



**STEVENS**

INSTITUTE *of* TECHNOLOGY

THE INNOVATION UNIVERSITY®

2022-2023

EMPLOYEE MANUAL



*Dear Stevens Employee,*

*Welcome to Stevens Institute of Technology! We are delighted that you have brought your talents to Stevens to contribute to our unique mission of being a premier student-centric technological research university. The essentials of our mission are reflected in our strategic priorities, Excellence in All We Do; Student-Centricity; Technology at our Core; Through Collaboration, Impact; and Strengthened Reputation, Increased Prestige.*

*We are a community of over 1,000 employees working together to create a learning environment in which our students are inspired and equipped to solve some of the world's most challenging problems. Your efforts make an important contribution to the overall mission and quality of life within the Stevens community. Your work matters here, and so do you.*

*This collection of policies contains important information concerning your employment at Stevens. We ask that you familiarize yourself with these policies. Although comprehensive, the Employee Manual is intended to be a summary guide and cannot address every question that might develop during your employment. Your supervisor and the staff of the Division of Human Resources welcome the opportunity to answer any questions that you may have concerning University policies, benefits, or any other aspect of your employment.*

*Our hope for you as a Stevens employee is that you will find your work challenging and rewarding and that you will feel fully integrated into the University's mission. Finally, we trust that you will experience both professional and personal growth as a member of this community.*

*Again, welcome!*

*Dr. Nariman Farvardin*

**Dr. Nariman Farvardin**  
*President*

# TABLE OF CONTENTS

- PART 1: INTRODUCTION . . . . . 6**
  - 1.1 STEVENS INSTITUTE OF TECHNOLOGY . . . . . 6
  - 1.2 THE EMPLOYEE MANUAL. . . . . 7
  - 1.3 DIVISION OF HUMAN RESOURCES . . . . . 8
  
- PART 2: EQUAL EMPLOYMENT OPPORTUNITY . . . . . 9**
  - 2.1 EQUAL EMPLOYMENT OPPORTUNITY; DISCRIMINATION, HARASSMENT AND BIAS;  
GENDER-BASED AND SEXUAL MISCONDUCT; RETALIATION . . . . . 9
  - 2.2 REPORTING DISCRIMINATION, HARASSMENT, BIAS INCIDENTS, OR RETALIATION . . . . . 9
  - 2.3 REPORTING GENDER-BASED OR SEXUAL MISCONDUCT . . . . . 10
  - 2.4 ACCOMMODATION OF DISABILITIES . . . . . 11
  - 2.5 “WHISTLE-BLOWER” POLICY . . . . . 11
  
- PART 3: EXPECTATIONS OF EMPLOYEES . . . . . 12**
  - 3.1 RESOURCES AVAILABLE TO STEVENS STUDENTS. . . . . 12
  - 3.2 GENERAL STANDARDS OF EMPLOYEE CONDUCT . . . . . 12
  - 3.3 ATTENDANCE AND PUNCTUALITY . . . . . 13
  - 3.4 DATING AND FRATERNIZATION . . . . . 13
  - 3.5 DRESS CODE . . . . . 14
  - 3.6 SOLICITATION AND DISTRIBUTION . . . . . 14
  - 3.7 PROPER USE OF UNIVERSITY RESOURCES . . . . . 14
  
- PART 4: RECRUITMENT AND DEVELOPMENT . . . . . 15**
  - 4.1 FACULTY . . . . . 15
  - 4.2 RECRUITMENT, SELECTION AND HIRING PHILOSOPHY . . . . . 15
  - 4.3 EMPLOYMENT OF RELATIVES. . . . . 15
  - 4.4 REFERENCE AND BACKGROUND CHECKS . . . . . 15
  - 4.5 EMPLOYMENT ELIGIBILITY; IMMIGRATION REQUIREMENTS . . . . . 16
  - 4.6 TRAINING . . . . . 16
  - 4.7 PERFORMANCE EVALUATIONS AND DEVELOPMENT. . . . . 16
  - 4.8 INTERNAL MOBILITY . . . . . 17

4.9 DISCIPLINE AND CORRECTIVE ACTION . . . . .	17
4.10 LEAVING EMPLOYMENT AT STEVENS . . . . .	18
<b>PART 5: HOURS AND PAY . . . . .</b>	<b>19</b>
5.1 WORK HOURS . . . . .	19
5.2 EMPLOYMENT CLASSIFICATIONS . . . . .	19
5.3 NON-EXEMPT EMPLOYEES . . . . .	19
5.4 LACTATION BREAKS . . . . .	20
5.5 PAY PRACTICES . . . . .	21
5.6 PAY LEVELS AND RAISES . . . . .	21
5.7 ALTERNATIVE WORK ARRANGEMENTS . . . . .	21
<b>PART 6: TIME OFF . . . . .</b>	<b>22</b>
6.1 HOLIDAYS . . . . .	22
6.2 VACATION . . . . .	22
6.3 PAID SICK LEAVE . . . . .	23
6.4 PERSONAL DAYS . . . . .	26
6.5 FAMILY AND MEDICAL LEAVE ACT . . . . .	27
6.6 NEW JERSEY FAMILY LEAVE ACT . . . . .	29
6.7 PARENTAL LEAVE . . . . .	29
6.8 DOMESTIC VIOLENCE LEAVE . . . . .	30
6.9 SALARY CONTINUATION AND TEMPORARY DISABILITY INSURANCE . . . . .	31
6.10 MILITARY LEAVE . . . . .	31
6.11 BEREAVEMENT LEAVE . . . . .	32
6.12 JURY DUTY . . . . .	33
6.13 VOTING . . . . .	33
6.14 ABUSE OF LEAVE . . . . .	33
<b>PART 7: OTHER EMPLOYEE BENEFITS . . . . .</b>	<b>34</b>
7.1 SUMMARY OF HEALTH AND WELFARE BENEFITS . . . . .	34
7.2 TUITION BENEFITS FOR FULL-TIME EMPLOYEES AND ELIGIBLE DEPENDENTS . . . . .	35
7.3 CHANGING BENEFIT ELECTIONS . . . . .	36

<b>PART 8: EMPLOYMENT POLICIES . . . . .</b>	<b>38</b>
8.1 USE OF ALCOHOL AND OTHER DRUGS; SMOKING . . . . .	38
8.2 ANIMALS ON CAMPUS . . . . .	38
8.3 WORKPLACE ACCIDENTS . . . . .	38
8.4 WORKPLACE VIOLENCE . . . . .	39
8.5 ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS . . . . .	39
8.6 EMAIL AND ELECTRONICALLY STORED INFORMATION . . . . .	40
8.7 SOCIAL MEDIA AND BLOGGING . . . . .	40
8.8 CONFLICTS OF INTEREST . . . . .	41
8.9 CONFLICTS OF COMMITMENT . . . . .	41
8.10 CONFIDENTIALITY OF UNIVERSITY INFORMATION . . . . .	42
8.11 INTELLECTUAL PROPERTY . . . . .	42
8.12 PERSONNEL FILES . . . . .	42
8.13 EMPLOYMENT REFERENCES AND VERIFICATIONS . . . . .	43
8.14 MEDIA INQUIRIES . . . . .	43
8.15 CONTACT WITH ELECTED OFFICIALS . . . . .	43
8.16 SIGNATURE AUTHORITY . . . . .	43
8.17 EMERGENCY PREPAREDNESS AND CAMPUS CLOSURES . . . . .	44
8.18 EMPLOYEE TRAVEL AND REIMBURSEMENT . . . . .	44
8.19 EMPLOYEE COMPLAINTS . . . . .	45

# PART 1: INTRODUCTION

## 1.1 STEVENS INSTITUTE OF TECHNOLOGY

---

The Trustees of the Stevens Institute of Technology (“Stevens” or the “University”) is named for the distinguished family known as “America’s First Family of Inventors.” The Stevens family changed the face of American engineering forever, designing steamboats, locomotives, railroad tracks and a host of other technical innovations that powered a new nation.

When inventor Edwin A. Stevens died in 1868, his will provided for the establishment of a school, which his wife Martha Bayard Stevens envisioned as the university that now bears his family’s name. Two years later, in 1870, Stevens Institute of Technology opened, offering a rigorous engineering curriculum leading to a degree in mechanical engineering following a course of study firmly grounded both in scientific principles and the humanities.

Over subsequent decades, Stevens grew by leaps and bounds, evolving from a relatively small four-year undergraduate college of engineering into a leading global technological university with a rigorous, broad-based, technology-infused curriculum spanning engineering, the sciences, and business as well as the humanities and social sciences.

In 1971, Stevens opened its doors to women for the first time. In 1982, Stevens became the first major U.S. educational institution to require students to purchase and use personal computers in the classroom. At approximately this same time, Stevens also developed one of the nation’s first intranets, foretelling a revolution in information technology.

Today, the University’s vision is to inspire, nurture and educate leaders in tomorrow’s technology-centric environment while contributing to the solution of the most challenging problems of our time.

Stevens is focused on being a premier student-centric technological research university, with six “foundational pillars,” areas of true societal need where Stevens possesses significant depth and expertise: artificial intelligence, machine learning, and cybersecurity; data science and information systems; complex systems and networks; financial systems and technologies; biomedical engineering, healthcare, and life sciences; and resilience and sustainability.

## 1.2 THE EMPLOYEE MANUAL

---

The Division of Human Resources supports employees in many ways, including by implementing Stevens' benefits and policies as discussed in this Employee Manual ("Manual"). Employees should familiarize themselves with this Manual and direct any questions they may have to the Division of Human Resources.

This Manual contains policies and practices relating to all Stevens' employees, including faculty and staff (except where indicated otherwise). In addition to this Manual, Stevens' Faculty Handbook contains numerous policies which apply to the faculty (as defined in the Faculty Handbook). In the event that the Faculty Handbook addresses subject matter which is also covered by this Manual, the Faculty Handbook will supersede the terms of this Manual and will govern such subject matter. To the extent that an employee also has another status at Stevens (e.g., as a student), such employee should also refer to the policies relating to that relationship.

All employees and students should be aware of Stevens' Policy Library, which contains policies applicable to all members of the Stevens community, including students, faculty, staff, alumni, guests and visitors. The Policies within the Policy Library are hereby incorporated by reference as if fully stated in this Manual and are binding on all employees. However, in addition, this Manual contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Division of Human Resources. No oral statements or representations can change the provisions of this Manual.

Nothing in this Manual constitutes, or should be construed as, a contract or a guarantee of specific treatment in specific situations, a contract or guarantee of employment for any specific duration, or a contract regarding any term or condition of an employee's employment at Stevens. Unless otherwise noted in this Manual or within another University Policy, this Manual and all of its contents are effective as to all Stevens employees as of the date of publication. Employees may only be "grandfathered" into a prior policy or practice if it is specifically stated in writing in a document pertaining solely to that employee.

In addition to this Manual, other regulations or policies may apply, including, for example, specific laws or policies applicable to faculty and/or staff. Changes and variations in the law will sometimes affect policies and their application. When there are conflicts between this Manual, any Stevens' policy and applicable law, the law will supersede this Manual and such policy.

This Manual may be modified from time to time, and the then-current Manual will apply. The Division of Human Resources will review modifications with the Faculty Senate and the Benefits Committee prior to adoption unless compliance, legal or other urgent circumstances require immediate action. The Division of Human Resources will announce changes to this Manual via an email announcement to the Stevens community.

Some Stevens employees belong to a labor union. This Manual applies to unionized employees to the extent that it is consistent with the current Collective Bargaining Agreement ("CBA") between the union and Stevens. Where this Manual and the CBA conflict, the CBA supersedes this Manual.

Stevens' employees are employees at-will and can be terminated by the University at any time, for any reason or no reason, with or without cause or prior notice, except that (a) tenured and tenure-track faculty are subject to the provisions of the Faculty Handbook and may be terminated only pursuant to such Handbook, (b) non-tenure stream faculty are subject to the terms of their appointment letters and the provisions of the Faculty Handbook and may be terminated prior to the expiration of their

appointment only for reasons set forth in such Handbook and (c) certain employees belonging to a labor union are subject to the terms of the relevant collective bargaining agreement.

## 1.3 DIVISION OF HUMAN RESOURCES

---

An employee's primary resource for sharing their work-related concerns, raising complaints, seeking information, and providing input relating to employment is the Division of Human Resources. Stevens' knowledgeable Human Resources team will handle employees' concerns with discretion and sensitivity. Privacy will be maintained to the extent practicable and in keeping with Stevens' policies and federal, state and local laws.

Workday is the Division of Human Resources' system of record with respect to all employee information including, but not limited to, salary, benefits, hours worked and employee evaluations.

The Division of Human Resources welcomes your suggestions for enhancing the policies, practices, procedures and programs covered in the Manual and every aspect of Stevens' academic and administrative operations. Continuous improvement is a quality that characterizes excellent organizations, and we are always ready to hear good ideas.

For more information concerning the Division of Human Resources, please refer to the Division of Human Resources' website at <https://www.stevens.edu/directory/division-human-resources> or call (201) 216-5122.



# PART 2: EQUAL EMPLOYMENT OPPORTUNITY

## 2.1 EQUAL EMPLOYMENT OPPORTUNITY; DISCRIMINATION, HARASSMENT AND BIAS; GENDER-BASED AND SEXUAL MISCONDUCT; RETALIATION

---

Stevens is committed to equality of opportunity and creating a campus climate that supports, nurtures and rewards educational and career advancement on the basis of ability and performance. Stevens recognizes the dignity of each member of its community and believes that each member has a responsibility to promote respect and dignity for others so that all members of the community are free to pursue their goals in an environment free from discrimination, harassment and bias on the basis of any individual's race, color, sex, pregnancy or pregnancy-related condition, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran or recently separated veteran), predisposing genetic characteristic, domestic violence victim status, or any other characteristic protected by applicable law.

In addition, Stevens provides equal employment opportunity and makes the benefits and services of its educational and research programs available to employees, students and applicants without discrimination based on the above-referenced characteristics. Further, Stevens is committed to maintaining a safe and nondiscriminatory learning environment that is free of gender-based and sexual misconduct, including sexual violence, sexual harassment, relationship violence, and stalking.

Retaliation against anyone involved in making a good faith report under any of the policies described in this Manual, participating in a report or investigation process, or otherwise providing information regarding allegations of misconduct is prohibited and will not be tolerated. The University recognizes that retaliation can take many forms, may be committed by or against an individual or group, and that a third party may also be the subject of retaliation. Anyone found to have engaged in retaliation shall be subject to discipline, including potential dismissal from University employment. A finding of retaliation does not require a finding of wrongdoing under any particular University Policy.

For more information, please refer to Stevens' Equal Employment Opportunity Policy Statement (70.2.1), Policy on Discrimination, Harassment and Bias Incidents (20.3/70.2.2), and Policy on Gender-Based and Sexual Misconduct (70.2.4) in the [Policy Library](#).

## 2.2 REPORTING DISCRIMINATION, HARASSMENT, BIAS INCIDENTS, OR RETALIATION

---

Any member of the University community who believes that they have been subject to discrimination, harassment, a bias incident or retaliation, or who has witnessed clear circumstances of discrimination, harassment, bias or retaliation, should report it.

- Students should report conduct or incidents to the Office of the Vice President for Enrollment Management and Student Affairs or via the "Report a Concern" link on myStevens.
- Employees should report such conduct or incidents to their supervisor or the Vice President for Human Resources.

- Visitors should report such conduct or incidents to a University administrator or a Campus Police Officer, who will refer the report to the appropriate office.

Though anonymous complaints can be more difficult for the University to investigate, members of the University community may also report concerns anonymously through the University's EthicsPoint Compliance Hotline at (855) 277-4065, or on the [EthicsPoint website](#).

## 2.3 REPORTING GENDER-BASED OR SEXUAL MISCONDUCT

---

The University's "Title IX Coordinator" has centralized oversight responsibility for Title IX matters at Stevens, including the coordination of the University's response to reported incidents. Ms. Xhiljola Ruci is the Title IX Coordinator and has ultimate responsibility for Title IX matters generally and primary responsibility for overseeing complaints and reports relating to Stevens' students. Ms. Maria Ouckama is the Deputy Title IX Coordinator and will be the primary person responsible for overseeing complaints and reports relating to employees.

Xhiljola Ruci  
Director of Community Standards and Title IX Coordinator  
Howe Center, 10th Floor  
Phone: 201-216-3383  
E-mail: [xrucci@stevens.edu](mailto:xrucci@stevens.edu)

Maria Ouckama  
Assistant Vice President for Human Resources and Deputy Title IX Coordinator  
Howe Center, 5th Floor  
Phone: 201-216-5122  
E-mail: [Maria.Ouckama@stevens.edu](mailto:Maria.Ouckama@stevens.edu)

Stacy Flowers  
Director of Residential Education and Deputy Title IX Coordinator  
Humphreys Hall, 1st Floor  
Phone: 201-216-8963  
E-mail: [sflowers@stevens.edu](mailto:sflowers@stevens.edu)

In addition to reporting Title IX Complaints to the coordinators listed above, members of the Stevens community may also report Title IX Complaints using the following options:

**Stevens Campus Police:** Campus Police can be reached at 201-216-5105 or at Police Headquarters on the first floor of the Kidde Building. The emergency number is 201-216-3911.

**Anonymous Reporting:** Anonymous reports or requests for resources may be made through the University's EthicsPoint Compliance Hotline at 855-277-4065 or online through <https://secure.ethicspoint.com/domain/media/en/gui/31028/index.html>. EthicsPoint allows the University to request information from a reporter and provide updates to the reporter on an anonymous basis. Reports made via EthicsPoint will be forwarded to the Title IX Coordinator. Please note that anonymous complaints can be more difficult for the University to investigate.

## 2.4 ACCOMMODATION OF DISABILITIES

---

It is Stevens' policy that no qualified person shall be excluded from participating in or be denied the benefit of any University program, activity, event or employment on the basis of disability where a reasonable accommodation may be made to allow for participation. If a job applicant or an employee is or becomes an individual with a disability as defined pursuant to applicable law and requests a reasonable accommodation, Stevens will work with that individual to determine whether an appropriate reasonable accommodation can be made to enable the individual to apply for the position and/or perform the essential functions of the position, without creating an undue hardship on Stevens.

If an employee believes that they need assistance to perform their job duties because of a disability, they should speak with the Division of Human Resources about a reasonable accommodation. Information concerning individuals' disabilities and their need for accommodations will be handled with discretion and in accordance with applicable law.

For more information, please refer to Stevens' Policy on Accessibility and Accommodations for Individuals with Disabilities (70.7) in the [Policy Library](#).

## 2.5 “WHISTLE-BLOWER” POLICY

---

In accordance with New Jersey's Conscientious Employee Protection Act (“CEPA”), Stevens prohibits unlawful retaliation against an employee who, among other things, discloses or threatens to disclose to a supervisor or public body, a policy or practice that is in violation of law or who objects or refuses to participate in any activity that the employee reasonably believes violates the law, is criminal or fraudulent, or is against clear public mandates.

It is Stevens' policy to promote an atmosphere of open discussion. All employees are afforded the opportunity to raise any concerns they may have with the Division of Human Resources. Employees may also report their concerns through the University's EthicsPoint Compliance Hotline at (855) 277-4065, or on the [EthicsPoint website](#).

For more information, please refer to Stevens' Conscientious Employee or “Whistle-Blower” Policy (10.2.2) in the [Policy Library](#).

# PART 3: EXPECTATIONS OF EMPLOYEES

## 3.1 RESOURCES AVAILABLE TO STEVENS STUDENTS

---

One of the most vital priorities in Stevens' Strategic Plan is "Student-Centricity." Accordingly, it is the responsibility of all Stevens employees to familiarize themselves with the variety of resources available to Stevens students, to support the intellectual, personal and professional growth of Stevens students, and to assist Stevens students in times of need. Among the resources available to Stevens students are [health and wellness services](#) (such as the Student Health Center, Counseling and Psychological Services, and the CARE Team), [career services](#), academic services (such as the [Academic Support Center](#)), [information technology services](#), and [diversity and inclusion programs, workshops and trainings](#). Information about these and other resources is available on the [Stevens website](#).

Any Stevens employee who is concerned about the wellbeing of a student should promptly contact Student Health Services, Counseling and Psychological Services, or the CARE Team. For urgent concerns or emergencies, contact Stevens Campus Police immediately.

## 3.2 GENERAL STANDARDS OF EMPLOYEE CONDUCT

---

Stevens expects employees to conduct themselves in an appropriate and professional manner and to continuously strive to maintain orderly and efficient operations and a positive work environment for fellow employees. Stevens expects its employees to follow all University policies and exercise good judgment and common sense in all their endeavors on behalf of Stevens. The following examples are meant to illustrate (but not exhaustively list) conduct that may lead to disciplinary action, up to and including termination:

- dishonesty;
- insubordination;
- neglect of duties;
- unauthorized or excessive tardiness or a pattern of tardiness;
- unauthorized or excessive absenteeism or a pattern of absenteeism;
- unsatisfactory job performance;
- failure to abide by any applicable University policy or federal, state or local law or regulation;
- failure by a non-exempt employee to observe scheduled working hours, start time or breaks;
- excessive or unauthorized use of University resources for personal purposes including, but not limited to, telephone lines, email, electronic communication systems, supplies or equipment;
- any use of University resources for private or commercial purposes including, but not limited to, telephone, email, electronic communication systems, supplies or equipment;
- threatening behavior or language while on University property, on University business, or using University resources;
- failure or inability to obtain or maintain any license or continuing education requirement necessary for the employee's position;
- improper use or disclosure of confidential or proprietary University information or resources to a

third party;

- harassment of, or discrimination against any members of the Stevens community;
- stealing, destroying, abusing, or damaging University property or systems or the property of a member of the Stevens community;
- falsifying a University record or an employee's own credentials; or
- engaging in off-duty conduct that reflects poorly on the employee's character or questions the employee's ability to perform their job, and thereby has the potential to bring negative attention to the University.

For more information, please see Stevens' Code of Ethics (10.2.1) located in the [Policy Library](#). Section 4.9 provides an overview of Stevens' approach to employee discipline and corrective action for violations of this Manual and other policies and procedures.

### 3.3 ATTENDANCE AND PUNCTUALITY

---

An employee's supervisor is responsible for setting the work schedule for the employee's unit. When an employee is going to be late or absent, the employee must provide their supervisor with as much notice as possible.

An employee's failure to report to work without contacting their supervisor as soon as reasonably practicable is considered a major offense, and the employee may be subject to disciplinary action. Failing to report to work for five or more consecutive workdays without providing a legitimate explanation for such absence may be considered job abandonment and may be treated as a resignation. Excessive unexcused absences or tardiness may result in disciplinary action up to and including discharge. More specific attendance procedures may exist in an employee's unit or in the Faculty Handbook.

### 3.4 DATING AND FRATERNIZATION

---

Stevens is committed to providing a learning and working environment that is free from conflicts of interest, exploitation, favoritism and sexual harassment. Accordingly:

- All Stevens' employees, including faculty members, are prohibited from (i) entering into an amorous or sexual relationship with a student under their authority and (ii) accepting authority over a student with whom they have an amorous or sexual relationship;
- The University strictly prohibits supervisory employees from dating or engaging in amorous or sexual relationships with employees who are under their direct or indirect supervision;
- No Stevens employee, including faculty, may have a sexual or amorous relationship with any undergraduate student, regardless of whether the employee currently exercises or expects to exercise direct authority over that student; and
- All Stevens employees, including faculty members, are strongly discouraged from engaging in sexual or amorous relationships with graduate students.

For more information, please refer to Stevens' Non-Fraternization Policy (70.2.3) in the [Policy Library](#).

## 3.5 DRESS CODE

---

Workplace attire must be neat, clean and appropriate for the work being performed and for the setting in which the work is performed. Uniforms may be required for certain positions. Supervisors may determine appropriate workplace attire for their units.

Employees who report for work inappropriately attired or groomed may, at the discretion of their supervisor, be sent home.

If an employee has any questions regarding appropriate dress or wants to request an accommodation based on religious observance, the employee should contact the Division of Human Resources.

## 3.6 SOLICITATION AND DISTRIBUTION

---

The University is a nonprofit entity with charitable status and must use its assets and resources in furtherance of its own charitable mission, which is the provision of education and the conduct of academic research for and on behalf of the University. As a general matter, the University's assets and resources, including its systems, may not be used by employees to solicit or promote support for any cause (including "Go-Fund-Me" and other fundraising efforts), political campaign or other effort, or organization or business, or to distribute or circulate any printed, written or electronic material unrelated to the University in work areas, or via email or other Stevens' systems. Under no circumstances will non-employees be permitted to solicit or distribute printed, written or electronic materials for any purpose on Stevens' premises or using Stevens' systems without prior written authorization.

Exceptions to this general rule may be granted (a) to further the University's institutional interests and relationships within the local community and (b) to support certain student activities. Guidance on exceptions may be obtained from the Vice President for Alumni Engagement and Development, the Vice President for University Relations and the Vice President for Enrollment Management and Student Affairs.

Nothing in this section shall be deemed to limit employees' rights under applicable law, including (without limitation) employees' rights to engage in concerted activities regarding the terms and condition of employment and any other rights protected under the National Labor Relations Act.

## 3.7 PROPER USE OF UNIVERSITY RESOURCES

---

All University resources (such as letterhead, equipment, supplies and technology) are made available to employees for the sole purpose of conducting work on behalf of Stevens. Accordingly, all personal use of University resources is subject to supervisor approval. Any personal use approved by a supervisor must not excessively consume University resources, interfere with work productivity or involve any prohibited or unlawful activity. Use of University resources for private commercial purposes is prohibited.

# PART 4: RECRUITMENT AND DEVELOPMENT

## 4.1 FACULTY

---

Specific information concerning faculty recruitment, development, promotion and discipline can be found in the [Faculty Handbook](#). Where this section contradicts the Faculty Handbook, the Faculty Handbook supersedes this section with respect to Faculty.

## 4.2 RECRUITMENT, SELECTION AND HIRING PHILOSOPHY

---

The Division of Human Resources administers the recruitment, selection and hiring process for all employees in accordance with the University's Equal Opportunity Policy and all applicable laws. The Division of Human Resources will assist University leaders with the development of a strategy to attract candidates aligned with the initiatives of the Strategic Plan, the core functions of each division and the principles of equal employment opportunity.

## 4.3 EMPLOYMENT OF RELATIVES

---

The University recognizes that on occasion family or household members of Stevens' employees may be selected for vacant faculty and staff positions. Similarly, it is not unusual for dependents or family members of employees to be students at the University. It is the University's intention to ensure that the hiring or instruction of family and household members is equitable and does not create an actual or perceived conflict of interest. For more information, please refer to Stevens' Conflict of Interest Policy (10.3.1) in the [Policy Library](#).

## 4.4 REFERENCE AND BACKGROUND CHECKS

---

Stevens will use reference checks and credential verifications to ensure the accuracy of information supplied by a candidate in an employment application, resume or job interview. Stevens may use criminal and financial background checks in appropriate situation as required by law or Stevens Policy or at the discretion of the Vice President for Human Resources or their designee. If the relevant position may involve working with individuals under the age of 18, the background check will include a sex offender registry search. Stevens will not inquire about an applicant's criminal record or request authorization for a background check until after it has conducted an interview, determined that the applicant is qualified for the position and decided that the applicant is its first choice to fill the position. Stevens will at all times comply with applicable state and federal law in conducting these background checks including, but not limited to, obtaining the employee's authorization where required.

Any applicant or candidate for employment (internal or external) who makes a material misrepresentation or deliberately omits a fact on an employment application form, resume or CV, or in a selection interview may be eliminated from further consideration for employment. A material misrepresentation or deliberate omission of a fact may also be justification for the rescission of an invitation of employment, or if employed, the termination of employment.

## 4.5 EMPLOYMENT ELIGIBILITY; IMMIGRATION REQUIREMENTS

---

Stevens complies with applicable federal and state immigration laws. As a condition of employment, each new employee must, prior to commencing work at Stevens, complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and authorization to work in the United States. The employee's authorization to work will also be verified through the federal E-Verify program. Employees whose authorization to work expires, or is revoked, must notify Stevens immediately. Stevens will re-verify employment authorization for those employees whose authorization expires.

## 4.6 TRAINING

---

### *Compliance Training*

All Stevens employees receive training as part of Stevens' compliance program. This training includes, but is not limited to, training on ethics and compliance, discrimination, sexual misconduct, and minors on campus. Individuals may also be required to receive specialized training as needed for their positions.

Staff who do not complete training by the deadline specified by the Division of Human Resources are subject to up to one week of unpaid suspension, as determined by the Division of Human Resources (during which they must complete all outstanding training), and other disciplinary action up to and including termination.

When a faculty member does not complete training by the deadline specified by the Division of Human Resources, a letter regarding the deficiency will be sent to the Provost and the relevant dean and department chair. Further deficiencies may be referred to the Professional Practices Committee under Section 4.4.2 of the Faculty Handbook.

The Division of Human Resources will send reminders to faculty and staff members regarding training deficiencies before engaging in the disciplinary steps discussed in this section.

### *Personal Growth and Development Training*

Stevens will assist employees by providing opportunities for continuing training and development. Employee training involves the acquisition and improvement of job-related skills and knowledge, while employee development involves personal growth and preparation for promotion and expansion of job duties. Managers are encouraged, with the advice and assistance of the Division of Human Resources, to create and foster a climate in which employees are challenged and encouraged to learn.

## 4.7 PERFORMANCE EVALUATIONS AND DEVELOPMENT

---

Stevens has established a performance evaluation process to provide guidance and feedback to employees on their performance in relation to the requirements and expectations of their jobs. The evaluation process is meant to provide employees with an objective assessment of their performance and information that can assist employees in setting goals and improving and enhancing their performance.

Effective communication and feedback about employee performance are critical to their success and to the success of the University overall.



All Stevens employees are encouraged to do the following:

- communicate regularly with their immediate supervisor regarding their performance;
- take an active role in planning goals and implementing action plans to reach these goals;
- review goals and objectives often to affirm they will be met in a timely fashion;
- accept additional responsibilities and show initiative;
- seek opportunities for advancement within their department or the University;
- ask for assistance in developing a goal-oriented path for advancement within their department or the University;
- seek out available training to improve their skills and enhance their prospects at the University; and
- participate fully and meaningfully in any performance review process that applies to their position.

Employees are obligated to promptly participate in their evaluation process. Employees must electronically sign their evaluation to acknowledge that they received and read it, regardless of whether they agree with it.

Supervisors and employees are encouraged to communicate with each other on an ongoing, informal basis throughout the year regarding expectations, goals, and employee performance. If a supervisor believes that there are problems with an employee's performance, the supervisor may elect to put an employee on a Performance Improvement Plan ("PIP"). The PIP will last for a defined period of time. If performance does not improve during this period, the employee will be subject to termination.

---

## 4.8 INTERNAL MOBILITY

Employees who are capable of performing higher levels of work and assuming greater responsibility are encouraged to apply for, and may be considered for, positions of greater opportunity, challenge and pay, if such positions are available. Generally, the University will post open positions internally for five days before posting such positions externally. All internal transfers will be based on job-related criteria, such as knowledge, skill, ability, aptitude, competencies, educational requirements, attendance, length of time in current position and quality of past work performance. The internal transfer process will include both internal and external reference checks. Stevens employees will be treated in the same manner as others in the applicant pool.

---

## 4.9 DISCIPLINE AND CORRECTIVE ACTION

In dealing with deficiencies in conduct and work performance, the University attempts to be fair and consistent in its treatment of employees. Many factors are taken into consideration if it becomes necessary to discipline an employee, including the nature and seriousness of the offense, the employee's past record, the impact of behavior on the employee's department and on the University, and any mitigating or aggravating circumstances. Such decisions by the University will necessarily be fact-dependent.

In general, discipline for employees is applied in progressive steps. An employee will first be provided an oral warning, followed by a written warning, followed by potential suspension or probation, followed by termination. This procedure is not contractual in nature and does not constitute an agreement that any particular procedure will apply. Disciplinary steps may be omitted, accelerated or repeated, as the University determines appropriate. If an employee's actions are found to be sufficiently serious, the employee may be immediately terminated without any prior disciplinary steps.

The purpose of disciplinary measures short of termination is corrective, to encourage employees to

improve their conduct or performance so that they may continue their employment with the University. The University expects all employees to behave in a mature and responsible manner and to perform their jobs conscientiously, without the need for disciplinary action.

## 4.10 LEAVING EMPLOYMENT AT STEVENS

---

If an employee is considering leaving the University for any reason, the employee is encouraged to speak with their supervisor and the Division of Human Resources.

Employees leaving the University voluntarily must provide two weeks' notice in order to receive payment for accrued, unused vacation time (if otherwise eligible for such payment). Employees may only take vacation time during this two-week period with the written consent of the employee's supervisor and the Vice President for Human Resources. Stevens may, upon the written consent of the employee's supervisor and the Vice President for Human Resources, elect to release an employee immediately rather than require the employee to work through any notice period. In these instances, the employee will receive payment for accrued, unused vacation time (if otherwise eligible for such payment). Employees at the director level and higher are strongly encouraged to provide at least three weeks' notice to the University prior to departure.

During any notice period, the University expects the employee's work performance to continue at the same standards and quality level established prior to the employee's resignation.

Prior to the employee's departure, all outstanding business activity must be reviewed with their supervisor. On the last day worked, all Stevens' property such as keys, cell phones, electronic equipment, uniforms, files, electronic files, data and other items must be returned.

After an employee leaves the University, they must continue to protect the University's confidential information. This information may include, but is not limited to, financial information; data; private information concerning students, employees and alumni; intellectual property and proprietary information.

Before an employee departs, the supervisor or the Division of Human Resources will request an exit interview.

# PART 5: HOURS AND PAY

## 5.1 WORK HOURS

---

The University's business hours are 9:00 a.m. to 5:00 p.m. Hours of work for individual employees, however, are determined by Stevens to meet the operational needs of the University. Supervisors will advise employees of their work schedule and their meal and rest breaks. Employees are expected to be at their job locations at the scheduled beginning of their workday and to work their scheduled hours. Exempt employees (as defined below) are expected to work the hours required to fully perform their duties fully even if outside of their normally scheduled hours.

## 5.2 EMPLOYMENT CLASSIFICATIONS

---

The University classifies its staff workforce as follows:

- **Full-Time Staff:** Employees who regularly work 35 hours or more per week throughout the calendar year (52 weeks per year, excluding excused absences), exclusive of temporary or seasonal employees;
- **Part-Time Staff:** Employees who regularly work fewer than 35 hours per week, exclusive of temporary or seasonal employees; and
- **Temporary or Seasonal Workers:** Persons engaged to work for a specific duration for a limited term (full-time or part-time) including summer interns.

In addition to the above classifications, employees are categorized as “exempt” or “non-exempt.” The following definitions apply:

- **Non-Exempt Employees:** Employees, including student employees who are paid on an hourly basis. In addition, these positions meet specific criteria and are therefore determined to be covered by the minimum wage and overtime requirements of the Fair Labor Standards Act and/or applicable state wage and hour law. For additional guidelines for non-exempt employees, please see Section 5.3.
- **Exempt Employees:** Employees who are paid on a salaried basis. In addition, these positions are ineligible for overtime pay pursuant to the Fair Labor Standards Act and/or applicable state wage and hour law.

## 5.3 NON-EXEMPT EMPLOYEES

---

### *Recording Hours Worked*

All non-exempt employees must record their time in Workday. All time should be recorded as it occurs, but must be recorded no later than the end of each day. An employee's starting time should be no more than five minutes before their scheduled starting time. An employee must also record their lunch break and their ending time. An employee's ending time should be recorded promptly at the end of their workday. Because employee time records are vital for payroll purposes, employees must inform their supervisor if they fail to record and submit time worked in a given pay period.

“Working off the clock” or working hours but not reporting the time worked is strictly prohibited. Failure to properly record time, recording time for another employee or falsifying a time record will result in disciplinary action, up to and including termination.

### *Meal and Rest Breaks*

Schedules for meal and rest breaks are based upon the operational needs of the employee's unit. A meal break is a break of more than 20 minutes and is unpaid. A rest break is a break of 20 minutes or less and is paid.

Full-time, non-exempt employees are required to take a one-hour meal break (during which the employee may leave campus) each working day and are entitled to rest breaks at the discretion of their supervisors.

Part-time, non-exempt employees are entitled to meal and rest breaks during time periods set by their supervisors. Under New Jersey law, employees under the age of 18 must take a 30-minute meal break for every five consecutive hours of work.

Non-exempt employees must be paid for all hours worked. Accordingly, if an employee is interrupted during a meal break, the employee must record the time spent addressing the interruption.

Employees may not forego a meal break and alter their scheduled work hours. All changes to work hours require a supervisor's approval.

### *Overtime*

Overtime work may be necessary to fulfill Stevens' operational needs. The following guidelines apply to non-exempt employees:

- Supervisors will attempt to provide employees with reasonable notice when the need for overtime work arises. Advanced notice may not always be possible.
- Non-exempt employees may not decide on their own to work overtime. Instead, they are required to obtain written approval from their supervisor prior to working overtime. Failure to do so is grounds for disciplinary action. However, all overtime must be recorded even if an employee did not obtain advance approval.
- If a non-exempt employee works more than 40 hours in a workweek, the employee will be paid at their regular rate of pay for the first 40 hours they worked in that workweek, and they will be paid at one and one-half times their regular rate of pay for the hours they worked in excess of 40 in that workweek.
- Stevens' "workweek" for purposes of computing and paying overtime compensation is from Monday at 12:00 a.m. to Sunday at 11:59 p.m.
- Only hours that a non-exempt employee actually worked are counted in determining overtime. Paid time off such as holidays, vacation and sick days do not count as time worked for purposes of overtime calculation.
- Unless a non-exempt employee is scheduled to work on a holiday (as defined in the Holiday Schedule referenced in Part 6 of this Manual), work on a holiday must be authorized by the employee's supervisor. If a non-exempt employee is called in or scheduled to work on a holiday, the employee will receive one day's pay at their regular, straight-time rate plus an additional payment (of straight time or overtime, depending on the hours worked by the employee that week) for the actual time they worked that day.

## **5.4 LACTATION BREAKS**

---

Nursing mothers may take paid breaks to express milk. The break time should, if possible, be taken concurrently with other break periods already provided. These breaks will be allowed on a flexible schedule and may be taken more than once per day. Upon request, Stevens will arrange an accessible, private, sanitary, non-bathroom location that is protected from view and free from intrusion. Nursing mothers should contact their supervisors and the Division of Human Resources for more information.

## 5.5 PAY PRACTICES

---

Employees are paid either monthly or every two weeks, depending on position and salary level. The University strongly encourages employees to receive their pay via direct deposit.

If an employee has questions concerning their pay, they should contact the Division of Human Resources which will review the employee's concern and confer with other appropriate departments. Mandatory federal, state and local deductions will be taken from all employees' gross wages. Stevens is required to honor wage garnishments. Stevens will take additional deductions if permitted by law and authorized by the employee.

Although the University makes every effort to ensure that employees are paid correctly, inadvertent mistakes may occasionally occur. Employees should review their paychecks to ensure accuracy. If an employee believes that there has been an error, the employee must bring the alleged error to the attention of the Division of Human Resources so that a correction may be made, whether or not the error is in the employee's favor. For example, if an error results in an overpayment to an employee, the employee is obligated to return overpaid funds to the University.

## 5.6 PAY LEVELS AND RAISES

---

Stevens is committed to providing a fair and competitive Staff Compensation Program to support the University's mission and to attract, retain and reward outstanding staff who add to the intellectual vibrancy of our campus and help to propel the University to higher levels of achievement.

The University has complete discretion over any and all decisions regarding employee compensation, including determining an employee's rate of pay and deciding whether or not to raise or reduce an employee's pay (and if so, by what amount). Stevens' Staff Compensation Program allows employees to be rewarded for their individual performance while ensuring that employee pay is competitive in the marketplace and equitable within the University.

## 5.7 ALTERNATIVE WORK ARRANGEMENTS

---

Stevens will consider alternative work arrangements that ensure that the operational and business needs of the University are efficiently met while allowing employees to balance work and personal commitments. For certain employees, alternate work arrangements can offer a unique opportunity to cultivate a rewarding career and professional relationships while balancing modern work-related challenges such as commuting and family demands. Alternative work arrangements will be memorialized with a written Alternative Work Arrangement Agreement which has been approved by their supervisor, the Divisional Vice President and the Division of Human Resources.

Employees may work remotely on an occasional basis with the permission of their supervisor, but employees must receive prior written consent from the relevant Divisional Vice President and the Vice President for Human Resources to work remotely on a regular basis. Employees may not work off-campus 100% of the time, except in extraordinary circumstances.

Please refer to the Policy on Alternative Work Arrangements (70.3) found in the [Policy Library](#) for more information.

# PART 6: TIME OFF

## 6.1 HOLIDAYS

---

The [Holiday Schedule](#) will be posted each year on the Division of Human Resources website.

To allow employees to begin their holidays early, Stevens' offices will close at 2:00 p.m. on the workdays prior to Presidents Day, Memorial Day, July 4, and Labor Day.

To be eligible for holiday pay, a non-exempt employee must work the scheduled workday immediately preceding and immediately following the holiday, unless the absence is preapproved. Employees on unpaid leaves of absence do not receive holiday pay.

The Division of Human Resources distributes a list of major religious observances at the beginning of each academic year and requests that University, school, and department events and meetings not be scheduled on such days. No employee will be sanctioned for failing to attend a class, meeting or event which has been scheduled on a major religious observance included in such list.

## 6.2 VACATION

---

Full-time, non-faculty employees earn vacation time pursuant to the schedules below. During the first fiscal year (July 1 to June 30) of their employment, full-time non-faculty employees will earn vacation time on a prorated basis, up to the maximum listed for 0-5 years of service in the schedules below. Employees will be eligible for the increases reflected in the schedules upon the anniversary of their employment date following the completion of the relevant fiscal year. For example, a non-exempt employee who begins work at Stevens in August 2019 will be eligible for 15 vacation days beginning on July 1, 2025.

Full-Time Non-Exempt Employees	
0-5 years of service	10 vacation days
5-10 years of service	15 vacation days
10+ years of service	20 vacation days

Full-Time Exempt Employees	
0-24 years of service	20 vacation days
25+ years of service	25 vacation days

All part-time non-faculty employees earn vacation during the first fiscal year (July 1 to June 30) of their employment on a prorated basis up to a maximum of ten vacation days at their part-time rate. After the first year, these employees receive ten vacation days at their part-time rate annually.

Employees are not eligible to receive payment for accrued, unused vacation time if they leave employment with Stevens unless they have worked at Stevens for at least six months.

If there is a balance of accrued unused vacation days at the end of the fiscal year, employees may carry over those days to the next fiscal year up to a maximum equal to their annual allotment. For example, if an exempt employee with 0-5 years of service has a balance of 30 accrued unused vacation days, they can carryover 20 days to the next fiscal year, which is equal to the number of vacation days they receive each fiscal year. Any remaining accrued unused vacation days expire as of the end of the fiscal year (July 1 to June 30). The employee will continue to accrue vacation time for the current fiscal year based on their annual benefit.

The following are additional guidelines for the usage of vacation:

- Vacation is taken in one-hour increments for non-exempt employees. Exempt employees' vacation can only be taken in three and a half hours (half day) or seven hours (full day) increments.
- Employees should schedule vacation and obtain approval from their supervisor as far in advance as possible. A request to use vacation at a particular time is subject to the discretion and approval of the employee's supervisor.
- A request to use vacation time not yet earned ("borrow" vacation time) is subject to the discretion and approval of the relevant Divisional Vice President and the Vice President for Human Resources.
- An employee is required to use Workday to report and track their vacation. Failure to do so may lead to disciplinary action up to and including discharge.
- Vacation time cannot be donated to another employee.

## 6.3 PAID SICK LEAVE

---

Stevens' employees are covered by New Jersey's Earned Sick Leave Law. For purposes of sick leave calculation, Stevens' "benefit year" is January 1 through December 31.

### Staff

#### *Allotment, Accrual and Carryover*

All full-time staff will be credited 12 sick days annually on January 1 of each year. Seventy-two unused sick days may be carried over from year-to-year. Sick days will be prorated based on an employee's start-date.

Part-time staff, including student workers, will accrue one hour of sick leave for every 30 hours worked, up to a maximum accrual of 40 hours. A maximum of 40 unused sick hours may be carried over from year-to-year.

Employees will not receive payment for unused sick hours.

#### *Purposes for Use of Sick Leave*

Sick leave may be used for the following purposes:

- Diagnosis, care, treatment, or recovery for the employee's own mental or physical illness, injury or health condition (including preventive care);

- Diagnosis, care, treatment, or recovery for a family member's mental or physical illness, injury or health condition (including preventive care);
- Time needed as a result of an employee's or family member's status as a victim of domestic or sexual violence (including treatment, counseling, legal services or participation in or preparation for any related civil or criminal proceedings);
- Time to attend school-related conferences, meetings, or events regarding the employee's child's education; or to attend a school-related meeting regarding the employee's child's health; or
- Time when the employer's business closes due to a public health emergency or the employee needs to care for a child whose school or childcare provider is closed due to a public health emergency and the employee is unable to work from home.

For purposes of this Manual and pursuant to applicable law, a family member includes a child, spouse, domestic partner, or civil union partner, parent-in-law, sibling, grandparent, grandchild, any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship. Child includes a biological, adopted or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, and a child who becomes the child of a parent pursuant to a written agreement between the parent and a gestational carrier.

#### *Guidelines for Usage of Sick Leave*

- Employees are required to use Workday to report all sick leave used.
- Non-exempt employees must use sick time in one-hour increments. Exempt employees must use sick time in seven-hour (full day) or 3.5-hour (half day) increments.
- Employees who are absent for three or more consecutive days for a medical reason must provide a certification from a health care provider upon their return to work. For employees absent for three or more consecutive days for any other purpose listed above, Stevens reserves the right to request reasonable documentation that the leave was taken for a permissible purpose.
- If an employee is out on sick leave for three or more days, the employee should contact the Division of Human Resources to discuss applicable leave programs.
- An employee unable to report to work due to a health-related condition must notify their supervisor before the scheduled start of the workday, or as soon as possible thereafter. The employee must also contact their supervisor on each additional day of absence.
- Where an eligible employee's need for accrued sick leave is foreseeable, the employee must notify their supervisor seven days in advance. If the need for accrued sick leave is unforeseeable, the eligible employee must provide their supervisor with notice as soon as practicable. An employee's failure to properly notify their supervisor of an absence may result in disciplinary action.
- An employee may be required to present a written return-to-work form or doctor's note prior to returning to work, including providing information about any restrictions that may apply prior to resuming employment.
- Outside employment during an employee's sick leave is prohibited and may result in disciplinary action up to and including termination of employment. Sick leave cannot be donated to another employee.
- All sick leave hours must be used before salary continuation or short- or long-term disability becomes available.
- Leave taken pursuant to the Family Medical Leave Act is not additional leave; rather, it is used



concurrently with sick leave.

- Except as required by applicable law, employees on any unpaid or partially paid status such as FMLA leave, military leave, salary continuation or long- or short-term disability, do not accrue sick leave.
- An employee who is absent due to an illness/injury covered by workers' compensation may elect to use sick days while waiting for workers' compensation benefits to begin.
- An employee who has resigned from Stevens and is serving out a notice period may be required to provide certification by a health care provider of the need for sick leave.
- Employees may have rights to New Jersey Family Leave Insurance ("NJFLI") benefits pursuant to the family leave provisions of the New Jersey Temporary Disability Benefits Law. Employees can obtain information regarding these benefits from the Division of Human Resources.

## Faculty

All full and part-time faculty, including adjunct faculty, may take sick leave in connection with the diagnosis, care, treatment, or recovery of the faculty member's own mental or physical illness, injury, or health condition (including preventive care), as necessary. When a faculty absence results in the cancellation of class or another academic commitment, the faculty member is expected to make up the missed class time or academic commitment in coordination with the department chair or equivalent (or dean where there is no department chair or equivalent).

Full-time faculty receive a 26-week salary continuation benefit, to be used for an absence that qualifies as a temporary disability. In addition, Stevens' long and short-term disability plans will be applicable.

In 2018, the State of New Jersey implemented the New Jersey Earned Sick Leave Law, which requires that employers afford all employees, including faculty, a minimum number of sick days and keep records of sick leave provided to and taken by all employees, including faculty. Accordingly, Stevens provides faculty with a Sick Leave Allotment (as discussed below). Faculty need only use their Sick Leave Allotment when (1) the faculty member uses sick leave (as described above) but is unable to make up missed class time or other academic commitments during the current semester or (2) the sick leave is used for one of the following purposes:

- Diagnosis, care, treatment, or recovery for a family member's mental or physical illness, injury, or health condition (including preventive care);
- Time needed as a result of a faculty member's or family member's status as a victim of domestic or sexual violence (including treatment, counseling, legal services or participation in or preparation for any related civil or criminal proceedings);
- Time to attend school-related conferences, meetings, or events regarding the faculty member's child's education; or to attend a school-related meeting regarding the faculty member's child's health; or
- Time when the employer's business closes due to a public health emergency or the faculty member needs to care for a child whose school or childcare provider is closed due to a public health emergency.

For purposes of this Manual and pursuant to applicable law, a family member includes a child, spouse, domestic partner, or civil union partner, parent, parent-in-law, sibling, grandparent, grandchild, any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship. Child includes a biological, adopted or foster child, stepchild or legal ward of a covered individual, child of a

domestic partner of the covered individual, and a child who becomes the child of a parent pursuant to a written agreement between the parent and a gestational carrier.

### *Faculty Sick Leave Allotment*

The Sick Leave Allotment for full-time faculty consists of 12 sick days, provided annually on January 1 of each year. Sick Leave Allotment may accrue from year to year, provided that up to seventy-two unused sick days may be carried over from year-to-year, with the remaining sick days expiring. These sick days will be prorated based on the faculty member's start date.

The Sick Leave Allotment for part-time faculty, including adjunct faculty, consists of five sick days, provided annually on January 1 of each year. A maximum of five sick days may be carried over from year-to-year (assuming continued employment for adjunct faculty) with the remaining days expiring. These sick days will be prorated based on the faculty member's start date.

Faculty will not receive payment for unused sick time.

### *Guidelines for Usage of Sick Leave*

- Stevens, in its discretion, reserves the right to require a physician's statement for any absence of three or more days. If a faculty member is absent for three or more days, the faculty member should contact the Division of Human Resources to discuss applicable leave programs and the salary continuation, short-term disability, and long-term disability programs.
- A faculty member unable to report to work for a reason covered by this Section must notify their department chair or equivalent (or dean where there is no department chair or equivalent) before the scheduled start of the workday, or as soon as possible thereafter, and reflect the sick leave absence in Workday. The faculty member must also contact their department chair or equivalent (or dean where there is no department chair or equivalent) on each additional day of absence. The department chair or equivalent (or dean where there is no department chair or equivalent) shall keep a record of all absences and liaise with the Division of Human Resources when needed.
- When any faculty absence results in the cancellation of class(es), the faculty member is expected to plan for a substitute instructor or reschedule the class(es) in coordination with the department chair or equivalent (or dean where there is no department chair or equivalent).
- A faculty member may be required to present a written return-to-work form or doctor's note prior to returning to work, including providing information about any restrictions that may apply prior to resuming employment.
- Outside employment during a faculty member's absence is prohibited and may result in disciplinary action up to and including termination of employment.
- Faculty members may have rights to NJFLI benefits pursuant to the family leave provisions of the New Jersey Temporary Disability Benefits Law. Faculty members can obtain information regarding these benefits from the Division of Human Resources.

## **6.4 PERSONAL DAYS**

---

Personal days are to be used for absence from the workplace for personal reasons, including religious holidays.

Stevens provides full-time non-exempt staff three personal days annually on January 1. Stevens provides full-time exempt staff two personal days annually on January 1. Part-time, non-faculty employees who must be absent for religious reasons should contact the Division of Human Resources for an accommodation.

Employees must report an expected absence to their supervisor in advance of the personal day. Personal days must be recorded in Workday.

Faculty do not receive a personal day allotment. Where a faculty member is absent from class or other duties due to a religious observance or other urgent personal matter, the faculty member must communicate with their department chair or equivalent (or dean where there is no department chair or equivalent). The department chair or equivalent (or dean where there is no department chair or equivalent) shall keep a record of the absence and liaise with the Division of Human Resources when needed. Where a faculty member is absent for more than five consecutive business days, the absence must be reported to the Division of Human Resources by the department director or equivalent (or dean where there is no department chair or equivalent).

When any faculty absence results in the cancellation of class(es), the faculty member is expected to plan for a substitute instructor or reschedule the class(es) in coordination with the department chair or equivalent (or dean where there is no department chair or equivalent).

## 6.5 FAMILY AND MEDICAL LEAVE ACT

---

The federal Family and Medical Leave Act (“FMLA”) requires the University to provide eligible employees with unpaid leave under certain circumstances.

### *Eligibility*

To be eligible for time off under the FMLA, an employee must (1) have been employed by the University for at least 12 months; (2) have worked at least 1,250 hours over the 12 months preceding the requested leave time (including all time worked, but excluding hours such as sick leave, vacation and holidays that were paid but not worked); and (3) have not already exhausted available FMLA leave.

### *Basic Leave Entitlement*

In accordance with the FMLA, Stevens will provide eligible employees up to 12 weeks of unpaid leave in a 12-month period under the following circumstances:

- for the care of the employee’s newborn child within 12 months following the child’s birth;
- for the care of a child during the first 12 months following placement with the employee for adoption or foster care;
- for the care of an immediate family member (spouse, child or parent) with a serious health condition;
- for the care of a serious medical condition of the employee (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job; or
- for any qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered service member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

### *Rolling 12-Month Period*

Stevens employees may take up to 12 weeks of FMLA leave at any time during a 12-month rolling period. As a result, an employee’s 12 weeks of FMLA leave will be reduced by any FMLA leave taken during the 12 months prior to the commencement of the requested FMLA leave period.

### *Applying for Family and Medical Leave*

Employees may apply for FMLA leave by contacting the Division of Human Resources.

An application for FMLA leave should be submitted at least 30 days before the requested leave date (if the leave is foreseeable and such notice is possible) or as soon as the employee is aware of the need for leave, and the employee must attempt to schedule their leave in a way as to minimize the disruption to their department. Failure to apply for the leave and submit the required health care certification may delay or lead to denial of the FMLA leave.

### *Benefits During FMLA Leave*

Use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA will not cause a break in service for the purposes of the University's 403(b) plan. An employee's contributions will continue to be taken out of any paycheck they receive while they are on leave and receiving pay.

Subject to the terms, conditions and limitations of the applicable plans, the University will continue to provide group health insurance coverage during the FMLA leave as long as the employee pays their premiums or contributions. While on FMLA leave, the employee's premium payments for their group health insurance coverage are due to be remitted to the University on or before each payday unless the University and employee have agreed, prior to the start of the leave, upon some other method and time of payment. Coverage may be cancelled in accordance with applicable laws if the employee fails to pay; however, coverage will be reinstated upon the employee's return from leave. If the employee fails to return to work after the expiration of the leave, the employee may be required to reimburse Stevens for payment of health insurance premiums during the family or medical leave.

Vacation and sick days will not accrue during an FMLA leave. An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date leave began.

An employee may take FMLA leave for their own serious health condition or the serious health condition of a covered family member on an intermittent basis or by reducing their workday.

Employees must not work or take another job while on FMLA leave, unless otherwise permitted by applicable law. An employee who intentionally misrepresents the reason they are requesting FMLA leave may be subject to termination.

In some cases, state law provides greater or additional benefits than those provided under the FMLA. Under the FMLA, Stevens is required to give the employee the maximum benefit allowed under both federal and state law.

## 6.6 NEW JERSEY FAMILY LEAVE ACT

---

The New Jersey Family Leave Act (“NJFLA”) requires covered employers to provide eligible employees with unpaid leave under certain circumstances.

### *Eligibility*

To be eligible for time off under the NJFLA, an employee must (1) have been employed by the University for at least 12 months; (2) have worked at least 1,000 hours over the 12 months preceding the requested leave time (including all time worked, but excluding hours such as sick leave, vacation and holidays that were paid but not worked); and (3) have not already exhausted available NJFLA leave.

### *Basic Leave Entitlement*

In accordance with the NJFLA, Stevens will provide eligible employees up to 12 weeks of continuous unpaid leave in a 24-month period for:

- the care of a child within 12 months following the child’s birth;
- the care of a child during the first 12 months following placement with the employee for adoption or foster care; or
- the care of a family member with a serious health condition.

A family member includes a child, spouse, domestic partner, or civil union partner, parent-in-law, sibling, grandparent, grandchild, any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship. Child includes a biological, adopted or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, and a child who becomes the child of a parent pursuant to a written agreement between the parent and a gestational carrier.

When caring for a family member with a serious health condition, an employee may take leave that is not continuous (for example, an intermittent leave or a reduced work schedule).

In situations in which leave is provided by both the NJFLA and the FMLA, the FMLA leave and the NJFLA leave run concurrently, meaning that the employee is entitled to only up to 12 weeks of leave in total.

Employees also have rights to NJFLI benefits pursuant to the family leave provisions of the New Jersey Temporary Disability Benefits Law. Employees can obtain information regarding these benefits from the Division of Human Resources.

## 6.7 PARENTAL LEAVE

---

All full-time employees who are the parents of a new child, including an adopted child, will receive paid leave at their full rate of pay for up to eight weeks, with such leave to be taken within one year of the birth or adoption and on timing to be determined through consultation between the employee and the employee’s supervisor.

When the primary caregiver is the birth-mother, parental leave will run concurrently with temporary disability leave. In the event that the period of disability continues beyond the eight-week maternity leave period, the sick leave and temporary disability provisions as described elsewhere in this Manual will apply.

Leave under the FMLA and NJFLA runs concurrently with Stevens' Parental Leave, as well as any other paid leave taken in connection with the same event.

New parents also have rights to family leave insurance benefits pursuant to the family leave provisions of the New Jersey Temporary Disability Benefits Law. Employees can obtain information regarding these benefits from the Division of Human Resources.

## 6.8 DOMESTIC VIOLENCE LEAVE

---

In accordance with the provisions of the New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), Stevens will provide eligible employees with an unpaid leave of absence for a period not to exceed 20 days in any 12-month period following an incident of domestic violence or a sexually violent offense to address circumstances resulting the incident.

### *Eligibility*

To be eligible, employees must have worked at least 1,000 hours during the immediately preceding 12-month period. Employees who are victims of domestic violence or a sexually violent offense may take leave either consecutively or intermittently in intervals of no less than one day.

### *Qualifying Basis*

Leave may be taken for the purpose of engaging in any of the following activities:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
- Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
- Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child or family member;
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child or family member was a victim.

A family member includes a child, spouse, domestic partner, or civil union partner, parent-in-law, sibling, grandparent, grandchild, any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship. Child includes a biological, adopted or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, and a child who becomes the child of a parent pursuant to a written agreement between the parent and a gestational carrier.

The leave shall run concurrently with any accrued paid sick days and/or paid vacation days that the

employee elects to use, and the employee may elect to use paid time off during any part of the 20-day period of leave. Eligible employees may also apply for NJFLI benefits. If the reason for the employee's request is covered by the NJ SAFE Act, the New Jersey Paid Sick Leave Law, and the FMLA, the leave shall count simultaneously against the employee's entitlement under each respective law.

To the extent possible and if the need for leave is foreseeable, employees are required to provide written notice to the Division of Human Resources as far in advance and as reasonable and practicable under the circumstances. Stevens reserves the right to request documentation from the employee to provide Stevens with the basis for the leave.

Stevens prohibits discrimination, harassment, or retaliation against an employee who takes or requests leave pursuant to the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

## 6.9 SALARY CONTINUATION AND TEMPORARY DISABILITY INSURANCE

---

Stevens has adopted a private group insurance plan for temporary disability insurance benefits that is in compliance with New Jersey Temporary Disability Insurance Law. This insurance plan provides weekly benefit payments at the amounts determined by state law. Eligible employees must be disabled for seven calendar days before temporary disability benefit payments begin. The maximum period of temporary disability is 26 weeks for any one period of disability. All employees (including faculty and unionized employees) are eligible for temporary disability benefits in accordance with the eligibility requirements of state law. All sick days must be exhausted before short term disability begins.

Full-time exempt staff are eligible for certain salary continuation benefits during an absence that qualifies as a temporary disability. For these employees, accumulated sick days are first applied concurrently with temporary disability leave to provide full base pay to the employee during the time that sick days are available. After all sick days are exhausted, employees who continue to qualify for temporary disability are eligible to receive salary continuation at a rate of 100% of pay for up to twenty additional 20 days. Employees who continue to qualify for temporary disability following these 20 days shall receive short term disability benefits up to the state statutory limit for the remaining balance of the temporary disability leave (up to a maximum of 26 weeks for any one period of disability).

Part-time staff may be eligible for statutory temporary disability benefits pursuant to New Jersey temporary disability law. Part-time staff may not supplement the state established temporary disability benefit payments by using fractions of available sick days.

Full-time faculty are eligible for full salary continuation benefits during an absence that qualifies as a temporary disability up to a maximum of 26 weeks for any one period of disability. Part-time faculty may be eligible for statutory temporary disability benefits pursuant to New Jersey temporary disability law.

FMLA and NJFLA leave runs concurrently with temporary disability leave. This applies even if the employee fails to apply for temporary disability leave or if the temporary disability leave time is rejected.

## 6.10 MILITARY LEAVE

---

If an employee is called into active military service or an employee enlists in the uniformed services, the employee may be eligible for a military leave of absence. To be eligible for military leave, the employee must provide their supervisor and the Division of Human Resources with advance notice of the employee's service obligations unless the employee is prevented from providing such notice

by military necessity or it is otherwise impossible or unreasonable for the employee to provide such notice. Provided that the employee's absence does not exceed applicable statutory limitations, the employee will retain reemployment rights and accrue seniority and benefits in accordance with applicable laws. The employee must, however, notify the University of their ability to return to work from military duty in accordance with applicable law.

If an employee is required to attend yearly Reserve or National Guard duty, the employee can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). The employee should provide their supervisor with as much advance notice of their need for military leave as possible so that Stevens can maintain proper coverage while the employee is away. Whenever an employee has a choice as to when to report for military duty (such as reserve drills) the employee must make an effort to arrange the duty during non-working time.

Military leaves are unpaid. An employee may use accrued vacation time for periods of military service but may not use sick leave for periods of military service. Continuation of health insurance benefits is available as required by applicable law based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

An employee's reinstatement rights are governed by applicable state and federal laws, and Stevens complies with all such laws. Stevens does not discriminate against employees based on their military participation.

## 6.11 BEREAVEMENT LEAVE

---

Stevens provides time for employees to spend with their families or others in the event of the death of an immediate family member, close relative or other important person in their lives.

### *Immediate Family*

In the event of the death of an Immediate Family Member of a full-time employee, the employee will be allowed to take up to five workdays off with pay, including the day of the funeral. An Immediate Family Member is defined as the employee's spouse, domestic partner, parent, parent-in-law, child, stepchild, grandparent, grandchild, sibling or other equivalent relationship (including equivalent "step" relationships).

### *Close Relative*

In the event of the death of a Close Relative of a full-time employee, the employee will be allowed to take up to three workdays off with pay, including the day of the funeral. A Close Relative is defined as the employee's aunt, uncle, niece, nephew, sibling-in-law, first cousin, resident of the same household as the employee, or other equivalent relationship.

### *Other Close Relationship*

In the event of the death of an individual with another close relationship to the employee, the employee may not take bereavement leave, but may use one sick or vacation day for bereavement purposes.

The Division of Human Resources will assist employees in categorizing individuals with "equivalent relationships."



## 6.12 JURY DUTY

---

It is the obligation of all United States citizens to report for jury duty when summoned to do so. An employee is required to provide their supervisor and the Division of Human Resources with notice of their receipt of a jury duty summons as soon as possible. The employee must also keep their supervisor informed of the expected length of their jury duty service and report to work for the remainder of any workday after they are excused by the court. If the proposed absence presents a serious conflict with the employee's work duties at Stevens, the employee may be asked to try to postpone their jury duty in accordance with applicable law.

Full- and part-time employees will receive their regular pay (not to exceed seven hours per day for hourly employees) while on jury duty on days they are normally scheduled to work. Employees may also keep any jury service payments provided by the court.

The above guidelines also apply to appearances in court as a witness if the appearance is required by law. To qualify for witness leave, employees must submit documentation of such appearance to the Division of Human Resources.

## 6.13 VOTING

---

Stevens encourages its employees to participate in local, state and federal elections. If an employee is unable to vote in such an election during non-working hours, the employee may have up to two consecutive hours of leave during polling hours in order to vote. Where possible, time off to vote should be taken at the beginning or end of the employee's regular working hours.

## 6.14 ABUSE OF LEAVE

---

Abuse of leave, including non-reporting or misreporting of leave, is grounds for discipline or termination (including, but not limited to, withholding of payment for such leave). All supervisors are expected to enforce the leave policies as outlined in this section.

# PART 7: OTHER EMPLOYEE BENEFITS

## 7.1 SUMMARY OF HEALTH AND WELFARE BENEFITS

---

Stevens provides employee benefits in order to enhance employees' well-being and help them plan for the future.

Below is a brief listing of the benefit programs the University currently provides to eligible employees, which are described in greater detail in the Stevens Employee Benefits Guide and the Division of Human Resources website. The specific set of benefits available to a particular employee will depend on their position and hours worked. Employees should contact the Division of Human Resources to determine their eligibility for a particular benefit program.

Full-time staff and faculty are eligible for the following benefits (assuming that they meet eligibility requirements), some of which require employee cost-sharing (this list is non-exhaustive):

- Health Insurance
- Flexible Spending Plans for healthcare and dependent care
- Basic Life Insurance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- 403(b) and 457(b) Defined Contribution Retirement Plans
- Retiree Medical Benefits
- Retiree Life Insurance
- Vision Insurance
- Dental Insurance
- Optional Life Insurance
- Tuition Assistance
- Commuter Transportation Benefit
- Parking
- Employee Assistance Program

The benefit plans Stevens offers may change from year to year. For this reason, please refer to the Summary Plan Descriptions (“SPDs”) or specific plan brochures describing each plan in depth for specific information. In particular, information concerning Stevens’ 403(b) and 457(b) defined contribution retirement plans (including information regarding University matching contributions and vesting periods) and retiree medical benefits and life insurance (including information regarding eligibility requirements) may be found on Stevens’ Human Resources website.

The Division of Human Resources can answer questions or provide employees with written documentation concerning these plans. In the event of any conflict among this Manual, the plan documents and the SPDs, the plan documents will control.

An employee who leaves the University but returns less than one year later will have their service time “bridged” for purposes of calculating continuous service time and eligibility for benefits.

The University, via its ERISA Plan Administrative Committee, retains full discretionary authority to

interpret the terms of benefit plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement, in accordance with applicable laws.

The University may, in its discretion, amend or terminate currently offered benefits or amend the eligibility rules that apply to each program at any time and for any reason, without notice and in accordance with applicable laws.

## 7.2 TUITION BENEFITS FOR FULL-TIME EMPLOYEES AND ELIGIBLE DEPENDENTS

---

### *Eligibility*

Stevens offers several tuition benefits for active full-time employees and for members of their immediate families. Part-time employees are not eligible to participate in these benefits.

Tuition benefits may be taxable at the federal and/or state level, depending on the amount of the benefit and the purpose of the benefit, among other factors. Employees who have questions or need additional information concerning the taxability of tuition benefits should contact the Division of Human Resources.

### *Tuition Remission*

All full-time employees with one or more years of service are eligible to enroll at Stevens for two undergraduate or graduate courses per semester at no cost provided that they satisfy all admissions requirements and are accepted for admittance. The employee is responsible for paying any non-tuition expenses.

The spouse of a full-time Stevens employee with one or more years of service is eligible for partial tuition remission for nine credits (graduate or undergraduate) at Stevens per semester provided that they satisfy all admissions requirements and are accepted for admittance. The spouse will be responsible for all non-tuition expenses, in addition to a per-credit charge.

The dependent child of a full-time Stevens employee with one or more years of service is eligible for full tuition remission for undergraduate and graduate programs at Stevens, provided that they satisfy all admissions requirements and are accepted for admittance. The student is required to pay all non-tuition expenses.

For each tuition remission program, the employee must submit an enrollment form to the Division of Human Resources for approval before submitting the form to the Registrar's Office. This procedure must be followed at the beginning of each semester.

Employees applying for any tuition remission benefit are required to apply for federal and state financial aid, but are not required to apply for student loans. Stevens will honor years of service at another higher education institution for purposes of this benefit.

### *Tuition Aid for Employees*

All full-time employees with one or more years of service qualify for tuition aid up to \$6,000 per semester for two job-related educational courses per semester at an institution of higher learning other than Stevens. The employee is responsible for paying any non-tuition expenses. These courses must be part of a degree or certificate program. Confirmation that the courses are job-related must be obtained from the employee's supervisor and divisional Vice President and the Division of Human Resources prior to enrollment. Stevens will honor years of service at another higher education

institution for purposes of this benefit.

### *Tuition Aid for Dependent Children*

All full-time employees with one or more years of service qualify for tuition aid for their dependent children who are enrolled in an accredited institution of higher learning other than Stevens and pursuing a bachelor's or associate's degree, in an amount not to exceed the regular tuition at such institution or \$6,000 per semester (whichever is less) per eligible child. This benefit is limited to eight semester payments per dependent child. The employee is responsible for paying any non-tuition expenses. Stevens will honor years of service at another higher education institution for purposes of this benefit.

### *Tuition Exchange*

Stevens is a member of the Tuition Exchange program, which is a reciprocal scholarship exchange program for eligible dependent children of faculty and staff. The Tuition Exchange program operates on a balance of exported and imported students from Stevens and other member institutions. Neither acceptance into a member school nor the receipt of a Tuition Exchange award is guaranteed. The most recent list of participating schools is available on the Tuition Exchange website at [www.tuitionexchange.org](http://www.tuitionexchange.org).

All full-time employees with one or more years of service may apply to participate in the Tuition Exchange program. The recipient of a Tuition Exchange award must be the employee's dependent on their most recent income tax return at the time of application and must remain a dependent in each year in which they participate in the program.

To apply for a Tuition Exchange award, the employee must complete a Tuition Exchange form, which is available in the Division of Human Resources or on the Tuition Exchange website. Employees should apply for a Tuition Exchange award in the fall of the eligible dependent child's senior year of high school. The employee and/or the eligible dependent child will be notified of admissions and award decisions by the schools to which the employee and the eligible dependent child have applied. The student must meet and maintain all of the admissions requirements of the host institution and must remain employed by Stevens during the time a Tuition Exchange award is being utilized.

The Tuition Exchange program is limited to undergraduate tuition only. The Tuition Exchange program sets a maximum award amount each year. If an eligible dependent child chooses to attend an institution with tuition exceeding this amount, the eligible dependent child will be responsible for the balance of the tuition. In all cases, room and board, books, fees and any other charges are not covered. The eligible dependent child must attend school on a full-time basis, as determined by the host institution.

The Tuition Aid and Tuition Exchange benefits cannot be combined to cover the cost of tuition at the same institution for the same degree program. Stevens will honor years of service at another higher education institution for purposes of this benefit.

## **7.3 CHANGING BENEFIT ELECTIONS**

---

Outside of annual open enrollment, employees may not make changes to, or enroll in, the following benefits unless they have a qualified change in family status (as defined below):

- Health Insurance
- Flexible Spending Plans for healthcare and dependent care

- Basic Life Insurance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Vision Insurance
- Dental Insurance

Qualified changes in family status include the following:

- a new dependent due to marriage, birth, adoption or foster care;
- a change in marital status;
- the death of a spouse or dependent;
- the beginning or the cessation of a spouse's employment;
- an employee or their spouse changing from part-time to full-time employment (or vice versa);
- an employee's child reaching an age at which they are no longer eligible for coverage under the employee's plan;
- an employee or their spouse taking an unpaid leave of absence;
- the end of other medical coverage for the employee or their dependents due to loss of eligibility;
- the exhaustion of COBRA coverage for an employee, spouse or dependents;
- a change in job-related health coverage for an employee or their spouse;
- open enrollment at an employee's spouse's place of employment; or
- an employee's loss of coverage.

Changes of benefits must be made within 30 days of the change in family status and must be consistent with the actual change in the employee's family status. For example, if an employee has a child, the employee may add them to their dependent life insurance but may not cancel their own coverage.

# PART 8: EMPLOYMENT POLICIES

## 8.1 USE OF ALCOHOL AND OTHER DRUGS; SMOKING

---

Stevens maintains a campus and workplace free from the illicit use and abuse of controlled substances.

Smoking of all substances including, without limitation, tobacco and marijuana (including all uses of electronic delivery systems such as vape devices), is prohibited at all times on the Stevens campus including, without limitation, residence halls, leased housing, outdoor spaces, private offices, balconies and plazas, and in other outdoor areas owned, operated, leased or controlled by Stevens and at Stevens-sponsored off-campus activities and events. For more information, please refer to Stevens' Policy on Use of Alcohol and Other Drugs (70.4) in the [Policy Library](#).

## 8.2 ANIMALS ON CAMPUS

---

Employees are generally not permitted to bring pets into University workspaces.

In accordance with federal and state laws, Stevens allows the use of service and assistance animals in its workspaces. A service animal is individually trained to do work or perform specific tasks for the benefit of a disabled individual. An assistance animal provides assistance or emotional support which alleviates one or more identified symptoms or effects of a person's disability. A disabled employee requiring a service or assistance animal should speak with the Division of Human Resources about a reasonable accommodation in accordance with the Policy on Accessibility and Accommodations for Individuals with Disabilities (70.7), located in the [Policy Library](#).

## 8.3 WORKPLACE ACCIDENTS

---

Maintaining a safe work environment requires the continuous cooperation of all employees. Stevens strongly encourages employees to communicate with each other and their supervisors regarding health and safety issues.

All work-related accidents, injuries, or near-misses must be reported to Stevens Campus Police as soon as possible. In addition, employees must notify the Division of Human Resources within 24 hours of the reported incident. The Office of Environmental Health and Safety and Insurance Risk Management will perform an investigation of each incident and recommend corrective actions.

If an employee is injured or becomes ill as a result of work, they may be eligible to receive insurance benefits as provided under state workers' compensation law. Stevens pays all costs of providing this insurance protection, provided that one of the approved medical providers is used.

In the event that the injury results in time away from work, the employee will be required to provide Stevens with certification from a licensed health care provider regarding the need for workers' compensation leave. That certification must include details on the employee's ability to perform the current job duties, with or without restriction, and an estimated return-to-work date. After recovery from a workplace injury, the employee will meet with the Division of Human Resources to discuss returning to work.

Employees who have questions or need additional information should contact the Division of Human Resources.

## 8.4 WORKPLACE VIOLENCE

---

Stevens is committed to maintaining a safe and secure environment for its students, faculty, staff and visitors. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Accordingly, subject to limited exceptions, weapons are prohibited on campus. In addition, conduct that threatens, intimidates, bullies, coerces or poses a direct threat to the health or safety of another individual is strictly prohibited and will result in discipline, up to and including termination of employment. Any conduct that may be intimidating or threatening should be reported immediately to the Division of Human Resources or Stevens Campus Police. For more information, please see Stevens’ Code of Ethics (10.2.1) and Stevens’ Policy on Weapons (100.4), located in the [Policy Library](#).

## 8.5 ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS

---

The Stevens network is a private resource. As such, all employees must use the network in compliance with Stevens’ rules and policies as well as all legal regulations. Accordingly, the following actions are strictly prohibited:

- Inappropriate posting or transmission of confidential or classified information or Stevens’ intellectual property;
- Using offensive or discriminatory language;
- Transmission of any graphic image, sound or text that is sexual in nature;
- Giving account passwords to individuals who are not the owners of such accounts;
- Obtaining passwords to or use of accounts other than one’s own;
- Using resources for personal or business purposes;
- Harassing, threatening or otherwise invading the privacy of others;
- Initiating or forward e-mail chain letters;
- Soliciting business or charitable contributions;
- Using Stevens’ resources for political activities;
- Causing breaches of computer, network or telecommunications security systems; and
- Initiating activities which unduly consume computing or network resources.

To ensure the lawful and ethical use of electronic communications, the right to privacy of employees when using Stevens’ electronic communications is limited. Stevens reserves the right to monitor electronic messages and information stored on computers owned by Stevens.

For more information, please refer to Stevens’ Information Technology Acceptable Use Policy (90.1) in the [Policy Library](#).

## 8.6 EMAIL AND ELECTRONICALLY STORED INFORMATION

---

Stevens business conducted via email or other electronic means must be conducted via a Stevens email account and Stevens' information storage systems, which are available to all employees of the University. Stevens recognizes email as an official means of communication for all Stevens activities. Accordingly, employees are required to read all University email messages sent to their Stevens email accounts, just as all employees are required to review all hard copy communications they receive from the University. The Division of Information Technology provides information and assistance to employees in determining the most appropriate choice of tools for their work at Stevens, including email and information storage.

Stevens email accounts are provided for the purpose of conducting Stevens business and all users of Stevens email accounts must abide by Stevens' Acceptable Use Policy. Incidental personal use of Stevens email accounts is permitted with the understanding that such use must not adversely impact work responsibilities or the performance of the Stevens network. Importantly, however, in the event that the University must review employee email accounts for litigation, system maintenance, or other purposes, the University will be unable to separate personal emails from work-related communications. Automatic forwarding of email messages from a Stevens email account to a personal email account is prohibited. Any employee who manually sends or forwards a copy of an email message from a Stevens email account to a personal email account expressly assumes personal responsibility for the security and confidentiality of that email message including its content and attachments. Using a personal or non-Stevens email account to conduct Stevens activities may subject that email account to review in response to a subpoena or other legal process. Similarly, using personal computers or storage devices to create or maintain electronically stored information relating to Stevens activities may subject the personal device to review in response to a subpoena or other legal process.

For more information, please see Stevens' Information Technology Acceptable Use Policy (90.1), Policy on Record Retention (10.7) and Policy on Legal Process and Document Preservation (10.10) in the [Policy Library](#).

## 8.7 SOCIAL MEDIA AND BLOGGING

---

Stevens believes that social media is a useful and important tool for communicating with friends, colleagues and the greater online community. Accordingly, Stevens encourages the responsible use of social media by its students, faculty and staff. Students, faculty and staff may mention their affiliation with Stevens in biographical information connected with personal social media accounts, but may not use intellectual property owned by Stevens (e.g., copyrights, trademarks, logos) or Stevens' promotional or marketing material without prior written authorization from the Vice President for University Relations, or their designee. Personal postings or comments should not be attributed to Stevens and should not appear to be endorsed by, or originating from, Stevens. In addition, employees should not identify or specifically reference students or employees without their express consent.



## 8.8 CONFLICTS OF INTEREST

---

Stevens is committed to the highest standards of ethics and integrity and expects all employees to carry out their responsibilities solely in the best interests of Stevens and in compliance with applicable laws, regulations and University policies. For this reason, employees must avoid conflicts of interest and the appearance of a conflict of interest. Failure to do so risks loss of public confidence and damage to the University's reputation.

Stevens recognizes that employees frequently engage in activities or encounter situations where actual or perceived conflicts of interest will exist, or which raise the potential of actual or perceived conflicts of interest. Where an actual or potential conflict of interest has been identified, the employee must disclose the actual or potential conflict of interest and, where applicable, cooperate with any plan adopted by Stevens to manage, reduce or eliminate the conflict of interest.

For more information and instructions on how to report actual or potential conflicts of interest, please refer to Stevens' Conflict of Interest Policy (10.3.1) which can be found in the [Policy Library](#).

## 8.9 CONFLICTS OF COMMITMENT

---

Outside activities and employment by faculty, including consulting work, are governed by the [Faculty Handbook](#).

Stevens realizes the potential value to both employees and the University of engaging in outside activities of a professional nature. In addition, from time to time employees will wish to undertake personal or economic commitments which involve their time and effort. Such activities may conflict with University interests or the employee's ability or willingness to perform the full range of responsibilities associated with their position and constitute a conflict of commitment to the University. Generally, full-time exempt employees are expected not to have additional paid employment or be substantively involved with outside business activities including but not limited to service as a director or consultant to an outside entity.

An employee who wishes to engage in an outside activity must submit a written request to their immediate supervisor and to the Vice President for Human Resources prior to engaging in the activity. Depending on an employee's status as exempt or non-exempt, or full-time or part-time, a particular outside activity may present a conflict of commitment for some employees and not others.

Any full-time non-faculty employee at Stevens who accepts an appointment as an Adjunct Professor will receive no additional compensation because of the appointment, given their existing status as a full-time employee. The employee may request that their supervisor and the dean of the School or College in which the employee is teaching arrange for the compensation that would have otherwise been payable for teaching to be transmitted to the supervisor's budget and used for professional development activities for the employees, at the discretion of the supervisor. Exceptions to this policy for the teaching of evening courses may be granted by the employee's supervisor.

Please consult with the Division of Human Resources if you have questions or concerns about your expected commitment of time to the University. For more information, please refer to Stevens' Conflict of Interest Policy (10.3.1) which can be found in the [Policy Library](#).

## 8.10 CONFIDENTIALITY OF UNIVERSITY INFORMATION

---

Employees must protect the confidentiality of sensitive and proprietary information related to Stevens and its students, faculty and staff. Such information includes, but is not limited to, students' education records and information about the University's trade secrets, inventions, copyrightable material, know-how, discoveries, research and development, strategies, and teaching materials. It also includes information about the University's suppliers, contractors, business relationships, contracts, finances, transactions, marketing activity, contacts or correspondence. The [Family Educational Rights and Privacy Act of 1974](#) protects the privacy of a student's education records and affords students certain rights to control access to their education records.

Unauthorized dissemination of confidential or proprietary information may result in disciplinary action up to and including termination as well as substantial civil and criminal penalties under federal and state laws. If an employee is unsure whether particular information is subject to this confidentiality obligation, they should contact the Division of Human Resources.

## 8.11 INTELLECTUAL PROPERTY

---

All employees are covered by Stevens' Patent and Copyright Policies and must sign documentation confirming their agreement with these policies, either upon hiring, upon commencement of a sponsored research project or at other relevant points in time. Under these Policies, ownership of inventions and copyrights arising in the course of sponsored research and other activities occurring under Stevens' auspices or with Stevens' resources is allocated to Stevens. Stevens will not own any "traditional works of scholarship" of faculty, as defined in the Copyright Policy. Stevens will also share with faculty revenues realized from certain uses made by Stevens of inventions and copyrightable material. For more details regarding Stevens' Patent and Copyright Policies, please refer to the [Policy Library \(10.8.1, 10.8.2\)](#) and the [Faculty Handbook](#).

## 8.12 PERSONNEL FILES

---

Personnel files are the property of Stevens and are maintained by the Division of Human Resources and, in the case of faculty, also by the Office of the Provost. Employees will be granted access to their personnel files to the extent required by, and in accordance with, applicable law.

It is an employee's responsibility to inform the Division of Human Resources of any changes in their personal information (such as their name, phone number(s), address, marital status, dependents, beneficiary designations, emergency contacts, etc.). Inaccurate information can affect an employee's withholdings or their benefits or render the University unable to contact the employee or their emergency contact in a crisis.

## 8.13 EMPLOYMENT REFERENCES AND VERIFICATIONS

---

From time to time, Stevens receives requests from potential employers or lending companies to provide information about current and former employees of the University. All inquiries should be submitted to the Division of Human Resources to ensure accuracy and consistency of information disseminated. Stevens' general policy is to disclose only the following information about current or former employees: (1) dates of employment, (2) description of the jobs performed and (3) salary or wage rates. If an employee or former employee desires that Stevens depart from this general policy and provide a reference which includes additional information, the employee must request and sign a reference release in the form provided by the Division of Human Resources.

## 8.14 MEDIA INQUIRIES

---

From time to time, representatives of the media take an interest in events or circumstances relating to Stevens. In furtherance of Stevens' legitimate interest in delivering appropriate and accurate responses to such inquiries, Stevens will respond to media inquiries in a timely and professional manner and only through designated University spokespersons through the Division of University Relations. If an employee receives a media inquiry, the employee should immediately inform their supervisor, who will inform the Division of University Relations. The employee may not, under any circumstances, respond substantively to the request.

## 8.15 CONTACT WITH ELECTED OFFICIALS

---

The Office of the Vice President for University Relations/Chief of Staff serves as the primary point of contact with local, state and federal government officials and facilitates communication between the University community and elected officials and government entities. This office monitors legislative issues and activities in Hoboken, Hudson County, Trenton and Washington D.C., and works with external partners and colleagues to advance the University's interests. As the primary liaison with government, this office coordinates campus visits by government officials to provide information on Stevens' educational programs, student and alumni outcomes, research contributions, innovation and entrepreneurship activities and overall impact. Please consult with the Office of the Vice President for University Relations/Chief of Staff before contacting government officials to ensure effective communication and coordination on behalf of Stevens.

## 8.16 SIGNATURE AUTHORITY

---

The University maintains signature authority resolutions which provide that certain administrators and other employees have the authority to execute contracts and other agreements on behalf of the University. Unless an employee has such signature authority, the employee may not execute a contract or other agreement on behalf of the University, and the employee's signature on such contract or other agreement will have no force or effect. For more information, please contact the Office of General Counsel or visit the [Office of General Counsel's website](#).

## 8.17 EMERGENCY PREPAREDNESS AND CAMPUS CLOSURES

---

### *Emergency Operations Plan*

Stevens' Emergency Operations Plan establishes the structure for the University's response to an emergency situation while providing for the safety and well-being of students, faculty and staff. Stevens maintains an Emergency Management Team ("EMT") that provides regular oversight of emergency planning, policy and strategy. During an emergency, members of the EMT will assume designated roles in the Incident Command System, which is an organizational structure designed to meet the complexity and demands of an emergency situation.

Campus security and personal safety are of the highest priority at Stevens. Emergencies, such as active shooter events, can happen suddenly and are unpredictable. Each semester, an announcement is sent to the Stevens community providing the schedule for active shooter training sessions. For more information, please refer to the [Campus Police website](#).

### *Campus Closures*

Stevens may decide to close the campus due to weather or other unforeseen emergencies. If conditions warrant closing the campus or delaying its opening, an announcement of the decision will be:

- Sent via the University alert system;
- Posted on the main page of the Stevens website at <https://www.stevens.edu>;
- Emailed to the campus community, including faculty, staff and students; and
- Posted to Stevens' official social media sites.

If the campus is closed, all exempt employees will receive regular pay for the day of closure or the hours closed and non-exempt employees will receive an amount equivalent to their regular hours of base pay for the day or the hours closed.

Non-exempt employees called in to work on a day that the University has decided to close due to inclement weather will receive their regular pay plus an additional payment (of straight time or overtime, depending on the hours worked by the employee that week) for the actual time worked during the time that the campus was closed.

Weather and road conditions are not the same in every area where students, faculty and staff live, so the decision whether it is safe to travel must ultimately rest with each individual. If the situation appears to be unacceptably hazardous in an employee's home area, and they are unable to travel to campus while the University remains open, the employee should use accrued vacation or personal leave to cover lost time or, if approved by the employee's supervisor, work remotely.

An employee who is on paid leave when the University is officially closed due to inclement weather or another unforeseen emergency need not use paid leave for the period of the closure.

## 8.18 EMPLOYEE TRAVEL AND REIMBURSEMENT

---

When preparing to travel in connection with approved University activities, employees should refer to Stevens' Business and Travel Expense Policy (60.4), which can be found in the [Policy Library](#). It is Stevens' policy to reimburse individuals for all necessary and appropriate transportation and travel related costs incurred by faculty, staff, students and others in connection with approved University activities. Stevens expects its employees to exercise good judgment in utilizing University funds. Individuals should not gain or lose personal funds as a result of official travel. In addition, travel

arrangements should be planned as far in advance as possible so that costs will not be excessive and will not exceed budgetary limitations. Travel arrangements made for anyone other than University employees, such as guest speakers, consultants and prospective employees should follow the same policy that pertains to University employees.

## 8.19 EMPLOYEE COMPLAINTS

---

Stevens recognizes that employees may, on occasion, experience a job-related difficulty or issue. Employees are encouraged to try to solve such difficulties via informal discussions with supervisors and other individuals in their Division whenever possible.

When a complaint cannot be resolved informally with the help of an immediate supervisor or another individual in their Division, the employee may submit a complaint form. Complaint forms are located in the Division of Human Resources and on the Division of Human Resources' website. The Assistant Vice President for Human Resources, or their designee, will help to facilitate further review and discussion of the matter and provide a fair and timely written resolution.

If the employee is dissatisfied with the resolution issued by the Assistant Vice President for Human Resources, or their designee, the employee may submit a written appeal within five business days of the resolution. The Vice President for Human Resources shall provide a written decision on the appeal, which shall be final.

Regular performance reviews are not subject to appeal or review by the Division of Human Resources.

If a complaint involves subject matter covered under other policies located in the University Policy Library (for example, the Policy on Gender-Based and Sexual Misconduct or the Policy on Discrimination, Harassment and Bias Incidents), the procedures outlined in such Policies will apply in lieu of this procedure.

This section applies to staff only. Information concerning the faculty grievance procedure can be found in the [Faculty Handbook](#).

Notwithstanding the above procedure, employees are always encouraged to report issues or ask questions regarding legal, regulatory and policy compliance matters to any of the offices listed in the [Compliance Guide](#) or anonymously through the University's EthicsPoint Compliance Hotline at (855) 277-4065, or on the [EthicsPoint website](#).