiting sexual harassment is available in human resources and equal opportunity.

### **Smoke-Free Environment Policy**

Salem State University adopted a "Smoke-Free Environment Policy" effective September 1, 1994. Smoking is prohibited in all buildings administered by the university. Smoking is permitted on university property but must be at least twenty five (25) feet from the entry of any enclosed structure. Smoking is prohibited in the Meier Hall Courtyard/John George Garden.

In addition, individuals must comply with specific workplace rules that have been adopted for the protection of property or persons engaged in particular tasks in which smoking might constitute an immediate safety hazard. Smoking is prohibited in any vehicle which is owned, leased or rented by the university. This policy applies to all administration, faculty, staff, students and guests of Salem State.

Students, employees, or guests who wish to file a complaint regarding a violation of the university's Smoke-Free Environment Policy should complete a complaint form available in the student life office. The completed form should be returned to the student life office within ten (10) days of the alleged incident.

On September 1, 2011 Salem State will join over 260 colleges and universities nationwide that have implemented a tobacco free environment for their respective campuses. Smoking cessation programs for our employees will be offered through the Employee Assistance Program (EAP). Please call the EAP which is a free and confidential service to Salem State University employees and their household members at 1.800.828.6025 and ask how their Healthy Start program can help you stop smoking.

### **Social Security Numbers**

The university makes use of social security numbers in many of the records it keeps. Because it does, the university requires its students and its employees to make their social security numbers known to it so that it can keep those records, records that are necessary for a number of official purposes. The disclosure of social security numbers to the university for these purposes is, therefore, mandatory.

The university uses social security numbers for various tax records and filings that are required under state and federal tax laws. It also uses them for all student records, including student financial aid records, and it uses social security numbers for employee identification on certain personnel records.

The university requires that social security numbers be made known to it in accordance with the requirements of federal and state tax laws, certain laws that govern student financial aid,

and its own various policies that it has adopted under provision of state law that govern institutions of higher education.

In certain circumstances records disclosed to third parties (other government agencies or private service providers) contain social security numbers as identifiers. Tax records transmitted to the Internal Revenue Service, documents transmitted to insurers in connection with workers' compensation and other insurance claims, and documents transmitted to financial custodians in connection with pension benefits and withholdings are examples of this kind of disclosure.

The university treats every individual's social security number as information that is personal and confidential. Every social security number is kept, therefore, as a part of the university's confidential records and is only used in the manner described above.

### **Unions**

Most positions at Salem State University are covered by a collective bargaining agreement. If your position is covered by an agreement, you will receive all the rights and privileges afforded by that contract. As a condition of employment, you will be required to pay a membership or agency fee which can be deducted from your paycheck. For further information, contact your appropriate union representative. Your position might be covered by one of the following unions: American Federation of State, County and Municipal Employees (AFSCME/AFL/CIO), Association of Professional Administrators (APA/NEA/MTA), or Massachusetts State University Association (MSCA/MTA/NEA).

Detailed grievance procedures are covered in each of the collective bargaining agreements. Contact your union representative for a copy of your union agreement. If your position is not covered by collective bargaining, you may contact human resources and equal opportunity for further information.

## **FRINGE BENEFITS**

### **Credit Union**

Employees may become members of the Massachusetts State Employees' Credit Union. For information about this program call 1.800.700.7733 or 617.723.5555.

### **Deferred Compensation Program**

All part-time, temporary or seasonal employees of Salem State University who are not participating in the State Retirement System will be required to contribute at least 7 1/2% of their compensation to the commonwealth's Deferred Compensation Plan. This mandatory contribution is in accordance with the Omnibus Budget Reconciliation Act of 1990 (OBRA) and subsequent Massachusetts General Laws. The necessary enrollment forms are provided at the time of hire and contributions are automatically made through payroll deduction.

You are not required to pay any current federal or state income tax on your plan savings. The amount you save in your Deferred Compensation account is subtracted from your income before your federal and state tax is calculated. You may increase your contribution higher than the mandatory 7 1/2% under the voluntary OBRA plan, but there is a maximum contribution limit.

There are two conditions under which you can withdraw your funds from the Plan: 1) separation from service; or 2) severe financial hardship. When you permanently discontinue service from the Commonwealth of Massachusetts, you must decide either to begin to receive payment or to defer the commencement of payment to a fixed future date. Upon payment of benefits, you will pay taxes on the amount received. If you fail to make your election by the required time, you will be paid according to the plan's automatic payout option. Please contact human resources and equal opportunity or customer service for Great-West at 1.781.581.0223 for more detailed information on this OBRA plan.

This Deferred Compensation Plan is also an optional salary reduction program for sState employees who are members of either the State Employees Retirement System or the Optional Retirement Plan. Informational pamphlets about this program are available at human resources and equal opportunity or call the customer service number for Great-West at 1.781.581.0223.

### **Dental Care Insurance**

Dental care coverage is available to employees, their spouses and children in accordance with collective bargaining agreements or the non-unit employees' benefits package. Various Health and Welfare Trust Funds were created through these agreements to offer coverage at minimal or no premium cost to the employee. Eligibility requirements and covered benefits differ by fund. Information is available from the benefits coordinator in human resources & equal opportunity.

### **Dependent Care Assistance Program**

The Dependent Care Assistance Program (DCAP) allows you to set aside up to \$5,000 of your income to pay for child care or other dependent care expenses on which you will not pay taxes. Through payroll deductions, you may contribute an amount to a reimbursement account before taxes to pay for dependent care expenses you would otherwise have to pay out of pocket. If you wish to take advantage of this benefit, please budget carefully.

Any funds that you have placed in this account will be lost if not expended by March 15 of the following year in which the funds were withheld.

To determine if you meet the qualifications for this program and for additional information, contact human resources and equal opportunity.

### **Health Care Spending Account (HCSA)**

The Group Insurance Commission (GIC) has expanded its pre-tax offerings to include a Health Care Spending Account (HCSA) administered by Benefit Strategies. Through this benefit, active benefited employees can pay for non-covered health care expenses, non-covered dental and non-covered vision care expenses on a pre-tax basis, reducing their federal and state income taxes.

Expenses must be medically related. Examples include:

- Physician office and prescription drug co-payments
- Medical deductibles and coinsurance
- Eyeglasses and contact lenses not covered by your health or vision plan
- Orthodontia and dental benefits not covered by your dental plan

All active state employees who are eligible for health benefits with the GIC are eligible for HCSA (whether or not they carry their health insurance through the commonwealth). Employees must work at least 18.75 hours in a 37.5 work week or 20 hours in a 40-hour work week. If you wish to take advantage of this benefit, please budget carefully. Any funds that you have placed in this account will be lost if not expended by March 15 of the following year in which they were withheld.

### **Health Insurance**

Salem State University provides a variety of health insurance plans to eligible employees, their spouses and dependents under the age of 19 through the Massachusetts Group Insurance Commission. Plans are available to full-time and some part-time employees whose employment contract provides for fringe benefits. Individual or family plans are offered.

Unmarried dependents age 19 or over can remain on your insurance up to age 26 if the employed parent completes a "Dependent Age 19 or over Application for Coverage." See the GIC's Web site at: [mass.gov/gic](http://mass.gov/gic) (Answers to Common Questions) or contact the benefits coordinator in human resources and equal opportunity.

Today's many health insurance plans and options can be confusing and complicated. The Benefit Decision Guide, obtainable in the office of human resources and equal opportunity, has information which can assist you in choosing the right plan. This guide may also be found on the GIC Web site at: [mass.gov/gic](http://mass.gov/gic) (GIC Plans/Benefit Decision Guides). Human resources and equal opportunity also has booklets on each individual plan that provide more complete information.

### **Life Insurance**

A Basic Life Insurance program of \$5,000 term life and accidental death and dismemberment insurance is provided at a low cost premium to full-time and part-time employees whose employment contract provides for fringe benefits. Participants in a Health Insurance Plan at

the university are automatically covered by this Basic Life Insurance. Also, Optional Life Insurance of up to 8 times your annual base salary may be purchased.

### **Long-Term Disability Insurance**

All full-time and part-time employees whose employment contract provides for fringe benefits are eligible for long-term disability insurance. You may obtain this coverage by completing the appropriate form available from human resources and equal opportunity and agreeing to a deduction from your paycheck to pay the premium. Under this policy, if you are disabled for an extended period of time, you will receive a certain percentage of your basic weekly salary up to a maximum weekly benefit. The cost varies according to your age and current salary. New hires can obtain this insurance without proof of good health. Employees who enroll after their 10-day new hire period must provide proof of good health.

### **Retirement Plan**

Membership in the Massachusetts State Employees Retirement System (SERS) is mandatory for all employees with fringe benefits working at least half-time, with the exception of full-time faculty and some executive administrators hired after November 1985. Faculty members may participate either in SERS or in the Optional Retirement Program (ORP). SERS is a defined benefit plan; ORP is a defined contribution plan. Under the ORP, faculty have a choice of selecting from four benefit plans offered by Fidelity, Lincoln National, TIAA-CREF, or Valic Retirement. Employees who have been enrolled in the ORP plan will have the option to change to a new mutual fund based plan or stay in their current plan.

### **Social Security**

The Commonwealth of Massachusetts has elected not to participate in the Social Security System. Therefore, Salem State University employees are exempt from Social Security (FICA) deductions. However, Massachusetts state employees hired on or after April 1, 1986 have Medicare taxes withheld from their earnings. State employees hired prior to April 1, 1986 who have no break in service during their employment with the commonwealth are exempt from Medicare tax withholding.

### **Tax Deferred Compensation Program 457(b)**

A 457(b) plan is a valuable opportunity for all employees of an educational institution to save pre-tax dollars towards retirement. As of January 1, 2002, contributions to a 457(b) plan have no impact on 403(b) program contributions. Employees can contribute the maximum allowed each year for both plans. There are additional "catch-up" provisions available where employees can save even more prior to retirement.

Additional information is available through human resources and equal opportunity benefits coordinator or by calling Great-West at 1.781.581.0223.

### **Tax-Sheltered Annuities**

Salem State University offers all employees the opportunity to accumulate personal savings for retirement, without federal income tax withholding, through the re-direction of a portion of pay into one or more tax-sheltered annuities (403b). Earnings on these annuity contributions are free of current federal income tax until the employee withdraws funds from her/his account. Employees select and contact an approved commonwealth vendor of their choice and present a salary reduction agreement to the payroll office or human resources.

Enrollment and 403B summary plan information is available through human resources and equal opportunity benefits coordinator.

### **Tuition Waivers/Remissions**

Tuition waivers/remissions are available for benefited university employees, and their spouses and children who meet eligibility requirements. Eligibility and applicability information is available in human resources and equal opportunity.

The Board of Higher Education's Tuition Remission is available for benefited university employees, their spouses and dependent children after the employee has completed six months of service or one academic semester. They may attend any state university, community college or UMASS (except the M.D. program).

Tuition Waivers are available for MSCA and APA employees at state universities, community colleges and UMASS (except the M.D. program) with no waiting period. The spouse and non-dependent children of all benefited employees may attend state universities only (with no waiting period).

### **Unemployment Compensation**

If you become unemployed, with no assurance of a continued contract, you may be eligible for unemployment compensation for a limited period of time. Under certain conditions, unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount of wages and be willing and able to work. The university provides an informational pamphlet on how to file for unemployment compensation to each employee who leaves Salem State.

### **Workers' Compensation Insurance**

The Massachusetts Workers' Compensation Law is an insurance plan that is supervised by the state and one hundred percent (100%) paid for by Salem State University. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

It is imperative that you contact human resources and equal opportunity when an injury occurs on the job. In addition, the state has issued directives on obtaining medical treatment under Workers' Compensation. An injured employee (or her/his doctor) must obtain approval through the state Utilization Review Board before seeking or continuing medical treatment.

In case of an emergency, the Utilization Review Board must be contacted within 24 hours after treatment. Their number is 1.800.266.7991.

Any injury is covered if it is determined to have been caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered if they are determined to be related to your job.

Coverage begins the first minute you are on the job and continues while you are employed by Salem State. You are not required to work a certain length of time, and there is no need to earn any minimum amount of wages before you are totally protected.

All injuries, no matter how slight, must be reported immediately to your supervisor and human resources and equal opportunity to assure consideration under Workers' Compensation Insurance. In an emergency, contact the public safety department at

extension 6111 to obtain an ambulance or transportation to the nearest hospital emergency room.

For more information contact human resources and equal opportunity at extension 6078.

## LEAVE BENEFITS

### **Administrators' Leave Benefits (APA), Summary of**

The following summarizes the sick leave, sick leave bank, personal leave, floating holidays, funeral leave, and vacation leave for Administrators covered by the Agreement between the Board of Higher Education and Association of Professional Administrators/NEA/MTA. The full text of these benefits may be found in the collective bargaining agreement.

#### Sick Leave

Sick leave is accumulated each pay period based on a rate of 15 days (seven ½ hours/day) per year. No credit is given for hours on leave without pay or absent without pay. If an administrator leaves after having worked most of the day, it is generally considered flexible scheduling.

#### Sick Leave Bank

Administrators may sign up for membership in the Sick Leave Bank upon employment. Membership becomes effective when the Administrator has accumulated six sick leave days and one of these sick leave days is then donated to the Bank. Annual open enrollment for membership takes place in September of each year. Thereafter, whenever the accumulation of days in the Bank falls below 25, any member wishing to remain a member must donate another sick leave day to the Bank. A member who has been off payroll for five days after using her/his total leave accumulation may draw upon the Sick Leave Bank within the limits provided by the APA/Board agreement. Administrators should be aware that no one can draw upon the Bank more than the equivalent of two work years in any five year period.

#### Personal Leave

New Hires: If hired on or before January 31, receive 22.5 hours (three days) personal leave.

If hired between February 1 and April 30, receive 15 hours (two days).

If hired after May 1 and before August 30, receive 7.5 hours (one day) .

After initial hire, all employees receive 22.5 hours personal leave at the beginning of each calendar year (January 1) and must use them by the end of each year (December 31).

Personal leave not used by December 31 is forfeited. Personal leave is taken in one day increments.

#### Floating Holidays

There are two floating holidays each year: March 17 and June 17. These may be taken on the day of the holiday or on a day up to 120 calendar days following the holiday. Floating holidays not used within the 120 days are forfeited. To take a day as a floating holiday, a request for leave form must be completed.

#### Bereavement Leave

Administrators are allowed to take up to:

Seven days for the death of his/her spouse, domestic partner, child, step-child.

Four days for the death of a parent, step-parent, brother, step-brother, sister, step-sister, grandparent, grandchild, or parent of a spouse or domestic partner, domestic partners or person living in the immediate household of either the administrator.

Two days for the death of his/her son-in-law, daughter-in-law, or the spouse's brother, sister, grandparent, or grandchild, the brother or sister of domestic partner.

Two hours is also granted to attend the funeral of a colleague at the university.

In the event that the interment of or memorial service for any of the above-named relatives occurs at a time beyond the bereavement leave granted, the employee may request to defer one of the days to the later date.

#### Vacation Leave

1. Vacation leave is accrued each pay period based on hours worked.
2. The limit on accumulated vacation leave is 480 hours. Any time earned over 480 hours is credited to sick leave. The conversion of vacation time in excess of 480 hours will be converted to sick leave in April and October of each year. Vacation days may be used in half-hour increments.
3. Vacation accrual rates are based on years of service.  
Less than 1 year of service = 20 days/yr.  
    >1 yr. < 8 yrs. = 22 days/yr.  
    8 yrs. < 16 yrs. = 23 days/yr.  
    16 yrs. < 25 yrs. = 25 days/yr.  
    25 yrs. and up = 30 days/yr.

#### **Administrators' Leave Benefits (NON-UNIT), Summary of**

The following summarizes the sick leave, personal leave, floating holidays, funeral leave, and vacation leave for Non-Unit Administrators. The full text of these benefits may be found in the benefits package for non-unit administrators, available from the office of human resources and equal opportunity.

#### Sick Leave

Sick leave is accumulated each pay period based on hours worked during the pay period. The rate is based on 15 days per year. An administrator leaving early after having worked part of the day generally uses flexible scheduling. In the event of continued illness or disability, the president may grant, upon written request, additional sick leave of not more than 60 days annually. The president may also grant, upon written request, sick time in addition to the above in the event of long-term illness or disability.

#### Personal Leave

On January 1, administrators are credited with 22.5 hours of personal leave which cannot be carried over into the next calendar year. Personal leave is taken in 1 day increments.

#### Floating Holidays

There are two floating holidays each year: March 17 and June 17. These may be taken on the day of the holiday or on a day following the holiday. A request for leave form must be completed.

#### Bereavement Leave

Four days for the death of a spouse, child, step-child, parent, step-parent, brother, sister, grandparent, grandchild, spouse's parent, person whom employee is the legal guardian, or person living in the employees household.

One day for the death of spouse's brother, sister, grandparent or grandchild.

### Vacation Leave

An administrator who has served within the commonwealth or any of its cities, towns, or municipalities shall receive vacation allowance credited as follows:

Less than 8 years = 22 days/yr.

8 yrs.< 16 yrs.= 23 days/yr.

16 yrs.< 25 yrs.= 25 days/yr.

25 yrs. & up = 30 days/yr.

Vacation leave can be used in half-hour increments.

### **Classified Staff Leave Benefits (AFSCME and Non-Unit), Summary of**

The following summarizes the sick leave, sick leave extension, personal leave, vacation leave, floating holidays, and bereavement leave, for classified staff covered by the Agreement between the Board of Higher Education and the American Federation of State, County and Municipal Employees (AFSCME) or the non-unit staff benefits package. Unit I Staff are clerical and technical employees on a 7 1/2 hour workday. Unit II staff are maintenance and security employees on an 8 hour workday. The full text of these benefits may be found in the above-stated collective bargaining agreement or the non-unit staff benefits package.

### Sick Leave

Sick leave is accumulated based on each hour worked during the pay period. The accrual rate is based on 15 days per year. Sick leave may be used in a minimum of quarter-hour units. Sick leave may be granted:

1. If an employee cannot perform her/his duties because of personal illness or injury.
2. When the spouse, child, or parent of either an employee or her/his spouse, or relative living in the immediate household of an employee is ill. The maximum of 10 days per fiscal year may be used except in cases of demonstrated medical emergency or life threatening/terminal illness, in which case the employee may use up to 15 days.
3. To keep appointments with health care professionals. In such instances the normal requirement of advance notice will be at least five working days.

### Sick Leave Extension

AFSCME: five working days after exhausting all sick leave, vacation leave, and personal leave, an AFSCME Bargaining Unit member is eligible for an extension of sick leave. The unit member must be employed for a minimum of 12 consecutive months prior to beginning an extension. Extensions are granted only for personal illness, not for an employee on industrial accident leave. Extensions may be available for a period of up to 60 days annually beginning on the date of the first extension. A unit member may request an extension on the Request for Extension of Sick Leave Form (available in the office of human resources and equal opportunity). All requests are forwarded to the university president for action. The effective date of an approved request will be the beginning of the sixth day of unpaid leave.

Non-Unit: In the event of continued illness or disability, the president may grant, upon written request, additional sick leave of not more than 60 days annually.

### Personal Leave

New Hires:

If hired between January 1 to March 31:

Unit I receives 22.5 hours personal leave, Unit II 24 hours.

If hired between April 1 to June 30:  
Unit I receives 15 hours, Unit II 16 hours.  
If hired between July 1 to September 30:  
Unit I receives 7.5 hours, Unit II 8 hours.  
If hired between October 1 to December 31:  
Both Unit I and Unit II receive 0 hours.

After initial hire, Unit I employees receive 22.5 hours personal leave and Unit II employees receive 24 hours at the beginning of each calendar year and must use them by the end of each calendar year (December 31). Personal leave not used by December 31 is forfeited. Personal leave may be used in quarter-hour increments.

#### Floating Holidays

There are two floating holidays each year: March 17 and June 17. Staff may take the day off on the day of the holiday or on a day up to 120 calendar days following the holiday. Floating Holidays not used within the 120 calendar days are forfeited. In order to take off a day as a floating holiday, a request for leave form must be completed.

#### Bereavement Leave

Staff are allowed to take up to:

Seven days of leave for the death of a spouse, child, step-child,

Four days of leave for the death of parent, step-parent, brother, step-brother, sister, step sister, grandparent, grandchild, parent of a spouse, non-unit members spouse's brother or sister

Two consecutive days of leave for the death of an employee's son-in-law or daughter-in-law or of the spouse's brother, sister, grandparent or grandchild. AFSCME members spouse's brother, sister, grandparent, grandchild.

One day off for the death of an employee's aunt, uncle or cousin.

#### Vacation Leave

1. Vacation leave is earned based on years of "creditable service" and is accrued each pay period based on the hours worked during that pay period.
2. "Creditable service" starts with the first working day at the university up to the end of each month. Employees have the creditable service established on June 30, 1994 or thereafter.
4. Absences for illness in excess of available sick leave may be charged to personal days, then to vacation days.
5. AFSCME and non-unit classified employees may carry no more than 480 vacation hours for Unit I and 512 hours for Unit II. Vacation credits over these amounts will be converted to sick leave. This conversion will take place in April and October of each year.
6. Leave may be used in quarter-hour units.
7. Vacation accrual rates are based on "creditable service":  
Less than 4.5 yrs. = 10 days/yr.  
4.5 yrs. – 9.5 yrs. = 15 days/yr.  
9.5 yrs. – 19.5 yrs. = 20 days/yr.  
19.5 yrs. and more = 25 days/yr.

## **Faculty/Full-Time and Librarian Leave Benefits (MSCA), Summary of**

The following summarizes the sick leave, sick leave bank, personal leave, floating holidays, funeral leave, and vacation leave for full-time faculty and librarians covered by the Agreement between the Board of Higher Education and the Massachusetts Teachers Association/NEA. The full text of these benefits may be found in the above-stated collective bargaining agreement.

### Sick Leave

Sick leave is accumulated each pay period and is based on 10 days per year for a full-time faculty member. Sick time is accumulated during the academic year (nine months). Librarians accumulate sick time each pay period based on 15 days per year. Librarians accumulate sick time over a 12 month period. Sick time may be used in half-hour increments.

### Sick Leave Bank

Any employee who becomes a member of the bargaining unit after September 1 in any work year will become a member of the Sick Leave Bank by donating one day of sick leave accumulation to the Bank on the date s/he first accrues at least one day of such leave, unless s/he has elected in writing not to become a member during the preceding 30 days. On October 1st of each academic year, a faculty member or librarian who is not already a member of the Sick Leave Bank will become a member by donating one day of her/his sick leave accumulation to the bank, unless during the preceding 30 days s/he elected in writing not to become a member of the bank. Thereafter, whenever the accumulation of days in the bank falls below 50, members will be notified that one day of their sick leave will be assigned to the bank unless the member, within 15 days, provides written notice not to continue as a member of the bank.

A member who has been off payroll for five days after using her/his total sick accumulation may request to draw upon the Sick Leave Bank as needed within the limits provided by the MSCA/Board agreement. Faculty and librarians should be aware that no one can draw upon the bank more than the equivalent of two work years for any single illness or injury in a five year period. Faculty and librarians should consult Article IV of their contract for further details.

### Personal Leave - Librarians only

On each January 1, librarians are credited with three personal days. Any personal leave not taken by December 31 will be forfeited.

### Personal Leave – Faculty only

At the beginning of each semester, a full-time faculty member will receive one personal day. Personal leave earned in the fall semester must be used by December 31. Personal leave earned in the spring semester may be carried over to the following fall semester. No personal leave may be carried over from the previous calendar year.

### Floating Holidays - Librarians only

There are two floating holidays each year: March 17 and June 17. Librarians may take time off on the day of the holiday or on a day up to 60 calendar days after the holiday. Floating holidays not used within 60 days are forfeited. In order to take off a day, a request for leave form must be completed.

### Bereavement Leave

Faculty and librarians are allowed to take up to:

Seven days off for the death of a spouse, domestic partner, child, stepchild.

Four days off for the death of a parent, brother, sister, grandparent, grandchild, spouse or domestic partner's parent, grandparent, grandchild domestic partners child or step child or of a person, living in her/his immediate household.

Two days for the death of a spouse or domestic partners brother or sister.

A unit member may have up to three hours to attend the funeral of a colleague or former colleague after filing a notice with the vice president.

### Vacation Leave - Librarians only

1. Credited each bi-weekly pay period.
2. Limit on vacation leave accumulated is 64 days unless prior agreement with the librarian and vice president, academic affairs.
3. Vacation leave in excess of 64 days will be converted to sick leave in April and October of each year.
4. Vacation accruals are based on years of service:
  - Less than 8 yrs. = 22 days
  - 8 yrs. < 16 yrs. = 23 days
  - 16 yrs. < 25 yrs. = 25 days
  - 25 yrs. and up = 30 days

### **Family and Medical Leave Act (FMLA)**

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to family leave: a) for incapacity due to pregnancy, prenatal medical care or child birth; b) to care for the employee's child after birth or placement for adoption or foster care c) to care for the parent or spouse who has a serious health condition; or d) for a serious health condition that makes the employee unable to perform her/his job. When the employee is ready to return to work, s/he must be returned to the same or a comparable position without loss of seniority.

The FMLA requires up to 12 weeks of unpaid leave to be granted to employees who have more than one year of service, and have worked at least 1,250 hours over the previous 12 months. Any paid leave taken for FMLA purposes will be counted toward the 12 week FMLA entitlement. These 12 weeks of leave do not have to be taken at one time. The 12 weeks of leave can be spread out over a 12-month period. Employees must get certification by a health care provider that the employee, her/his child, parent or spouse in fact has a serious health condition, the condition's expected duration, and the need for the employee to be absent from work to attend to the family member.

Effective January 16, 2009, the provisions of the Family Medical Leave Act (FMLA) of 1993 were revised and amended to include coverage for certain types of leaves of absences that may be related to your immediate family serving or having served in the Armed Forces.

The new procedures are as follows:

- Eligible employees covered under FMLA who have a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in

support of the contingency operation may use their FMLA 12-week entitlement to address certain qualifying exigencies.

- These qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- The Family Medical Leave Act (FMLA) also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

A form to request FMLA and to obtain the certification is available through human resources and equal opportunity. Human resources and equal opportunity will also be glad to answer any questions you may have on this policy.

Although the FMLA requires only unpaid leave, it does impose certain requirements with respect to benefits. Employees are permitted to continue to participate in health benefits plans.

## **Holidays**

The university observes the following legal holidays as paid holidays for benefited employees:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Washington's Birthday	Columbus Day
Evacuation Day (floating)	Veteran's Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas
Bunker Hill Day (floating)	

The university is open on the two floating holidays, the holidays may be taken on days other than the actual holiday. Check your appropriate union contract for specific details on scheduling and use of the floating holidays. A request for leave form must be completed and approved for the 2 floating holidays only.

## **Jury Duty**

If you are called for jury duty, you will be allowed to take the necessary time off. As a state employee, you may be eligible for leave with pay while serving on a jury. You must notify your supervisor when you receive the notice of jury duty by presenting a copy of it to your supervisor. Do not fill out a request for leave form.

On any day or half-day you are not required to serve on a jury, you will be expected to return to work. In order to receive payment for the workday on which you had juror service, you

must present a Juror Service Certification to your supervisor who will submit it to the payroll office.

This document is issued by the court following juror service and should be given to your supervisor as soon as you receive it. An employee who receives jury duty fees shall remit these fees to human resources and equal opportunity if the fees are less than the regular salary paid to the employee.

### **Other Leaves**

Numerous types of leaves of absence are available to benefited employees depending on their collective bargaining unit. Some examples (although not applicable to all collective bargaining units) are educational, sabbatical, military, domestic violence, catastrophic illness, maternity, family, personal and parental leave. The appropriate collective bargaining agreement or non-unit employees benefit information will have details on what leaves are applicable to administrators, faculty, librarians, or classified staff.

### **Small Necessities Leave Act (SNLA)**

In addition to the FMLA, the Commonwealth of Massachusetts has enacted the Small Necessities Leave Act (SNLA) expanding on the rights granted by the Family and Medical Leave Act. The SNLA grants eligible employees a total of 24 hours of unpaid leave during any 12-month period *over and above* the leave granted under the FMLA. The types of leave covered by this act include leave: a. for educational advancement of the employee's child, b. to attend routine medical or dental appointments, c. to accompany an "elderly relative" (a defined term in SNLA meaning someone at least 60 years old and related by blood or marriage) to medical or dental appointments or for the purpose of other professional services relating to elder care. Eligible employees are defined under the FMLA description.

## UNIVERSITY SERVICES & PROCEDURES

The following is an abbreviated list of services and procedures that we felt might be helpful to you personally, or in your work with students. Many of the offices have Web sites which may be consulted for more detailed information.

### **Alcohol and Drug Education, Prevention & Training (ADEPT)**

The Alcohol and Drug Education, Prevention and Training (ADEPT) Program provides programs and services to students and also provides consultation to employees. For more information, contact extension 6148, Ellison Campus Center Room 107.

### **Bookstore**

The services of the university bookstore, located on Central Campus, are available to all employees. For personal purchases, just show your Salem State ClipperCard and receive a 10% discount on books, paper, supplies and clothing.

For faculty, textbook orders are submitted with your chairperson's signature and are received in the bookstore early in the preceding semester. (See your chairperson for specific dates.) Book order forms can be obtained from the academic department or from the bookstore.

### **ClipperCards**

Salem State University ClipperCards (identification cards) are available to all university employees. They may be used for accessing the wellness center, the library (SSU & NOBLE libraries), the university bookstore, various classrooms and computer labs, and for "dinning & flex dollars" as well as various memberships and discounts for Commonwealth of Massachusetts employees. In order for you to receive a ClipperCard, your supervisor will enter your information into the Employee Management System (EMS). The ClipperCard is issued by the ClipperCard office located at the dining commons/room 106. Call the ClipperCard office for office hours at extension 2273.

### **Copy Center and Marketing and Communications**

Copy Center: The Salem State University copy center remains the best-kept secret on campus. They can and do produce high quality print projects - black and white, and color. Located on Meier Hall 117, they welcome all students, faculty and staff. The "over the counter" copier rates are extremely reasonable. Stop by and let them help you put your best foot forward. They produce brochures, booklets, papers, reports, class syllabi, and other presentation materials. They will be happy to show you samples. They are used to last minute requests, although they work best with some lead-time. If you are a smart, budget-conscious person, call extension 6722 and let Rose help you get the value you need and deserve.

Coordination with Marketing and Communications: If help is needed for the design of custom forms and brochures, marketing and communications should be consulted to ensure top quality design. In addition to aesthetic expertise, marketing and communications can ensure that the strict graphic standards of the university are met and upheld. These graphic standards include typography, color, publication signature, logo use, and logo placement. For more information on the Graphic Identity Program at Salem State, please call the marketing and communications department at extension 7500 for a Graphic Identity Program brochure on SSU Identity Standards for Print Use. For color jobs that require a press run, marketing and communications and the copy center have an arrangement with Northern Graphics in Lynn. A copy center requisition must be filled out for all work going to Northern Graphics.

Coin Operated Photocopy, Printing Equipment and Venda Cards: Desperate to make a few late night copies? Coin and card operated copiers around campus. Where? Central Campus dining commons, Ellison Campus Center career services, Harrington Building dining commons. In addition, they provide the pay-for-print system in the library. Venda cards are "credit" cards for copying or printing, and can be purchased in the library on Central Campus. Any problems should be reported Ralph Berry at 6394. Purchasing and materials management coordinate university oversight of Statler's program and performance.

### **Counseling Center**

The counseling center, a part of the student life complex on the first floor of the Ellison Campus Center, provides counseling services for students and consultation with employees about student problems. They are a valuable resource to employees who have concerns about a student's well being or behavior. Counseling and health services is in full compliance with HIPAA regulations. See their Web site for policy and details or call extension 6410.

### **Cultural Events**

Salem State University is committed to serving both its own community and the greater North Shore area as a cultural center. To this end, the Salem State Foundation sponsors the Salem State Series, bringing 2 to 3 speakers of national prominence to SSU each year. Many Salem State employees support this effort through their purchase of tickets and their attendance or through serving as volunteer ushers. In addition, the center for the creative and performing arts sponsors and coordinates a myriad of cultural events on the campus. Check your mail and the electronic calendar of events on the Salem State Web site to acquaint yourself with what is offered.

### **Discrimination Complaints**

Any complaints involving discrimination on the basis of race, color, creed, religion, gender, gender identity, genetic information, sexual orientation, age, national origin, disability, marital or veteran status, should be addressed to the coordinator of equal opportunity, at extension 7458, in human resources and equal opportunity. The Discrimination Complaint Procedure of Salem State is available to both students and employees. Your name or inquiry will not be released to anyone without your permission. All allegations will be investigated thoroughly and, if necessary, appropriate corrective action will be taken.

In addition to the complaint process, this office provides confidential consultations on matters regarding discrimination. Contact the above extension.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a confidential program designed to assist faculty, staff and administrators at all levels in coping with personal and/or work-related problems. Salem State University recognizes that its employees are its greatest asset. Everyone experiences personal problems that may affect their general well being and performance. We believe it is important to provide a service that addresses these problems. Confidentiality is one of the most important aspects of the program. If you contact the Employee Assistance Program directly, no one at the university will know about it unless you tell them. No information concerning the nature of your problem will be released without your written consent. The university has contracted the services of an off-campus provider to deliver this service.

Employees may use the university's EAP program for three visits at no cost. The provider makes every effort to refer employees to a health care professional who can also be compensated through the employee's health insurance if additional visits are necessary. For

the initial consultation, the employee may be given release time during working hours if they request it. The university's EAP provider is:

The Wellness Corporation  
512 West Main Street  
Shrewsbury, MA 01545  
800.828.6025  
508.842.2780

### **Energy Conservation**

In the interest of conserving energy to the maximum extent possible, the university may institute a number of programs that will reduce consumption of our natural resources and will save on energy costs. These may include maintaining heating and cooling systems at a reasonable level, establishing a Rideshare Program, and closing most buildings of the university during the last week of December. Information on heating and cooling systems is available from facilities, and the Holiday Closing is available from human resources and equal opportunity.

### **Food Services**

On the North Campus, the dining commons serves meals at moderate prices. A faculty and staff dining room is available on the upper North Campus level. A food court is available during the regular academic year. At South Campus, a cafeteria is located on the first floor of the Harrington Building. At Central Campus, a food court is located on the first floor of Building One. Vending machines are available in the Sullivan Building, Meier Hall, the Harrington Building, and the Academic Building. In addition, the food services vendor on campus (Chartwells) provides catering services for group functions upon request. Their office is located off the food court near the switchboard office.

### **Health Services**

The student health services office, located on the first floor of the Ellison Campus Center, does not extend its regular services to university employees, but emergency services are available. On occasion, flu shots are provided for employees. This office also provides consultation on health related issues of concern.

### **Holiday Closing**

Salem State University has observed in the past an energy conservation and cost savings program that entails closing the majority of buildings on the campus during the last week of December. A variety of leave options are available to employees, depending on their bargaining unit. Check with your supervisor or with human resources and equal opportunity (or its Web site) for details.

### **Information Technology Services (ITS)**

**Information Technology Services** Provides support for all your technology needs. Located on Central Campus, computer support is provided to the entire university community with services that include the acquisitions/support of computer software and hardware, network requests, project management, Peoplesoft support, technology training, web development to name just a few.

We can help you with all your telecommunications and network needs as well. Contact us via email at [it-helpdesk@saalemstate.edu](mailto:it-helpdesk@saalemstate.edu) to coordinate your telephone/voicemail service, request a repair or move. Check out our phone directory at [saalemstate.edu/people](http://saalemstate.edu/people). If you have a project that requires network support or changes, contact us at the helpdesk for an estimate. We're available to assist you with other supported services like email, file sharing, print sharing, Internet and wireless services and navigator access. Computer hardware support, software installations, and laptop support are also provided, contact the helpdesk to create a ticket to get your repairs completed or if you have a laptop, bring it to our office at Central Campus, room 127 during business hours.

Faculty can get technical support to integrate technology into their course curriculum. Our faculty team supports all aspects of eLearning (Blackboard formerly WebCT), the university's online course management system. In addition, we offer support for implementing new technologies such as podcasting, wikis, and blogs. A great new feature: apply for your faculty Web page at [saalemstate.edu/webaccount/](http://saalemstate.edu/webaccount/)

Call or email us with your questions, we're happy to help!

Not only does the ITS department support faculty and staff, there are 10 academic computer labs on campus; four of these labs, located in rooms MH210, SB109C, HB100 and CC129, are specific open access labs for student use. The hours of operation may be found on the information technology webpage at [saalemstate.edu/labs](http://saalemstate.edu/labs).

Need a video? Help with smart classroom equipment? **The instructional media center** is also included under the umbrella of information technology services. We offer media services, media production services, and video production services.

Media services is located on the lower level of Meier Hall and loans media equipment such as 16mm, video slide, overhead, and audio equipment. Visit our Web site at: [saalemstate.edu/imc/](http://saalemstate.edu/imc/)

Media production services is located in Meier Hall, room 114. This area offers studio and on-location productions, video editing, and lending of camcorders. Assistance is provided in the production of instructional programs and presentation materials.

For more information, contact the helpdesk via email at [it-helpdesk@saalemstate.edu](mailto:it-helpdesk@saalemstate.edu) or call us at 978.542.2036 and press #2.

Don't forget, the ClipperCard is required for borrowing privileges, and a fine is imposed for equipment that is returned late.

You name it, we can help. Check us out at [www.salemstate.edu/its](http://www.salemstate.edu/its).

For service or questions call the Information Technology Services Helpdesk at 978.542.2036 or email us at [it-helpdesk@saalemstate.edu](mailto:it-helpdesk@saalemstate.edu)

### **Campus Ministries**

Campus ministries are located in 245 Meier Hall, is available for employees as well as students. The ministry supports all faiths and is under the general supervision of Reverend Carol Karlson. The campus community is also welcome to use the Ecumenical prayer room located at 222 Meier Hall. Campus ministries can be reached by calling extension 6404.

### **Library**

The Salem State University library, located in the Central Campus building one, is your gateway to global knowledge. Become familiar with their Web site and check it regularly. The

library is open 90 hours per week during the academic year, when classes are in session. The main library number is extension 6665; for current library hours, dial extension 6808.

General help is available at the circulation desk at extension 6230. The library is happy to provide personal assistance with research. Check with the reference desk at extension 6766.

The university library acquires books and other printed materials, and subscribes to hundreds of electronic resources, including online serials and databases containing more than 40,000 full-text, scholarly articles. The library's Web site provides access to electronic resources, to the NOBLE\* online catalog (listings of books, videos and other educational materials owned by SSU and area libraries); and, to academically-oriented Internet sites. Many of the library's resources are available remotely to those with a current, valid ClipperCard. Please see one of the librarians for information.

The library belongs to several local and regional consortia to facilitate resource sharing for its library users. Some of the consortia to which the library belongs are: NOBLE (North of Boston Library Exchange), NMRLS (Northeast Massachusetts Regional Library System), and NELINET (New England Library Network). Thanks to these memberships, the library can subscribe to some electronic resources at reduced rates. Interlibrary Loan (ILL) handles requests for material not owned by the SSU library and also loans our resources to other libraries all over the country. Interlibrary Loan (ILL) requests may be made at circulation, or online; see the link to ILL at the bottom of the library's homepage. Information may also be obtained at extension 6501.

Passes to the Museum of Fine Arts in Boston and the Peabody Essex Museum in Salem are available at the circulation desk on a first come, first served basis. Persons with a ClipperCard may check out these passes for 24 hours.

To become a borrower, bring your Salem State ClipperCard to the circulation desk in the main lobby. Library users may borrow materials from any academic library in NOBLE. SSU library patrons may borrow from NOBLE public libraries by using any Massachusetts public library card or by going through Interlibrary Loan. PIN numbers enable university library users to check their accounts and to place holds online.

### **Lost & Found**

The university maintains two lost and found services. For valuables such as wallets and purses, employees should check with the public safety department. For other non-valuable items, there is a lost and found located in the Ellison Campus Center.

### **Mail Services** (Official University Mail Only)

Mail Services is located at Central Campus, extension 6012. There is also a North Campus mail satellite facility located on the first floor of Meier Hall next to the copy center. The mail services user's guide has specific information to help answer questions about mail services offered at Salem State. Services are provided for university related business only. The procedures required for processing inter-campus and outgoing mail are described in the user's guide. Please refer to this guide for detailed information including proper addressing of your inbound mail or call mail services at extension 6012. Mail will arrive faster if addressed correctly.

All incoming mail from the U.S. Post Office is processed daily from 6:30 - 10:00 a.m. Inter-campus mail is processed throughout the day when it is brought to mail services.

Departmental mail may be picked up any time after 10:00 a.m. The deadline for outgoing metered mail is 2:30 p.m., Monday - Friday.

### **Maintenance & Repairs - HELP Line**

To improve customer service, a special campus only telephone extension is provided to report EMERGENCY facility conditions. Dial 4357 (H-E-L-P) from any campus telephone to request custodial, maintenance, plumbing, electrical, heating, or elevator service. All routine and planned services should be requested by means of the request for services form, which is available online or from the facilities office. Please note: the HELP line can only be used from campus telephones. In addition, you should be aware that you may access assistance on-line from our website at [saalemstate.edu/facilities/8579.php](http://saalemstate.edu/facilities/8579.php) or by going to the Offices and Services Directory on the SSU Web site and clicking on facilities. Problems encountered after 5:00 P.M. or on weekends that need to be attended to immediately should be referred to the public safety department, extension 6111.

### **Mass Buying Power (Consumer Referral Service)**

Mass Buying Power is a consumer referral service that is available free of charge to all employees as a fringe benefit program. It is not available to students or to departments for institutional purchases handled on purchase orders.

Mass Buying Power has agreements with vendors, dealers and stores throughout the commonwealth that provide our employees with substantial discounts for new cars, trucks, travel, household appliances, furniture, tires, boats, computers, sound equipment, window treatments, carpets, replacement doors and windows, home mortgages, and more.

Use of Mass Buying Power services is at the discretion of each employee and no guarantee of volume has been made. Purchases are the sole responsibility of the individual. A referral discount certificate will be issued to the individual employee. This procedure must be followed in order to obtain the Mass Buying Power discount. No discount will occur if an individual contacts a dealer without the proper certificate.

To use Mass Buying Power, Consumer Referral Service contact:

Mass Buying Power, 1076 Washington Street, Hanover, MA 02339  
Phone: 781.829.4900; FAX: 781.829.0150

### **Notary Public**

A number of our employees, who have a notary seal, are willing to notarize limited numbers of documents for employees. Human resources and equal opportunity has a list of notaries public available on campus (extension 7243).

### **Office for Students with Disabilities**

If you are in communication with a student who identifies her/himself as having a disability which s/he is requesting be accommodated, please refer the student to the office for students with disabilities on the first floor of Meier Hall. If you are a member of the faculty and a student requests an accommodation for a disability, request their "Faculty Accommodation Approval Letter". This will provide you with the accommodations that have been specifically approved for that student. Faculty should not be making accommodations for students that have not been approved by the office for students with disabilities. Similarly, if you suspect

that a student, who is performing poorly in a course, has a disability, contact this office for consultation. Their extension is 6217.

### **O’Keefe Athletic Center**

The O’Keefe Center, located on Canal Street, houses one gymnasium, a swimming pool, tennis courts, an ice rink, a weight room and a dance studio. Free times and recreational periods are posted. Salem State employees may use the facilities at the O’Keefe Center at no charge with a valid SSU ClipperCard. If you wish to purchase a family membership, call extension 6560 for more information.

### **Payroll**

The payroll office is located on the second floor of the Administration Building. The university payroll is run on the Commonwealth of Massachusetts Human Resources Compensation Management System that serves the majority of state agencies. Time sheets must be submitted weekly. Please see the timekeeper in your area for instructions concerning time sheets and exceptions reporting. The payroll is biweekly and all benefited employees are required to sign up for direct deposit. Your check will be deposited in your account on Friday, and a “Pay Advice” indicating your earnings and leave balances will generally arrive at your home on Saturday. In certain postal zones it may take a day or two longer. You can view your pay advice on line or you could choose to go paperless at [mass.gov/payinfo](http://mass.gov/payinfo), it is convenient and accessible 24x7 wherever you are in the world with an Internet connection.

If you are in a position to earn additional compensation, please be advised that **all** additional compensation payments must be made through the payroll system and require a separate hiring action. Any changes in direct deposit information, deductions or insurance, or changes in address, must go through human resources and equal opportunity.

If you have problems or questions concerning payroll issues, please contact Mary Ann Gachignard at extension 7026.

### **Pre-School Program**

The Salem State pre-school program is a licensed, professionally staffed facility serving children starting at the age of two years nine months, and up to six years old. This service includes special needs children. While enrollment is primarily for children whose parents are students at the university, the children of employees are registered on a space-available basis. For information, contact the pre-school program coordinator at 978.542.6408 or the Program at 978.542.6409.

### **Purchasing and Materials Management**

The purchasing and materials management department is responsible for the day-to-day operation of all university procurement. Purchase requisitions are created/accessed online via the PeopleSoft Program and are processed by the purchasing and materials management department. Also, the Procurement Credit Card (SSU Procard) is used to purchase items and services with approved vendors. Purchasing personnel also send out bid requests and handle returned goods authorizations.

You are encouraged to purchase through one of the buying groups available to the university as a part of the Commonwealth of Massachusetts (Department of Procurement and General Services, Massachusetts Higher Education Consortium, or the Educational and Institutional

Cooperative). These buying groups save money by getting the best possible discounts and save time and money by not going out to bid.

The department is located on the first floor of the Administration Building. For more information on purchasing, buying groups, procurement procedures, bid procedures, available contracts, or vendor information, call extension 6152.

### **Shuttle Bus Schedule**

The shuttle bus runs every 10-15 minutes/Monday through Friday during the academic year between South Campus, North Campus, Central Campus, and the O'Keefe Center.

The shuttle stops are at Meier Hall (Lafayette Street), Peabody Hall (University Drive), Bates Complex (South Campus - Commons Building), Harrington Building (South Campus), and O'Keefe Center (Forest Avenue). Every effort will be made to ensure uninterrupted service. All employees and students are encouraged to use the shuttle bus. It is free service to the university community. A current schedule is always available on the public safety department Web site.

Downtown Shuttle Service, **hop-on the campus-downtown shuttle bus.**

- Leaves from Central and North Campus
- Goes directly to Downtown Salem & Salem Train Depot
- Runs from 7:00am to 6:00pm

### **Travel Program - (Business & Leisure)**

Arrangements for university-authorized business travel should be made by calling our designated agency, Flagship Travel, at 1.781.639.1800 or 1.800.468.6861. They will make employee business travel arrangements over the phone and deliver documents on campus. Leisure travel services are also available and University employees have access to special discounts and promotional packages. The university Procard may be used for the payment of approved business travel expenses.

Employees should consult the [Salem State University Travel Manual](#) for additional information on travel requirements and services. This publication is available through the purchasing and materials management department or thier Web site.

### **Wellness Center**

The wellness center is a fully staffed facility designed to promote a healthier lifestyle. The center is open and available to all members of our university community. This fully equipped facility provides treadmills, rowing machines, bikes, strength training stations, and much more. Also, the trained professional staff will perform personalized fitness assessments and profiles. The wellness center is located on the 3rd floor of the O'Keefe Center. Admission is free to employees with a valid Salem State ClipperCard. Call extension 6551 for more information and hours of operation.