Welcome to Molloy College

Molloy College, rooted in the Catholic and Dominican Tradition, has been an exceptional institution since its founding in 1955. To continue to be successful in our mission, we need to strengthen our efforts to challenge and support our students in acquiring the knowledge and skills necessary to meet the challenges of modern life.

A college with a personal approach and excellent student/faculty ratio, Molloy has long been able to sustain that unique bond between faculty and students. When joined with the sustained commitment and dedication of our administrators and staff, the focus on students is Molloy’s hallmark, and sets us apart from others.

We welcome our new employees. As you interact with our continuing administrators and staff members whose dedication and spirit have made Molloy such a special place, we hope that you find your work rewarding, both personally and professionally.
MISSION STATEMENT

In the Judeo-Christian framework, Molloy College, an independent, comprehensive institution founded by the Sisters of St. Dominic of Amityville, New York, identifies itself as Catholic and Dominican in tradition. Committed to the Dominican ideals of truth, academic excellence and openness to diverse world views, the College provides a value-centered educational experience which enhances the intellectual, ethical, spiritual and social development.

In an environment where academic freedom, a spirit of inquiry and respect for each individual’s worth and dignity prevail, students acquire the knowledge and skills necessary to meet the challenges of modern life. Undergraduate programs, based on a strong liberal arts core curriculum, offer wide choices in professional and career preparation. Graduate education fosters a higher level of scholarly inquiry for expansion of knowledge, self-enrichment and achievement of personal and professional goals.

Molloy College promotes campus diversity by welcoming men and women of different ages, races, religious beliefs and cultural backgrounds. Dedicated to excellence in teaching and scholarship, faculty encourage their students to search for the truth through critical thinking, reflection and dialogue, to strive for personal moral growth and to develop a sense of social, economic and political responsibility. The Molloy community seeks to assist students through responsible academic advisement, sensitive personal and career counseling and a multifaceted on-campus program of student services. Through its extensive Continuing Education Program, Molloy College services the life-long educational and cultural needs of surrounding communities.

A Molloy College education challenges students to maintain high personal and professional standards, to be aware of their responsibilities to preserve and protect the environment and to improve the quality of life for themselves and their neighbors in an ever-changing global society.
Purpose of this Handbook

This employee handbook is intended to provide information about Molloy’s policies and procedures, as well as its philosophy. This handbook supersedes any previous administrative/staff handbooks. All employees are expected to adhere to the policies and procedures listed herein.

Only specified employees of Molloy College have the authority to enter into a written or oral contract. Nothing contained in this handbook is intended to alter this fact. Only written contracts of employment executed by the President, Director of Continuing Education and Professional Development, or the Director of St. Thomas Aquinas Program of Molloy College will be recognized by the College.

In addition, circumstances may require that policies, practices, and benefits be change. Consequently, the College reserves the right to amend, supplement, or rescind any provisions of this handbook as it deems appropriate at its sole and absolute discretion. Employees will be notified of such changes as soon as they occur.

For simplicity of terminology, Molloy College may also be referred to as “the College” in this handbook.

Please review this handbook carefully. If you have any questions, please contact the Human Resource Department.
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Employment with Molloy College ("the College") is for no definite period, and is terminable at any time by either the employee or the College, with or without cause, and with or without notice. No policy or procedure in this Handbook shall vest any right or create a guarantee of employment for any period, or create or contribute in any way to a legal cause of action against the College. No representative of the College may enter into any agreements with any applicants or employees, or make any representations, written or oral, to alter employment status, except in the case of a valid written employment agreement.
Equal Employment Opportunity Policy Statement

Molloy College is committed to a policy of equal employment opportunity. It is the College’s policy that applicants for employment are recruited, selected, and hired on the basis of individual merit and ability with respect to the position being filled. The intent of this policy is to provide equal employment opportunity for all persons.

The College will administer hiring, working conditions, benefits, compensation practices, training, employment function (including but not limited to: promotion, demotion, transfer, termination, and reduction in force) and college-sponsored education, social, and recreational programs without regard to race, color, religion, national origin, gender, age, disability, marital status, creed, sexual orientation, ancestry, veteran status, or any other basis except where such conditions are bona fide occupational qualifications permitted by law.

Violation of this policy by Molloy employees is not permitted and can result in disciplinary action, including termination.

Affirmative Action Policy Statement

Affirmative Action is designed to ameliorate the present effects of prior discrimination as a result of which certain groups are under-represented in the College’s working community. Under representation is an imbalance between those in the labor force who possess the relevant qualifications and their representation within the specific job category in the College. Simply put, under-representation must be shown by demonstrating the existence of an imbalance between the numbers of qualified women or minority candidates in the potential pool of applicants for a position and their presence in the College. In the event of under-representation, affirmative steps are taken to attempt to achieve as broad and inclusive an applicant pool as possible. To that end, the College embraces an affirmative action policy that encourages vigorous activities and procedures for the recruitment, hiring, retention and promotion of certain protected groups that are under-represented in the Molloy College working community. (A complete set of hiring procedures for the recruitment and selection of candidates is available in the Office of Human Resources)
The College is committed to comply with all provisions of the Americans with Disabilities Act of 1991 and to ensure the fair treatment and consideration of persons with disabilities in all areas of employment; including the implementation of nondiscriminatory employment decisions, terms, conditions, and practices.

Employees with disabilities shall be provided with reasonable accommodation when requested except where such accommodation would cause the College undue hardship. We encourage employees with disabilities to self-identify with Human Resources and to request any accommodations that may be necessary to effectuate performance of essential job functions. Data concerning disabilities shall be kept confidential and shall only be disseminated on a "need to know" basis.
Job Posting

It is the College’s policy to identify and select the most qualified applicants to fill vacant positions. To allow internal candidates the opportunity to apply, all open positions are posted for a minimum of five (5) business days at the Human Resources office, on the Molloy College Web site and at other assigned campus locations. Additional recruitment activities may be internal, external, or both.

Reference Checks

As a normal course of business, past employers and other references that are supplied by candidates will be contacted to verify all information provided on an employee’s application and during the interview. Falsification of any of this information is grounds for immediate dismissal. For internal candidates, the hiring supervisor may, after notification to the applicant, request references from the applicant’s current or past Molloy supervisor.

Rehiring of Former Employees

Molloy College will consider rehiring of former employees if and when appropriate positions become available.

Hiring of Relatives

If a candidate is a relative of a current Molloy employee, they can be considered for employment with the approval of the Vice President responsible for the department, and the Director of Human Resources. For this purpose, relatives will be defined as spouse, son, daughter, brother, sister, stepchild, parent, grandparent, aunt, uncle, niece, nephew, or any dependent.

Employment Eligibility Verification and Other Requirements

In compliance with The Immigration Reform Act of 1987, Molloy requires that all persons hired in any employment category complete a Federal “I-9” (Employment Eligibility Verification) form attesting that he or she is eligible to work in the United States. The new employee must produce specific documents which verify identity and employment eligibility within 72 hours of employment. If the above requirements are not met, a candidate cannot be employed by the College. The completed I-9 form and documents are retained in the Human Resources Department. It is the responsibility of the candidate to complete tax withholding forms and any other required documents prior to employment.
105: HARASSMENT AND FRATERNIZATION POLICY STATEMENT

As an educational institution Molloy College is committed to maintaining an environment in which its faculty, students, administrators and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Indeed, mutual respect among faculty members, students, staff persons and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded. Consistent with Molloy’s respect for the rights and dignity of each employee, harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any characteristic protected by law, will not be sanctioned or tolerated.

All Molloy College employees and students have a right to work and learn in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. 

If an individual consents to a romantic relationship with an administrator, faculty or staff person in a position to exercise power or authority, directly or indirectly, the existence of such a relationship could have unintended adverse effects. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse. Therefore, all constituencies should be aware of the following:

1. Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over other persons on campus, whether or not an individual is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Therefore, Molloy College prohibits relationships among its constituents that compromise the integrity of supervisory, administrative or evaluative roles, which are fundamental to the effective functioning of the college as an academic institution.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that his/her relatives, friends, or associates, and that (1) has the purpose or effect of creating an intimidating hostile, or offensive work/academic environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work/academic performance; or (3) otherwise adversely affects an individual’s employment.

3. Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts; and the circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

4. Sexual harassment is strictly prohibited. Sexual harassment has been defined by government regulation as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature…when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment…(when) submission to or rejection of such conduct…is used as the
basis for employment/academic decisions affecting such individual; or...such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work/academic environment.”

5. Supervisors are responsible for assuring that no employee or student is subjected to conduct that constitutes sexual or any other form of harassment.

6. Any individual found to have engaged sexual or any other form of harassment, exploitive, manipulative, controlling or biased behaviors, or other inappropriate conduct, shall face discipline up to and including termination of employment among other remedies.

7. Any employee or student who believes that he or she has been the subject of sexual or any other form of harassment by anyone at Molloy College should bring the matter to the attention of the Director of Human Resources or his/her designee.

8. A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential.

9. Molloy College will not in any way retaliate against an employee or student who in good faith makes a complaint or report of harassment, or participates in the investigation of such complaint or report. Retaliation against any individual for reporting a claim of harassment in good faith or in cooperating in the investigation of the same will not be tolerated and will itself be subject to appropriate discipline.

Violations of this policy will be considered misconduct on the part of the employee and will be subject to institutional sanctions, including possible termination of employment. If an employee has a problem with the interpretation of this policy, they make initiate the Grievance Procedure as outlined in the Employee Handbook.
106: EMPLOYMENT STATUS

Employee Classifications

**Full-Time Employees**

Full-time employees are those scheduled to work at least thirty-five (35) hours per week on a regular basis. Full-time employees are eligible to receive the benefit package as set forth in this handbook following the completion of any applicable waiting periods.

**Part-time Employees**

Part-time employees are those scheduled to work less than thirty-five (35) hours per week on a regular basis. Part-time employees are entitled to receive certain benefits specifically stated in this handbook following the completion of any applicable waiting periods. Benefit entitlements vary based on the actual number of hours worked per week.

**Temporary Employees**

Temporary employees are those hired with the understanding that employment is for a specific, limited period of time generally not to exceed three (3) consecutive months of regularly scheduled hours. Such employees can work any number of hours in a pay week and are not entitled to non-statutory benefits. If a temporary employee is assigned to a regular position, seniority will be retroactive to the date of starting temporary employment for purposes of calculating benefit waiting periods. *A department must request approval for the use of a temporary employee through the Human Resources office and approvals will only be given for periods of 3 months or less.*

**Exempt Employees**

Administrators of Molloy College are exempt from the overtime provisions of the Fair Labor Standards Act and as such are paid on a salary basis and not eligible to receive overtime payment.

**Non-Exempt Employees**

Staff members of Molloy College are considered non-exempt with regard to the Fair Labor Standards Act and as such are entitled to be paid at least the minimum wage and to receive overtime payment for any hours worked over forty (40) in a given workweek. See overtime policy for clarification.
107:  EMPLOYMENT PRACTICES

Probationary Period

The College requires that all employees satisfy a probationary period. During this time it will be determined whether the new employee has the skills and abilities needed to make an effective contribution to the College. Continued employment is contingent upon the satisfactory completion of this probationary period. Termination by the College, with or without notice or cause, may be made at any time during the probationary period. Completion of any probationary period in no way entitles the employee to employment of any fixed duration. All employees are "at-will" and can be terminated at any time for any reason or no reason at all, except as prohibited by law.

The probationary period for non-exempt employees is the first three (3) months of full-time or part-time employment as a new hire or in a new position due to an internal promotion or transfer. Exempt administrators serve a probationary period of six (6) months from the effective date of their position. Satisfactory completion of the probationary period will be demonstrated by a written performance evaluation by the employee's supervisor.

Outside Employment

In the event that a full-time employee has two employers, the primary employer is considered to be Molloy College. If any conflicts occur between the second employer and Molloy, the needs of Molloy must be met first. Inability to satisfy the College’s employment requirements due to outside employment will be considered grounds for disciplinary action up to and including termination.
ID Cards

All Molloy College employees are issued an identification card upon hire. ID cards should be carried at all times while on campus. The Molloy College ID card certifies your affiliation with the College for cashing paychecks, borrowing books from the Library, and using College facilities. Identification cards must be returned upon termination.

Anniversary Date

An employee’s Anniversary Date is based on his or her first day of employment. The first Anniversary Date is twelve (12) months after the date of employment. Each successive Anniversary Date is twelve (12) months from the previous Anniversary Date.

Orientation to the Work Group

It is the responsibility of the supervisor to orient and integrate the new employee to his or her new work situation. The following issues should be covered as applicable:

- The employee’s responsibilities and job duties and how they relate to the work of the department.
- The standards of work, attendance and conduct expected of the employee.
- The administrative procedures of the department or group such as lunch hours, absence reporting, parking, etc.
- General introduction to Molloy College and to the employees with whom the new employee will be working.
- The physical layout of the office and building, the Anselma Room, restroom facilities, etc.
- Pertinent safety regulations and fire exits.
- The use and operation of any necessary office equipment.

Orientation Meeting

Shortly after beginning work, new employees are invited to attend an orientation meeting conducted by the staff of the Human Resources Department. During these meetings, new employees are introduced to the Dominican Tradition and Mission of Molloy College and are able to sign up for College benefits.
The overall objective of the salary administration program is to attract, retain, and motivate qualified employees who can help Molloy achieve its mission. In support of this, the program is designed to:

- Establish and maintain salaries and salary ranges that are competitive in the marketplace;
- Support the College’s planning and budgeting process;
- Ensure that salary-related decisions are consistent and are made without regard to race, religion, color, age, disability, gender, sexual orientation, national origin, marital status, or other prohibited factors.
109: PERFORMANCE APPRAISAL

The work of the members of the administrative and support staff is critical to the college’s mission and success. Setting performance goals and providing feedback to ensure attainment of those goals are essential in maximizing our human resources.

Managing employee performance is a key responsibility that requires a significant investment of time and attention. Its primary purpose is to facilitate communication between employees and their supervisors in evaluating how well they are performing their job responsibilities, and in devising ways for employees to become involved in continuously improving their own and their department’s performance.

The performance appraisal form should be completed by the supervisor no later than one week before the end of the employee’s probationary period and once a year thereafter. The performance appraisal process should in no way be considered as determining the existence or nature of any employment contract.
110:  TERMINATION OF EMPLOYMENT

All employees of the College are employed "at-will". Employment may be terminated at any time, with or without notice or cause, by the employee or the College.

An employee desiring to resign from his or her position must give written notice at least two weeks prior to the final work date. Unused vacation, days and/or compensatory time will not satisfy the notice requirement. Pay for accrued vacation will only be granted to terminating employees who give this proper advance notice.

Termination Notice

The College is committed to providing employees with notice of termination of employment for any reason other than termination for cause. Notification will be given at least 30 days before termination of employment. The College may or may not require that the employee come to work during this notice period.

Severance Policy

With the signing of applicable Waiver and Release documents, employees are eligible for severance benefits at the expiration of their notice pay. These benefits will be equal to two weeks’ salary for each year of continuous employment with the College to a maximum of 20 weeks salary.

Exit Interview

Separating employees should schedule an appointment with the Human Resources Office for an exit interview. Any College issued property, keys, and ID cards that have not been returned to the employees department should be returned at the exit interview. If the items are not returned, the cost of these items will be deducted from the employee’s final paycheck.

Reinstatement Rights

If a Molloy College employee is rehired, continuity of service for purposes of benefit waiting periods and vacation accrual, will be granted according to the following schedule.

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Break in Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>Less than 6 months</td>
</tr>
<tr>
<td>3 – 5 years of employment</td>
<td>Less than 9 months</td>
</tr>
<tr>
<td>5 years of employment plus</td>
<td>Less than one year</td>
</tr>
</tbody>
</table>
111: WORK HOURS AND PAY PRACTICES

Hours of Work

Most College offices are open from Monday through Friday from 9:00 am to 5:00 pm. However, some offices remain open additional hours to better meet the needs of the College. An employee’s actual number and specified time of work hours are set by the needs of the individual department.

Meal Periods

Each employee’s meal period should be scheduled to ensure office coverage. Any conflicts in scheduling will be resolved by the appropriate supervisor(s). The meal period is not regarded as actual time worked and will not be used towards the calculation of overtime.

Summer Schedule

From the Friday following the Independence Day holiday through the Friday prior to the Labor Day Holiday (not to exceed eight (8) Fridays), the College offices are closed. In return, from Monday through Thursday, employees are expected to arrive one half hour earlier than their normal arrival time and take only a half hour lunch break.

Any full-time employee whose regular day off is Friday should discuss their schedule with their supervisor. The above may be modified to meet the demand of certain offices. Please contact the Director of Human Resources with any questions concerning this policy. For purposes of time reporting, each vacation or sick day taken while on summer schedule will be counted as eight (8) hours. A full week off taken during the summer schedule is counted as a full work week.
Attendance and Punctuality

Even the most efficient worker is of less value when he or she is late or absent from work. Since Molloy is a service organization, it is essential that all jobs be completed quickly and efficiently. The following describes the procedures to be followed if an employee is going to be absent or late.

All employees are required to notify their office as soon as possible, but no later than 15 minutes after the start of the normal work schedule, if they are not going to be available for work.

Any employee absent from work three (3) days without notifying the College will be considered to have voluntarily resigned.

Payday

Payday will be every other Friday and cover the two weeks ending at midnight on the preceding Sunday. If the regular payday falls on a holiday, checks will be made available on the previous workday.

A pay week is a period of seven days beginning at 12:01 am on Monday and ending at Midnight the following Sunday.

Every effort is made to avoid errors in your paycheck. If an error should occur, notify the Accounting Office so that an appropriate adjustment can be made in your next paycheck. If you are unable to pick up your check on payday, it will be held in the Accounting Office. In some circumstances, it may be mailed to your home.

Direct Deposit

Molloy College employees are encouraged to have their paycheck electronically deposited into their bank accounts (checking or savings). Doing so ensures that pay amounts are automatically available for immediate use each payday.
Payroll Deductions and Personal Status

Federal Income Tax, Social Security, state and local income tax will be withheld from the employee's paycheck. The amount of Federal Income Tax withheld is calculated from the status and number of exemptions claimed on the employee's W-4 form. If there are any changes in status or exemptions the employee must see Human Resources to fill out a new W-4. Employees who live within the five boroughs of New York City must also complete the New York State IT-2104 form in order to ensure appropriate withholding of New York City taxes.

Deductions for insurance premiums while on a leave of absence can also be arranged.

It is the employee’s responsibility to inform the Human Resource Department of any changes to the employee's personal information (marital status, address, phone number, etc.).

Garnishment of Wages

A garnishment is a legal deduction of a specified sum from wages to satisfy a creditor. If Molloy College receives legal documents requesting to garnish an employee’s wages, NY State requires that the College complies.

Non-Job Related Molloy Activities:

Participation in non-job related activities, during working hours, can enhance an individual’s employment experience at Molloy College. For purposes of this policy, non-job related activities include but are not limited to; teaching a credit or non-credit course, taking or auditing a credit or non-credit course, serving as an ACE tutor, serving as a club or activity moderator, serving on a college wide committee, or serving on the Staff or Administrator’s councils.

In order to ensure that an employee’s participation does not negatively affect his or her job performance, supervisory approval must be obtained before an employee commits to any non-job related activity. The immediate supervisor in conjunction with the department head will review the request in light of departmental needs and work schedule. Upon approval, the supervisor and applicable Vice President will sign the Non-Job Related Activity Schedule and return it to the Human Resources Office. In cases of teaching a class, a copy of the approved form should be sent to the Associate Dean for Academic Affairs prior to the start of course work. An employee should not be placed on a Departmental Work Load Form without the prior approval of the Associate Dean for Academic Affairs.
112: OVERTIME

Staff members not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall be compensated for all hours worked. A non-exempt employee who works more than forty (40) hours in a given work week, will be paid at the rate of one and one half times the regular hourly rate of pay for all hours worked in excess of forty (40). An employee’s regular hourly rate will be paid for hours worked between the scheduled workweek and forty (40) hours. Benefit days or vacation time are not included in overtime calculations. Non-exempt staff members are not permitted to work overtime without prior approval. Overtime approval sheets are available in the Human Resource Department.

Administrators at Molloy College are exempt from the provisions of the FLSA and as such are not eligible to receive overtime payment. Acceptance of an exempt position at Molloy constitutes the acknowledgement that job responsibilities may sometimes require working more than the regularly scheduled hours.

113: Timekeeping

All employees must complete and sign bi-weekly time reports. These serve as the formal record of the employee’s hours worked and are used to track vacation and sick time. Additionally, time sheets are considered legal documents and are often subpoenaed as records in legal proceedings such as workers compensation cases and unemployment hearings.

Failure to properly record each day’s activities could result in missed pay for the employee. Any irregularity or falsification of time records will be considered a serious violation of College policies. The recording of another employee’s time worked is only permitted by the supervisor or Human Resource Department.

Each day non-exempt employees must keep track when they arrive for work and when they leave for the day. Exempt employees must complete the time sheet with the appropriate code for the day or portion of the day. At the end of each pay period, the employee should sign their time report and forward it to their supervisor for his/her approval and signature.
200: EMPLOYEE BENEFITS

All full-time employees working thirty-five (35) hours or more per week are entitled to the full benefits listed in this section, unless otherwise noted. Employees working fewer than thirty-five (35) hours per week may receive a pro rata share of all applicable entitlements based upon the average weekly hours worked.

The following provides information concerning benefit eligibility and what happens in the event an employee terminates employment, retires, becomes disabled, or takes a leave of absence. Please refer to the applicable Summary Plan Descriptions for specific plan details.

201: MEDICAL AND PRESCRIPTION DRUG INSURANCE

Molloy College offers a comprehensive medical insurance package for employees working a regular schedule of twenty (20) or more hours per week. An employee is eligible for coverage on the first day of the month following thirty (30) days of employment. Employees have the option of electing either an EPO (Exclusive Provider Organization) or PPO (Preferred Provider Organization) plan for themselves or for themselves and their eligible dependents. Employees are required to pay a portion of the monthly premium for their coverage as well as that of their dependents. This contribution schedule will be provided to employees in their enrollment materials.

The terms and conditions of the medical insurance plan and its coverage are governed by the contract of insurance between Molloy College and the insurance carrier or carriers involved. These terms and conditions are contained in the Summary Plan Description provided.

Molloy College expects to continue its medical benefit plan(s) indefinitely. However, the College reserves the right to change, modify or terminate this benefit in the future without advance notice, subject to any outstanding contractual assessments or requirements of law. Any change or termination of this benefit would not adversely affect any benefit that accrued prior to the effective date of the change, modification, or termination.
202: LIFE INSURANCE

Employees working at least twenty-six (26) hours per week are eligible for life insurance coverage on the first day of the month following ninety (90) days of employment. The Molloy College policy provides basic coverage in the greater of annual salary (up to $100,000.00) or $50,000.00. An additional Accidental Death and Dismemberment benefit will be paid to the named beneficiary if a covered employee should die from an accidental injury. This coverage is fully paid by the college.

If an employee becomes disabled prior to age 60, life insurance may be continued to age 65 without the payment of additional premiums. The employee must submit proof to the carrier of his/her disability. If the employee recovers, this waiver will end. Employees will be given the opportunity to convert to an individual policy at the end of the waiver of premium period, unless the employee returns to work with the College.

The terms and conditions of Life Insurance coverage are determined by the applicable insurance contract, notwithstanding anything to the contrary in any other written or verbal statement. These terms and conditions are contained in the Summary Plan Description provided.
203: PENSION PLAN

Retirement Annuity (RA)

All employees who meet the following criteria: (1) one year of continuous employment, (2) attaining age 26, and (3) credited with 1000 hours or more of service, are encouraged to participate in Molloy College’s pension plan. The plan is a voluntary “defined contribution benefit plan” underwritten by Teachers Insurance Annuity Association (TIAA-Cref).

Employees who elect to participate in the plan must contribute 5% of their base annual salary. Molloy College makes an additional 9% contribution of the base annual salary to each employee’s account. Employee contributions are made pre-tax, as a payroll deduction. These amounts and the interest earned are not subject to income tax until they are received as benefits. The one year’s continuous employment criterion will be waived if a new employee has at least one year of service with another institution of higher education, immediately preceding employment at Molloy College.

The Retirement Annuity is governed entirely by the terms of the plan document itself. The plan document and Summary Plan Description can be reviewed in the Human Resources office.

Supplemental Retirement Annuity (SRA)

All employees are eligible to participate in a voluntary tax sheltered annuity plan administered through TIAA. Employees may contribute up to the legal limit, which is based on annual salary, years of service, and prior tax deferrals. Please see Human Resources for a calculation of your personal limit. There is no waiting period and the College does not contribute to this plan.

All employee contributions are through payroll deduction on a pre-tax basis. These amounts and the interest earned are not subject to income tax until they are received as benefits.

Rights under the SRA are governed entirely by the terms of the plan document itself. The plan document and Summary Plan Description can be reviewed in the Human Resources office.

Neither this description nor the Pension Plan document constitutes a contract of employment. The College hopes and fully expects to continue these Plans indefinitely. However, the College reserves the right to change, modify or terminate the Pension Plan in the future without advance notice, subject to any outstanding contractual assessments or requirements of law. Any change or termination of the Pension Plan would not adversely affect any benefit that accrued prior to the effective date of the change, modification, or termination.
Short Term Disability

The College provides each employee with insurance coverage for extended illness or injury (beyond seven (7) work days) that is not work-related under New York's statutory disability benefits law. Pursuant to this law, the College provides coverage for illness or injury for up to twenty-six (26) weeks. The plan pays 50% of an employee’s weekly salary up to a maximum benefit of $170 per week. For any period that an employee is covered by Molloy College’s Extended Sick Leave Policy and receiving full pay, disability benefits are paid to the College. If the disabling condition extends beyond the period covered by the Extended Sick Leave Policy, disability benefits are paid directly to the employee.

A disability form must be completed after seven days of illness or injury to receive these benefits. The premium for short-term disability insurance is paid primarily by the College, employees contribute sixty (60) cents per week toward both disability and unemployment insurance. For more information or to obtain a claim form, please contact the Human Resource Office.

Long Term Disability

The College provides long-term disability insurance to replace income lost due to an illness or accident that extends beyond the state required short-term disability insurance period (twenty-six weeks (26)). Employees must work at least twenty-six (26) hours per week to be eligible. Coverage begins on the first of the month following ninety (90) days of employment. Coverage ends on the first day of the month following the last day an employee is at work. The premium for the long-term disability coverage is fully paid by the College.

After six months of disability, this insurance pays an employee 60% of his or her income per month until he or she recovers, no longer meets the definition of disability under the plan, or turns age 65. The maximum benefit is $6,000.00 per month. Employees disabled after age 60 receive benefits for a pro-rated period. Any benefits are subject to income tax when received. Benefits are reduced by other income received during disability, including Social Security benefits and benefits from all other governmental programs.

Employees should refer to their Summary Plan Description for additional plan details.

Workers’ Compensation

Employees are covered for on-the-job injuries under the New York State Employee Compensation Act. This coverage is fully paid by the College. If an employee is injured or disabled while on the job or contracts an occupational disease, he or she is entitled to file a claim for Workers’ Compensation Benefits. Depending on the nature of the injury or illness, the employee may receive cash benefits and payments of all necessary medical expenses as determined by the Workers’ Compensation Board. All incidents must be reported to the employee’s supervisor immediately and an injury report must be completed and filed with the Human Resource’s Office.
205: FINANCIAL SERVICES AND SOCIAL SECURITY

Credit Union

The Nassau Educators Federal Credit Union provides services to a number of educational institutions. Membership in the credit union is available to all Molloy College employees. Benefit and enrollment information is available in the Human Resource Office.

Chase

Chase Workplace Financial Services provides services to many employers. Membership in Chase’s Workplace Financial Services is available to all Molloy College employees who maintain direct deposit with Chase.

Social Security

Social Security benefits are provided to all employees of the College. The cost of these benefits is paid equally by the College and the employee. The employee’s share is deducted through a payroll deduction, with a matching share contributed by the College, as required by law.

In brief, the Social Security Act provides benefits in the following five areas:

- Lump sum at death;
- Survivor payments;
- Disability income;
- Retirement income; and
- Medicare coverage.

For information concerning the benefits available under the Social Security Act, contact the local Social Security Office.
Molloy College is committed to complying with the provisions of TEFRA. In the year that an employee reaches age 65, he or she is notified of his or her rights under this legislation, specifically:

- An employee may continue his or her Molloy sponsored health insurance, and it will remain his or her primary coverage.
- An employee may choose Medicare as primary. If Medicare is chosen as primary, the Molloy College health insurance must be cancelled.
- An employee may select a supplemental policy, however, the College cannot make payment for the policy.
Tuition Remission Program

The Molloy College Tuition Remission Program is a benefit that is available to all permanent employees. Full-time employees and their eligible dependents are entitled to half tuition remission after three months employment and full tuition remission after one year of employment. Part-time employees are eligible for benefits on a pro-rated basis. Employees and their family members are also eligible to enroll in many non-credit courses for a small fee through the Continuing Education Program.

Tuition remission benefits will be granted for the employee and their eligible dependents, only if the following criteria are met:

1. The employee has been employed the minimum length of employment for the benefit.
2. The employee or dependent must be academically qualified and admitted to the College under standard admission criteria.
3. The employee has completed and submitted the necessary tuition remission form to the Office of Human Resources.
4. The employee or dependent has completed and submitted the necessary Financial Aid forms to the Financial Aid office.

It is understood that all NY State and/or Federal awards or scholarships for which the employee and/or dependents may be eligible shall be applied toward the tuition charges.

Tuition Exchange Program

Employees who have been employed at the College for one year or more are eligible to apply for scholarships under the CIC and CCCTE tuition exchange programs. CIC and CCCTE are partnerships of colleges and universities offering competitive tuition exchange scholarships to children of employees of member institutions. Scholarships are not fringe benefits; they are competitive awards. Applicants must meet the admission requirements of the member institution.

If you are interested in applying for a tuition exchange scholarship you should contact the College’s liaison officer approximately twelve months before you plan to use the program. Lists of the member schools are available in the Human Resources Office.
The Employee Assistance Program (EAP) offers an opportunity for employees and members of their households to get help in resolving difficulties that may negatively affect the quality of their lives and/or job performance.

The EAP can be accessed 24 hours a day, seven days a week, through the use of a toll free number (1-800-624-2593). By contacting the EAP, employees or members of their households, can receive confidential assistance with personal concerns, including marital, family, or financial difficulties, stress eldercare issues, and legal issues.
209: VOLUNTARY BENEFITS

Flexible Spending Accounts

All regular full-time and part-time employees are eligible to participate in a health care and/or dependent care reimbursement accounts to pay for certain health and dependent care expenses while reducing federal income and social security taxes. Use of the account is voluntary and is subject to IRS regulations.

Each year, employees decide whether, and how much, to contribute to one or both accounts for the following year. New employees may begin to participate on the first of the month following 30 days of their employment dates. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details about Flexible Spending Accounts are available in the office of Human Resources.

Dental Coverage

Employees may choose to purchase a dental insurance plan for themselves and their eligible dependents at their own expense. Employees have the option of choosing between a variety of plan and coverage options. Premiums are at a group rate and are withheld from the employee’s pay before federal income, state income, and social security taxes. New employees may begin to participate on the first of the month following 30 days of employment. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details on the plans, including premium rates, deductibles, co-pays and maximum benefit amounts are available in the office of Human Resources.

Eyewear Plan

Employees may choose to purchase membership in an eyewear discount plan for a small annual fee. The member and his/her eligible family members receive discounts off the retail price of eyewear, such as lenses, frames and contact lenses. The eyewear discount is available only from participating providers and may, in some cases, cover vision testing.

Specified Disease/ Accident Coverage

Employees may choose to purchase membership in a personal lifestyle protector cancer and/or accident plan on either an individual or family basis. Both plans are designed to supplement existing accident and sickness coverage by helping to maintain the lifestyles of its policyholders by helping with the unexpected costs of fighting cancer and/or treating accidents. New employees may begin to participate on the first of the month following 30 days of employment. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details on the plans are available in the office of Human Resources.
Voluntary Life Insurance

Employees may choose to purchase life insurance above and beyond the college’s basic coverage for themselves and eligible dependents. Employees have the opportunity to choose a level of protection that best suits them and their family members through payroll deduction. New employees may begin to participate on the first of the month following 30 days of employment. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details on the plans are available in the office of Human Resources.
210: EFFECT OF TERMINATION OF EMPLOYMENT ON BENEFITS

Employees who terminate employment with the College are entitled to certain continuation of benefits for the insurance programs as described below. Please consult the plan materials for more specific information.

**Medical Insurance - Consolidated Omnibus Budget Reconciliation Act (COBRA)**

Any Molloy College employee or dependent who loses coverage under the Molloy College health plan as a result of a qualifying event that occurs, may elect to continue coverage under their health plan subject to the terms and conditions of the plan. Qualifying events under COBRA are defined as:

- The termination (other than by reason of gross misconduct) or reduction in hours of the covered employee's employment;
- The death of the covered employee;
- The divorce or legal separation of the covered employee from the employee's spouse;
- The covered employee becoming entitled to benefits under Medicare; or
- A dependent child ceasing to qualify as a dependent under the plan.

Unless otherwise stated, coverage for each qualified beneficiary electing continuance benefits shall be provided from the date of the qualifying event to the earliest of the following:

- 18 months, if coverage was lost due to the termination of employment or reduction in hours. However, if the employee or his or her covered dependent is disabled, as determined by the Social Security Administration, on the date of the Qualifying Event coverage may be continued for up to 29 months.
- 36 months, if coverage terminated due to the employee's death, entitlement to Medicare, divorce or legal separation.
- 36 months, if coverage terminated due to a covered dependent ceasing to qualify as a dependent.
- The date any required contributions are not made.
- The date the person on continuance becomes covered under another group health plan.

If benefits under the plan are changed for active participants, the benefits of the qualified beneficiary will be changed accordingly. Each qualified beneficiary who elects COBRA benefits must complete the appropriate election form and agree to pay the required contributions within 60 days of receiving the Notice of Federal Continuance Rights from the College. Failure to make an election within this 60 day period will result in the loss of the continuance option.

For continuation purposes, employees should notify Molloy College no later than 60 days after the following events occur: there is a divorce or legal separation between the covered employee and his or her spouse or a child ceases to be a dependent child as defined in the policy.
Conversion

At their request, employees who terminate employment with the College may convert their medical plan to an individual policy without submitting evidence of insurability. Conversion is available at any time after employment terminates, including at the end of COBRA. Employees are not permitted to be covered under COBRA and a converted policy concurrently.

Certification of Credible Coverage (HIPAA)

Employees who terminate employment with the College and become employed with a new company may need to satisfy pre-existing condition limitations on their new health plan. Under the Health Insurance Portability and Accountability Act (HIPAA), coverage under a prior group health plan is applied to satisfy the pre-existing condition limitation period under the new plan. Molloy College will provide employees and their dependents with a certification of creditable coverage that documents:

- The period of creditable coverage under this plan;
- The period of creditable coverage under COBRA or any other continuation provision; and
- The duration of any waiting period imposed for medical expense benefits under this plan.

This certification will be provided:

- At the time the employee or his or her dependents cease to be covered under the policy or become eligible for coverage under a COBRA continuation provision or any continuation provision required by state law;
- At the time coverage for the employee or his or her dependents ceases under a COBRA continuation provision or any continuation provision required by state law; or
- Upon request made by the employee or his or her dependent that is made no later than 24 months after the date coverage ceases.

HIPAA Privacy Rule

At times, Molloy College acquires individually identifiable health information about you and your covered Dependents for various employment-related purposes related to your coverages under any pension or welfare benefit plans or programs. To the extent that Molloy presently or hereafter provides Medical, Prescription Drug, Dental, Vision, and Health Care Flexible Spending Account Programs, that information is “Protected Health Information” and Molloy College and the insurance carrier must maintain the privacy of your Protected Health Information under the provisions of HIPAA. In addition, under HIPAA and the Privacy Rule, the insurance carrier and Molloy College must provide you with notice of their legal duties and privacy practices with respect to that Protected Health Information.
EFFECT OF TERMINATION OF EMPLOYMENT ON BENEFITS (continued)

Life Insurance

Basic life insurance will be terminated on the first of the month following the last day of employment with the College.

Employees who terminate employment may convert their policy to an individual plan. Forms for this are available in the Human Resource Office.

Employees who terminate employment due to disability are eligible for a continuation of benefits under the Waiver of Premium provision. This provision continues benefits to age 65 for former employees disabled prior to age 60 without the payment of additional premium. Former employees must satisfy the appropriate definition of disability to qualify. Molloy College will provide the necessary forms to apply for this benefit. The insurance carrier will make the appropriate benefit determination.

Disability Benefits

Short Term Disability

Short-term disability terminates when an employee terminates employment or retires. These benefits are not continued during any unpaid leave of absence.

Long Term Disability

Employees who terminate employment due to disability will continue to be covered under the long-term disability program until a benefit determination under that program is made.

Long term disability benefits terminate on the first of the month following the date a non-disabled employee terminates employment with the College, retires or takes an unpaid leave of absence. Benefits will be reinstated for employees on leave once they complete thirty-five (35) hours of full-time work.

Unemployment Insurance

Unemployment Insurance provides income to persons who are actively seeking employment while they are out of work due to circumstances beyond their control. To receive these benefits, employees must file a claim with the local Unemployment Office.
211: BENEFITS UPON RETIREMENT

Medical Insurance Costs

Full-time employees who retire with at least 15 years of full-time employment and having reached age 62, will be reimbursed $700.00 yearly to defray some of the costs of health insurance in retirement. In order to receive this benefit, retirees must submit proof of their payment for medical insurance on a bi-annual basis.

Pension Plan

The College will stop contributing to the defined benefit pension plan for the employee on the date employment terminates. Please refer to the Summary Plan Description for this plan for specific details concerning termination.

Tax Deferred Annuity

Employee contributions to the tax deferred annuity program will cease on the date employment terminates. Please refer to the Summary Plan Description for a description of options available after termination.
301: VACATION

Molloy College grants paid vacation time to all full-time and part-time employees each year in recognition of continuous service. While every effort will be made to give employees their preferred vacation, vacation requests must be approved in advance by the employee’s immediate Supervisor. Vacation eligibility is computed on a twelve(12) month year beginning July 1st and ending June 30th, and may be taken any time after July 1st and prior to the next June 30th.

Vacation Entitlement

Employees become eligible for vacation after three months of continuous employment. In the first year of employment full-time employees earn .615 days per bi-weekly pay period. The vacation accrual schedule increases with years of service according to the following schedule:

<table>
<thead>
<tr>
<th>Subsequent Years</th>
<th>Employees earn:</th>
<th>Vice Presidents earn:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5 years</td>
<td>16 days</td>
<td>20 days</td>
</tr>
<tr>
<td>6 – 10 years</td>
<td>22 days</td>
<td>25 days</td>
</tr>
<tr>
<td>11 years plus</td>
<td>22 days</td>
<td>25 days</td>
</tr>
</tbody>
</table>

After the first year of employment, all days are eligible for use at the beginning of July. However, full-time employees earn vacation days according to the following schedule:

<table>
<thead>
<tr>
<th>Vacation Schedule</th>
<th>Days Earned Per Bi-weekly Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 day</td>
<td>.615 days</td>
</tr>
<tr>
<td>20 day</td>
<td>.769 days</td>
</tr>
<tr>
<td>22 day</td>
<td>.846 days</td>
</tr>
<tr>
<td>25 day</td>
<td>.961 days</td>
</tr>
</tbody>
</table>

Part-time and summer off employees are entitled to a prorated share of vacation days in accordance with this schedule based on their regularly scheduled hours. An employee who uses any unearned days upon termination of employment will have their final paycheck reduced accordingly.

Scheduling Vacation Time

All vacation requests should be submitted in advance (at least 5 days) for approval. Supervisors reserve the right to approve or reject all vacation requests based on business needs. In the event that a vacation day must be taken due to a personal emergency, employees should notify their supervisor as soon as reasonably possible.
Unused Vacation Time

Molloy College encourages employees to use their vacation time during the year of eligibility. There are times where efficient functioning of a department precludes the scheduling of vacation during the fall and spring semesters.

In recognition of this fact, employees are allowed to carry over no more than three weeks of the vacation time they earned during a year. The carry-over allowance is not cumulative from year and carried-over days must be taken before the end of the next fiscal year.

Vacation time in excess of the carry-over allowance, not taken by June 30th of each year, will be forfeited. The only exceptions granted to the forfeiture policy will be when an employee has been unable to schedule vacation time due to an extended sick leave and/or leave granted under the Family and Medical Leave Act.

In the event of a termination of employment, except for gross misconduct, employees will be paid for their earned but unused time. Likewise, if any vacation time was used that had not yet been earned, the employee’s final paycheck will be reduced accordingly.
Full-time employees of Molloy College are entitled to fifteen (15) paid holidays each year. Part-time employees are entitled to only those holidays that fall on their regularly scheduled work day. Paid holidays are as follows:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Holy Thursday
- Good Friday
- Easter Monday
- Founders’ Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Wednesday
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

The College will be closed for a minimum of five (5) additional days each year during the holiday season for all non-essential college personnel. Paid time off may also be given for Veteran’s Day and/or Election Day, depending upon the academic calendar each year.

The College retains the right to require an employee to perform duties on a holiday if operational needs necessitate the employee’s services. When an employee is required to work on the College observance date of a holiday, the employee will be granted the holiday on a different day.
303: OTHER TIME OFF

In the event of a death of a family member, the employee will be excused with pay for up to five (5) consecutive working days. The employee's supervisor should be notified as soon as possible in the event of a death requiring bereavement leave.

Jury Duty or Witness Duty

If an employee is called for jury duty or in response to a subpoena, time off to complete the service will be provided. The College will pay the difference between the employee’s regular pay and the amount paid by the court. The employee must notify the supervisor and the Human Resources office as soon as a jury duty notice or subpoena is received.

To be eligible for jury duty pay, the employee must present a statement from the court clerk to the Human Resources office indicating the time he or she served on jury duty and the amount of jury duty pay received. This pay will be offset from the employee’s normal paycheck for the period served.

Military Leave for Periods of Intermittent Service

Employees requesting paid military leave, must submit a copy of their military orders to the Office of Human Resources. The orders should specify the dates of drills, maneuvers, etc. The employee will be paid his or her regular compensation at the College and the compensation received while on duty for a maximum of up to two weeks per anniversary year.

If military leave extends beyond the two weeks, the employee will be placed on unpaid military leave status.

Military Leave for Periods of Active Service

This policy covers all persons who serve in the Armed Forces, Army and Air National Guards, commissioned corps of the Public Health Service, and any other position designated by the President in a time of war or emergency.

Employees requesting paid military leave for active service, must submit a copy of their military orders to the Office of Human Resources. The employee will be paid the difference between his or her regular compensation at the College and the compensation received while on active military duty. To receive such compensation, the employee must submit documentation of military pay to the Human Resources Office. In addition the employee should meet with a representative from the Human Resource Office to designate how the payroll check will be issued during his or her absence.
Benefit coverage while on active duty military leave:

The following information should prove helpful for general planning; however, affected employees are encouraged to contact Human Resources

- Health insurance for employees is provided by the military during active service. Employees serving a period of less than 31 days who wish to continue health insurance with the University, may do so by paying the usual employee cost. Employees serving for a period of 31 days or more may continue their College health coverage for themselves and their families for up to 18 months from the date the leave began, by paying 100% of the total.

- College pension contributions, tax-deferred annuity contributions, life insurance, long term disability (LTD), and contributions to flexible spending accounts are suspended during the uniformed service leave period. Entering and/or leaving active service is a "qualifying event" which triggers the right to make benefit election changes. Employees will have the same rights as other employees who go on unpaid leave to continue their life insurance and long term disability payments through a direct billing arrangement. However, general exclusions for "acts of war" will continue to apply. Upon reinstatement, the employee will resume coverage without any new waiting periods or exclusions for pre-existing conditions.

- Upon reinstatement, time served during the uniformed services leave will be credited toward satisfying any benefit and retirement plan waiting period and toward eligible service accrual.

- Vacation, personal leave and sick leave do not accrue while on leave.

- Tuition remission benefits will continue for spouses and children of employees during active service.

Eligibility for reinstatement following a period of service in the uniformed services is in accordance with Federal Law (Uniformed Services Employment and Reinstatement Act of 1994). Upon reinstatement, an employee’s compensation, benefits, retirement eligibility, and length of service will be calculated as if he/she had been continuously employed during the service leave period.
304: SICK LEAVE

After three (3) months employment, full-time employees earn sick days at a rate of one per month, up to ten (10) paid sick days per year. Part-time employees are entitled to paid sick time on a pro-rated basis. Sick Leave eligibility is computed on a twelve (12) month year beginning July 1st and ending June 30th, and may be taken any time after July 1st and prior to the next June 30th. Sick days are intended for bona fide illness. Your supervisor may ask you for proof of illness. Excessive absences, misuse of sick days, or improper notification may result in disciplinary action, up to and including termination of employment.

Sick days do not accrue and can not be carried over from year to year. If employment is terminated, either voluntarily or involuntarily, the employee is not entitled to receive pay for unused sick days.

Extended Sick Leave Policy

When an employee must be out of work due to a disabling condition covered by New York State Short Term Disability or Workers-Compensation, the College will continue an employee’s salary in full according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Duration of Salary Continuance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1</td>
<td>5 days</td>
</tr>
<tr>
<td>1 but not 5</td>
<td>8 weeks</td>
</tr>
<tr>
<td>5 but not 10</td>
<td>16 weeks</td>
</tr>
<tr>
<td>10 or more</td>
<td>26 weeks</td>
</tr>
</tbody>
</table>
305: LEAVES OF ABSENCE

The College recognizes that there may be reasons that require an employee to be away from work for an extended period. In order to accommodate such situations, Molloy College allows employees to request a leave of absence as set forth below. As part of such leave, the employee is required to exhaust all accrued vacation, compensatory, sick (in cases of the employee’s own illness) and other accrued time to offset loss of income.

Unpaid Leave of Absence

Unpaid leaves of absence will be considered in light of the requirements of the department and the College, and may be granted to an employee in cases where an extended time away from work will be in the best interest of the employee and the College. To be eligible for an unpaid leave of absence, an employee must have successfully completed his or her probationary period and must have exhausted all accrued vacation and compensatory time. Molloy College may grant a leave of absence of up to one year for the following reasons: to accommodate a serious personal situation not covered by the Family and Medical Leave Act grant personal medical leave after the FMLA has been exhausted; and Professional, Public, or Military Service.

The request is to be made in writing to the appropriate Senior Administrator, with a copy to the Director of Human Resources. The Senior Administrator in consultation with the Director of Human Resources will then review the request and, if approved, establish the terms of the leave. All requests will be considered and either approved or disapproved by the College. Benefits are not accumulated during an unpaid leave of absence. In addition, employees will need to make arrangements for paying any insurance costs for programs that they are enrolled in to prevent a lapse in coverage.

Upon the termination of the Leave of Absence, the employee is eligible for reinstatement providing that a vacancy exists. Molloy College reserves the right to fill any position for business reasons.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides eligible employees with up to twelve (12) weeks of unpaid leave for certain family and medical reasons during a twelve (12) month period. The FMLA was designed to provide job security for eligible employees and may run concurrently with any paid leave accruals.

To be eligible for FMLA leave, an employee must have been employed by Molloy College: for at least twelve (12) months (which need not be consecutive); and have worked at least 1250 hours during the twelve (12) month period immediately preceding the commencement of the leave.
An eligible employee may take FMLA leave for any one of the following reasons:

- The birth of or to care for a newborn child (within one year of birth);
- Placement of a child for adoption or foster care or to care for the newly placed child (within one year of placement);
- To care for a spouse, child, parent or parent-in-law with a serious health condition; or

A “serious health condition” is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

An eligible employee can take up to twelve weeks of FMLA leave during any twelve month period. The twelve month period is considered “rolling” and is measured backward from the date the employee takes any FMLA leave.

FMLA leave may be taken intermittently or on a reduced work schedule. Intermittent leave is leave taken in separate blocks of time. A reduced work schedule is a leave schedule that reduces an employee’s usual number of hours per work week or hours per workday. When an employee takes leave intermittently or on a reduced work schedule basis, he or she must attempt to schedule the leave so as not to unduly disrupt the College’s operations. In addition, an employee who takes FMLA leave on an intermittent or reduced work schedule for foreseeable planned medical treatment may be temporarily transferred to an alternative position with equivalent pay and benefits that better accommodates the recurring periods of leave.

When leave is foreseeable, the employee should provide at least thirty (30) days advance notice of such leave. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is possible. The request forms for FMLA leave are available in the Human Resources Department. An employee will be required to complete and submit a Request for Leave form and have a health care provider complete and submit a Medical Certification form that documents the need for FMLA leave. When leave is taken to care for a family member, the employee must also provide documentation or statement of family relationship. The Human Resource Director may request a second opinion by an independent College designated provider at College expense. If the initial and second opinions differ, the College may, at its expense require you to obtain a third, final, and binding certification from a jointly selected health care provider. The Human Resource Department will notify the employee that leave has been designated as FMLA leave.
While on FMLA leave, employees are requested to report periodically to the Human Resource Department regarding the status of their medical condition and their intent to return to work. In addition, the College may request that employees provide re-certification of a serious health condition at intervals in accordance with the FMLA.

The FMLA provides eligible employees with up to 12 weeks of unpaid leave. However, if an employee is eligible to take paid vacation, sick, or extended sick leave, they must use paid time first and take the remainder of the twelve weeks as unpaid leave. An employee who is taking FMLA leave for his or her own serious health condition or physical recovery due to the birth of a child must use all paid sick and vacation time before being eligible for unpaid leave. An employee taking FMLA leave because of the serious health condition of a family member or for the adoption, foster care placement or care of a newborn child must use all paid vacation time prior to being eligible for unpaid leave. Any paid leave for an FMLA qualifying reason will be charged against your entitlement for FMLA leave.

During the leave period, Molloy College shall maintain coverage for the employee under its group health plan under the same conditions of coverage as would have existed had the employee continued in employment for the duration of the family or medical leave. If the employee makes contributions toward his or her group health plan, then the employee must continue to make these contributions during the leave period on the dates he or she would normally make these contributions. The College may terminate the employee's health care benefits if the employee fails to make a contribution within thirty (30) days of the date it is due.

Upon return from FMLA leave, the employee will return to the same position held before the leave or to an equivalent position with equivalent pay, benefits and other employment conditions.
401: STANDARDS OF CONDUCT

Molloy College expects a safe and professional workplace to be successful and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of Molloy College, therefore, require that employees maintain proper standards of conduct at all times. Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the students of the College are subject to appropriate disciplinary action, up to and including termination.

Dress Code
Molloy College is a professional organization. Employees are expected to select attire that is appropriate to the College, extremes in dress should be avoided.

Representing the College/Community
When off campus on College business, it the employee’s responsibility, as a representative of the College, to project a professional image. Employees are also expected to demonstrate the highest standards of integrity.

Good Housekeeping
Good housekeeping, like good personal appearance, projects a good image. Work areas are expected to be clean, neat, and as organized as possible. Although Molloy College does have employees directly responsible for the cleanliness of our facilities, it is up to all of us to maintain a neat environment.

Language
Offensive language or behavior is never appropriate in the work place. Incidents of the use of either should be reported in writing to Human Resources. All reported incidents will be investigated. If appropriate, disciplinary action will be taken.

Telephone Calls
In order to keep our telephones available for College business, employees are requested to keep personal telephone calls to a minimum. Work should not be interrupted by any personal calls except in the case of an emergency. Personal long distance and toll calls are the financial responsibility of the employee.

Children at the Workplace
The presence of children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an emergency may arise when a parent would have to bring a child to work for a limited period of time, the College does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents.
The computer network, internet access, and electronic mail system at Molloy College is the property of the College and should be used only by those who are authorized and only for legitimate business purposes.

Every user has the responsibility to preserve and enhance the College’s reputation, and must use the system honestly and professionally, respecting the privacy, confidentiality, and property rights of others. All users are responsible for the content of the text, audio, and images they send via the electronic communications system. Usage in anyway that would violate or otherwise be inconsistent with Molloy’s equal employment opportunity policy or its anti-harassment policy will not be tolerated.

The College reserves the right to monitor, access, retrieve, read, disclose and/or delete any information on its network or electronic mail system. Users should have no expectation of personal privacy in any material created, received, or sent from Molloy College’s computer network or electronic mail system. In addition, users should have no expectation of privacy as to their Internet usage.
403: CAMPUS SAFETY

Solicitation

To ensure that our employees will be permitted to carry out their responsibilities free from distractions, interference or harassment, solicitation is not permitted during work hours. Employees are also requested to use discretion in posting or distributing solicitation materials.

Visitation

Employees may have visitors at the College. Discretion should be used when receiving personal visitors and such visits should not interfere with departmental business.

Security

Care should be taken to prevent the access by person(s) not authorized to be in the facilities. Internal information about our services or information about students must not be duplicated, given to unauthorized person(s), or allowed to be used in any manner that places Molloy College in a position of liability.

The removal of any equipment, supplies, or property of the College without permission from Administration is not allowed and will be treated as a breach in the security of the College. Should there be a breach in security, the College will investigate fully. All employees are expected to cooperate fully with the investigation.

To promote a safe work environment, the Security Department periodically administers fire drills for the entire College community. All employees are expected to cooperate fully with such drills.
SMOKING, DRUG AND ALCOHOL POLICIES

Molloy College affirms its compliance with the Drug Free Workplace Act of 1988 (P.L. 100-6909) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) and is committed to maintaining a campus whose major mission is to provide quality education for people to prepare them for a productive and civilized life. To maintain an atmosphere conducive to fulfilling this mission, the following policy is in effect.

It is the College’s policy to prohibit the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on the College campus or as part of any College activity. Any member of the Molloy Community (student, faculty, administrator or staff) found to be in violation of this rule will be subject to dismissal.

For a more detailed statement of this policy, please contact the Office of Human Resources.

Smoking Policy

To promote a healthy work environment, Molloy College is a smoke-free College. This policy applies to employees, students, contractors, vendors and all visitors.

1. Lighted cigarettes, cigars, pipes, and smokeless tobacco are prohibited within College owned or leased premises, including offices, classrooms, hallways, waiting rooms, restrooms, lunch rooms, elevators, and meeting rooms. They are also prohibited in College-owned or leased vehicles, and garages, or in designated areas.

2. Employees should use discretion in taking smoking breaks in order to ensure that work flow is not interrupted.

3. In the event local ordinances are more stringent, they will supersede Molloy College’s policies.
405: USE OF PERSONAL/ COLLEGE VEHICLES

When operating any motor vehicle while working, employees are expected to observe all laws and regulations governing the use of motor vehicles.

Following are additional guidelines and procedures of the College for employees operating a college owned or sponsored vehicle:

- Employees operating College owned or sponsored vehicles will supply the College with a valid driver’s license.

- All accidents that occur while on job related trips must be reported immediately to the Treasurer’s Office.

- Driving any vehicle, while you are working, under the influence of alcohol, or any controlled substance is illegal and will not be tolerated.

- Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.

- If there is any change in your driving status, i.e. suspension of your license, etc. you must notify the Treasurer’s Office at once.
**406: CONFLICT OF INTEREST POLICY**

In general -

Molloy College expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the College. Business dealings that appear to create a conflict between the interests of the College and an employee are unacceptable. The College recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the College may assess and prevent potential conflicts of interest from arising.

Per Molloy College policy, a possible conflict of interest exists if an employee (or an employee's family member):

- has an existing or potential financial or other interest which impairs, or might appear to impair, that person's independent, unbiased judgment when performing responsibilities to the College.

- has a significant business relationship with a person or firm engaging in, or seeking to engage in, business with the College.

- has a significant ownership interest, and may receive a financial or other benefit from knowledge or information confidential to the College.

Employees have an obligation to avoid conflicts of interest or any appearance of conflicts between their personal interests and the interests of the College. Conflicts of interest can arise because of circumstances alone (in appearance) without any action on the part of the employee. However, it is also important to recognize that in some cases the risk to all concerned is so small that the College may agree to accept the existence of the conflict.

**Conflicts of interest** often relate to situations where an employee uses influence with the College for personal gain.

The College expects that employees will refrain from personal activities which could cause or appear to cause a divided loyalty to the legitimate interests of the College.

- All College officers, vice presidents, directors and employees designated by the President because of their respective duties and responsibilities will disclose to the College, on an annual basis, all business interests, affiliation, and/or relationships that could reasonably give rise to a conflict of interest involving the College.
Conflict of Interest Annual Disclosure Statements will be distributed by the Office of Human Resources to all College officers, vice presidents, directors and other employees who may be affected. The Office of Human Resources will be responsible for ensuring that all distributed statements are completed and returned to that office each year.

If an actual or potential conflict of interest is disclosed, the effected employee shall refrain from further participation in matters to which the conflict relates until the question of conflict has been resolved. The Director for Human Resources, in consultation with legal counsel, will review the applicable facts and issues, and, together with the Vice President of the subject employee’s department, will pursue resolution of the conflict after consulting legal counsel. The President, in consultation with legal counsel, will review and determine the appropriate course of action for conflicts effecting all officers of the College.
501: DISCIPLINE

Management from time to time may make use of disciplinary warnings to inform employees of a problem that may exist. Such notification is designed to help employees correct a work related problem and improve performance. If a problem continues and the appropriate steps are not taken to correct it, further disciplinary actions will be taken up to and including termination of employment.

The College reserves the right of immediate discharge without warning, particularly in the case of major infractions of College rules or policies, a threat to the health or safety of members of the College community or a gross failure to fulfill job responsibilities.
502: GRIEVANCE PROCEDURE AND RIGHT OF APPEAL

If an employee has a problem with the interpretation of Molloy College’s policies, working conditions, his or her supervision or the actions of a fellow employee, he or she may initiate the following procedure:

**Step 1**

The employee should notify his or her supervisor immediately. Most difficulties can be settled promptly at this time.

**Step 2**

If the problem is not resolved to the employee’s satisfaction, he or she and, if desired, a co-worker of his or her choice, may meet with the department head within seven (7) working days and explain the situation. The employee can submit the problem to the department head in writing, if he or she prefers. The Department Head must respond in writing within two (2) working days.

**Step 3**

If the employee is not satisfied with the department head’s response, the employee may present the problem to the Director of Human Resources either verbally or in writing within five (5) working days of the department head’s response. The decision of the Human Resources Director must be made within five (5) working days.

**Step 4**

If the issue is still not resolved to the employee’s satisfaction, the employee may present the problem in writing to the College President within ten (10) working days of the Human Resources Director’s decision.

A meeting will be scheduled for the employee with the President to discuss the problem and review the facts of the situation. If desired, the employee may invite a co-worker of his or her choice to attend this meeting.

Following an investigation, the Office of the President will render a final and binding decision.

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An employee, who for good reason does not wish to present his/her complaint to his/her supervisor or department head, should immediately request an appointment with the Human Resources Director as set forth in Step 3 above (bypassing Steps 1 and 2 of the procedure). If the employee feels that the response is unsatisfactory, the grievance may be taken to Step 4.
EMPLOYEE SERVICES

Campus Ministry
Molloy College’s Campus Ministry provides informal counseling on class days and/or by appointment. Mass is celebrated as scheduled (see weekly calendar). For more information on available services, employees should contact Campus Ministries.

Campus Safety and Security
Molloy Security is available 24 hours a day throughout the year.

In addition to the office phones, 38 additional campus phones have been installed. They are located in the three academic buildings and are labeled [Campus Phone]. These phones can be used to call any location on campus, however their primary use should be for emergency situations. In the event of an emergency dial 11, which will go directly to the security desk. All other non-emergency calls to Security should use EXT. 6276.

College Store
Employees are extended a 10% discount on all sales with the exception of textbooks at the College Store. The store is located on the main floor of Quealy Hall. Any questions concerning the store’s services or hours should be directed to the store manager.

Use of Campus Facilities
Employees may reserve and utilize campus facilities. Please contact Administrative Services and Purchasing to discuss fees and availability.

Library Services
The Library is located on the second floor of Kellenberg Hall. A valid Molloy College ID is required to utilize the library. Loans of materials from other libraries may be arranged by the Molloy Library staff.

Fitness Center
Employees may utilize the fitness center outside of regular work hours. Operating hours are posted at the entrance, a valid Molloy College ID is required to use fitness center facilities.

Health Needs
Coordinator of Health Services is on duty for emergency care and health counseling for all employees and students.

Parking
All employee cars must display a current parking permit to park on College grounds. Parking stickers can be obtained from Molloy College Security. Special handicapped parking permits will be issued for employees with permanent or temporary disabilities. Information on Molloy College parking regulations is available from the Chief of Security.
ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received the employee handbook and Notice of Privacy Procedures.

This handbook is intended to give me information about the main features of the employment policies, benefits, and certain other general information about Molloy College.

The Notice of Privacy Procedures describes how medical information about me may be used and disclosed.

I understand it is my responsibility to become familiar with the contents of this handbook and Privacy Procedures and I agree to abide by the conditions specified in this handbook and by any other rules, practices, or procedures that the College adopts.

Employee Name: __________________________________________________________

Employee signature: __________________________ Date: ________________________