

SIMMONS COLLEGE
EMPLOYEE HANDBOOK

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Office of Human Resources	E-201	Extension
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Welcome to Simmons!

Welcome to Simmons! We are pleased that you are part of our team of professionals dedicated to educational excellence.

This is your Employee Handbook. It is meant to be an informative guide to the College and our policies, practices, and benefits. By reviewing this Handbook, you will have a better understanding of what we expect from you and what you may expect from Simmons.

Each of our staff members and faculty plays an important role in helping the College achieve its goals. You are an integral part of our success.

We welcome your ideas, feedback, and suggestions for improvement. You may share them with your manager or with a member of the Human Resources or Payroll Office. We're glad you have chosen to work at Simmons!!

Simmons College

An Important Note About This Handbook

This Handbook is intended to summarize general information that is important in your work at Simmons College. It replaces and supersedes all previously issued Employee Handbooks and Human Resources written policies. This Handbook does not guarantee continued employment, nor does it establish a contract between the College and its employees. At Simmons, your employment (with the exception of tenured faculty and persons with employment contracts) is at will. This means that you are free to end your employment with the College at any time and for any reason, and the College retains the same rights. The College President is the only person who may make an exception to at-will employment, and the exception must be in writing and signed by the President.

While this Handbook is not a contract, it is intended to apply to all employees of Simmons College, including faculty members. Of course, many aspects of the employment relationship between faculty members and the College are addressed in the Simmons College Faculty Policy Manual. In most respects, the Employee Handbook and the Faculty Policy Manual cover different subjects. In those areas addressed by both the Handbook and the Manual, such as types of appointments, restrictions on terminations of employment, and leaves of absence under the Family and Medical Leave Act, among others, the Faculty Policy Manual will apply to faculty members and the Employee Handbook will not.

The College intends to apply the policies and practices described in this Handbook in a consistent manner. Nevertheless, the College reserves the right to modify, add to, delete from, and make exceptions to these policies and practices, without prior notice, as it deems appropriate. While the College will endeavor to consult with and inform the community in advance about policy changes circumstances may require change without notice. In the event of a question about the meaning of any part of this Handbook, the interests of the College will govern the final decision, and Simmons's interpretation will prevail.

Simmons expects each employee—including managers, non-managers, and faculty—to read the handbook and be familiar with its contents. If you have questions concerning this handbook, please ask your manager or a representative in the Office of Human Resources.

Section 1 - A Snapshot of Simmons

OUR CULTURE, STUDENTS, STAFF AND FACULTY, AND CAMPUS

Simmons is a small university in Boston with a 100-year-old track record of honoring the educational commitment that places students first. With an emphasis on intellectual leadership and professional preparation, we help students to build successful careers and lead meaningful lives.

We are a nationally recognized university with undergraduate programs for women and graduate programs for women and men. We are especially known for graduating students who have a sound liberal arts education and are exceptionally well-prepared for the world of work.

Our offerings include a nationally ranked undergraduate women's college, the world's only graduate business school designed specifically for women, highly respected co-educational graduate schools of library and information science, health studies and social work, as well as graduate programs in education, communications management, and the liberal arts. We offer Bachelor of Science, Bachelor of Arts, Master's and Doctoral degrees.

We enroll approximately 1950 undergraduate female students. Our students come from a variety of backgrounds, countries, and states. We also enroll nearly 2700 graduate students, both male and female. Please refer to the Simmons website for current information on our student body.

A passion for service defines the Simmons academic culture. We produce some of the best liberal arts graduates, librarians, teachers, social workers, business executives, and health-care professionals in the country. Simmons graduates enter the workforce with a dedication to make the world a better place.

Our highly talented faculty consists of about 210 full-time faculty members, who are more than 50% female. Over 75% hold doctoral degrees or the highest appropriate professional degree in their discipline. Our undergraduate student-to-faculty ratio is 14:1.

Simmons depends equally on its highly talented non-faculty staff. Staff members contribute to the well-being of Simmons students in many ways, including keeping the Residence Halls attractive, ensuring public safety, helping students find articles and books in the Library, providing technical and professional training, facilitating registration for courses, and offering financial and educational support.

All Simmons employees are important *ambassadors* for the College. Students, parents, visitors, donors, and prospective employees all appreciate a friendly greeting and knowledgeable help.

Simmons' campus offers a small college atmosphere, complete with a landscaped residence quadrangle, yet infused with university benefits and urban conveniences. Located in the Longwood/Fenway neighborhood of Boston, Massachusetts, we are within walking distance of 15 other college campuses and are surrounded by world-renowned museums, libraries,

hospitals, and medical research facilities. Easy access to public transportation, shopping, restaurants, and social activities is readily available.

On the residence campus, Simmons has nine residence halls, with a central dining hall. On the academic campus, the College offers modern learning environments, including the Park Science Center, the Pottruck Technology Resource Center, research facilities and more than 50 well-equipped labs. Both students and employees have access to the Holmes Sports Center, which has an indoor running track, swimming pool, weight room, and cardiovascular training equipment. The Simmons College Libraries, consisting of Beatley Library and four specialized branch libraries, offer an extensive array of electronic services and collections as well as traditional print and media materials. Simmons belongs to the Fenway Library Consortium, which provides Simmons faculty, staff, and students with borrowing privileges at 13 other member libraries.

Our workplace culture is unique – Simmons is small enough so that you can get to know your work colleagues and, at the same time, large enough to offer exciting, challenging work. Another aspect of our workplace culture is our commitment to educational excellence for our employees, who are encouraged to participate in various professional development opportunities (See *Section 9—Learning & Development* for more information). In recognition of our unique workplace, the *Boston Business Journal*, in June 2005, recognized Simmons as one of the top 50 places to work in Massachusetts. We intend to keep building on this accomplishment.

OUR MISSION, HISTORY, AND NOTABLE ACHIEVEMENTS

Simmons' Strategic Plan

The College's Strategic Plan is

“To position Simmons as an authority on women, education for the professions, leadership and diversity.”

To achieve this plan, the College has developed specific goals:

- ~ To provide students with an excellent education that prepares them for a lifetime of success.
- ~ To enhance our competitive position and establish Simmons as one of the country's recognized, small, urban universities.
- ~ To ensure our financial health and strength.
- ~ To build a diverse community of students, faculty, and staff to enhance learning and prepare students for citizenship, leadership, and the professions.

These goals will be accomplished through the following initiatives:

- ~ To assess and revise curricula, programs, and delivery methods to ensure quality and relevance for twenty-first century students and careers.
- ~ To promote excellence in scholarship through strategies to increase support for faculty research and development, and to establish targeted resources for scholarly work pertaining to women, the professions, leadership, or diversity.
- ~ To define the Simmons brand as women-centered, emphasizing leadership, education for the professions, and diversity, and to market that brand at the local, regional, and national levels to create a stronger awareness of Simmons.

- ~ To develop and execute strategic, coordinated, and systematic efforts in the areas of recruitment, pricing, and retention.

Our History

John Simmons's vision for the founding of his "Simmons Female College" was bold. His Will stated that the proceeds from his estate should establish a college to help women "to earn an independent livelihood." Why did he set forth this vision?

John Simmons grew up in Little Compton, Rhode Island, on a small family farm. In his early teenage years, he decided there must be a better life than subsistence farming, and he traveled to Boston where he became a tailor. At this time, just after the American Revolution, the country was starting to become industrialized, and cities like Boston saw a rise in clerical or managerial jobs (largely held by men) associated with banks, insurance companies, or manufacturing. As a tailor, John Simmons noticed that many of his customers were ordering suits that had common characteristics such as a 32-inch waist and a 30-inch pant leg. Simmons realized that he could make up suits in standard sizes ahead of time, and simply hand them to a customer when he came into the shop rather than requiring the customer to return several weeks later for his finished suit. In short, John Simmons invented the concept of ready-to-wear clothing.

Years passed, and by the end of the Civil War, Simmons had become the country's largest clothing manufacturer. Women living at home across New England stitched many of his suits. Often they were widows from the Revolution, the War of 1812, or the Civil War, or they were unmarried daughters who had few other job prospects and were expected to care for their parents. Simmons realized that he had made his fortune due to the labor of uneducated women who had few other choices.

Following the Civil War, Simmons closed his clothing business and became a real estate investor. At one point, he owned most of what is now known as the Financial District in the City of Boston. When he died in 1870, he left this estate to found the Simmons Female College. Unfortunately, the great Boston fire of 1872 destroyed that section of the city, and Simmons's buildings had not been insured. It took the trustees of his estate thirty years to dispose of the properties and create the funds that led to the incorporation of Simmons College in 1899.

A Tradition of Empowerment and Inclusion

Simmons is as thought-provoking as it is thoughtful. We've created a community designed to stimulate dialogue, enhance listening, spur growth, and catalyze action. That was the goal when John Simmons founded Simmons College more than 100 years ago. He was determined to provide quality education to women who were denied educational and career opportunities at the time. He wanted to enable young women, mostly factory workers, to lead successful, independent lives and to make their own contributions to their families, employers, and communities.

It was this same spirit of inclusion and empowerment that produced the first African-American Simmons graduate in 1914 and that resulted in the College being among the first not to impose quotas on Jewish students and other racial, ethnic, and foreign-born groups in the first half of the 20th century. Today, some 70 nations are represented within the Simmons community.

OUR VALUES

Our values are articulated in the Simmons Workplace Community Covenant:

“We the staff, faculty, and administration of Simmons College make up a community committed to teaching and learning. Regardless of our roles at Simmons, as members of a single community we seek to:

- ~ Respect each other as individuals and as colleagues,*
- ~ Respect diversity of all kinds within our community,*
- ~ Work collaboratively to foster positive morale,*
- ~ Promote direct communication to address issues or misunderstandings whenever they occur.”*

We also strive to demonstrate these same values to the community beyond Simmons—the general public, alumni, donors and potential donors, and prospective students.

The Diversity Council

The Diversity Council (TDC), a representative body of the Simmons community, is committed to a culture that fosters awareness and inclusiveness, in which community members are empowered and committed to an inclusive agenda. The Diversity Council creates and supports the development of innovative ideas, effective strategies, and allocation of resources to recruit and retain diverse students, staff, and faculty.

TDC’s immediate role is to advise schools and units on their Diversity Actions Plans (DAP) and plan for implementation. By creating a DAP that addresses college-wide initiatives, the Diversity Council assesses both short- and long-term priorities relating to diversity and leads a process that sets a future direction.

OUR ORGANIZATIONAL STRUCTURE

Our Not-for-Profit Status

Simmons College is a private, not-for-profit organization dedicated to providing excellent educational opportunities to our students. Like other not-for-profit organizations across the United States, we have a mission that contributes to creating, nurturing, and sustaining the values that shape the quality of American life.

Being a not-for-profit institution does not mean that Simmons cannot earn a profit. It does mean that we must use any profit earned for the benefit of the College. Our revenues come from a variety of sources, including tuition, gifts, donations, and investment earnings. Ensuring financial soundness and generating profits are essential for our survival and continued success.

Like other not-for-profits, we face increasing pressures to run the College efficiently and to be accountable to the Board of Trustees, our students and parents, alumnae and alumni, donors,

and other constituencies. We embrace this business challenge while simultaneously celebrating our membership in the unique, community-focused, not-for-profit sector.

How Simmons Is Governed

The ***Board of Trustees*** is entrusted with the management of the business, property, and affairs of Simmons College, including setting overall policy, appointing the president and officers of Simmons, approving the granting of degrees and other academic functions, and ensuring the responsible use of assets for the long-term health of the institution. The Board has approximately 33 members, including the President of Simmons College. Board members include alumnae and alumni, business and community leaders, and other interested and experienced individuals.

The ***President of Simmons College*** is appointed by the Board of Trustees and is the Chief Academic and Executive Officer of the College. The President is responsible for the academic administration and business operations of the College, in accordance with the policies established by the Board. The President acts as a liaison between the Board of Trustees and the faculty, staff, and students, and seeks advice from, and participation of, faculty and staff in managing the College. In addition, the President works closely with alumnae and alumni, business, government, foundations, educational associations, and other external constituencies, and ensures that the College plays an active role in Boston-area community relations and in issues affecting higher education on a national level.

The President is supported by the ***President's Council***, which participates in developing strategic and operational plans for the College. The ***President's Council*** has the following members:

- ~ *Senior Vice President for Administration and Planning*
- ~ *Senior Vice President for Finance and Treasurer*
- ~ *Dean, College of Arts and Sciences*
- ~ *Dean, Graduate School of Library & Information Science*
- ~ *Dean, Graduate School of Social Work*
- ~ *Dean, School for Health Studies*
- ~ *Dean, School of Management*
- ~ *Dean, Student Life*
- ~ *Vice President, Advancement*
- ~ *Vice President, Marketing*
- ~ *General Counsel*

The Deans are responsible for ensuring that each school operates consistently with the mission of Simmons College and in accordance with the policies and practices established by the President and the Board of Trustees.

The Vice Presidents have oversight for administrative areas and are responsible for planning and directing all activities within their divisions.

The General Counsel is responsible for all legal matters pertaining to Simmons. The General Counsel is responsible for overseeing Employee Services and Resources, the offices responsible for human resource administration, payroll, and benefits.

Human Resources

Human Resources comprise the Office of Human Resources and Benefits. Because the HR and Payroll functions are not located together, this Handbook will sometimes direct you to the Office of Human Resources, which is located in the Main Campus Building E-201, or to the Office of Payroll, which is located at W-105.

Mission of the Office of Human Resources

To contribute to the sound stewardship of the College's human resources by providing services and programs, which consistently meet a standard of professional excellence and effectiveness.

Our Goals

- To articulate policies and institute practices that enhance understanding, foster a positive work environment, and meet the needs of the Simmons community.
- To recruit, develop, and retain the workforce necessary to support the Mission and Strategic Plan of Simmons College.
- To advocate for equity and diversity.
- To demonstrate our commitment to excellence by responding to requests for assistance in a timely manner with accurate and thorough information.
- To build trust and assist in the resolution of problems by facilitating an ample flow of information.
- To model, through our own behavior, a workplace that emphasizes respect, collaboration, and professional integrity.

OUR PARTNERSHIP WITH THE COLLEGES OF THE FENWAY

Simmons is one of six active participants in an innovative consortium called the *Colleges of the Fenway* ("COF"), which began in 1995. The other five colleges are Emmanuel College, Massachusetts College of Art, Wentworth Institute of Technology, Wheelock College and the Massachusetts College of Pharmacy and Health Sciences. COF's goal is to promote interaction between the six members that allows them to collaborate, excel, and flourish within the ever-changing world of higher education. COF has established a collective vision of cross-registration, joint courses, team teaching, collaborative research, and other academic programs. It has also helped its members save money by sharing service contracts, student activities, employee training, development, and recruitment.

COF was cited by the Boston Business Journal as a "bold move" and by Boston Mayor Thomas Menino as a "wonderfully creative solution" to the mutual problems of small colleges. We are proud to be part of this consortium and urge you to ask your manager how your department partners with COF.

Section 2-Joining the Simmons Community

PROFESSIONAL STANDARDS AND ETHICS

Your Role as an Ambassador

We sincerely hope that you will find your work at Simmons to be personally and professionally rewarding and productive. As members of the Simmons community, we are all ambassadors for Simmons. To our prospective students and parents, the public, alumnae and alumni, the Fenway/Longwood community—*you are Simmons!* This means that your behavior and demeanor contribute to Simmons’s reputation as an ***educator of choice*** for students and an ***employer of choice*** for faculty and staff.

Being an ***educator of choice*** means that we put students first. All students are our “customers,” and most of them are making big sacrifices to attend Simmons—sacrifices of time, energy, and money. As ambassadors, we are a critical component of the Simmons experience, and we want to ensure that our students never regret their decision to join our community.

Being an ***employer of choice*** means that we have dedicated faculty and staff who provide an outstanding educational experience for our students. It also means that we are committed to attracting, retaining, and motivating our faculty and staff and providing them with a satisfying employment experience.

We hope that you will extend yourself to welcome others to our community, including potential students, parents, and employees.

Professionalism and Ethics

Simmons strives to be an open, supportive, collaborative, and ethical workplace. Simmons expects its employees to treat each other courteously and respectfully. Understanding, following, and communicating Simmons’s core values, policies, and procedures will create and sustain a positive, effective workplace. See ***Section 3—Your Work Environment*** for more information.

Handling Confidential Information

In the course of your work at Simmons, you may have access to confidential information about Simmons, our students, their parents, our alumnae or alumni, our Trustees, our donors, our employees, or other aspects of our business. This information must be held in the strictest confidence to protect individual privacy and to safeguard the College’s reputation and operations.

When it is necessary to share confidential information with others to handle your job responsibilities, please remember these guidelines:

1. *Be certain that the person with whom you intend to share the information is approved to have access to it. If you are uncertain, ask your Manager, Vice President,*

or Dean. If you believe you cannot discuss your question or concern with your manager, Vice President, or Dean, please consult with the Director of HR or the General Counsel.

- 2. Store and transmit information in a secure manner and establish ways to ensure that it isn't accidentally found or sent to unauthorized individuals. If you need to send confidential information electronically, check in advance to be certain that only the authorized individual has access to his or her e-mail, and indicate clearly that the information is confidential and must not be shared.*
- 3. Do not discuss confidential matters in public or in areas of the College where you are likely to be overheard.*

INFORMATION CONCERNING EMPLOYMENT ELIGIBILITY

Federal law requires Simmons to ensure that every employee hired after 1986 is eligible to work in the United States. All such employees and new employees must complete the *Employee Eligibility Verification Form* (called an "I-9" form) and provide original documentation establishing their identities and legal right to work in the United States for Simmons. You have three business days after beginning employment to provide such documentation. If, within that time, you cannot produce such documentation, your employment will be suspended unless and until you provide the necessary documentation.

Please note: Unless and until you can establish your eligibility to work in the U.S. via a completed I-9 form, you will not be provided with access to your Simmons e-mail account or access to WebCT or other on-line services.

If, during your employment at Simmons, your immigration status changes and impacts your eligibility to work in the United States, you must notify the Human Resources Office.

There may be occasions when a new employee must obtain a work visa in order to be eligible to work at Simmons. If so, the hiring manager or department chair should contact the Human Resources Office to have the necessary legal documents prepared. The hiring manager must allow adequate time before the start date to obtain the work visa. Processing time varies, but *at least 3–4 months* should be allowed. The costs of obtaining a work visa are not covered by Simmons although the Department hiring the new employee has the discretion to contribute to the cost of obtaining the necessary work visa if it desires to do so and it has the budgetary resources. The decision to grant or deny eligibility rests with the U.S. government and not with Simmons.

Information for Both New and Ongoing Employees

If you are new to the Simmons community, welcome! We understand that navigating any organization may be challenging at first. Below are some suggestions to help you get off to a good start. For employees who have been with us for a while, this section provides a good overview of general workplace information.

1. New Hire Paperwork

Whether you have been hired as a faculty, administrator, or staff member, your employment at Simmons does not begin unless and until you have completed what is commonly referred to at Simmons as your "New Hire Paperwork." Shortly after you

receive your appointment letter (if you have been hired to teach) or your offer letter (for a non-faculty position), you should make an appointment to come to the Human Resources Office to complete the necessary paperwork. Included in that paperwork is verification of your eligibility to work in the United States (the U.S. I-9 form); your employment application form, your W-4 form for payroll and tax withholdings, your employee data sheet (which includes your emergency contact information), and any other paperwork that may be applicable to you or the job you have been hired to fill.

2. Benefits Enrollment

Within your first 30 days of employment with Simmons, please contact the Office of Human Resources to review the benefits programs for which you are eligible and to enroll in these programs. If you wait longer than 30 days, you may not be eligible to enroll in our benefit programs until the next open enrollment period, which could be as long as 11 months away, depending on when you began working at Simmons. The Office of Human Resources conducts regular benefits orientation for new employees. Call Human Resources for information on when and where the next session will be held.

Please refer to Section VI for detailed benefits information.

3. Employee Orientation

Shortly after your first day on the job, the Human Resources Office will contact you to schedule your employee orientation session. At this session you will learn more about the College, whom to call if you have questions, and other important information to help you acclimatize to your new role at Simmons.

4. Transportation/Parking

The College has limited parking for full-time employees, and the availability of parking for employees can fluctuate dramatically each year because of building construction on the Simmons campus. The cost for the available on campus and off-campus parking spots can also fluctuate each year. Typically, each August the Office of Public Safety will distribute the parking policy for the period of September 1 through August 31. Parking permit applications are typically sent to employees at the home address on file in the Office of Human Resources.

For complete information including rules and regulations, which are considered a part of the terms and conditions of employment, please contact the Office of Public Safety.

5. T-Pass Program

All faculty and staff are encouraged to find alternate, environmentally-friendly ways to commute. With this in mind, the College offers a generous T-Pass discount program. The program is based on employment status.

All full-time faculty and staff are eligible for 70% off (up to \$105) the regular monthly rate for a T-Pass. Applications are available in the Campus Card Office. Payments may be made by payroll deduction using pre-tax dollars. If you choose not to use payroll deduction, payment may be made at the Cashier's Window each month by cash, check, or money order.

Please contact the Campus Card Office for further information about the T-pass program.

6. CommuteWorks

As a member of MASCO (Medical Academic and Scientific Community Organization), Simmons employees are eligible to take part in programs run by CommuteWorks. These programs include the M2 shuttle from Harvard Square and the shuttle for Ruggles Station, Bike to Work programs, and Ride Sharing information for individuals interested in carpools and vanpools. For more details please contact CommuteWorks at 617-632-2796.

7. Office/Desk Supplies and Business Cards

Your manager will arrange for you to receive basic office and desk supplies on or shortly after your first day. If your manager believes it is appropriate, she or he will order business cards for you.

8. Identification Card

You will be able to obtain a Simmons identification (“ID”) card within 5 business days of completing your new hire paperwork. Your completed new hire paperwork should be given to the Human Resources Office, which will then provide you with a form to take to the Campus Card Office. The Campus Card Office issues all College ID cards.

9. Telephone and Voice Mail

Your telephone and voice mail should be operative within five (5) business days. One of your department colleagues will instruct you on how to use the voice mail system. If you need to make long-distance calls as part of your job responsibilities, your manager will arrange for you to receive a long-distance access code.

10. Computer and E-mail

Your computer, printer configuration, and e-mail address will be set up on or shortly after your first day of employment. When your e-mail is set up, you will be able to access SOAR, WebCT, and other Simmons technology programs. The Office of Technology offers instruction in many of the basic programs Simmons uses, including e-mail and voice mail. You can access the technology training catalog on the College website at <http://my.simmons.edu/services/technology/> Be sure to consult the Simmons College policy on technology in *Section 3—Your Work Environment*.

11. Your First Paycheck/Direct Deposit

Your offer letter will specify whether you will be paid on a bi-weekly or a monthly basis. Employees paid monthly are paid in advance of the work month on the first business day of the month. For employees paid bi-weekly, the payroll schedule is available from Payroll and Benefits Office. Generally, your new hire paperwork must

be completed and received by the HR Office at least one week in advance of the pay date in order for you to receive your first paycheck. If you wish to have your paycheck directly deposited to your bank account, complete the form available in the Payroll Office. It may take several weeks to get direct deposit set up.

12. Relocation

Simmons typically recruits staff from the New England area. There may be occasions when a new employee, particularly a faculty member, is hired from outside the New England area. In such cases, a Dean or Vice President—at his or her discretion—may provide some financial assistance to defray relocation costs.

13. Travel

Employees who travel as part of their job responsibilities should contact the Office of Purchasing & Accounts Payable to get a copy of the *Simmons College Travel Manual*. The manual outlines travel-related policies and procedures, including how to make travel arrangements; reimbursement of travel expenses; when and how to get cash advances; and completing travel expense reports.

14. Purchasing

Simmons maintains a relationship with a vendor who provides office supplies. If you need to purchase office supplies or other goods, check with your manager or the Office of Purchasing & Accounts Payable. In certain situations, your department may be able to obtain a Simmons credit card to facilitate the purchase of certain goods or services.

15. Whom to Call for Assistance

Questions about benefits outlined in Section 6 (medical and dental insurance, retirement, flexible spending accounts, etc.) or changing your beneficiary(ies)	<i>Human Resources x 2084</i>
Office/Desk Supplies	<i>Your manager</i>
Computer or software problems or questions	<i>Help Desk, x 2222</i>
Telephone or voice mail problems	<i>Help Desk, x 2222</i>
Questions about your pay check, direct deposit, pay dates	<i>Payroll X 2012</i>
Questions about this Handbook, employee services outlined in Section 7 , workplace policies and procedures, changing your name or address	<i>Human Resources, x 2084</i>
Questions about parking, transportation, and Simmons Identification Cards	<i>Campus Card Office, x 2273</i>

Employment Categories

Your position will typically fall into one of several categories. Your offer or appointment letter should indicate which category or categories apply to you. The chart below provides a brief overview; for more details, please see the Faculty Policy Manual or *Section 5—Your Compensation*.

	<i>Status</i>	<i>Schedule</i>	<i>Classification</i>
FACULTY	Full-time	12-month schedule 11-month schedule 10-month schedule 9-month schedule	<ul style="list-style-type: none"> • Tenured • Tenure-track • Contract
	Part-time	Teaching less than one-half a full-time course load as that term is defined by each School	<ul style="list-style-type: none"> • Proportional • Contract
STAFF	Regular	Full Year (12-month schedule)	<ul style="list-style-type: none"> • Full-time (35 hours or more per week) • Part-time Less than 35 hours per week
		Partial Year (Less than a 12-month schedule)	<ul style="list-style-type: none"> • Full-time • Part-time
	Temporary Workers	You are hired for a specific period of time or for a specific project.	Number of hours varies

CONTRACT STAFF AND CONTINGENT STAFF

Consultants, temporary workers, interns, and contract workers are not considered employees of Simmons and, therefore, are not eligible for benefits, holiday pay, or any other services or programs available to Simmons employees. Generally, when consultants are used, the manager engaging the consultant should have a personal services agreement or contract prepared (or reviewed, if the consultant has drafted his or her own agreement). The written contract should address, among other things, the scope of the work to be performed, the term of the agreement, and the payment terms agreed upon by the consultant and the manager.

The General Counsel is available to assist with the drafting and reviewing of consulting agreements. The College's *Contract Signing Authority Policy* requires that agreements be reviewed and approved by the General Counsel. The President and Senior Vice President of Finance are authorized to sign contracts on behalf of Simmons College. Members of President's Council each have limited authority to sign contracts related to their areas of responsibility and expertise. For further information about contracts and the Contract Signing Authority Policy at Simmons consult *The Simmons College Guide to Contracts*; copies of the Guide are available from the President's Office. You can also find a copy of the

Simmons College Guide to Contracts and the College's most recent Contract Signing Authority Policy at <http://my.simmons.edu/counsel/contracts.shtml>.

There will be times when a department needs to have temporary help. The HR Office has contracted with a temporary staffing firm to provide temporary help at a reduced rate to Simmons. If you need temporary help, you should call the HR Office as soon as you know of your need. Even if you decide to hire workers from another temporary staffing agency, managers are responsible for advising HR because HR must track the employment of temporary workers.

STAYING IN TOUCH AND GETTING INVOLVED

Communication and involvement are keys to success in the Simmons community. They help us learn about many important and interesting events and activities at the College; understand what our colleagues do; and understand how we can work together more effectively.

In addition to the communications in your department, you may also be kept informed through several vehicles, including the following:

- Periodic *Town Hall meetings* that are conducted by the College President, often with the assistance of senior administrators. These meetings are intended to communicate information about topics that are important to the Simmons community, as well as to give you an opportunity to ask questions and give us your opinions.
- *In The Loop*, the College newsletter, published every two weeks on-line by the Office of Public Relations. Employees are encouraged to read this newsletter to keep abreast of news and developments at Simmons.
- *Staff Council* is a committee of staff employees at Simmons who meet to discuss various workplace topics. Staff Council is open to all non-faculty staff members, including managers, except for Vice Presidents. Staff Council also plans employee events such as the Annual Staff Retreat.
- *Faculty Senate*: In 2005, the faculty of all schools decided to form a single Faculty Senate to replace two faculty councils. The Simmons College Faculty Senate provides leadership for both the Faculty's self-governance and its shared governance with the Administration and Board of Trustees. The Faculty Senate oversees the business of the Faculty by addressing issues of faculty concern that span academic divisions and reviews, evaluates, and makes recommendations to the Faculty, Administration, and Board of Trustees concerning policies of the College that affect faculty and Simmons's academic mission. For issues concerning the Faculty, the Senate serves as the central point of contact for Students, Administrators, and Trustees and provides a voice for the Faculty.
- *President's E-News, Campus and Employee Announcements* are informal e-mail messages designed to make announcements, discuss specific timely topics, and, in general, keep the community informed.
- *Bulletin Boards, VCR monitors, and Posters*: You will want to check these out periodically.
- *HR Open Forums*: From time to time HR holds open forums to solicit feedback and share information with members of the community.
- *Employee Opinion Survey*: Each year, employees are asked to respond to a confidential survey about their work experiences at Simmons.

- ***WorkingTogether@Simmons:*** A seasonal newsletter issued by the General Counsel and the offices of Human Resources and Payroll.

Section 3—Your Work Environment

For the benefit of all employees, students, and others who visit our campus, we want a safe, professional, respectful work environment. Toward that end, the policies below have been developed. These policies also reflect our commitment to comply with all federal, state, and local laws and regulations that apply to our workplace.

RESPECT IN THE WORK PLACE

Equal Employment Opportunity and Non-Discrimination Policy

Simmons is committed to providing equal opportunity in all employment practices. Simmons does not discriminate on the basis of age, gender, religion, gender identity or expression, race, color, national origin, sexual orientation, marital status, disability, veteran status, or other unlawful basis.

We strive to recruit and retain a diverse workforce. Diversity enriches our understanding of the world and exposes us to a variety of opinions and experiences, thus enabling the administration, staff, and faculty to make the best possible decisions for Simmons College, our employees, and our students

Simmons does not tolerate unlawful discrimination in the workplace. We expect every Simmons employee to cooperate fully in implementing our policy of non-discrimination and equal opportunity. If you believe this policy has been violated, you should report your concerns immediately to your manager, to your Dean or Vice President, to Simmons's General Counsel, or to a Human Resources representative.

Persons with Disabilities

The Americans with Disabilities Act of 1990 (ADA) is a federal anti-discrimination statute designed to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. Massachusetts also has enacted legislation that provides similar protection for individuals with disabilities. Simmons College is committed to maximizing the inclusion of persons with disabilities in all aspects of employment. Accordingly, all managers, supervisors, and employees at Simmons should be aware of the following:

Discrimination Prohibited: People with disabilities who are otherwise qualified may not be discriminated against in any areas of employment including, but not limited to, job application, compensation and promotional procedures, fringe benefits, and any other activities available by virtue of employment at Simmons.

Limiting, Segregating, and Classifying: Persons with disabilities shall not be limited, segregated, or classified in a way that adversely affects their employment opportunities or status.

Associational Discrimination Prohibited: Simmons will not discriminate against any applicant or employee, whether disabled or not, because of the individual's family, business, social, or other relationship or association with an individual with a disability.

Reasonable Accommodation: Simmons will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant or employee with a disability unless it can be demonstrated that the accommodation would impose an undue hardship. Once a request is made, Simmons will make every reasonable effort to determine and provide an appropriate accommodation, if one is necessary. Employees who believe they may be in need of a reasonable accommodation should direct such requests to their supervisors or to the Human Resources Department. An employee will be asked to put his or her request in writing and/or to provide adequate medical documentation. Simmons may also ask relevant questions in order to make an informed decision about the request and/or may offer alternative suggestions for reasonable accommodations.

Retaliation and Harassment Prohibited: Simmons will not coerce, intimidate, threaten, harass, interfere with or retaliate against any individual for exercising rights under the ADA or 151B or for aiding or encouraging another person in the exercise of such rights.

Reporting: Employees are encouraged to bring issues or complaints related to this policy statement or about the accommodation process generally to the attention of their manager, Vice President or Dean, the Human Resources Department, or the General Counsel.

Policy Against Harassment

Simmons is committed to maintaining a respectful workplace, which includes a working environment that is free from unlawful sexual harassment and other types of unlawful discriminatory harassment. To reinforce this commitment, Simmons has developed a policy against unlawful harassment and other related types of inappropriate behavior and has set up a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Simmons property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Simmons's policy against harassment covers employees and other individuals who have a relationship with Simmons that enables Simmons to exercise some control over the individual's conduct in places and activities that relate to the College's work (e.g. contractors, vendors, etc.).

PROHIBITION OF SEXUAL HARASSMENT

Simmons's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when (1) submission to such conduct is made as express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) unwelcome sexual advances, whether they involve physical touching or not;

(2) use of sexual epithets, jokes, written or spoken references to sexual conduct, and gossip regarding one's sex life; (3) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (4) displaying sexually suggestive objects, pictures, cartoons; (5) unwelcome leering, whistling, touching or deliberate brushing against the body in a suggestive manner; (6) sexual gestures, suggestive or insulting comments; (7) inquiries into one's sexual experiences; or (8) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, Simmons considers such behavior to be inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Simmons policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

PROHIBITION OF OTHER TYPES OF DISCRIMINATORY HARASSMENT

It is also against Simmons policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in the College's premises such as on an employee's desk or workspace or on College equipment or bulletin boards. Depending on the circumstances, such behavior may not be severe or pervasive enough to create an unlawfully hostile working environment. Nevertheless, Simmons considers the behavior inappropriate and will take necessary disciplinary action even when the behavior is not unlawful.

It is also against Simmons policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

REPORTING HARASSMENT

If you believe you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Simmons College, you should report the incident immediately to your manager, your Dean or Vice President, or to a Human Resources representative. Possible harassment by others with whom Simmons has a business relationship, including contractors and vendors, should also be reported as soon as possible so that appropriate action can be taken. Although reports may be made verbally, employees are strongly encouraged to make any reports of sexual harassment or other discriminatory harassment in writing. Doing so facilitates the investigation process.

Simmons will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual or with other employees. Simmons's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take against an offending individual. To the extent feasible, only individuals who Simmons determines have a need to know will be informed of the allegations, and they will be requested to treat the matter confidentially.

If Simmons determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, transfers, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Simmons will provide the employee who made the complaint with appropriate information about the outcome of the investigation.

You can find a complete copy of the Simmons College policy against unlawful harassment, at www.simmons.edu/shp/index.html or http://my.simmons.edu/services/hr/downloads/sh_policy.pdf

Policy Against Retaliation

It is unlawful and a violation of Simmons policy to retaliate against any faculty or staff member who has brought a good-faith complaint of discrimination or harassment or who has assisted in the investigation of a complaint of discrimination or harassment. It is also unlawful and a violation of Simmons policy to retaliate against any faculty or staff member for asserting a legally guaranteed right (*e.g.*, filing workers' compensation claim), for doing what the law requires (*e.g.*, serving on a jury), for refusing to do that which the law forbids (*e.g.*, committing perjury), or for making a good-faith allegation of some type of illegal activity engaged in by the College. Retaliation, whether actual or threatened, destroys the sense of community and trust that is critical to a learning and work environment. Simmons considers acts or threats of retaliation in response to such disclosures or participation to constitute a serious violation of Simmons policy, which may result in disciplinary action, even dismissal, against the retaliator.

Retaliation occurs when an adverse employment action is taken against the person who has brought the complaint or assisted in a resulting investigation. Examples of retaliation could include, but are not limited to, the following:

- Unwarranted termination or suspension of the complainant
- Unwarranted reduction in pay, benefits, or perquisites
- Unwarranted demotion or a significant reduction in responsibilities
- Refusal to promote
- Involuntary placement on leave (except for leaves necessary to investigate possible violations of Simmons's policies.
- Transfer to a materially different and less desirable position
- Unwarranted negative performance evaluations
- Unwarranted negative references about work performance
- Toleration of harassment by other employees

It is important to note that impermissible retaliation can occur even in those circumstances where it is determined that the complaint brought was without merit.

If you believe that you are being retaliated against because of making a complaint or assisting in an investigation in violation of this policy, you should promptly report your concerns to the Director of Human Resources, to your Dean or Vice President or to the General Counsel.

Consensual Relationships

Simmons strongly discourages romantic or sexual relationships between an employee and his or her manager, between junior and senior faculty members, between faculty members and students, and between administrators/staff and students. The rationale of the College is that, even when both parties have consented, the relationship can give rise to problems that compromise the professional integrity of staff and faculty, and may generate charges of unfair treatment or of sexual harassment.

Sexual or romantic relationships with students are particularly problematic. Simmons agrees with the American Association of University Professors statement:

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

The College views romantic or sexual relationships between employees and their managers, between junior and senior faculty members, and between administrators and students in the same light; these relationships are also characterized by significant power differentials and are subject to the same liabilities.

If you are engaged in a romantic or sexual relationship with someone whom you instruct, supervise, evaluate, or advise, it is your professional responsibility to advise your Dean or Vice President of that relationship so that your Dean or Vice President can discuss and assess the situation with you to determine whether it is appropriate to make changes to the instructional, advisory, evaluative, or supervisory relationship. Information disclosed in these discussions shall be treated as confidential, and disclosure to others shall be made only on a need-to-know basis.

Please note: In the event you are the subject of a legal complaint of sexual harassment and if the facts show that you were engaged in a romantic or sexual relationship with someone whom you instructed, supervised, evaluated or advised, and if you did not advise your Dean or Vice President of the existence of that relationship so that steps could have been taken to change, if appropriate or necessary, the instructional, advisory, evaluative, or supervisory relationship, the College may decline to assist you in your legal defense against the allegation(s), and you, not Simmons, may bear any litigation costs or fees associated with your legal defense.

WORK PLACE STANDARDS

Professional Conduct and Appearance

Simmons generally follows a “business casual” standard of dress year round, which consists of “relaxed” but professional attire. Some employees, in some positions, because of the nature of their responsibilities may be required to dress more formally on a regular basis and to adhere to a more formal standard of workplace dress than other Simmons employees. If you have questions about standards of dress for your position or department, talk with your manager.

Attendance and Punctuality

Consistent, regular attendance of all employees is critical to the smooth operation of Simmons. You are expected to arrive for work each day on time (at the time agreed to with your manager) and to work until the end of the workday, except when you are ill, on vacation, or on an approved leave.

If you are frequently absent or late, you may be subject to discipline up to and including termination of your employment. If you know in advance you will be absent, you are required to notify your manager or supervisor as soon as you learn of your need to be absent. If your absence is not planned, you should telephone as soon as possible and speak directly to your manager or supervisor. Unless you are on an approved leave of absence, it is your responsibility to call in every day.

Timekeeping and Attendance

Federal and state wage and hour laws require that Simmons keep accurate records of hours worked for every non-exempt employee. Therefore all non-exempt employees must maintain and complete weekly time records, which will be reviewed and approved by supervisors.

Falsification of timekeeping reports is a serious violation of College policy and may result in immediate discharge.

Simmons Property and Your Own Personal Property

Simmons will provide you with desks, lockers, and/or other places in which to keep your personal property during your work hours. It is important to note that any office, desk, closets, file cabinets, or locker provided to you by Simmons remain the sole property of Simmons and Simmons reserves the right to inspect these places at any time, with or without prior notice.

All communications sent, received from, or stored on the College's voicemail or computer systems—including laptop computers—are also the property of the College.

The College cannot be responsible if your personal property is damaged, lost or stolen. If College or personal property is damaged, lost, or stolen, you should immediately report it to the Public Safety Office.

You will not be required to pay for damaged, lost or stolen College property. You may, however, be disciplined if you should have exercised better judgment or taken appropriate precautions.

Technology Policies

Simmons has policies in place that govern the use technology at Simmons. All employees at Simmons should be familiar with the terms of these policies, and you should consult with your manager, Dean or Vice President if you have questions about the terms of these policies and how they apply to you and the work you do at Simmons. Copies of these policies may be found on the Simmons website and in the Appendix of this Handbook.

1. Installation of Software

Federal regulations govern the licensing and use of computer software. The software you are provided by Simmons is properly licensed and should be used by you in accordance with the licensing agreement. No copy of software may be used on a Simmons computer or Simmons network unless a valid license to use that copy has been obtained, including shareware and software downloaded from the Internet.

You are not permitted to make additional copies of any software without the express authorization and proper registration of the copy from the Office of Technology. Before any software can be used on Simmons computers or the network, the software must be virus tested; disabling of College-installed virus protection software by users is prohibited.

If you have questions about the rules and regulations associated with computer software, please contact the Technology Helpdesk.

2. Acceptable Computer and Network Use Policy

Simmons has an *Acceptable Computer and Network Use Policy* that governs the terms of use and expectations for all users of Simmons College computer and

network resources. All faculty, staff, and students are bound by this policy as a condition of using the College's computer and network resources, and every Simmons employee should be familiar with the provisions of this policy, which address important topics like prohibited computer and network uses, passwords, copyright infringement, installation of software, and privacy concerns.

Failure to comply with the *Acceptable Use* policy may be considered a serious offense and may result in discipline or termination of employment of an employee. A copy of the *Acceptable Computer and Network Use Policy* may be found in the Appendix of this Handbook or at

<http://my.simmons.edu/services/technology/policies/acceptable-use.shtml>.

3. Copyright Policy

As a community of scholars, Simmons College subscribes to the belief that intellectual property rights should be respected and honored, and that fair and appropriate use of published materials is both a legal and ethical obligation that members of the Simmons community must observe. It is the policy of Simmons that all members abide by U.S. Copyright law. Employees who willfully disregard U.S. copyright law and the Simmons copyright policy do so at their own risk and assume all liability for their actions. A copy of the College's Copyright Policy may be found in the Appendix or at

<http://my.simmons.edu/services/technology/policies/copyright.shtml>

4. Intellectual Property Policy

Simmons College has a policy governing ownership of intellectual property that applies to faculty and staff at Simmons. A copy of this policy appears in the Appendix and at <http://my.simmons.edu/policies/ipo.shtml>

5. Invention and Patent Policy

Simmons College has a policy governing the ownership of patents, which applies to faculty and staff at Simmons. A copy of this policy appears in the Appendix and at <http://my.simmons.edu/services/technology/policies/invention.shtml>.

6. File Sharing at Simmons

File sharing is the act of using the Internet to transfer music, movies, and other copyrighted works from one computer to another. Use of the Simmons network and Simmons computers to download or upload a file without the consent of the copyright owner of the music, movie, or other content in the file is a violation of the College's *Acceptable Computer and Network Use Policy*. All Simmons employees should refrain from engaging in unlawful file sharing. For more information about file sharing, log on to

<http://my.simmons.edu/services/technology/policies/filessharing.shtml>.

7. Use of E-mail for Personal Reasons During Work Hours

Simmons College discourages the use of e-mail to attend to personal business during work hours, although we recognize that you may occasionally need to do so. Use of your Simmons e-mail account to attend to non-Simmons business matters during work hours should be kept to a minimum, and the excessive use of e-mail for non-Simmons matters during your work hours may be grounds for discipline. Some types of personal e-mail are always prohibited. These include, but are not limited to, commercial or political solicitations, chain letters, and materials of a sexual, discriminating, or harassing nature. Employees must refrain from using their Simmons e-mail accounts for such uses.

8. Electronic Mail Courtesy

E-mail is a useful business tool. Here are some guidelines that can help you be more efficient when you use it:

- Before hitting the “*Reply All*” button, think twice—does everyone really need to see your response, or merely the sender?
- E-mail should be used only sporadically to deliver performance feedback, particularly if such feedback is or could be perceived as negative.
- If multiple parties need to provide input about a business decision, it may be more efficient to hold a meeting.
- Don’t use e-mail to criticize or express frustration or other negative emotion. Such feelings should be expressed in person.
- E-mail should be used only sporadically to assign a significant amount of work to others, particularly if the work involves a new project or is complicated. Such assignments are best made in person so that both the manager and the employee can be certain that project requirements and deadlines are clear and that there is an opportunity to answer questions.
- When in doubt, talk!

9. Security and Privacy of Electronic Mail

Although Simmons takes reasonable steps to block unauthorized entry into employee’s files or accounts, these systems should not be considered completely secure. All employees should use discretion when sending or storing highly sensitive or confidential material.

In addition, a limited number of authorized Simmons College personnel will occasionally monitor information on the College’s network and/or computer systems for College-related purposes.

Confidential Information

As an employee at Simmons, you may see, handle, or manage a variety of confidential information about your colleagues, our students, their parents, our trustees, donors, alumnae and alumni, and others. If you have access to confidential information, it is your responsibility to respect the confidentiality of the information that is provided to you in the course of your work at Simmons and to maintain the privacy of that information at all times.

Confidentiality Agreements

If you work for certain departments at Simmons (Advancement and Technology are just two examples), you may be asked to sign a Confidentiality Agreement as a condition of employment or as a condition of continued employment. If you have questions or concerns about confidentiality, speak with your manager, Dean, Vice President, or the General Counsel.

Conflict of Interest

All members of the Simmons community are expected to promote the integrity and reputation of Simmons. One way to do so is to avoid actual or perceived conflicts of interest—that is, the conflict between your personal interest or gain and that of Simmons’s interests and business. A conflict of interest is any outside activity or employment that adversely affects or influences your judgment on the job. This may include any direct or indirect financial relationship with a customer, supplier, vendor, or another employer (either on the part of an employee or members of his or her immediate family) that might reasonably affect your judgment or decisions made on behalf of Simmons. Note that even the appearance of a conflict may have a negative impact on Simmons and you.

If you think that you may have an actual or perceived conflict of interest, it is incumbent upon you to consult with your Dean, Vice President, the General Counsel, or a representative from Human Resources. As with any form of improper conduct, conflicts of interest may result in disciplinary action, including termination of your employment.

Employment References and Verification

Providing external employment verification and references for non-faculty employees is generally the responsibility of the HR office. To protect the privacy of all our employees and the interests of Simmons, you should refer all requests for references or letters of recommendation to HR. It is HR’s practice to confirm dates of employment, job title(s) and most recent salary.

If you are a manager, and you wish to provide additional information about a former employee’s work performance, you should consult with HR for advice on how best to proceed when giving references about current or former employees. Every manager who is inclined to provide an employment reference for current or former employees should first obtain specific, written permission from the former or current employee to provide such references.

Providing external employment verification and references for faculty are typically the responsibility of the faculty member’s Dean.

Other Employment

Another job at Simmons

You may wish to hold more than one job at Simmons at the same time. This is sometimes possible, but you should consult with your manager to ensure that your second job will not interfere with meeting your responsibilities in the first job. Also, you must consult with HR to ensure that we comply with wage/hour and other applicable laws.

A Job With Another Employer

Non-faculty members who are employed at Simmons may work for another organization provided that it does not conflict or interfere with your Simmons College job responsibilities, schedule, or performance. You may not perform any work for another employer during your Simmons workday, and you may not use Simmons equipment, materials, or staff to support your outside employment.

Faculty should consult the Faculty Policy Manual for information concerning outside employment.

Serious Offenses

As stated in ***Section 4—Performance Management***, we expect from all employees behavior that is professional, ethical, appropriate for the workplace, and consistent with our Workplace Covenant and Simmons policies. These standards are designed to promote the well-being of students, visitors, colleagues, and others who may be doing business with Simmons, as well as to preserve the goodwill we have created in our community.

Failure to act in a professional and appropriate way may result in discipline. Discipline may range from a warning (verbal or written) to immediate termination of employment. Whether discipline is imposed and the type of discipline imposed rests within the discretion of Simmons and may depend upon several factors, including the severity of the offense, whether you have demonstrated a pattern of inappropriate behavior, and the impact of your behavior or your continued employment may have on Simmons or on your colleagues. Your length of service to Simmons and whether or not you *intended* to engage in the inappropriate behavior may or may not be a factor, depending on the circumstances.

There may be times when an employee is suspended to allow Simmons sufficient opportunity to review the circumstances of the alleged offense and make a final decision. If such a suspension occurs, Simmons will make a decision on a case-by-case basis as to whether the suspension will be with or without pay.

It is impossible to list every type of behavior that is unprofessional and inappropriate and may be grounds for discipline or loss of job. Below are some examples that may constitute grounds for discipline. This list is not exhaustive, however:

- ☞ Unlawful harassment or discrimination of any type
- ☞ Conduct that threatens or compromises the safety of others, including carrying or possessing firearms or other weapons on College property
- ☞ The sale, distribution, or possession of illegal drugs
- ☞ The consumption of alcoholic beverages during work hours outside of Simmons-sponsored events
- ☞ Off-campus behavior that adversely impacts the Simmons work environment
- ☞ Misuse of College property, funds, money, or cash equivalents
- ☞ Putting inaccurate information on or in any way falsifying College documents, including timekeeping records, employment records, student records, financial records, and expense reports
- ☞ Falsifying academic, professional or employment credentials
- ☞ Insubordination
- ☞ Reporting to work or working under the influence of alcohol or illegal drugs

- ⊖ Breaching of confidentiality or misusing confidential information
- ⊖ Placing yourself in a position in which your personal interests and the interests of Simmons are in conflict
- ⊖ Failure to comply with any federal, state, and local laws and regulations that apply to you and/or Simmons and/or your failure to comply with College policies
- ⊖ Repeated conduct that is inappropriate with students
- ⊖ Excessive tardiness/stopping work before end of shift
- ⊖ Excessive absenteeism or abuse of leave
- ⊖ Repeated failure to notify supervisors promptly of absences
- ⊖ Theft of Simmons property or the property of another
- ⊖ Fraudulent or dishonest conduct

If you have any questions about these or other behaviors, talk to your manager or to an HR Representative.

Faculty should also consult the **Faculty Policy Manual** for information concerning their rights and responsibilities.

WORKPLACE SAFETY

To ensure that your working environment is safe and secure, Simmons has implemented the following policies.

No Smoking Policy

To promote a healthy work environment for all employees, Simmons has designated all College facilities as non-smoking. This prohibition applies to all employees, students, and visitors. Simmons has a Smoking Policy for employees who do smoke. A copy of that policy can be found in the Appendix.

Drug and Alcohol Free Workplace

Drug and alcohol abuse can impair not only your judgment but also your physical coordination, both of which can increase the risk of workplace accidents and injuries. Substance abuse also has adverse results on your job performance, and therefore, hurts Simmons as a whole. Therefore, Simmons is committed to maintaining a drug-free workplace. As required by federal law, we prohibit the illegal use of drugs and the abuse of alcohol by our employees. The law applies to all employees, including student workers and interns.

Simmons does not condone or permit the unlawful possession, use, consumption or sale of illegal drugs or any controlled substance by employees on College property. For purposes of this policy, a controlled substance is any illegal or prescription drug that, if abused, may lead to physical or psychological dependence. In addition, working while under the influence of a controlled substance is prohibited, unless use of the controlled substance is consistent with a physician's prescription and does not substantially impair the employee's ability to work satisfactorily or pose a risk to workplace safety.

In addition, all Simmons employees must comply with federal and Massachusetts state laws as well as any relevant local statutes and regulations relating to alcohol use, sales, or service of alcohol, especially to under-age persons.

Simmons expects all employees to conduct themselves in a responsible and lawful manner while on Simmons property or while conducting Simmons business off campus. Specifically, you may not operate any college-owned vehicle or equipment, while under the influence of alcohol or controlled substances. Employees, who under the direction of their doctor use prescribed or over-the-counter medication that may impair their abilities to operate a vehicle or equipment, should notify their manager of their limitations.

Simmons sometimes sponsors events where alcohol is served to adults who have reached the legal drinking age. Employees are expected to consume alcohol responsibly at Simmons functions, regardless of whether those Simmons-sponsored functions are held on or off campus. It is never appropriate to consume alcohol if you are under the legal drinking age, nor is it ever appropriate to provide alcohol to persons who are under such age.

If you plead guilty, or if you are found guilty, or if you plead “no contest” to criminal charges associated with drugs or controlled substances, you are required by federal law to notify the Simmons Director of Human Resources of that criminal matter and outcome immediately. Under federal law, notification to the HR Director must occur within five (5) days of your conviction or plea. Notification to HR is required because Simmons is a recipient of federal funds and must comply with the Drug-Free Schools and Workplace Act of 1988, which mandates such notification. If you fail to notify the HR Director as required by federal law, you may be subject to discipline or termination.

Information on this topic can also be found at <http://my.simmons.edu/services/hr/drugalcohol.shtml>

Professional Assistance with Substance Abuse

Simmons appreciates that substance abuse is a complex and difficult problem to resolve. Should you find yourself faced with a problem of alcohol or substance abuse and you are seeking professional assistance through counseling or a more formal rehabilitation program, we encourage you to contact our *Employee Assistance Program* (“EAP”). Information about our EAP and how to contact a professional counselor is available from the HR Office. Discussions with an EAP counselor are confidential. Further information on the EAP can be accessed at www.WellnessWorkLife.com.

At its discretion and depending on the circumstances, Simmons may offer an employee the opportunity to participate in and successfully complete a rehabilitation program in lieu of termination of employment. Generally, however, this option may be offered when the employee admits his or her problem *before* he or she has engaged in inappropriate behavior or demonstrated poor job performance.

If you participate in a Simmons College health plan, you or a covered dependent may receive coverage for licensed drug and alcohol rehabilitation facilities and outpatient counseling. Please refer to your health benefits *Summary Plan Description* for more details.

Safety and Security

All members of the Simmons College community should take an active role in their own safety and security as well as the safety and security of colleagues, both on and off campus. You should not bring valuables to campus and, in the event you do, you should secure your

wallets, handbags, and other items of value in your desk. You should never leave a wallet, pocketbook, briefcase, or other such items unattended and in plain view.

On campus, the College's Office of Public Safety coordinates security and safety measures for the Simmons community. Simmons employs uniformed public safety officers who are on duty at campus locations twenty-four hours a day, seven days a week, during the academic year. Supervisors in the Office of Public Safety are appointed as Special Massachusetts State Police Officers, and are authorized to make arrests and enforce the laws of the Commonwealth on Simmons College property.

The administrative offices of the Office of Public Safety are located on the ground floor of the east wing of the Main College Building, Room E007. Anyone may reach Public Safety in an emergency by dialing extension 1111 on any campus phone, including the exterior phones at the front and rear entrances of the Library and Science Center and at the Fens entrance. From an outside line, Public Safety can be reached in emergency situations at 617-521-1111. For assistance with non-emergency situations, employees should dial extension 1112.

Members of the Simmons Community should always be prepared to show their College ID card to College Public Safety personnel when asked. All members of the Simmons community should report suspicious activity or thefts to Public Safety immediately. Public Safety also operates a lost and found center at MCB E-007.

Work-Related Injuries

If you are injured during work or sustain an accident on Simmons College's premises or while traveling on College business, you should report the injury to your manager immediately, even if you think it is relatively minor. You should also notify the HR Office. Under many circumstances, Massachusetts' State Workers' Compensation law requires payment for medical treatment resulting from on-the-job injuries. A representative from HR can assist you in completing the necessary documentation with the College's workers' compensation insurer. In order to qualify for workers' compensation, you must report any work-related injury or illness promptly.

WORK SCHEDULES

We offer a number of work schedules with the goal of meeting our business needs while providing you, when feasible, with the opportunity of balancing your professional and personal life. The number of hours you work may affect your advancement rate and/or opportunities as well as your benefits eligibility. Please see *Section 6, Your Benefits*.

Core Business Hours

In general, Simmons core business hours are 8:30 to 4:30 Monday through Friday. Certain schools or departments, however, may have different core hours. Your manager will provide you with information about your scheduled hours and those of your department.

Summer Hours

Each year, the President will determine whether summer hours will be observed for that summer and, if so, will announce when and how summer hours will be implemented. Some College offices may not observe summer hours because of their business needs. For more

information about how your unit or department observes summer hours when they are in effect, talk with your manager.

Year-end Close

Each year the President decides whether Simmons may be closed, in whole or in part, between Christmas and New Year's Day. This decision will be announced in the holiday schedule that HR distributes every year in late fall. Some College offices may not be able to close during this time period. Your manager will provide you with specific information about your department's coverage needs and its business hours during this period.

Facility Closings and Inclement Weather

There are times when emergencies disrupt regular College operations. Emergencies include inclement weather, fires, and electrical or heating failures. When an emergency arises, the President or designee will make the decision whether to close Simmons for the day, close early, or delay the start of business. Simmons advises members of the community who commute from long distances to delay their departures until complete cancellation information is available.

Simmons will broadcast a voice mail message over the College's telephone system. Employees may call (617)-521-3INFO, and select the menu choice for school closing information. Closing information may also be posted on the Simmons College website at www.simmons.edu.

Simmons makes every effort to keep Simmons open during snowstorms, including making use of delayed openings. If public transportation is readily accessible from where you live, we strongly suggest that you use this option to get to and from Simmons during snowy and icy weather because parking may be limited due to accumulated snow.

Please do not call the Department of Public Safety to ask whether or not Simmons is open. During snow, storms and emergencies, the Public Safety Dispatcher is extremely busy, and calls of this nature may make it more difficult to handle serious problems.

The College's judgments for weather-related closings are based upon the best information available from the Boston office of the National Weather Service. Each employee should make his or her own decision about whether to travel to work based on weather conditions in his or her area. If Simmons is open but you do not report to work, your absence will be charged either to your accrued vacation time balance or will be unpaid. Employees who will not be coming to work should notify their supervisor as soon as possible in the morning.

If your position is exempt, your pay will generally not be impacted by a decision to close Simmons or delay the start of business. If your position is non-exempt and Simmons is closed, you will generally be paid for your regular, scheduled work hours. If your job is non-exempt and Simmons is open, but you choose not to report to work because of inclement weather or other situation, you should use available vacation time to be paid for the time you do not work of, if not available, request the time off as unpaid.

More information on college closings can be accessed on Simmons's website <http://my.simmons.edu/services/business/emergency.shtml>.

EMPLOYMENT/PERSONNEL RECORDS

The Office of Human resources maintains documents related to your employment at Simmons. It is your responsibility to notify the Human Resources Office immediately when any changes occur in your personal status, such as change of address, new home telephone number, additional dependants, or change in emergency contact information.

Simmons employees are entitled to review and obtain a copy of their employee records, including their health records. Employee health records are confidential and are kept separate from general employee files. Health records include medical information and documents related to family, medical leaves of absence; workers' compensation; short- and long-term disabilities; and information received from health care providers.

If you want to review your file, you should submit a written request (e-mail is sufficient) to Human Resources. A representative from HR will arrange a time to review your records during business hours within five (5) days of your written request. You may also request that a copy of your records be photocopied and provided to you.

Faculty should consult the **Faculty Policy Manual** for information regarding access to their employment/personnel records.

WHEN YOU HAVE A WORK PROBLEM

During your career at Simmons, there may be times when you disagree or encounter problems with your manager or work colleagues or when you feel that you have been treated unfairly. Below are some general guidelines for resolving such conflicts.

The best approach is for you to discuss the issue with the person with whom you are in conflict, if you are comfortable doing so. In many situations, problems can be resolved at this level through candid, tactful, and direct communication. If the issue involves potential discrimination or harassment, be sure to follow the procedures outlined in those policies and seek help and advice about your concern.

Raise issues in a prompt manner, but be sensitive to timing. For example, if you know the person is facing a tight deadline or important meeting, you may want to delay your meeting with him or her until after the deadline has been met or the meeting has been held.

If you cannot resolve the problem with the person involved, discuss the problem with your manager.

If you can't resolve the problem with your immediate manager or need additional information that she or he cannot provide, contact HR for assistance. HR will help you directly or provide guidance on the next steps you could take on your own.

If your problem remains unresolved, you are strongly encouraged to talk with your Dean or Vice President for your school or division. Be prepared to provide background information on the problem or issue, to discuss your attempts to resolve it, and to propose a recommended solution.

Simmons maintains an open door policy, reflecting our respect for each individual in our community and our belief that everyone should have the right to discuss and even disagree with the administration. The process described above allows you to have access to the level of administration that has the authority to effect change and resolve problems. A representative from Human Resources is also available to consult at any step of this process.

The Role of Human Resources

The Human Resources Office is available to provide appropriate assistance and guidance to help Simmons remain a productive, respectful and fair work place. Human Resource Representatives are always available to assist members of the Simmons community in a professional and confidential manner. We encourage employees to have open and honest communications with their peers and their managers, and we invite you to talk with us if you believe that we can be of assistance to you in resolving workplace issues and concerns.

Section 4—Performance Achievement

Performance management is an ongoing process that starts when expectations are set; feedback is shared; and performance is evaluated. It's important that you understand what Simmons and your manager or Department Chair expect of you; how your performance will be evaluated; and your role in our performance management process.

Faculty should refer to the Faculty Policy Manual and each school's Implementation Guidelines for information pertaining specifically to faculty. This Section pertains primarily to staff. We want you to:

- Understand your work responsibilities and what you are expected to accomplish in your job
- Understand how your professional responsibilities support Simmons's Strategic Plan
- Participate in setting goals and objectives for you and, sometimes, your department or work team
- Understand how your performance is appraised
- Know what may happen if your performance does not meet your manager's expectations
- Learn how you can improve your performance
- Participate in ongoing communication and feedback about your performance

The College's performance management program has three basic components:

①

Setting expectations: Your job description gives you an overview of your general responsibilities. You and your manager set *SMART** goals and objectives that are consistent with your job description. Your job description, goals and objectives form the standards against which your

②

Performance feedback: You and your manager have ongoing discussions about your performance. These discussions may be formal or informal and should occur throughout the year. You are encouraged to ask your manager for performance feedback at any time.

③

Performance appraisal: Simmons has an annual formal appraisal process. You and your manager meet to summarize and document your performance for the previous year, using the College's performance appraisal form. Both of you also develop goals for the next appraisal period. This is also a good time to focus on your career development.

* *SMART* goals are Specific, Measurable, Attainable, Relevant and Time-lined.

More About the Performance Appraisal Process

Each year, the HR Office provides specific information about the College's formal performance appraisal process (Step 3 above). This information includes timelines as well as the forms to be used. There are several ways that you and your manager may conduct this process; the most common way is outlined below.

Typically, the process begins when you fill out a written assessment of your performance. This is your chance to document how you view your performance and what you consider your contributions to Simmons have been. You should complete the form entitled "Employee Self-Assessment." If acceptable to your manager, you may also complete your self-assessment using the actual performance appraisal form (found on line at <http://my.simmons.edu/services/hr/documents.shtml>).

HR does not require you to complete a self-assessment form and encourages you to, but your manager may require that you do so, or provide some feedback on your performance. Completing a self-assessment form is one of the best ways to demonstrate to your manager that you take an active interest in your job performance and your career at Simmons. It is also a useful tool for self-reflection. The HR Office conducts training to provide tips and techniques on how to complete your self-assessment and manage your career at Simmons.

The performance appraisal process is an ideal mechanism for mutual feedback. Do not hesitate, in a respectful way, of course, to give your manager feedback on what she or he could consider doing in order to manage you and your work team more effectively.

Generally, the next step is for managers to attend performance management training offered by the HR Office. The training for managers has several purposes:

- ⇒ to reinforce the importance of the performance achievement process
- ⇒ to remind managers about Simmons's compensation philosophy and program
- ⇒ to help managers prepare for their performance discussions with you
- ⇒ to promote consistency across Simmons in performance appraisals and ratings

Managers are encouraged to meet with employees prior to writing their appraisals to discuss how the manager views the employee's performance and how it compares with the employee's perspective. You may respectfully ask your manager to have such a meeting with you, but your manager has discretion to decide whether to call such a meeting.

In preparing your appraisal, your manager may also gather feedback from people with whom you have interacted during the appraisal period. Such persons may include internal or external customers, students; alumnae and alumni; and your work colleagues. Your manager will write your performance appraisal on the form(s) designated by HR. The appraisal will indicate an overall performance rating. The ratings and what they mean are explained in detail by HR in the annual training sessions offered to both managers and non-managers.

Once the appraisal is reviewed by your Division Head or Dean or designee, your manager will meet with you to discuss it. You should read the appraisal carefully, and we encourage you to discuss several things with your manager, such as

- ▶ Areas where you excel and how you can continue to build on your successes
- ▶ Areas where you disagree with your manager's assessment of your performance
- ▶ An action plan to address opportunities for improvement
- ▶ Setting goals for the upcoming year

Each employee should receive specific, objective feedback on his or her performance in a respectful manner. You should ask your manager if there's anything you don't understand in your appraisal. We ask that you sign your performance appraisal to indicate that you have read and understood it. If you wish, you may write a response or other comments, which will become an official part of your appraisal.

A copy of your appraisal and any comments that you may write become part of your HR file. If you so request, your self-assessment will become an official part of your appraisal and will go into your HR file. Your manager will consider your appraisal to determine whether and when you will receive a salary increase (see Section 5 on *Compensation*).

The final step in this process is for you and your manager to set goals and objectives for the upcoming year.



Hot Tip: *If you get an email or letter praising your work, retain it so you can refer to it while writing your self-assessment. Unsolicited praise is a great way to demonstrate to your manager the value you add to the College. If you receive a complimentary voice mail, forward it to your manager. Review your calendar to jog your memory about important projects that you may have accomplished. Informing your manager of positive feedback that you receive is an important way to demonstrate that you care about your job performance.*

Improving Your Performance

We hope that your career at Simmons will be exciting and challenging and that you will be successful in your job. It may happen, however, that your performance falls significantly and/or consistently short of meeting your manager's expectations. If that happens, our goal generally is to help you improve your performance.

In an effort to help you improve your performance, your manager may do a number of things, including the following:

- ◆ Meeting with you to explain the problem and get your perspective
- ◆ Coaching you on what you can do to improve your performance
- ◆ Formally counseling you and documenting these discussions
- ◆ Providing training and professional development
- ◆ Placing you on a ***Performance Improvement Plan ("PIP")***

The PIP is a tool that we have designed to turn around declining performance through realistic goal setting, progress reviews, and feedback. The period of time that you are on a PIP will be determined by your manager, in consultation with HR. This period of time is based upon a number of factors, including the nature and severity of your performance problem; the impact of the problem on Simmons and others with whom you work (e.g., students, staff, faculty and alumnae and alumni); and the complexity of the expectations you need to meet.

Being placed on a PIP is not necessarily the end of your Simmons career. Simmons employees have successfully completed PIPs and gone on to have meaningful careers at Simmons. A PIP is intended, however, to alert you to serious deficiencies in your performance; to inform you what you must do in order to improve; and to give you ample notice that if your performance does not improve, your employment with Simmons may be terminated.

Generally, a PIP follows the steps outlined below (see chart on next page):

Structure of a Performance Improvement Plan

Issue Identification

Your manager discusses job expectations with you and identifies the performance issue(s). Both you and your manager discuss how your performance can improve, and/or your manager coaches you on how to improve your performance. You affirm your commitment to improve,

Written Plan

Your manager develops a written action plan and goals.

Progress Reviews

You and your manager meet to review your progress towards meeting the goals set for you. Your performance and progress continue to be documented. You must demonstrate a genuine effort to meet your manager's

Resolution

One of two things will happen at this point. Hopefully, you have achieved your goals and have sustained consistent, solid performance during the entire duration of the PIP. If so, your PIP ends, and your employment continues. If, however, you have not achieved your goals and/or you have not sustained solid performance throughout the duration of your PIP, your employment with Simmons may be terminated. Solid performance must be sustained even after you have successfully completed the PIP.

Throughout the PIP process, the HR Office is readily available to provide guidance to both you and your manager, as requested. These consultations may be held jointly or separately.

A PIP is not appropriate for every employee or every situation. There will be occasions when Simmons will not follow the PIP program.

A Performance Improvement Plan may not be the appropriate course of action if it is unlikely to assist you in correcting your work performance problems. For example, if you are unable or unwilling to perform the essential components of your job, progressive discipline in the form of a PIP would not be the appropriate course of action. A Performance Improvement Plan may also not be appropriate where you express (by words or actions) a resistance to constructive feedback or an unwillingness to address the performance issues that have been identified as areas of concern by your manager. A PIP may also not be appropriate when there has been a serious dereliction of professional duties.

Progressive discipline before termination may also not be appropriate if your position requires you to:

- Exercise a high level of judgment and discretion regularly and reliably
- Demonstrate consistently effective management and leadership
- Participate productively in a confidential capacity as part of a management team where the actions or inactions of an individual employee may seriously impair the ability of the department or unit to carry out its mission or goals

The decision to follow or omit a Performance Improvement Plan rests in the discretion of your manager and your Vice President or Dean, in consultation with Human Resources. You may be disciplined or discharged without the benefit of a Performance Improvement Plan or some other course of constructive development.

Managing Your Career at Simmons

At Simmons, you are responsible for managing your own career. Your manager will typically provide support, feedback, and guidance. The performance appraisal process is a great opportunity to discuss your career aspirations with your manager. Feel free to ask him or her what support, work opportunities, or training he or she can provide to help you accomplish your career goals. Refer to Section 9 (*Learning and Development*) for more guidance on professional development. Additionally, assistance may be available from the HR Office and the Employment Manager at Simmons at extension 2080.

Section 5—Your Compensation

STAFF COMPENSATION PROGRAM

This section of the Employee Handbook applies to non-faculty College employees and offers important information about staff compensation at Simmons. While this section sets out certain principles, nothing in it should be read as an entitlement to certain compensation or as a limitation to Simmons’s discretion in making compensation determinations.

STAFF COMPENSATION PHILOSOPHY

Why We Have a Staff Compensation Program

Our employees are one of the College’s most important assets and are essential to Simmons fulfilling its mission. The staff compensation program is designed to enable us to attract, retain, and motivate qualified staff. Specifically, the program goals are to

- ❑ Provide compensation that reflects market pay rates to ensure competitiveness with our defined external markets, as resources are available
- ❑ Maintain internal equity by objectively evaluating jobs to ensure that a position’s responsibilities are valued fairly relative to other jobs within the College
- ❑ Reward staff for performance and contribution to Simmons
- ❑ Provide general guidelines for managing pay
- ❑ Ensure that each staff member is provided with information about how compensation at Simmons is managed, and how his or her own pay is determined

Pay-for-Performance (“Merit Pay”) Philosophy

Simmons is committed to paying for performance (also referred to as “*merit pay*”), and our compensation and performance management programs have been designed around this principle.

The performance management program clarifies performance criteria and individual expectations, and provides an opportunity for objective review and feedback. The annual performance appraisal process is integrated with the compensation program to provide performance-based merit increases.

Market-Based Pay Structure

The staff compensation program is a market-based system, which means that it has been designed to enable Simmons to pay competitively with the organizations with whom we

compete for staff. *We call such organizations the “market” for purposes of the staff compensation program.*

For Simmons jobs that are specific to higher education, our market consists of a number of other regional higher-education institutions. Both the President’s Council and HR agreed to the group of institutions that constitute the market as we define it. Please refer to the Appendix for this list of institutions of higher education. For Simmons jobs that are found across a number of industries and are therefore not specific to higher education, our market consists of local Boston-area employers.

There are two key attributes of a market-based system:

- ▶ *The pay band structure is built and maintained by analyzing market pay levels for jobs that are similar to Simmons jobs. The process of comparing Simmons jobs to similar positions in the market is called benchmarking.*
- ▶ *Jobs are assigned by HR to pay bands based on the content, role, and responsibilities of the job.*

Since the program is market-based, it is essential that HR collect accurate, current market data. The data used to develop the pay bands was collected from salary surveys conducted annually by reputable survey companies, and from the College and University Professional Association for Human Resources (CUPA-HR). HR reviews market compensation data regularly¹ and will update the structure as necessary in order to ensure competitive pay practices at Simmons.

Generally, the HR Office will not use data from other sources unless the methodology and approach can be validated. This means that data you may obtain from magazines, the Internet, and most other widely distributed media will not be considered by the HR Office in determining the appropriate salary for your position.

HR reviews job descriptions and consults with managers and staff to understand job content, roles and responsibilities. Once an HR representative understands what the job involves, she or he will determine the appropriate pay band to which jobs will be assigned. It is important to note that ***the job—not the person in the job—is slotted***. HR makes the final decision as to the pay band in which a job is slotted.

Your manager can tell you the general process used to slot your particular job into its assigned pay band. If you have any questions, please discuss them with your manager. If after these discussions you still have questions, you should talk to your manager’s manager, Dean or Division Head. If you feel that the pay band to which your job has been assigned, your pay, or any other aspect of your compensation has been influenced by your race, gender (including sexual harassment), age, national origin, religion, sexual orientation, or other illegal or unethical reason, you should talk directly to HR or the General Counsel.

¹ Generally, HR expects to update the pay structure and associated salary ranges on a bi-annual basis, but such updates could occur more or less frequently depending on market shifts.

Program Overview

Pay Structure

Our pay structure consists of 12 wide bands for all non-faculty staff. The chart below shows generally what categories of jobs are assigned to the pay bands.

Pay Band	General Job Categories	FLSA Status ²
12	Senior Management	Generally, these jobs are exempt.
11		
10		
9	Mid-level Management Senior Professional	
8		
7		
6	Senior Support Entry/Mid-Level Professional	Some jobs are exempt; other are non-exempt
5		
4		
3	Support	Generally, these jobs are non-exempt.
2		
1		

Job Descriptions

Since jobs are assigned to pay bands based on their content, role, and responsibilities, it is important that HR fully understand the job. The best way to do this is by ensuring that job descriptions are current, accurate, and complete. Job descriptions describe the essential functions of a job and are used for a number of business functions, including

- *Job Classification*—to ensure jobs are assigned to the appropriate pay bands and to the appropriate FLSA status (exempt vs. non exempt)
- *Market Pricing*—to assist in determining the competitive rate of pay for the job
- *Internal Equity*—to assist in assuring comparable pay opportunities for comparable jobs within Simmons
- *Performance Appraisals*—to ensure that the employee and manager have a clear, shared understanding of the job’s essential functions
- *Recruiting*—to help identify the most appropriately qualified candidates and to provide prospective employees with a clear understanding of the job
- *Job Posting*—to ensure that the job posting accurately reflects the job’s essential functions
- *Dispute Resolution*—to assist in resolving legal and other employee relations issues that may arise.

²“FLSA” stands for the *Fair Labor Standards Act*, which is the federal law that governs wages, hours, and other aspects of employment. See page 11 for more information about FLSA requirements.

All job descriptions must be written in the Simmons format (found on the Simmons website).

Job Titles

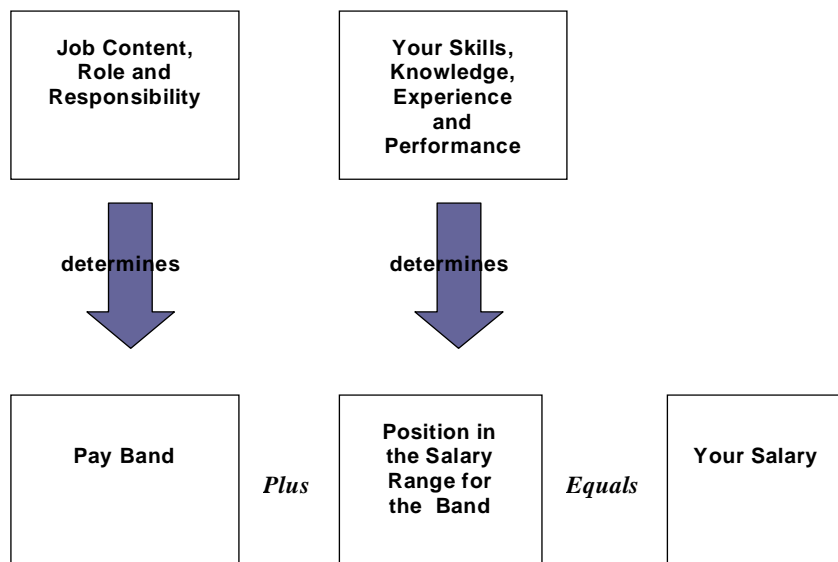
A job's title should clearly and accurately describe the job's roles and responsibilities. This enables HR to (1) benchmark accurately the job to the marketplace or to other comparable Simmons jobs and (2) ensure that the job is assigned to the appropriate pay band.

At times, it may be necessary or desirable to use a different title, particularly if the job holder interacts with persons outside of Simmons. Therefore, we allow the use of two titles: the ***official*** title is the title that will be in the Human Resources Information System, your job description and other internal documentation. Your ***functional*** title is the title you may use if you need to have a different title for external purposes (generally, you should not use your functional title internally).

To ensure that official titles are appropriate descriptors and to ensure consistency across the College, all official job titles should be reviewed and approved by HR before they are used.

OVERALL DESIGN

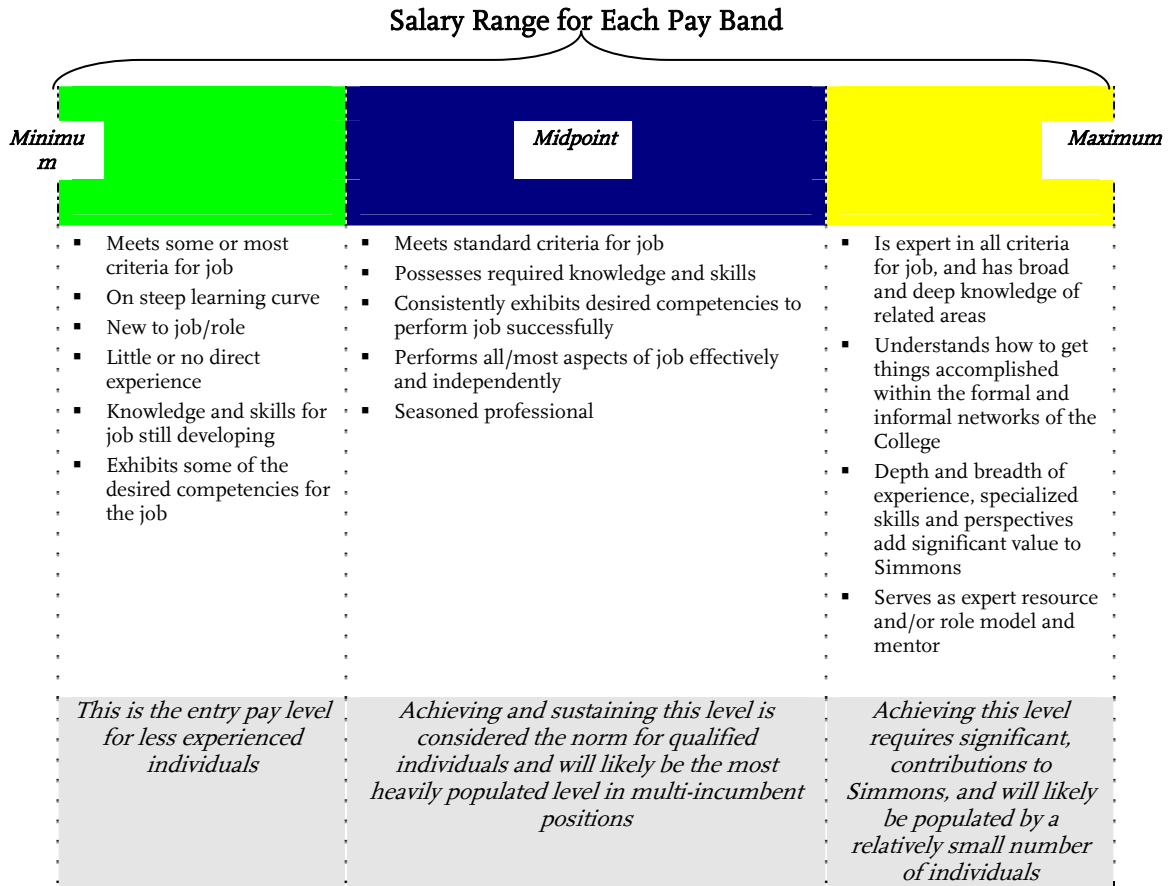
As mentioned previously, the overall design of the staff compensation program is simple: ***the content, role and responsibilities of the job*** determine its pay band; the ***skills, knowledge, experience, and performance*** of the job holder determine his or her pay within the band. The diagram below illustrates this design:



Remember that your job description provides the necessary information about the job's content, role and responsibility.

Pay Management Model

Every pay band has a salary range associated with it. Once your job has been assigned to a pay band, your pay within the salary range will be determined by considering your skills, knowledge, experience, and performance. The Pay Management Model, below, provides guidelines for the managers making pay decisions.



If you have the skills, knowledge, and experience required by the job and you consistently handle all job responsibilities effectively, you can expect to be paid a salary that is in the middle (blue) segment of the pay band. Of course, all salaries paid must fall within the budget available for each department.

ROLES AND RESPONSIBILITIES

The President's Council, HR, managers and staff each have specific roles in maintaining the compensation program and ensuring that it is managed appropriately.

President's Council

The President's Council is responsible for developing the compensation philosophy and ensuring that pay practices at the College continue to align with that philosophy and with sound compensation principles. The President's Council will review and approve program modifications.

Human Resources

The Human Resources department serves as a partner and resource to Simmons managers, staff and the President's Council. Specifically, HR has several important roles and responsibilities in managing compensation:

- ⇒ Partner with the President's Council to develop the College's compensation philosophy and manage the staff compensation program
- ⇒ Communicate the program and pay guidelines to help managers and employees understand all aspects of the compensation program
- ⇒ Provide information, data, and advice on pay levels, policies, and practices
- ⇒ Provide expert guidance, perspective, and support to enable managers to make appropriate pay decisions
- ⇒ Review compensation decisions to identify and address any significant variations in practices both within and among departments/divisions at the College
- ⇒ Continuously monitor market data to ensure that our compensation programs remain competitive
- ⇒ Assign jobs to pay bands
- ⇒ Serve as collector and gatekeeper for all of the College's job descriptions

Managers

Managers play a critical role in the compensation program because they make pay recommendations and are the first line of communication with employees. Managers are responsible for the following:

- ◇ Establishing and maintaining equitable pay practices within their areas of responsibility
- ◇ Recommending hiring rates and advancement increases
- ◇ Distributing merit increases consistent with Simmons' guidelines, market factors, budget constraints, and approval processes
- ◇ Ensuring that their staff understand the compensation program and future changes to such program
- ◇ Providing open, honest, and timely feedback to their staff on compensation issues, answering both specific and general questions about pay
- ◇ Working with their staff to keep job descriptions current
- ◇ Using HR as a resource to ensure appropriateness of decisions and consistency with broad pay guidelines

Staff Members

Although staff members are not responsible for making pay decisions or actively managing the compensation program, staff members do have other important responsibilities:

- Understanding the compensation program by using the resources Simmons makes available (e.g.. written materials, town halls, HR web-site)
- Discussing questions or concerns with their managers and/or HR.
- Working with their managers to keep their job description updated

Simmons encourages staff members to be proactive in seeking information from their managers so that they understand decisions about their pay.

PAY GUIDELINES

Paying Within the Band

Generally, you will be paid at least at the minimum of the pay band. The primary exception to this guideline is in cases where your performance does not meet the minimum standards for the job. In that situation, you must demonstrate solid performance over a sustained period of time before your salary will be increased.

In rare instances, a salary level above the pay band maximum may be appropriate, but this should be reviewed and approved by your Dean or VP and HR. Typically, if your salary is at the range maximum, your base pay will increase only as the market increases (i.e., the range maximum is subsequently adjusted by HR to reflect market changes).

Salary Increases

We want to reward you for your contributions to the College. The most common way managers can do this is through performance-based merit increases.

Each year the President's Council analyzes the College's budget, and if appropriate, approves a salary increase budget. While the budget amount may be expressed as a percentage of payroll, this amount is not necessarily what individual staff members will receive.

Salary increases are intended to reward staff for performance that contributes to both the individual department's goals as well as Simmons' overall goals. A careful and thorough assessment of each staff member's performance through the performance review process should be conducted before an increase recommendation is developed. In addition, the individual's salary as compared to the market should also be taken into consideration. HR will provide annual salary increase guidelines to assist managers.

Generally, if salary increases are given to staff, they occur in January.

On rare occasions, there may be extenuating circumstances that warrant an off-cycle increase. Managers should discuss this with HR to determine whether it is appropriate and feasible. Off-cycle adjustments will be made from within a manager's budget (except for staff returning from a leave of absence). Recommendations for off-cycle adjustments should be made by the manager on the MAF (*Manager Action Form*); reviewed by the HR Office; and then approved by the Division Head (Dean or VP). The Division Head makes the final decision.

Equity and Market Adjustments

As previously stated, the HR department reviews market data and internal salaries regularly. From time to time, it may be necessary and appropriate to adjust salaries to recognize significant market changes or to establish/maintain internal equity.

- *Market Adjustment* refers to an adjustment that is made to recognize changes in the competitive market rate for a job. Market adjustments are unlikely to occur often, because the pay band structure will be maintained and updated regularly to ensure continued competitiveness. Occasionally, however, unusual market circumstances may warrant an adjustment.
- *Equity Adjustment* refers to an adjustment that is made to ensure that an individual staff member's salary appropriately reflects his or her skills, knowledge, experience, and performance. Typically, equity adjustments are made during the salary increase cycle, although they can be made off-cycle under unusual circumstances.

EXPANDED RESPONSIBILITIES IN A CURRENT JOB

In addition to formal promotions, you can advance by taking on additional responsibilities in your current job.

While this type of advancement generally does not result in a pay band change, Simmons wants to reward such advancement whenever appropriate. Managers may recommend a pay increase that is within the salary range for that band, based on your skill, knowledge, experience, and performance, using the Pay Management Model as a guide.

MOVING TO A JOB IN THE SAME PAY BAND

You can also advance by taking a new job in the same pay band. This enables you to become more versatile and more broadly skilled, contributes to your value to Simmons, and may eventually lead to advancement to a job in a higher job pay band.

This type of advancement may or may not involve assuming greater responsibilities. While a pay adjustment is not automatic, it may be appropriate to reward diversification. Managers may recommend a pay level within the band, based on your skill, knowledge, experience, and performance. The guidelines in the table below can help managers make such pay decisions.

Criteria	Advancement Increase *
<ul style="list-style-type: none">• Modest difference in responsibilities, and• New responsibilities are closely related to current responsibilities and require no specific additional training.	Modest
<ul style="list-style-type: none">• Responsibilities add noticeably to job requirements.• New responsibilities are somewhat different from current responsibilities and may require some training.	Moderate
<ul style="list-style-type: none">• Responsibilities add a major component to the job requirements.• New responsibilities may be very different from current responsibilities and may require training.	Substantial

**Human Resources will work with managers to determine increase amounts.*

MOVING TO A JOB IN A HIGHER PAY BAND (PROMOTION)

Advancing to a job in a higher pay band involves taking on significantly greater responsibilities. It usually warrants a pay increase to recognize these additional responsibilities and to ensure that the staff member's pay is consistent with market.

Managers should consult with HR to determine an appropriate pay level within the new pay band, based on the skill, knowledge, experience, and performance of the person being promoted. Since circumstances vary and each advancing staff member has a different pay history, it is important to consider multiple factors when making pay decisions relating to advancement. These factors include:

- The employee's current level of performance compared to expectations
- The employee's current pay level in relation to the new pay band
- The employee's pay compared to peers in the new job category with similar skills, knowledge, and competencies
- The importance (and possible scarcity) of the employee's skills to Simmons
- The depth and breadth of the employee's skills

MOVING TO A JOB IN A LOWER PAY BAND

It may at times be necessary for you to transfer to a position in a lower pay band. This most likely will occur as a result of a more appropriate fit between your skills and the skills and competencies of a different job.

In this case, your pay generally is reduced to fall within the salary range of the new job. There may be occasions, however, where you will retain your current pay, but once assigned to the lower job category, pay will be managed within the parameters of the pay band for that job.

Compensation for Part-Time Staff

Pay for regular part-time staff is managed under the same guidelines as for regular full-time employees, with adjustments pro-rated for reduced work schedules.

Non-exempt jobs

A staff member in a non-exempt job who works part-time will be paid the regular hourly wage for the position, consistent with his or her skills, knowledge, experience, and performance. This rate will be multiplied by the number of hours actually worked. Staff members in non-exempt jobs will be eligible for overtime in accordance with the Fair Labor Standards Act (i.e., overtime is payable for hours worked in excess of 40 per week).

Exempt jobs

The pay for a staff member in an exempt job who works part-time will be determined by pro-rating the salary she or he would have received as a full-time employee working in the same job. The job will be assigned to a pay band based on market value, and the incumbent's salary will be determined by his or her skills, knowledge, experience, and performance (see the Pay Management Model). Once the full-time pay level is determined, it should be pro-rated to reflect the agreed-to hours, as shown in the illustration below:

Assumptions

Annual full-time base salary	\$30,000
Full-time work week	5 days
Scheduled days per week	3 days
Part-Time Percentage (3 divided by 5)	60%

Calculation of Annual Part-Time Salary

Annual full-time salary	\$30,000
times Part Time Percentage	<u>x 60%</u>
Actual annual pay	\$18,000

If a part-time staff member in an exempt job works beyond the scheduled time, she or he is not eligible for overtime pay. If the staff member consistently works beyond the scheduled hours, his or her manager should discuss the reasons and determine an appropriate solution. Some reasons could include increased workload or lack of resources. If the work schedule on which the prorated salary was originally based consistently proves not to meet the needs of the department, the schedule should be renegotiated and the pay recalculated accordingly.

PAY ADMINISTRATION

EMPLOYMENT CATEGORIES

Categories of Staff	Description
Regular full-time	You are hired for an indefinite period of time, and you are regularly scheduled to work 35 hours or more per work week. You may work on a 12, 11, 10 or 9-month basis.
Regular part-time	You are hired for an indefinite period of time, and you are regularly scheduled to work less than 35 hours per work week. You may work on a 12, 11, 10 or 9-month basis.
Temporary (currently paid on a voucher)	You are hired to work for a specific and finite period of time.
Grant-funded	Your pay is funded through grants. Your continued employment may be contingent upon, among other things, continued grant funding. Ask your manager if you have any concerns.
Volunteer	You do not receive pay for hours worked, although you may receive an honorarium or other form of recognition for your efforts. You cannot be both an employee and a volunteer in the same job.

Pay schedule

Your pay schedule is determined by your job's exemption classification (see section below on "Legal Constraints on Compensation"). Exempt employees are paid on the first workday of the month in advance for the month. Non-exempt employees are paid bi-weekly. Check with the Payroll Office to get a list of scheduled pay dates. Even if you work less than 12 months, (that is, you have a 9-, 10-, or 11-month contract), you will be paid over a 12-month period to ensure your continuation of important insurance benefits like group life and long-term disability insurance if you qualify for such coverage.

Impact of Leaves of Absence on Compensation

Generally, if you are on a leave of absence when pay adjustments are made (usually on January 1 of each year), you will not receive a salary increase at that time. When and if you return from your leave, your manager will consider whether to adjust your pay. However, if you are on an approved FMLA leave of absence at the time that pay adjustment are made, you will be eligible for a salary adjustment. In this case, you manager may deliver your performance evaluation after you return from leave.

Impact of a Performance Improvement Plan on Compensation

If you are placed on a formal performance improvement plan, you will not be eligible for a pay increase unless and until you have completed the plan successfully and sustained solid performance. If the College's annual performance review cycle occurs during your performance improvement plan, your salary review will be delayed until you have successfully completed the performance improvement plan. After you have successfully completed the plan, your manager has the discretion to determine whether and when to increase your pay.

Job Evaluation

Jobs are assigned to pay bands based on market value. Since the basis for this decision is job content, significant changes in job content may warrant a review of the job and its market value.

The following are examples of situations that may warrant a job evaluation:

- Department reorganization
- Addition of full-time employees reporting to the job
- Addition of new area of responsibility
- Change in level of authority

Small changes in a job do not influence market value and therefore would not warrant re-evaluation (e.g., different software to handle same job responsibilities, procedural changes to existing work, responsibility for overseeing student workers). In addition, a job is generally not re-evaluated if the incumbent earns a degree or achieves another educational milestone unless this results in changes in the job, level of authority, scope of responsibility, and so forth.

Generally, requests for job evaluations *should be made by the manager* to whom the position reports, and *not* by individual employees. If you believe that your job needs to be evaluated, you should discuss this with your manager. The HR Office may also initiate job evaluations.

Impact of Summer Hours on Pay

Generally there is no impact on pay if the College elects to adopt reduced hours for the summer. If the College adopts a summer hours program that is different from what has been done in the past, the HR Office will announce how, if at all, compensation will be affected.

Premium Pay, Special Circumstances

If you are to receive a shift differential, on-call pay, or pay because of other special circumstances, your manager will inform you.

LEGAL CONSTRAINTS ON COMPENSATION

In addition to HR and management guidelines, various federal and state laws place constraints on compensation. The law sets out certain work rules and establishes minimum wage and overtime compensation. The law also governs child labor (work by persons under the age of 18). The Internal Revenue Code governs how and when taxes are deducted from your pay. Below is a brief summary of legal regulations that are most relevant to Simmons employees. Check with HR or the College Counsel if you have questions about these requirements.

Exempt/Non-exempt Status and Overtime Pay

Federal and state laws require that overtime must be paid for certain jobs, but not all. The term “exempt” refers to jobs that are exempt from these overtime requirements. This means that you are not entitled to overtime pay if your job is exempt.

The term “non-exempt” refers to jobs that are not exempt from legal overtime requirements. This means that you are entitled to overtime pay if your job is non-exempt.

In accordance with legal requirements, whether your job is classified as exempt or non-exempt depends solely on your job requirements and responsibilities. It does not depend on how you are paid, although staff paid on a bi-weekly basis typically are non-exempt. It does not depend on how you (or your manager) would prefer the job to be classified. HR, guided by federal wage and hour laws and the Simmons General Counsel, makes the final decision as to whether a job is exempt or non-exempt.

If your job is classified as non-exempt, you are entitled to receive overtime compensation for each hour you work beyond 40 hours in a work week. At Simmons, overtime is calculated based on the number of hours you are paid in a work week. The overtime rate of pay is 1½ times your regular hourly rate for each hour you are paid. Prior to working beyond your normally scheduled hours, you must get approval from your manager.

In some instances, based on the needs of the department, overtime may be a condition of employment or continued employment. In other situations, your work week may be different from the typical College work week so that evening and weekend coverage can be provided without Simmons has to incur the expense of overtime pay. Your manager will let you know the specific needs of your department and what your schedule is.

If you work more than one job at the College, your manager should check with HR to determine the appropriate classification and pay for your job.

Pay for All Time Worked (non-exempt staff only)

Federal and state laws require that staff in non-exempt jobs must be paid for all the time they work. If you work more than 35 hours in a work week, you will receive extra pay. Time

worked between 35 and 40 hours will be paid at straight time; time worked in excess of 40 hours will be paid at the overtime rate.

If you come to work early and begin working, you must record this time on your timesheet, and you will be paid. The same is true for hours you work at home. All work performed prior to or after your scheduled work hours as well as any work from home should be approved by your manager in advance.

In order to manage his or her budget, your manager will inform you if the number of hours you are expected to work is limited (e.g., you are not approved to work overtime).

If you are a non-exempt employee, time you spend taking Simmons classes is not work time and is unpaid. You should record on your timesheet time spent in Simmons classes if the class occurs during your normal work hours. If you are an exempt employee, you must make up the time you missed while in class and complete the work assigned to you.

Non-Exempt Staff and Evening/Weekend Work (full-time staff)

In some instances, based on the needs of the College or individual departments, a non-exempt staff member may be required to work a work week that is different from his or her regular workweek. For example, a staff member whose usual schedule requires him or her to work from 8:30 A.M. to 4:30 P.M., Monday through Friday, may be required to work into the evening on a given day or on a Saturday. In these instances the standard pay policy described above still applies.

However, if on a temporary basis, you are required to work a significantly different schedule from your usual schedule without at least two (2) business days notice, then you will be paid your regular rate for all time worked plus an additional one-half ($\frac{1}{2}$) times your rate for all hours worked outside your usual schedule. For example, if your regular schedule is 8:30 A.M. to 4:30 P.M., and on short notice you work 12:30 P.M. to 8:30 P.M., then you would get your regular pay for your 7 hours worked plus an additional half of your rate for the 4 hours worked outside of your normal shift between 4:30 P.M. and 8:30 P.M.

For purposes of the preceding paragraph, a “significantly different schedule” means that you have been required to work a different shift or on a day that you do not normally work. It does not mean working a couple of hours earlier or later than your usual schedule. Please note that this extra pay only applies for short-term situations where your manager is not able to provide you with at least two business days’ notice of the change in schedule. For long-term and/or permanent schedule changes, please see the final paragraph of this section (Long-Term Schedule Changes for Both Exempt and Non-Exempt Staff).

Non-Exempt Staff and Holiday/Closed Day Work (for full-time and part-time staff)

If a College holiday or otherwise paid closed day (e.g., winter break or when the school is closed due to inclement weather or other reasons) falls on a day during your usual work schedule, the College makes every effort not to require you to work. However, in some instances, based on the needs of the College or your department, you may be required to work on a College holiday or closed day. In these instances, you are eligible for extra pay. In addition to receiving your regular pay (holiday or otherwise) for that day, you will also be paid for your actual hours worked on that day. Please note that this only applies when you have to come in to work on a day when you would not normally have worked. For example, if the

office is closed due to bad weather and you would not have come in at all, you would be eligible for additional pay if you were required to come to work. On the other hand, if the College is closing early and you have to stay past the revised closing time, you will not be entitled to any additional compensation provided the hours are within your normal work schedule. For purposes of determining overtime during weeks when you work on a holiday or closed day, all hours paid will be used.

If a College holiday or paid closed day falls on a day that you usually are *not* scheduled to work (e.g., your usual work schedule is Tuesday–Saturday, and there is a College holiday or paid closed day on a Monday), then upon approval by your manager, you may receive one of your usual work days off as a substitute paid day off. You must work with your manager to determine the substitute paid day off, and it must be taken within two (2) weeks of the actual holiday (before or after). Your manager may also decide that based on the needs of the department, division, or College that you will not be able to receive a substitute day off. In that situation you will be eligible for extra compensation as described in the paragraph above.

Non-Exempt Staff and Holiday/Closed Day Work (for part-time regular staff)

The Holiday/Closed Day policy for Non-Exempt Staff described above also applies to regular part-time staff with the exception that they are eligible for a pro-rated number of holidays (or holiday hours) based on the number of hours they are scheduled to work. For example, an employee who works four 7 hour days is entitled to 80% of the holiday time provided to full-time employees. So if the College recognizes 12 paid holidays (96 holiday hours) annually, then the employee in this example would be entitled to 76.8 holiday hours per year. It is important to remember that for part-time staff, holiday time should be considered in hours rather than days. Since each situation can be a little different, we encourage part-time employee and their managers to consult with Human Resources in order to make sure that we are handling each case properly and treating all employees fairly.

Long-Term Schedule Changes (for both exempt and non-exempt staff)

The College has the right to alter your scheduled work week on a long-term or regular basis. In these instances, your manager will attempt to provide you with at least one month's advance notice prior to the effective date of the change.

Timekeeping

In order to plan work, manage budgets, and track time off, Simmons requires all managers to maintain accurate records of time and attendance for their staff and to forward such records to HR. Employees in non-exempt jobs are required to maintain daily time records. Employees in exempt jobs should record time away from work (e.g., vacation and sick time) as time is taken.

Managers must ensure that all staff complete online timesheets properly. Managers should review and approve all the online timesheets prior to submission. .

Compensatory Time

It is illegal for employees in non-exempt jobs to be given comp time in lieu of overtime. In order to be consistent, the College has decided not to grant comp time for employees in exempt jobs. Managers do have, however, discretion to allow an employee to take extra time off, but this time is paid and cannot be “banked.”

REWARDS AND RECOGNITION

Managers are discouraged from giving gifts or bonuses to employees. In rare cases, it may be appropriate to provide a modest gift or bonus to recognize staff members for outstanding performance in special, non-recurring circumstances. Please consult with Human Resources if such a situation arises.

OTHER FORMS OF RECOGNITION

Everyone appreciates genuine, timely recognition. The College encourages all employees to recognize outstanding performance, particularly acts that demonstrate support for the College’s values. Let your staff, or your peers, or even your manager know how much you appreciate their efforts and accomplishments—better yet, put it in writing!

Section 6-Your Benefits

As part of your total compensation, the College provides a comprehensive package of benefits. This section describes many of these benefits.³ For information on employee benefits or programs that are designed to make your life easier, see *Section 7—Employee Services*. For information on benefits related to time away from work (e.g., vacation, holidays, leaves of absence), see *Section 8—Time Away From Work*.

GENERAL INFORMATION

Benefits Administration

Benefits are administered through the Office of Human Resources. See Appendix [1] for a handy reference on whom to see about particular benefits or payroll questions.

Benefits Statements

Each odd-numbered year (2007, 2009) the Human Resources Office provides faculty and staff with a personal Benefits Statement. This Statement summarizes the benefits that the College provides to you and appraises you of the dollar value of the benefits that you receive or that are available to you. Your total compensation package is the value of the benefits you receive in addition to your salary.

Eligibility

If you are a full-time staff member or if you are a faculty member and teach six courses (or the equivalent of a full-time workload as that full-time status may be defined by your School) in a fiscal year, you are eligible to receive benefits.

Part-time Employees

Some benefits are available to faculty and staff who work less than full-time. Staff who work at least 1,000 hours per calendar year and faculty who work a minimum of one-half of the standard workload in his or her school (as determined by that School) are eligible to receive some benefits. For a summary of benefits available to eligible employees working less than full-time, see Appendix [#].

³ The information about benefits and services contained in this chapter and the next is in summary form only. Every attempt has been made to summarize these programs and services accurately, but the information contained anywhere in this Handbook regarding benefits is not designed to serve as your reference for the details of these benefits and services.

There are Summary Plan Descriptions for these benefit plans that contain more complete information about the plans. The actual provisions of each benefit plan or contract will govern if there is any inconsistency between the summaries in this Handbook and the Simmons formal plans or contracts.

The benefits and benefit policies summarized in this Handbook have been adopted voluntarily by Simmons College and are not intended to give rise to contractual rights or obligations. These summaries reflect current benefits and changes may be made from time to time.

Domestic Partners and Proof of Status

Since approximately 1995, Simmons has provided same-sex domestic partners of Simmons employees with certain benefits because of the unavailability of legalized marriage to same-sex couples. In May 2004, the Commonwealth of Massachusetts legalized same-sex marriages, however in many other states same-sex marriages have not been legalized. Simmons's current policy of providing benefits to same-sex domestic partners and their unmarried, dependent children will remain in place and unchanged.

TO OBTAIN BENEFITS FOR YOUR SAME-SEX DOMESTIC PARTNER, YOU MUST COMPLETE A *FAMILY BENEFITS ENROLLMENT STATEMENT*, AVAILABLE FROM THE HUMAN RESOURCES DEPARTMENT. THE FORM INDICATES WHAT DOCUMENTS YOU NEED TO PROVIDE IN ORDER TO PROVE DOMESTIC PARTNERSHIP STATUS.

PLEASE NOTE: THERE ARE CERTAIN COSTS TO ADDING YOUR PARTNER TO THE COLLEGE'S HEALTH PLANS. FIRST, YOUR PORTION OF THE HEALTH INSURANCE PREMIUM FOR AN INDIVIDUAL PLAN IS PAID ON A PRE-TAX BASIS. HOWEVER, THE DIFFERENCE BETWEEN YOUR CONTRIBUTION TO THE INDIVIDUAL PLAN AND THE FAMILY PLAN IS PAID ON AN AFTER-TAX BASIS. ALSO, THE ADDITIONAL PREMIUM COST PAID BY THE COLLEGE TOWARDS A FAMILY MEMBERSHIP, AS OPPOSED TO AN INDIVIDUAL MEMBERSHIP, IS CONSIDERED TO BE IMPUTED INCOME TO YOU. YOU ARE LIABLE FOR FEDERAL, STATE, AND FICA TAXES ON THIS IMPUTED INCOME.

MEDICAL PLAN

Plan Overview

At the time this Handbook went to press, Simmons College offered Blue Cross Blue Shield's *HMO Blue* of New England. The plan is a health maintenance organization covering the entire New England area and requires participants to utilize physicians within BCBS's extensive network. See www.bluecrossma.com for more information about *HMO Blue*. Specific information about the medical plan and services covered is available from the HR Office.

Enrolling in the Plan

You must enroll in the medical plan within 30 days of your start date and select either individual, individual plus one, or family membership. If you enroll within this period, your coverage will begin on the first day of the month coinciding with, or immediately following, your start date. There is no waiting period once coverage is effective. If you do not enroll within the 30-day period, you may have to wait until the next open enrollment date (July 1) to enroll, unless a "qualifying event" occurs. (See *Changing Coverage* for details.)

Changing Your Coverage

Once enrolled in the medical plan you may only make changes on July 1 (the annual open enrollment date), unless a "qualifying event" occurs. A "qualifying event" is a significant change in circumstances that may allow you to change your medical plan coverage outside of the open enrollment period. The Internal Revenue Service ("IRS") has defined qualifying events to include the following:

- ❑ A spouse's loss of medical coverage due to termination of employment or reduction of hours
- ❑ Loss of medical coverage due to divorce or legal separation
- ❑ The birth or adoption of a child
- ❑ Death of covered employee
- ❑ A dependent child's ceasing to be a dependent child
- ❑ Marriage

If you want to change your medical plan because one or more of the events described above has occurred, you must contact the Director of Payroll and Benefits. You are required to make the change within 30 days of the event.

You may also continue medical coverage for up to 36 months under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) for a dependent who becomes ineligible for the plan due to loss of dependent status (a dependent reaching maximum age or a student graduating). You must notify the Office of Human Resources within 30 days of the qualifying event.

Medical Plan Premiums

The cost of medical plan premiums is shared by you and Simmons. The College's contribution is determined by whether you work for Simmons on a full-time or part-time basis. A current schedule of costs and contribution rates is available from the Director of Payroll and Benefits. Your contributions to both the medical and dental plans are made on a pre-tax basis and are not subject to federal, state, and FICA taxes.

Coverage If You Leave Simmons

If you leave Simmons, your medical coverage continues through the last day of the month in which your termination occurs. Deductions for the remainder of the month will be taken from your last paycheck. See *Section 10—Leaving the College* for additional details, particularly continuing your medical coverage pursuant to COBRA.

DENTAL PLAN

Plan Overview

At the time this Handbook went to press, Simmons College offered the Delta Dental Premier plan (www.deltamass.com). If you are a full-time employee, the cost of dental coverage is shared by you and Simmons. Employees working less than full-time who are eligible for benefits may elect dental coverage at their own expense. No College contribution to dental insurance is available to employees working less than full-time. A current schedule of costs and contribution rates is available from the Director of Payroll and Benefits.

The plan provides benefits under four categories of dental services: (I) diagnostic and preventive services; (II) restorative and other basic services; (III) prosthodontic and major restorative services; and (IV) orthodontia benefit covered at 50% of usual and customary charges. Orthodontia benefits are provided up to age 19 with a maximum lifetime benefit of \$1,000. Approximately 95% of Massachusetts dentists participate in the Delta Premier plan. Please contact the Office of Human Resources for more details.

Enrollment

You must enroll in the dental plan within 30 days of your start date and select either individual or family membership. If you enroll within this period, your coverage will begin on the first day of the month coinciding with, or immediately following, your start date. There is no waiting period once coverage is effective. If you do not enroll within the 30-day period, you may have to wait until the next open enrollment date (January 1) to do so, unless a “qualifying event” occurs. (see below for more details).

Changing Coverage

Once enrolled in the dental plan, you may make changes or terminate coverage only on the open enrollment date (January 1) unless a “qualifying event” occurs. See *Changing Coverage* in the previous section describing the Medical Plan for a list of qualifying events.

Coverage If You Leave Simmons

If you leave Simmons, your dental coverage continues through the end of the month in which your termination occurs. Deductions for the remainder of the month will be taken from your last paycheck. See *Section 10—Leaving the College* for additional details, particularly continuing your dental coverage pursuant to COBRA.

FLEXIBLE SPENDING ACCOUNTS

Plan Overview

A Flexible Spending Account (“FSA”) allows you to pay for certain eligible, IRS-approved health care and dependent care expenses that are not covered by medical and dental plans. The expenses may be for you or for your dependents and are paid with your pre-tax dollars. Your contributions to an FSA are deducted from your pay before Social Security, federal, and state taxes are calculated. You will be reimbursed for certain eligible expenses through the FSA up to the maximum amount you have contributed.

Simmons offers two types of Flexible Spending Accounts to full-time and eligible part-time employees.

- **Medical Account**—You may contribute between \$250 and \$3,500 each plan year into the Medical Account. Expenses that may be reimbursed through the Medical Account are defined by the IRS and include deductibles, co-payments required by the medical and/or dental plan, eyeglasses, hearing aids, and prescription drugs.
- **Dependent Care Account**—You may contribute up to \$5,000 each plan year into the Dependent Care Account. Reimbursable dependent care expenses must be related to the care of dependent children up to age 13 and/or disabled children up to any age (if they are incapable of self-care). Reimbursable expenses are those that enable you (or your spouse, if you are married) to work. If your spouse is a full-time student or disabled, dependent care expenses may also be reimbursed.

You may elect to participate in either or both accounts. Please plan carefully when choosing a contribution amount, since any unused contribution will not be returned to you (in accordance with the IRS) and you may not change your contribution amount (unless a “qualifying event” occurs). The Plan Year is July 1 to June 30. Accounts stay open until September 30 to allow you to submit expenses incurred up to September 15. After September 30, any unused funds remaining in the accounts must, by law, be forfeited.

You should submit claims for eligible expenses to Sentinel Benefits (www.sentinelbenefits.com), our third-party administrator. Reimbursements will be paid to you by check or direct deposit. Deductions may not be changed or stopped during the year unless there is a change in family status.

Participants who terminate employment during the plan year will be reimbursed for expenses incurred up to the date of their termination. Expenses incurred after termination of employment are not eligible unless COBRA is elected.

Contact the Director of Payroll and Benefits for more detailed information about Flexible Spending Accounts.

LIFE INSURANCE/ ACCIDENTAL DEATH AND DISMEMBERMENT

At the time this Handbook went to press, Simmons provides a group life insurance plan to full-time and eligible part-time employees at no cost to you. Coverage begins on your first day of employment at Simmons.

The amount of life insurance provided is 1.5 times your base salary up to a maximum of \$250,000. Employees with a base salary of less than \$50,000 will be provided with a \$75,000 benefit.

Short-Term Disability Plan

See *Section 8—Time Away From Work* for information on the College's Short-Term Disability Plan.

LONG-TERM DISABILITY PLAN

The College offers a group Long-Term Disability ("LTD") Insurance Plan to all full-time and eligible part-time employees. The policy provides you with a monthly income if you become partially or totally disabled by illness or injury. The coverage provides 60 percent of your basic monthly earnings up to \$8,000 a month, reduced by other sources of income, after six months of illness or injury. The plan also provides a supplemental monthly pension accrual benefit.

LONG-TERM CARE INSURANCE

The College offers a partially subsidized long-term care insurance plan to full-time Simmons employees with three years or more years of service. Eligible covered employees can receive long-term care services in a nursing home or in their own homes to assist them in activities of daily living. Employees can receive premium discounts for themselves and family members. Employees are currently offered the advantage of simplified underwriting and the convenience of paying premiums by payroll deduction.

WORKERS' COMPENSATION

In accordance with Massachusetts law, you are eligible to be compensated for time lost and medical expenses incurred as a result of an injury occurring at work. If you sustain an injury at work, you must report it immediately to your manager and seek medical attention (if necessary) at the Simmons Health Center. If further medical care is required, you may be

taken to the nearest medical facility. Any injuries, including minor ones, must be reported to the Human Resources Office so that an Injury Report Form can be promptly completed and submitted to our Workers' Compensation carrier.

See **Section 8—Time Away From Work** for additional information related to Workers' Compensation.

RETIREMENT AND TAX-DEFERRED ANNUITY PLANS

Regular full-time faculty and staff and eligible part-time staff employees are eligible to participate in the Simmons retirement plan through Teachers Insurance and Annuity Association ("TIAA"). You become eligible to participate once you have completed at least one year of service at Simmons and have attained age 25.⁴ The Human Resources Office will send you information when you become eligible. Your participation will generally begin as of the first of the month following the receipt of your completed enrollment forms.

At the time this Handbook went to press, if you elect to deduct three percent (3%) of your base salary each pay period, it will be matched by a Simmons's contribution of nine percent (9%). All employee contributions are made on a tax-deferred basis for federal and state tax purposes. You are fully vested in all contributions.⁵

TIAA offers various investment options—see their website (www.tiaa-cref.org) for current information. Employees are also encouraged to attend seminars about retirement planning, which are offered on campus each year, to learn more about the College's retirement plans and ways you can save for retirement.

Simmons also offers a Group Supplemental Retirement Annuity ("GSRA") through TIAA. This is a voluntary 403(b) plan that is available to all employees who want to make tax-deferred contributions for long-term retirement savings. The maximum amount that can be deferred will change each calendar year. Contact the Office of Human Resources to obtain the maximum annual limit and to participate in this plan

EDUCATION BENEFITS

Tuition Waiver

All regular full-time and eligible part-time employees may take undergraduate and graduate courses at the College, free of charge. Following is important information regarding this benefit.

- Employees and eligible family members may take courses on a space-available basis.
- Employees are not automatically entitled to take courses, particularly if the course is offered during your regular work hours. Your manager does not have to approve your taking a course if she or he feels that it will interfere with the performance of

⁴ Employees new to Simmons may satisfy all or part of the waiting period if they have previously worked in a benefits-eligible position at an institution of higher education. Please consult with the Office of Human Resources for information on whether you may be exempt from all or part of the waiting period.

⁵ Being "fully vested" means that you own your contributions as well as the College's contributions to your accounts.

- your job responsibilities or that your absence will hamper the operations of your department.
- You are eligible to take 1 course in each semester, including the summer session(s), during the first year of your employment.
 - You are eligible to take 2 courses in each semester including one course in each summer session after you have completed one year of service as a regular full-time employee. Benefits-eligible employees who work less than full-time may take one course in the fall and spring semesters. Your one-year anniversary of your start date must fall on or before the last day of the class registration period.
 - You may take any undergraduate or graduate course with the following exception: only evening courses at the School of Management may be taken under the waiver program.
 - All of Simmons’s Graduate schools or programs may limit the number of courses a non-matriculated employee or dependent may take.
 - If you wish or your eligible family member wishes to matriculate into an undergraduate or graduate program, then you or the family member must submit an application for admission and meet all applicable admission requirements. Check with each school to learn its specific admissions requirements. Because the Simmons undergraduate program is single-sex, male employees may take undergraduate courses on a non-degree basis, but they may not matriculate into the undergraduate program.
 - Employees on a PIP (“Performance Improvement Plan”) generally will not be permitted to take courses.

There are limits on the number of courses you may take:

<i>Employee status</i>	<i>Spring Semester</i>	<i>Fall Semester</i>	<i>Summer Session</i>
Regular full-time, less than one year of service	1 course (no more than 4 credits)	1 course (no more than 4 credits)	2 courses (no more than 8 credits)
Regular full-time, more than one year of service	2 courses (no more than 8 credits)	2 courses (no more than 8 credits)	2 courses (no more than 8 credits)
Regular part-time	1 course	1 course	

COF Cross Registration

In the Fall of 2006, the Colleges of the Fenway (COF) introduced a two-year pilot program that allows current full-time employees to enroll at another COF institution in one undergraduate course per semester, on a space-available basis, at no cost. At the end of the pilot program, COF will assess interest in this new benefit and make any necessary adjustments. Selecting a course at another institution will be in place of and not in addition to a course at Simmons.

For details, refer to the COF web site at: colleges-fenway.org/crossregemployee.htm. Our HR office also has information.

Procedure

Once you decide what course(s) you'd like to take and you have met all applicable admissions criteria, you will need to do the following, prior to the beginning of classes, to enroll:

- Obtain a form from the Human Resources Office entitled, *Course Enrollment for Employees and Eligible Dependents*.
- After you complete the form, discuss the course you want to take with your manager. Your manager will review your request and, if she or he approves it, will sign the form and return it to you.
- Bring the completed form to the Registrar's Office and register for your course. The Registrar's Office will distribute the completed form to the appropriate offices.
- Employees who register online must still complete the appropriate paperwork and deliver it to the Registrar's Office no later than the first Friday of the semester into which you are seeking registration. Failure to complete and deliver the paperwork to the Registrar's Office by the deadline may result in cancellation of your registration.

Tuition Benefits for Family Members

After you complete one year of service at Simmons, your spouse or domestic partner and/or dependent child (as defined by the IRS) are eligible to take courses at Simmons free of charge. They may take courses at either the undergraduate or graduate level. For each employee, only one dependent child may be enrolled at any one time. The College will require proof of dependency for the child before enrollment is approved. Your spouse/domestic partner and dependent child can be registered simultaneously with no maximum credit restriction.

Tax Considerations

You are responsible for the tax consequences of participating in the tuition benefit program. This means that you are responsible for paying applicable taxes on tuition benefits for yourself, your spouse or your domestic partner, and/or dependent child.

Generally, there are no taxes on undergraduate courses. Graduate courses are, however, considered taxable income to your family members. From 2005, through the year 2010, there are no federal and state taxes on graduate courses that you take unless and until the value of the course(s) exceeds \$5,250 *per calendar year*.

If your graduate tuition benefit exceeds \$5,250 per calendar year, and if you believe that your course is related to your job, you may request an exemption from federal and state taxes. To request the exemption, complete the form entitled *Graduate Course Tax-Exempt Certification*, available from the Human Resources Office. The completed form must be filed with the Office of Student Financial Services by the end of the second week of classes. IRS Publication #508 (*Tax Benefits for Work-Related Education*) discusses what qualifies as work-related education. This publication can be downloaded from the IRS web site (www.irs.gov).

If federal taxes apply, pay them by check or money order to Simmons College at the time you (or your eligible family member) register. If taxes are not paid by the completion of the drop/add period, the student may be dropped from the course. Neither you nor your family member will be permitted to take any more courses at the College until applicable taxes are paid.

If the value of your graduate course(s) exceeds \$5,250, taxes will be charged at the rate of 39.95%, calculated as follows:

Federal Income Tax	27.00%
Social Security Tax	6.20%
Medicare Tax	1.45%
State Tax	5.30%
<hr/>	
Total	39.95%

Compensation

If you are a non-exempt employee and take an approved course during work hours, you will not be paid for this time. If your manager allows you to make up time, you will be paid for all hours worked as indicated on your timesheet.

CHILD CARE SUBSIDY PROGRAM

Simmons has a child care subsidy program. Benefits-eligible employees are eligible to apply for a subsidy. Preference is given to employees who have been with Simmons College for 1 year or more. All subsidies are need-based, and applicants with greater financial need will be granted a subsidy until each year's allocated funds are exhausted. The priorities of the subsidy distribution process typically are:

- Full-time employees paying for infant care
- Full-time employees paying for pre-school day care
- Full-time employees paying for after-school care for children less than 13 years of age
- Benefits-eligible part-time employees paying for infant care or pre-school day care

Applications are reviewed for eligibility and then considered by members of the Child Care Subsidy Committee. The Committee makes recommendations for subsidies on the basis of need as defined by your adjusted gross family income, the age of your children, and your total child care costs. Not everyone who applies for a Simmons College Child Care Subsidy will receive one.

The application deadline is usually the last Friday in April of each year; application packets are available beginning in mid-March. You may obtain an application from the Human Resources Office.

MBTA SUBSIDY

The College offers a subsidy to support alternative commuting options. To learn more about how Simmons can help you defray the cost of your commute via public transportation, please check with the Campus Card Office.

Section 7—Employee Services: Enriching and Simplifying Your Life

The College has a generous array of programs and services designed to promote wellness and to enrich and simplify your life. Below are brief descriptions of these offerings.

EMPLOYEE ASSISTANCE PROGRAM

The Simmons Employee Assistance Program (EAP) is offered through The Wellness Corporation. The Wellness Corporation provides short-term counseling and, when needed, referral services for you and members of your family living in your household. Simmons College employees can consult with a Wellness Corporation counselor for up to three sessions per issue annually. These sessions are free, confidential, and voluntary. The program provides assistance with a variety of common personal problems, emotional concerns, legal problems and budget and debt issues. In addition, the Wellness Corporation provides work/life referral services that can assist you in balancing the stresses of work and family life. Topics include:

- **Becoming a Parent:** the essentials of good parenting
- *Adoption:* adoption agencies, international adoptions agencies, adoption support groups
- *School age decisions:* nursery schools, before- and after-school day care, summer camps
- *College:* pre-college planning, admissions testing and procedure, financial aid and scholarships.
- *Elder Care:* housing options long-distance care giving, assisted-living options, residential options

You can access the EAP by calling the confidential number 1-800-828-6025 or logging onto www.wellnessworklife.com. First-time users of the website will have to register. You can also obtain more information about The Wellness Corporation from the Benefits Office.

PHYSICAL FITNESS

Athletic Center

The William J. Holmes Sports and Fitness Center is located on our residence campus. We think the Holmes Sports Center is great and so do others — it received the *1992 Athletic Business Architectural Award*. Highlights of the Holmes Sports Center include:

- Maple basketball court with Plexiglas backboards
- Suspended, banked, two-lane running track
- Eight-lane, 30-meter pool with shallow end and maxiflex diving boards
- Sauna and hot tub located on pool deck
- Two racquetball and squash courts

- A weight training room with 17 Cybex machines
- Cardiovascular training area with 28 pieces of equipment ranging from stationary bikes and cross-trainers to treadmills and rowing machines, including ESPN, CNN and major television networks in the cardio room
- Five-station free weight room
- Dance studio with suspended maple floor and mirrored walls

Six tennis courts, a softball diamond, and a lighted field for soccer and field hockey are adjacent to the residence campus. For more information, check out <http://my.simmons.edu/life/athletics>.

LEAP

The *Lifelong Exercise and Activities Program* (“LEAP”) is designed to promote physical fitness and health for students, faculty, staff, and alumnae. Through LEAP, we offer noncredit instructional classes, workshops, field trips, and recreational activities to the Simmons and Colleges of the Fenway community. LEAP focuses on health and fitness; mind and spirit; sports; and dance. Go to the College website for additional information and to register online for classes.

Blue Cross/ Blue Shield (“BC/BS”) Fitness Benefit

As a participant in BC/BS of Massachusetts, you and your family may receive up to \$150.00 per calendar year toward membership at a health club. BC/BS also provides a reimbursement of \$150.00 per calendar year for employees who wish to join Weight Watchers. Visit the Human Resources Office for more information.

MAIL SERVICE PRESCRIPTION DRUG PROGRAM

This program, offered by Blue Cross/ Blue Shield (“BC/BS”), allows you to save money on prescriptions you and your family regularly use. You may be able to order up to 90-day supply for the price of one co-payment. Obtain more information from the Benefits Office or by calling BC/BS’s *Express Scripts* at 1-800-892-5119.

CAMPUS MINISTRIES

Spiritual well-being is an important consideration for many people in the Simmons Community. An Office of Campus Chaplains is available to you.

COMMUNITY SERVICE

Simmons has a strong legacy of service expressed through various volunteer activities, a number of which are open to employees. The College participates in charitable contribution drives for various local community agencies. The *Scott/Ross Center for Community Service* coordinates a variety of community service programs, including a partnership with Habitat for Humanity. Stop by the *Scott/Ross Center* and the HR Office for information on current community service opportunities.

GROUP AUTOMOBILE AND HOMEOWNER INSURANCE PROGRAMS

Liberty Mutual provides a variety of services for Simmons employees. You may purchase car and homeowner/renter's insurance at discounted rates and pay the premiums through the convenience of payroll deductions over the course of the year. There are no finance charges, and no down payment is required. You may also purchase supplemental life insurance for you, your spouse, and/or your dependents.

Other services include workplace auto damage appraisals; registry runner service; roadside assistance program; and supplemental life insurance. Call Liberty Mutual for more information (current contact information is available in the Benefits Office).

PARTNERSHIP WITH MASCO

Through our partnership with MASCO (the "Medical, Academic, and Scientific Community Organization, Inc."), we offer transportation assistance, such as

- ◇ Personalized assistance in choosing the most efficient and cost-effective means of getting to work
- ◇ Mass transit schedules and route information, including shuttles to and from bus and train stations
- ◇ Information on carpools and vanpools

Call MASCO Area Planning at 617-632-2846 or visit www.masco.org for additional information.

WORKPLACE BANKING

Direct Deposit

Checking and savings account holders may have their entire net pay, or portions of their pay, deposited into accounts in up to three banking institutions. All faculty and staff are eligible.

ATM

An Automated Teller Machine is located in the Main Campus Building, Commons Level, for your convenience.

Bank of America

We have partnered with Bank of America to offer you a banking program with unique benefits, including the following:

- Free checking and no required minimum balance
- Free ATM transactions at Bank of America
- No-fee American Express Travelers Cheques
- Preferred rates on deposits and loans
- Free online banking service

- Free first order of standard checks

Tremont Credit Union

As a Simmons employee, you may join the *Tremont Credit Union* (“TCU”). TCU offers services traditionally offered by banks, including the following:

- Checking and savings accounts
- Mortgages
- Low-interest loans
- Vacation and escrow accounts
- VISA credit card
- Discounted car insurance

For more information, call TCU at 781-843-5626 or visit their local branch at 333 Longwood Avenue, Harvard Coop Building, 4th floor.

EDUCATION SUPPORT FOR DEPENDENT CHILDREN

Tuition Exchange Program

The *Tuition Exchange Program* (“TEP”) is a reciprocal scholarship program for dependent children of faculty and staff employed at over 530 participating institutions of higher education, including 25 colleges and universities in Massachusetts. The Tuition Exchange, Inc., a not-for profit organization based in Washington, D.C., runs the *TEP*. The goal of the TEP is to attract and retain employees in the field of higher education by making careers at colleges and universities more attractive.

TEP provides an opportunity for a dependent child of full-time faculty and staff to receive partial or full tuition scholarships for undergraduate education at one of the TEP member institutions. The 530 member institutions include private and public institutions, research and doctoral universities, liberal arts colleges, and specialized schools located in 47 states and the United Kingdom. You can see the current list of participating institutions by visiting www.tuitionexchange.org and clicking on “participating institutions.”

Simmons must balance the number of students it accepts with the number it sends to other schools under *TEP* (the “import/export” balance). If the College is out of balance (i.e., there is a significant difference between the number of imported and exported students), we either cannot participate in *TEP* for that year or we must limit the total number of “exported” students. If we need to limit the number of exports, we will do so based on seniority (the number of years of service) of employees whose dependents have applied to *TEP*.

Scholarship awards are highly competitive and not automatic. Because of the potential for the list of participating schools to change, a student cannot be guaranteed a place in the *TEP* for each academic year. Simmons retains the discretion to allocate and/or place limitations on *TEP*, particularly if the number of applications exceeds the number of available spaces.

If demand exceeds the number of scholarships available, Simmons uses a lottery system to select which dependent children will participate in TEP. The lottery system favors children of employees with fifteen (15) or more years of service.

Eligibility

Employees who want their dependent children to apply for a *TEP* scholarship must meet the following criteria:

- You must be a full-time College employee.
- You must have completed at least five (5) years of full-time, uninterrupted service at the College. Your 5th year anniversary must fall on or before January 15 of the year in which your child plans to attend college. For purposes of this policy, the College does not consider FMLA and military leaves of absence as breaks in service.
- The child must be 25 years of age or younger and must be a dependent according to IRS regulations.

Application Process

TEP applications are processed approximately at the same time as admissions materials. This means that you should apply for a *TEP* scholarship about one year before the student plans to enroll in college.

Students apply for admission to the member institution according to the admissions procedures of the institution. Students must be accepted through the regular admissions process.

Each participating institution sets its own policies and procedures for awarding *TEP* scholarships; Simmons does not control this process.

TEP Liaison Officer

At Simmons, the *TEP* Liaison Officer is the Director of Student Financial Services. Contact him or her to obtain specific information about the application process and answers to any questions you may have about *TEP*.

Miscellaneous Services

Bookstore

Simmons College has its own Bookstore located on the ground level. Office supplies can be purchased and charged to your office's budget number. The Bookstore also carries candy, snacks, and stamps.

Fenway Card

The Fenway Card allows students, faculty, and staff to enjoy the benefits of prepaying for services by opening an account at the Campus Card Office. You can pay for items at the bookstore, food from Dining Services with your Fenway Card and avoid having to carry cash, checks, or credit cards. The Fenway Card is also a great way to help you live within your budget and can be used at the area colleges and local businesses. For more information about the Fenway Card, you can go to <http://my.simmons.edu/services/business/campuscard/index.shtml> or www.fenwaycard.com.

Box Office

Employees can purchase discounted movie tickets, aquarium passes, Red Sox tickets, and more from the Student Information Desk. The Info Desk is located in the lower level of the Main College Building in the Student Activities Center.

Section 8—Time Away From Work

This section describes the various options for Simmons employees to take time away from work.

VACATION

We recognize that employees need time away from work to rest, reflect, and re-energize. We provide staff employees with a generous amount of vacation time for these purposes. Faculty do not earn vacation days.

Regular staff employees (part-time and full-time) accrue vacation at the rates shown below.⁶ Temporary workers do not accrue vacation.

<i>Category of Employee</i>	<i>Work Schedule</i>	<i>Monthly Accrual Rate</i>	<i>Total Days of Vacation Time per Fiscal Year</i>
REGULAR FULL-TIME STAFF	12-month schedule	2 days per month	24 days ⁷
	Less than 12-month schedule	2 days per month for every full month worked	Pro-rated <i>(Example: 10-month employees could accrue up to 20 days; 9-month employees could accrue up to 18 days)</i>
REGULAR PART-TIME STAFF	You must work at least 1,000 hours per fiscal year in order to be eligible to accrue vacation.	Pro-rated <i>(Example: a person working 25 hours per week would accrue 1.4 days per month)</i>	Pro-rated <i>(Example: a person working 25 hours per week could accrue up to 17 days)</i>
UNION-		Your vacation accrual rate	Refer to collective

⁶ Certain departments, such as Public Safety, Technology, and Facilities & Maintenance, can require coverage beyond the normal College workweek and have vacation schedules that may differ from this policy.

⁷ In the past, staff received 23 vacation days and an additional day to commemorate their birthday; for record-keeping ease, the policy has been amended to reflect 24 vacation days.

AFFILIATED		is set forth in your collective bargaining agreement.	bargaining agreement.
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When you want to use accrued vacation time, discuss your request with your manager. Your manager must approve your request in advance before you can take vacation. Although the College will strive to accommodate your request, there may be times when it is unable to do so, and you will need to take your vacation at another time. Generally, you may not use vacation time that has not accrued. If approved in advance, you may use vacation days for religious holidays, personal days, and other times that are not covered by a specific Simmons policy.

You begin to earn vacation time when you begin working for Simmons. If you begin employment before the 15th of the month, you earn two vacation days. If you begin employment after the 15th of the month, you earn one vacation day. While you are on a leave of absence, you do not earn any vacation time unless you are using vacation time while on leave.

New employees generally may not take vacation until they have worked in their position for at least three (3) months. Managers may, at their discretion, make an exception to this policy and allow a new employee to take vacation or unpaid time off during his or her first 3 months of employment.

Regular full-time and regular part-time staff may carry over accrued, unused vacation for one fiscal year. If you do not use your accrued, unused vacation within this time period, you will lose it.

- ▶ For example, you began working for the College on July 1, 2005, in a full-time position. You will accrue 24 vacation days in fiscal year 2006 (“FY 06”). You took 10 vacation days and carried over 14 vacation days into FY 07. If you do not use the 14 days by June 30, 2007, you forfeit them.

No employee gets paid for accrued, unused vacation except when his or her employment with Simmons ends.

Please note that non-exempt employees can utilize vacation time in hourly increments.

HOLIDAYS/ COLLEGE CLOSING

By early December of each year, the HR Office will publish a list of the holidays for the following year. Generally, the College observes the following 12 holidays each year:

- *New Year’s Day*
- *Martin Luther King Day*
- *President’s Day*
- *Patriot’s Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Columbus Day*
- *Veteran’s Day*
- *Thanksgiving*
- *Friday after Thanksgiving*
- *Christmas Day*

In addition to the above holidays, Simmons can close between Christmas Day and New Year's Day. If Simmons will be closed in whole or in part during this time, the starting and ending dates will be published with the list of holidays.

Note: There are always some departments or schools that must remain open even when the majority of Simmons units and departments are closed. If you are required to report to work while Simmons is closed, you should refer to section V, page 13 to review the Holiday/Closed Day work policy.

If you are a regular full-time employee, you are eligible to be paid for each of the above holidays as well as for the period of time the College is closed. If you are a regular part-time employee, your eligibility for pay depends on your regular schedule, as described below:

- If a holiday/closed day falls on one of your regularly scheduled workdays, you will be paid in the amount that you would have received if you had worked a regular day. For example, if you were scheduled to work 5 hours, you would receive 5 hours pay.
- If a holiday/closed day falls on one of the days you are not scheduled to work, you will not be paid. For example, if a holiday falls on a Monday, and your regularly scheduled work days are Tuesday, Wednesday, and Thursday, you will not receive pay for that holiday/closed day.

LEAVES OF ABSENCE AND SICK TIME

At Simmons, regular attendance is an essential function of every job. The definition of "regular attendance" depends, of course, on the specific job responsibilities to be performed as well as the expectations of your manager in how those responsibilities will be fulfilled. We recognize, however, that there are times when employees may need to be away from work other than for vacation time and holidays.

We support the reasonable use of leaves of absence (LOAs) and sick time so that you can more effectively balance the demands of work, family, and personal life.

There are various types of LOAs available to Simmons employees; some of these LOAs will run concurrently. Below are descriptions of LOAs offered by Simmons. If you need or want an LOA (other than a sabbatical) you should consult with an HR representative to determine which leave may be appropriate for you and the College.

When you request a leave, HR applies a **two-step analysis**, as described below.

- ① *First, HR determines what type of leave (or leaves, since some leaves run concurrently) applies to your specific situation.* If your leave is approved, HR goes to Step 2.
- ② Second, HR determines whether all or part of your leave is paid or unpaid.

SICK TIME

On July 1 of each year, regular full-time staff receive a bank of 12 sick days for that fiscal year (through June 30). Full-time 10-month staff receive 10 days; full-time 9-month staff receive nine (9) days. Regular part-time staff who work at least 1,000 hours per year receive a pro-rated number of sick days. New employees receive a pro-rated number of sick days, and the number of sick days to which you may be entitled will vary depending on your date of hire. Faculty do not qualify for sick days.

Full-time staff may use no more than five of their allotted sick days for the following purposes:

- To care for an immediate family member who is ill. Your immediate family for purpose of this policy includes your father, mother, sister, brother, spouse, spousal equivalent, son, daughter, grandparents, grandchild, and in-law and any person with whom you reside; or
- To care for your newborn child when you have not given birth (for example, fathers);
- To care for your child following his or her placement with you for adoption or foster care.

Full-time 9- and 10-month employees may use up to 4 days for such purposes; part-time employees may use up to 3.

If you exhaust your sick leave in a fiscal year and become ill, your pay will be affected unless you apply and qualify for short-term disability (“STD”) pay (if your condition is expected to last more than 5 days), or if you use your accumulated vacation days to pay for the days you are sick and do not report for work. The STD policy is covered in the next few pages. Staff cannot carry over sick days from one fiscal year into the next. When you leave Simmons, you do not receive pay for unused sick days.

Please note that non-exempt employees can utilize sick time in hourly increments.

FAMILY AND MEDICAL LEAVE

Family and Medical leave (“FML”) is job-protected, unpaid leave. In accordance with the U.S. Family and Medical Leave Act, FML is available to you for the following reasons:

- (a) To give birth or for the care of the child following his or her birth or placement with you for adoption or foster care. Your FML must conclude within 12 months after the child’s birth or placement; or
- (b) For a “serious health condition” within the meaning of the FMLA. Basically, a “serious health condition” means a physical or mental condition that involves inpatient care or continuing treatment by a health care provider; or
- (c) For the care of an employee’s seriously ill or injured spouse, spouse equivalent, parent, or child or step-child either under age 18 or over age 18 if unable to care for himself or herself due to his or her disability. The illness or injury must be a serious health condition under the FMLA. “Parent” does not include a mother-in-law or father-in-law.

- (d) Pregnancy, complications from pregnancy, and delivery are generally considered serious health conditions for which FML is available.

FML is not available for reasons other than those stated above.

Eligible Employees

You may be eligible for FML if you meet both requirements below:

- You have worked for the College for at least 12 months (you may use accrued, unused vacation time to bridge a gap between the time you need FML and your one-year anniversary); *and*
- You have worked at least 1,250 hours over the 12 months immediately prior to your taking FML.⁸

Some employees who are not eligible for FML may nevertheless be eligible for a leave of absence for child birth or adoption pursuant to Massachusetts state law. The *Massachusetts Maternity Leave Act* or “MMLA” provides up to 8 weeks of unpaid leave following the birth or adoption of a child.⁹ When an employee takes a Massachusetts Maternity Leave, she generally must give at least two weeks’ notice of her anticipated departure date, including a statement of her intention to return to work. Except in rare circumstances (in the case of multiple births, for example) MMLA and FMLA leaves run concurrently. When you meet with an HR representative to discuss the specific terms of your leave, she or he will advise you how and whether FMLA and MMLA apply to your situation.

Notice and Scheduling Your FML

Whenever the need for FML is foreseeable, you must give the College at least 30 days advance notice. Notice must be given both to your manager and to the HR Office. If the need for FML is not foreseeable, you must give notice to the College as soon as you reasonably can.

Whenever the need for FML is flexible (e.g., you are having elective surgery or some other medical procedure that is not urgent), we expect that you will schedule your FML at a time that minimizes disruption to the College’s operations, subject to your health care provider’s approval. For example, faculty who can choose when to take FML should take it during winter or summer breaks or other times when they are not teaching. Employees, including faculty, should consult with their managers to explore ways in which they may take FML and cause minimal disruption to the College’s operations. If we have concerns about the scheduling of your leave, we (or our insurance carrier) may require a second medical opinion, at our expense.

⁸ For purposes of FMLA, faculty who work less than full-time but who are working a minimum of one-half the standard workload in his/her school as determined by that schools, will be deemed to have met the eligibility threshold of 1250 hours.

⁹ You are eligible for a maternity leave under Massachusetts state law if you have worked at the College for at least 3 months and if you are a regular, full-time female employee. The MMLA does not apply to male employees.

How to Apply for FML

Applying for FML is a 3-step process:

- ❶ As soon as practicable, tell your manager and notify HR that you are requesting FML. Set up a meeting with an HR representative.
- ❷ An HR representative will tell you what documentation is needed to consider your request, e.g., medical certification, proof of adoption, and so forth. When requested, the certification must be provided within 15 days of the request.
- ❸ After the HR Office has received and reviewed the appropriate documentation, an HR representative will inform you whether your request for leave has been approved. The specific terms of your leave will be included in that notice.

The HR Office, in its discretion, may combine Steps 2 and 3. HR will confirm receipt of the appropriate documentation.

Generally, you must pay the costs of providing medical certification. If the College or our insurance carrier desires that you obtain a second opinion, the cost for obtaining that opinion will be paid by the College. Employees on a personal medical leave or a family illness leave for which medical certification is initially required may also be required to provide subsequent medical certifications. The cost of providing any such certifications, if any, will be borne by the employee.

Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates.

How Much FML You Can Take and When It Begins

Your FML leave generally begins when you start to miss work due to an FML reason. You are entitled to a maximum of 12 weeks' FML during a 12-month period. The 12-month period is a rolling period measured backward from the date you use any FML. Each time you take FML, your remaining leave entitlement will be the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

If you are on an approved FML, and if the College is closed during the period between Christmas and New Year's, this period of closure will not count towards your FML entitlement. Your FML will be extended by the number of days the College is closed.

If both a husband and wife are employed by the College, they are together entitled to a maximum of 12 weeks of FML during any 12-month period for the purpose of child care (but not for other reasons). Otherwise, each spouse may take up to 12 weeks of FML.

Restoration Rights

You generally have the right to return to your position or a comparable position at the end of your FML if your FML does not exceed 12 weeks in a 12-month period. If an employee requests FML longer than 12 weeks, his or her management team may approve it, subject to the approval of the Division or School head but generally will not guarantee restoration. In determining whether or not to extend your leave, your management team will consider several factors, including the business needs of your department, your performance, the effect of an extension on other employees, and your department's budget constraints. Nevertheless, in some limited circumstances, employees may be entitled to further leave based on other laws.

In some situations—for example, with faculty who have teaching responsibilities—it may be mutually desirable to grant a leave for the entire semester instead of for a limited 12-week period. No faculty member, however, may be required to remain on leave if she or he wishes to return to work at the conclusion of his or her FML, even if the return occurs in the middle of the semester. Additional information regarding LOAs for faculty may be found in the current Faculty Policy Manual.

If your leave extends beyond 12 weeks or the time approved by your management team, your position will not be held open for you. Tenured faculty who may require leave beyond 12 weeks because of a serious health condition or documented disability should refer to the current Faculty Policy Manual.

If an employee becomes aware of changed circumstances that will foreseeably increase or decrease his or her need for FML, the employee must give the College notice of the anticipated change of the length of the leave within two business days of learning of the anticipated change of the length of the leave.

An employee will not be entitled to more favorable employment terms as a result of taking a FML than he or she would have had if no leave had been taken. Thus, an employee who takes a FML will be subject to any pay or benefit reductions or other adverse actions, including layoff that the employee would have experienced if he or she had not been on a FML. In certain limited circumstances, an employee may have further restoration rights after a Massachusetts Maternity Leave.

Returning from FML

As your anticipated return-to-work date approaches, please keep both your manager and the HR Office informed of your plans. If you took FML because of your own serious health condition, you will need to provide, on or before your return to work, a written statement from your health care provider certifying that you are able to resume working.¹⁰ This statement should be sent directly to the HR Office.

If there are any limitations on your ability to perform any aspect of your job, your health care provider must describe, in his/her written statement, what the limitations are, why they exist, and their expected duration.

¹⁰ If you are returning to work after caring for your newborn baby—typically, more than 8 (eight) weeks after childbirth—you do not need to provide written certification.

Intermittent/Reduced Schedule FML

Unless otherwise approved, birth, adoption and child care leave must be taken at one time. In accordance with the Federal Family and Medical Leave Act, intermittent/reduced schedule FML is available to you if such an arrangement is certified to be medically necessary.

Intermittent FML can be used in increments of at least one hour. You should record the time you take as intermittent FML on your timesheets. If your medical treatment is planned, you must try to schedule such treatment in a way that does not unreasonably interrupt your department's operations. Intermittent leave should be scheduled in consultation with your manager. Complications from pregnancy are sometimes considered serious health conditions for which intermittent FML may be available. Generally, the College will ask that you provide regular updates on the health condition of you or your family member in order to continue to have your leave constitute leave under the FMLA.

Pay and Benefits

Generally, intermittent FML is unpaid. You may, however, use your accrued but unused sick and vacation time so that all or part of your leave is paid. If and when your FML extends beyond 8 consecutive work days, then you may be eligible to be paid in accordance with the College's Salary Continuation Policy (often referred to as "STD") provided you meet the medical requirements of that policy.

Except as noted below, if any portion of your FML is unpaid, and if you are a staff employee, you will be required to use your paid leave (e.g., accrued vacation) before you can take the remainder of your FML as unpaid. The first exception is that, should you wish to do so, you may maintain a vacation balance of 5 days to be used at a time after your return from an approved FML. The second exception is for female employees who are on a leave governed by MMLA. Female employees on leave under the MMLA are excused by state law from using their accrued vacation days during the period of time that they are on MMLA leave.

During an FML, Simmons will continue your medical and dental insurance coverage, provided that you pay for the regular employee share of such coverage on a timely basis as if you had remained actively employed. During any paid leave, your share of the premiums will be deducted from your pay. During any unpaid portion of a FML, you will be required to pay the employee share by delivering the payment to the Payroll Office so that it is received by the health insurance provider no later than the 1st day of each month. If your payment is more than 30 days late, you may lose coverage.

If you fail to return from the leave, Simmons may be entitled to recover from you the portions of medical and dental insurance premiums that were paid for by the College with respect to the unpaid portion of the leave. The College will be entitled to recover these amounts unless your failure to return was due to a serious health condition (within the meaning of the FMLA) or if there are other circumstances beyond your control. If you state that you are unable to return from the leave because of a serious health condition, the College may require the employee to provide a medical certification.

If, however, you take FML to care for a child, or for the adoption or foster care of a child, we encourage you to let your manager know as soon as possible whether or not you plan to return from your leave. If, under these circumstances, you decide not to return to work, you will not be required to pay back the portion of your health insurance premiums that the College paid in your behalf.

Group life insurance and long-term disability insurance will also be maintained during a Family and Medical Leave, subject to the same cost sharing applicable to active employees. While you are on FML, you do not accrue vacation time. Employees on FML do not receive pay for holidays that occur during their leave.

Medical Records

Documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel, or government officials.

No Retaliation

Remember that you have the right to take job-protected leave without suffering retaliation for exercising that right. If you have any concern that you will be or may have been retaliated against, please contact the HR Office.

PARENTAL LEAVE POLICY

Benefits-eligible birth mothers and fathers, as well as adoptive mothers and fathers, at Simmons are eligible for a two-week (10 days) paid parental leave. For birth mothers, this paid leave will run concurrently with any salary continuation (STD) payments you may be entitled to receive for purposes of giving birth.

Birth fathers and adoptive parents who wish to take advantage of this (new) paid Parental Leave benefit should notify HR and their manager as soon as the dates for the leave become known. Paid parental leave should generally be used within 90 days of the birth or adoption of the child. To facilitate academic planning, faculty who wish to take advantage of this leave option should notify their Department Chairs and Deans of their intent to take this leave.

The Simmons paid parental leave benefit is a leave per birth or adoption and is not per child born or adopted. (For example, upon the birth or adoption of twins, the eligible Simmons employee would be entitled to only one paid Parental Leave, not two.)

An example of how this new parental leave benefit works with other leave rights:

A Simmons staff member adopts a child. She meets the eligibility requirements for leave under the Family and Medical Leave Act. She is entitled to take up to 12 weeks of FMLA leave upon the adoption of the child. This leave is unpaid. However, she may be entitled to use other kinds of paid leave to continue her salary payments for some period of the FMLA leave.

In this example, the adoptive mother is entitled to a two-week paid parental leave, and she may use up to five of her sick days. She may also apply her accumulated, unused vacation days. So, if the adoptive mother has three (3) weeks of unused vacation, she could continue to receive her salary for six of the 12 weeks of Family Medical Leave (two weeks parental leave plus five days of sick time plus three weeks of vacation).

DISABILITY COVERAGE AND SALARY CONTINUATION PAYMENTS

If you become seriously ill, injured, or disabled and unable to work because of a serious health condition, you may be eligible to receive salary continuation payments under one or two Simmons policies., STD and LTD

The short-term salary continuation payment policy (often referred to as our “STD” policy) has been reviewed and revised. The summary below regarding salary continuation payments reflects changes effective July 1, 2006.

SALARY CONTINUATION PAYMENTS (Often referred to as “STD”)

If you are a full-time employee and become seriously ill, injured, or disabled, and your health condition is expected to last more than [two] but less than 26 weeks, you may be eligible to receive salary continuation payments while you recover. An employee has to be employed for one year to be eligible for this benefit. The amount you receive will depend upon the length of your illness and your length of service. Generally, eligible employees hired *after July 1, 2000*, will receive 60% of their salary during their extended illness, injury, or disability for up to 26 weeks.

Employees hired *before July 1, 2000*, may be eligible to receive more than 60% of their salary (depending upon their length of service) *during the first eight weeks of their extended illness, injury, or disability*. Employees who are entitled to receive salary continuation payments, regardless of date of hire, will receive 60% of their salary if their medical condition prevents them from returning to work after eight weeks. All payments are dependent on providing sufficient medical documentation of the medical condition.

Pending approval from Simmons, payments under this policy begin following the seventh (7th) calendar workday of an illness or injury regardless of whether the injury was foreseeable or not. During the initial seven-day period, the employee must first use his or her available sick days and then his or her available vacation days. If the employee has no available sick or vacation days, the initial period shall be unpaid.

Short-Term Disability benefits are available for a maximum of 26 weeks in any 52-week period. The 52-week period is measured from the date of the initial injury or illness.

Short-Term Disability benefits, which are calculated as a percentage of the employee’s regular pay, are capped at \$1,800 per week.

If you are approved for Short-Term Disability benefits, your benefits for the first eight (8) weeks of disability leave are based upon your years of service:

Date of Hire		Percentage of Pay Up to 8 Weeks	Percentage of Pay After 8 Weeks
On/After	July 1, 2000	60%	60%
On/Between	July 1, 1999– June 30, 2000	65%	60%
On/Between	July 1, 1998– June 30, 1999	72%	60%
On/Between	July 1, 1997– June 30, 1998	79%	60%
On/Between	July 1, 1996– June 30, 1997	86%	60%
On/Between	July 1, 1995– June 30, 1996	93%	60%
On/Before	June 30, 1995	100%	60%

The process for determining length of time off for a disability will be determined by a third-party administrator through an advice-to-pay program. An employee will fill out the necessary leave paperwork provided by Human Resources. The employee’s physician will submit medical documentation directly to The Standard Insurance Company, who will then advise the Office of Human Resources how long an employee should remain out of work. All subsequent medical documentation from an employee’s physician will be sent directly to the insurance carrier.

Employees may supplement accrued sick days and/or vacation days to bring their compensation to 100% for the first eight weeks.

SUPPLEMENTAL DISABILITY INCOME

Employees can purchase supplemental STD insurance through Colonial Life Insurance. The opportunity to purchase additional supplemental insurance will be made available through payroll deduction. More information is available through the Human Resources Office.

LONG-TERM DISABILITY (“LTD”)

If you have a serious health condition that makes you unable to perform all or some essential functions of your job for longer than 26 weeks, you may be eligible to receive long-term disability pay. The amount of LTD coverage you get is based on your salary. LTD coverage provides 60% of your basic monthly earnings, up to a maximum of \$8,000 per month. The Human Resources will provide you with an application for LTD coverage. Simmons’s LTD insurance carrier makes the final determination as to whether you will receive LTD benefits. Simmons does not provide LTD benefits if the LTD insurance carrier decides that you are not entitled to them. You will need to provide all documentation and information, including information from your physician, requested by the LTD insurance carrier.

Generally, after 26 weeks of inactive employment, you are no longer eligible to participate in the College's benefits plans. You are, however, eligible to continue in your current health insurance plan (if you elected to have coverage) under COBRA, provided that you pay the entire premium. If you are deemed disabled by the Social Security Administration, your eligibility under COBRA may be extended up to 29 months. The fact that you have been approved for and/or are receiving long-term disability payments does not entitle you to any job protection or reinstatement rights. (Note: reference to HR or Benefits for LTD application is based on the fact that Standard's application covers both STD and LTD and is completed at point of STD.)

YOUR RESPONSIBILITIES WHEN ABSENT FROM WORK

When you cannot report to work due to illness or injury, you have certain obligations to your manager:

- (A) UNLESS ON AN APPROVED LEAVE OF ABSENCE, WHENEVER YOU WILL BE ABSENT FROM WORK AND YOUR MANAGER DOES NOT EXPECT YOUR ABSENCE, YOU MUST CALL HIM OR HER AS SOON AS POSSIBLE TO LET HIM OR HER KNOW
 1. that you will not be at work;
 2. the reason for your absence;
 3. when you expect to return to work;
 4. how your responsibilities can be handled while you are out; and
 5. how you may be reached.

- (B) IF YOU ARE ON AN APPROVED LEAVE OF ABSENCE, YOU MUST COMPLY WITH THE REQUIREMENTS SPECIFIC TO THE TYPE OF LEAVE. YOU MUST PROVIDE MEDICAL CERTIFICATIONS AND/OR OTHER DOCUMENTATION AS REQUESTED BY THE HR OFFICE, OUR ADMINISTRATORS, AND/OR INSURANCE CARRIERS IN A TIMELY FASHION, AND IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR MEDICAL PROFESSIONALS PROVIDE SIMMONS WITH COMPLETE INFORMATION.

- (C) YOU MUST INFORM HR IF THE REASONS FOR YOUR LEAVE CHANGE OR THE CIRCUMSTANCES SURROUNDING YOUR NEED FOR LEAVE CHANGE. YOU ARE OBLIGATED TO COMMUNICATE THOSE CHANGES TO HR IN A TIMELY FASHION.

- (D) WHILE YOU ARE ON LEAVE, YOU MAY NOT DO ANYTHING THAT IS INCONSISTENT WITH THE PURPOSE FOR YOUR LEAVE.

Your compliance with notice and informational requirements related to your time away from work is a condition of your employment at the College.

PERSONAL LEAVE

At the College's discretion, we may grant a limited, personal leave of absence without pay. During any such leave, you may not do anything that conflicts with the interests of the College. You should submit to your manager a written request for a personal leave and explain in detail the reasons you are seeking a leave and what you hope to accomplish by the end of the leave. Requests are considered by senior management. The length and conditions of the leave will be determined on a case-by-case basis. The College is not obligated to hold your position open for you.

SABBATICALS

The current Faculty Policy Manual offers information about sabbaticals. Sabbaticals are not available to staff.

SMALL NECESSITIES LEAVE

If you are eligible for FML, you are also eligible to leave under the Massachusetts Small Necessities Leave Act. Under this law, you are entitled to take up to 24 hours of leave during a 12-month period under the following circumstances:

- ◇ To participate in school activities directly related to your child's educational advancement such as parent-teacher conferences or interviewing for a new school;
- ◇ To accompany your child or an elderly relative to routine medical or dental appointments, such as check-ups or vaccinations; or
- ◇ To accompany an elderly relative, 60 years of age or older, to appointments for other professional services related to his or her care, such as interviewing for such a relative's admission to a nursing home.

We will require that you use accrued, unused vacation time for this purpose. If you do not have accrued, unused vacation, your small necessities leave time may be unpaid. Small Necessities leave is in addition to, not a replacement for, FML. You must give your manager seven days' notice when the Small Necessities leave is foreseeable. Managers should track the usage of Small Necessities leave and notify the HR Office.

JURY DUTY

We encourage employees to fulfill their civic responsibilities by serving jury duty when required. You must provide your manager and Human Resources with a copy of your jury duty summons as soon as possible so that she or he may make arrangements to accommodate your absence.

If you are called for jury duty, the College will pay the difference between your regular compensation and any amounts that you may receive from the Commonwealth (or from the United States if called to serve on a federal jury) for the first twenty days of service. You may keep juror travel allowances that have no effect on how much pay employees receive.

After the first twenty days of jury duty, the Court, at a rate set by the Commonwealth or the U.S. Government, may compensate you; the College generally will not. Hourly employees are expected to call in each day after they are released from jury duty for the day and inform their supervisor (or someone designated by their supervisor) what time of day they were released and when they must next report for jury duty. Employees who have time available are expected to report to work if requested by their supervisor.

Salaried employees receive their regular pay, less any jury stipend, for the first 20 days they serve on a jury. Salaried employees are expected to attempt to carry out at least some of their job responsibilities during this time. After this, salaried employees should check with their managers weekly to learn whether the College will keep them on salaried status for the next work week or will place them on leave without pay status for the entire week. During salary continuation, employees are expected to do some work for the College as time allows.

Salaried employees on leave without pay are not allowed to perform any work for the College, voluntarily or otherwise.

You may also choose to use accrued vacation while on jury duty. Jury duty pay will be calculated on your base pay rate times the number of hours you would otherwise have worked on the day(s) of absence. Regular part-time employees will only receive pay if they are called for jury duty on a day they were scheduled to work. Simmons will continue your benefits for the full term of the jury duty absence.

During extended periods of jury duty, you are expected to stay in contact with your manager on a regular basis.

Upon completion of an approved jury duty leave, you must submit to your manager the statement from the Court that details the times and dates of your service.

BEREAVEMENT LEAVE

If a member of your immediate family dies, and if you are a regular full-time or regular part-time employee, you may take up to three work days off with full pay to attend the funeral (or other services) of the deceased. An immediate family member is defined as a father, mother, sister, brother, spouse, domestic partner, son, daughter, grandparents, grandchild, parent-in-law, and any person with whom you reside.

MILITARY LEAVE

We support employees who serve our country by fulfilling military obligations. Eligibility for military leave extends to part-time employees but not to temporary workers who have no realistic expectations of ongoing employment. When you are notified that you have been scheduled for reserve duty, reserve training, or active duty, you should immediately notify your manager and the HR Office. Whenever possible, all military leave requests should be submitted in writing and include the following:

- Documentation detailing the specifics of the request, including departure date and return date
- Documentation from the military indicating the dates of service
- A written statement from you indicating that you intend to return to work at the end of your leave

The written request for leave must be submitted as soon as you receive orders which indicate that a leave may be necessary. If your period of duty is extended during the leave, you must notify the College of the need for an extension of the leave immediately upon learning of the extension. If the possibility of a leave or of the need to extend a leave is known to you, you should verbally notify your supervisor and the HR Office of that possibility as soon as possible.

Reserve Duty and Training

You are entitled to take military leave to fulfill your obligations in the military reserves or as part of active-duty training. We will pay the difference between your regular pay and the pay that you receive from the military for the first 2 weeks (10 days) of your reserve duty or active training duty. The remainder of your leave will be unpaid unless you choose to use your accrued, unused vacation.

Active Duty

You are entitled to take a military leave of absence of up to five years because of active duty in the United States uniformed services, in accordance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”).

If you are called to active duty, the College will pay the difference between your regular pay and the pay that you receive from the military for the first 60 days of your leave. During the remainder of your leave, you may choose but are not required to use accrued vacation to supplement your military pay (you may use vacation days on a partial basis). Employees should not perform any work for the College during any week when the worker is absent and the employee’s pay has been reduced.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Employees on longer military leave must submit a timely application for reinstatement in accordance with the USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or in a comparable position, depending on the length of military service in accordance with the USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees who serve in the military for 30 days or more consecutive days will not be discharged, except for cause for six months after they return to work. This period protection extends to one year for employees who serve 181 or more consecutive days. Returning employees will also be afforded all job protections as required by the USERRA.

For military leaves of 31 calendar days or less, Simmons will continue your health insurance benefits under the same terms and conditions as if you were actively employed at the College. For longer leaves, eligible employees may elect COBRA-like coverage for a period of up to 24 months. If you elect to continue your health plan coverage, the College will pay a portion of your insurance premium for up to 24 months (the same portion as if you were actively employed). Upon reemployment, you will be reinstated in the College’s health plan without a waiting period. Additional questions about the continuation of health insurance benefits during a military leave should be directed to the Benefits Office.

As is the case with other leaves of absence at Simmons, you do not accrue vacation time while on military leave, and you will not receive pay for holidays that occur during your military leave.

If you are enrolled in the retirement plan, and if you return from military leave to work at the College, we will make those contributions to the Plan that would have been made had there been no break in your employment.

If you are not enrolled in the retirement plan because you have not completed the waiting period, the time spent in military service will count toward eligibility for enrollment in the plan.

SECTION 9—LEARNING AND DEVELOPMENT

Learning is at the heart of Simmons’s mission, not only for students, but also for employees. Simmons encourages life-long learning for both faculty and staff.



Benefits of a Learning Community

- Promotes innovation and excellence in job performance;
- Facilitates adaptability to changing work environments
- Enhances personal growth and satisfaction, leading to improved workforce morale

Simmons offers a wide range of professional, managerial, career development, and technology programs for all staff. Some of these opportunities are described below.

Orientation for New Employees

Attending a *New Employee Orientation* is an important first step in your Simmons career. If you are a new employee and if you have not yet received your invitation to this Orientation, please contact a Human Resources representative and to say that you want to attend. At this important Orientation, you’ll learn about Simmons’s history, and its plans for the future. Representatives from Human Resources will offer tips and offer an insider’s view of work at Simmons and discuss a variety of resources to help you start your Simmons career, including who does what and where to go for answers to your questions. Important general information about Simmons’s benefits offerings will be also be presented at this Orientation.

For Managers

Simmons recognizes that managers have one of the most important—and challenging—jobs at Simmons. You manage people, Simmons’s most important asset. This means that you no longer do all of the work yourself. Rather, you must manage and motivate others to accomplish the work. This is a challenging task!

We realize that you need tools to assist you. One of the primary resources available is the HR Office. HR staff will partner with you to help you through the complex challenges associated with managing people. The HR Office and other areas of Simmons provide various learning and development opportunities to enhance your management skills. Some of these opportunities are listed below:

- ✓☐ *The Performance Achievement/Staff Compensation Programs at Simmons*
- ✓☐ *Legal Primer for Managers (offered by the General Counsel)*
- ✓☐ *Sexual Harassment Prevention*
- ☐ *Interviewing Skills*
- ☐ *Managing Problem Performance*
- ☐ *Fundamentals of Management*
- ☐ *Public Speaking (offered by the President's Office)*
- ☐ *Leadership and Strategic Management (this program is taught by the Simmons MBA faculty and uses many of the same materials used in the MBA program)*
- ☐ *Course offerings by the Colleges of the Fenway Consortium*

✓ = *typically required of all managers*

Program schedules are available in the display case outside the HR Office.

For All Employees

Tuition benefits offered by Simmons are an important part of our commitment to life-long learning. See Sections 6 and 7 of this Handbook for additional information.

The Technology department offers a wide variety of training in its state-of-the-art *Pottruck Technology Resource Center* (PTRC). The technology curriculum includes such offerings as:

- Microsoft Office, including XP, Word, Excel, Access and PowerPoint
- Web CT/Vista
- Web Design
- Dreamweaver
- Flatbed Scanning
- Flash
- How to Plan Media for Your Event
- MacOS X
- Using Your Digital Camera
- Using Colleague

Contact the PTRC for current program schedules.

The HR Office also offers programs designed to help you understand and use your benefits. Some of the programs offered include planning for retirement, understanding TIAA investment options, and understanding other benefits offered by the College.

Other College offices offer training in public safety; managing budgets at Simmons; how to use College credit cards; and how to use e-mail more effectively. Additionally, you can attend lectures and programs on a variety of topics, from foreign affairs to contemporary social issues and everything in between. Watch Employee Announcements for current information.

Often, your manager will provide external opportunities for you to continue to build your professional skills. Such opportunities can include joining professional organizations and attending conferences. Talk to your manager if you wish to participate in these activities.

MANAGING YOUR CAREER AT SIMMONS

Your career at Simmons is important to us. We know that when your job aligns with your talents and interests, you are a more motivated and productive employee. The HR Office offers career management training. Below are some other general points to keep in mind.

MANAGING YOUR CAREER

- *Do great work* in the job you have right now—even if you are ready for your next opportunity. Simmons is a small community, and your reputation will precede you.
- *It's not just about promotions.* Remember that acquiring new skills and making lateral moves can be a viable way of building your career.
- *Know yourself*—your interests, skills, personality, and where you want your career to go. Without knowing yourself, you can't effectively market yourself to a hiring manager.
- *Check out www.simmons.edu* to learn about current job openings at the College.
- *Take advantage of available resources*, e.g. training programs and other Simmons colleagues willing to serve as mentors. If you are a Simmons alumna or alumnus, visit our career development offices either in person or online.
- *Present the right image*—dress for the job you want! Be organized. Keep a positive, can do attitude.
- Focus on *continuous improvement*—don't get stale in your current job.
- *Look for opportunities.* If you see work that needs to be done, ask to do it. You will enhance both your skills and your reputation.
- *Volunteer* for work outside your department. You will learn more about higher education, internal career opportunities, and meet people who can inspire and teach you. Look for cross-College task forces and committees.

INTERNAL CAREER OPPORTUNITIES

To promote career growth and preserve institutional knowledge, Simmons encourages the consideration of qualified employees to fill job openings. Below are outlined the basic procedures of our “promote from within” philosophy.

- ❑ Generally, you should have at least one year of solid performance in your current position before applying for other positions within the College. ***Employees who are***

on a Performance Improvement Plan (“PIP”) may not apply for other College job openings until they have successfully completed the PIP and demonstrated sustained solid performance in their current position. On rare occasions, however, the HR Office may facilitate the transfers of an employee on a PIP where it is clear to the employee, to HR, and to the potential new manager, that the employee can succeed in the new position.

- Most College job openings are posted internally at www.simmons.edu. Hiring managers decide whether to consider internal candidates *prior* to recruiting external candidates, or whether to recruit and consider internal and external candidates *simultaneously*.
- Informal discussions and a review of the job description can help you determine if you have the experience and skills to be a viable candidate for the job. Before you apply for an internal position, learn about the job by doing one or more of the following:
 - Talk to the Employment Manager in the HR Office
 - Talk to the current job holder, if there is one
 - Talk to an HR representative (at this stage, conversations between you and the HR Office will remain confidential)
 - Obtain the job description from the HR Office (your request will remain confidential)
- If you decide to apply for the job, you should apply on-line at <http://jobs.simmons.edu>. You are strongly encouraged at this point to inform your current manager of your application.
- Once you apply for a position, the hiring manager may review copies of your resume, your initial employment application, your past performance appraisals, commendations, training certifications, and any disciplinary documentation or other information related to your job performance at Simmons. Information or documents regarding leaves of absences you have requested and/or taken under the FMLA, worker’s compensation claims, or requests for reasonable accommodations under the ADA, or other information which may be considered confidential by state or federal law, or by policy at Simmons, will not be shared with the hiring manager.
- Hiring managers are *not required* to interview all internal candidates. But hiring managers must be able to articulate a reasonable basis for declining to interview or hiring an internal candidate. If you are an internal candidate, and if you were not selected for an interview or for the job after you interviewed for it, you may speak with the Employment Manager in the HR office to learn why you were not selected for an interview or for hire.
- Hiring managers are encouraged to select the best candidate for the job, whether the candidate is an internal or external applicant. For internal candidates, the hiring manager should obtain a recommendation from the current manager if the internal candidate is a finalist. Offers can be made contingent upon receiving a favorable recommendation from the employee’s current manager. Among other attributes, hiring managers may consider and evaluate the following:

- Relevant parts of your HR file, including comments that you have attached to your performance appraisal
- Your relevant job skills and work experience
- The quality of your work performed in your present and previous College positions
- Your technical expertise
- Your educational background or equivalent experience
- Your work habits (e.g., attendance, interpersonal skills; customer service orientation, and so forth)

Upon notification by the hiring manager, the HR Office will generate a transfer letter to be given to the employee.

- Once a job offer has been made to an internal candidate, the hiring manager and the employee's current manager must work out a reasonable transition plan. If the current manager was notified early in the recruitment process (defined to be *the time at which the employee applies for the job*), the employee generally can transition into his or her new position after at least two weeks' notice. If, however, the current manager was not notified early in the recruitment process, she or he may, at her or his discretion, have at least one month's notice (excluding holidays) before the employee transfers to the new job.
- The salary of the internal staff candidates will be determined in accordance with the College's compensation policy. Generally, if the transfer is a promotion, the employee may be given a salary increase, effective at the time of the transfer. If the transfer is lateral, no increase may be warranted. If the transfer is a demotion to a job in a lower pay band, HR and the hiring manager will work together to determine the most appropriate salary. In such circumstances, a salary decrease may be appropriate.

Miscellaneous

IF YOU HAVE QUESTIONS ABOUT MANAGING YOUR CAREER AT SIMMONS, OR ANY ASPECT OF OUR RECRUITMENT PROCESS, PLEASE SPEAK TO THE EMPLOYMENT MANAGER IN THE HR OFFICE.

SECTION 10—LEAVING THE COLLEGE

When your employment with the College ends, we hope that you will be able to look back upon your Simmons experience as positive and productive. We also hope that you will celebrate the distinction of being a Simmons College “*workforce alumna or alumnus*” and speak well of your time here. It is important for you to know several things as you prepare to leave the College.

Please note, special information for employees who hold grant-funded positions can be found at the end of this Section.

Exit Packet

Shortly before your last day of work, you will receive an Exit Packet from Human Resources. This packet contains important information about continuation of certain benefits as well as information about unemployment insurance in the event you qualify to receive it.

Resignation

If you resign, you are encouraged (but not required) to provide a letter of resignation to your manager stating your desired departure date and your reason(s) for leaving. You or your manager should also promptly notify the HR Office of your resignation and desired last day of employment.

Simmons may treat an oral statement that you intend to leave your position as the equivalent of a written one. The fact that you have not submitted a letter of resignation does not preclude Simmons from concluding that you no longer wish to be employed by Simmons. In addition, repeated statements about job dissatisfaction and your intention to resign from your position may be treated as a statement of resignation, which your manager may accept at his or her discretion.

Managers are required to report all employee resignations to the HR Office as soon as they become aware of them.

Employees are encouraged to give no less than two weeks’ advance notice of their resignation. If you hold a senior/director-level position, you are strongly encouraged to provide more than two weeks’ notice to ensure a smooth transition for your department. Immediately upon your notice of resignation, you should confer with your manager, Vice President, or Dean to agree upon a timetable that respects and accommodates both your needs and those of your department.

In some positions and in some circumstances, giving more than two weeks’ notice may not be necessary or appropriate. In the event that you provide more than two weeks’ notice, and your manager concludes that some or all of the additional notice period is unnecessary, your last day of paid employment may be two weeks from the date you give notice.

If you advise your manager that you will be resigning from your position at some future date (perhaps to return to school full-time or to relocate to another city/state some months later), your manager is not required to retain you in your current position through that future date. In some departments, and in some positions, employee transitions work best in certain

months than in others due to the responsibilities and operational needs of the department. If it is in the best interests of Simmons and your department that the training and transition of your replacement occur at some time before your desired last day of employment, your date of resignation may become effective sooner.

If your job involves access to propriety, confidential, financial, or technical information about Simmons, or in other limited circumstances, you may be asked to leave your position immediately upon submitting your notice of resignation. Should you be asked to leave your position immediately, in response to your notification of resignation, Simmons shall provide you with two weeks' pay in lieu of notice.

Exit Interviews

Simmons has arranged for our Employee Assistance Provider, The Wellness Corporation, to talk with departing faculty and staff about their working experience at Simmons. These exit interviews are voluntary, but the College encourages you to take advantage of this confidential opportunity to tell us about your experiences as an employee of Simmons. Information about this new Exit Interview program by Wellness Corporation can be found in the Exit Packet you will receive from HR on or near your last day of employment.

Involuntary Termination

There will be occasions when the College must terminate an employee's employment. Below is important information to know if your employment is terminated involuntarily. Faculty should refer to the Faculty Policy Manual for information concerning their rights regarding continued employment at Simmons.

- *Unemployment Compensation:* If you have not been terminated for gross misconduct (as defined by the Massachusetts Division of Unemployment Assistance "DUA"), and you meet other eligibility requirements set by the DUA, you may be eligible to receive unemployment compensation. Eligibility for such compensation is determined by the DUA and not by Simmons. Simmons cannot make any representations to you that you will be eligible to receive unemployment compensation. If and when your employment is terminated, HR will inform you how to contact the DUA to file a claim for unemployment benefits.
- Please note: *Unemployment compensation is typically not available to persons who voluntarily resign from their employment without sufficient cause. What constitutes "sufficient cause" is determined by the DUA. Simmons will contest DUA payments to you if you voluntarily resign from your position.*

Transitional Support: {Under Discussion}

Job Abandonment

If you miss three (3) consecutive days of work, and if you do not notify your manager of your reason for your absence, Simmons may conclude that you have resigned from your position. If your condition or circumstances prevent you from notifying your manager yourself, you should ask a family member to notify your manager for you.

College Property

When your employment ends, you must return to your manager all Simmons property, including:

- Your Simmons I.D. card
- Parking pass(es),
- Credit, travel, and phone cards
- Office and desk keys
- Computers, laptops, and other office equipment
- Books, files, and manuals

Your Vacation and Final Pay

When you leave the College, you will be paid for all accrued, unused vacation.

If you resign from your position and you are paid on the non-exempt payroll, you will be paid your accrued, unused vacation pay in the next scheduled non-exempt payroll. If you resign from your position, and you are paid on the exempt payroll, you will be paid your accrued, unused vacation pay in the next scheduled exempt payroll.

If your employment is involuntarily terminated, you will receive this payment on or before your last day of employment.

Vacation Pay Offset

If you are paid on the exempt payroll, you are paid your month's salary in advance on the first business day of the month. If your last day of employment is not the last day of the month, any vacation pay due you for accrued but unused vacation days will be offset by any salary that was paid to you for that month that you did not earn.

If you resign prior to the last day of the month, and have insufficient vacation days to offset any salary overpayments by Simmons to you, you are responsible for reimbursing Simmons for all monies paid to you in excess of what you earned that month. HR will notify you of any overpayment owed by you to Simmons.

Your Benefits

Continuation of Health Benefits

Please note: Your rights under the federal law known as COBRA take effect under a variety of circumstances. The information below pertains exclusively to your COBRA rights upon the termination of your employment at Simmons.

The *Consolidation Omnibus Budget Reconciliation Act* (commonly known as (“**COBRA**”)) permits you and your covered dependents the opportunity to continue your group health insurance coverage when it would otherwise end because

- Your employment was terminated, unless your termination is the result of gross misconduct
- Your work hours were reduced to less than 1,000 per year, making you ineligible for College-provided coverage

For the purpose of COBRA, these circumstances are known as *qualifying events*. In the case of one of these events, you and/or your covered dependents will be eligible to continue health insurance coverage by acting within 60 days from the date of the COBRA notification. Generally, except during open enrollment periods, you cannot change the type of membership you have; you may simply continue the health insurance you had prior to the qualifying event.

If your coverage ends because your employment was terminated or work hours reduced, you may choose to continue your health care coverage for up to 18 months. If you or one of your covered dependents are disabled, you or the dependent(s) may be able to extend this period up to 29 months if the U.S. Social Security Administration determines that you or the covered dependent(s) were disabled within the first 60 days of continuation of coverage.

Coverage will end before the periods stated if:

- You fail to pay Simmons College any required premium on a timely basis. In such a case, your coverage will terminate at the end of the period for which you were paid.
- You or a covered dependent become employed and are eligible for benefits under another plan, unless the new plan limits or excludes coverage for a pre-existing condition.

Insurance Coverage

A. Group Life and Accidental Death and Dismemberment Insurance

YOUR GROUP LIFE INSURANCE COVERAGE ENDS THE LAST DAY OF THE MONTH IN WHICH YOUR EMPLOYMENT TERMINATES. YOU MAY BE ELIGIBLE TO CONVERT YOUR GROUP LIFE INSURANCE COVERAGE TO AN INDIVIDUAL POLICY. INFORMATION ABOUT CONVERSION CAN BE FOUND IN YOUR EXIT PACKAGE. THE ENTITY THAT PROVIDES GROUP LIFE INSURANCE COVERAGE TO SIMMONS EMPLOYEES MAY ALSO NOTIFY YOU DIRECTLY OF ANY OPTIONS THAT MAY BE AVAILABLE TO YOU TO PURCHASE INDIVIDUAL (NON-GROUP) COVERAGE.

B. Long-Term Disability Insurance

YOUR LONG-TERM DISABILITY INSURANCE COVERAGE ENDS ON YOUR LAST DAY OF EMPLOYMENT. THIS COVERAGE MAY BE CONVERTED TO NON-GROUP COVERAGE AND INFORMATION ABOUT CONVERSION POSSIBILITIES WILL BE SENT TO YOU DIRECTLY FROM THE INSURANCE PROVIDER.

C. Long Term Care Insurance

If you elect to continue your long-term care insurance after termination, you will be billed directly at home by MetLife for the entire premium.

Tuition Benefits

If you are enrolled in a course(s) when your employment ends, you may complete the coursework for that semester if, by the termination date, you have completed four weeks of classes. If your spouse, domestic partner, or child is enrolled in a Simmons course or participates in the tuition exchange program, she or he may complete the semester pursuant to our tuition benefit policies. After the end of the semester in which your employment ends, you, your spouse, domestic partner, or child is no longer eligible for tuition benefits pursuant to Simmons policies.

Child Care Subsidies

Any Child Care Subsidy you receive from Simmons will cease with your last paycheck. You may submit receipts for reimbursement for care provided prior to termination through the end of the plan year.

FLEXIBLE SPENDING ACCOUNTS

A. Dependent Care Reimbursement Account

When your employment terminates, your dependent care account with Sentinel Benefits will include only the payroll deductions for dependent care up to the date of termination, provided dependent care services were provided during this period. Sentinel Benefits will reimburse you only for this total. As with active employees, a terminated employee has until the end of the plan year (June 30) plus a 90-day grace period to submit claims for services rendered up to your termination date for reimbursement.

B. Medical Care Reimbursement Account

When your employment terminates, you are entitled to submit claims to Sentinel Benefits for the period during which you were enrolled in the plan (up to the date of your termination). Unlike the dependent care reimbursement account, you are allowed to submit claims to Sentinel Benefits for all eligible expenses equal to the amount of the total annual election for the plan year, as long as these expenses were incurred up to the date of termination. As with active employees, a terminated employee has until the end of the plan year (June 30) plus a 90-day grace period to submit claims for reimbursement.

In some cases, you may decide to elect COBRA coverage for medical care reimbursement. COBRA coverage will cover the period only from the date of termination to the end of the current plan year (June 30). If you elect COBRA coverage, you must submit to the Benefits Office each month a check representing the total for each month's medical care reimbursement deduction.

Employment References

If you want an employment reference to be given, you must ask your future employer to contact Human Resources directly. Generally, only a representative from Human Resources will provide employment references for former Simmons employees. HR will confirm the dates you worked for Simmons, your title, and your salary. If you desire more information be shared with a potential employer, you should discuss your needs with your manager and a representative from HR.

Special Information for Employees in Grant-Funded Positions

Grant funded positions are of limited duration and are contingent upon sufficient grant funding. When funding is exhausted or not renewed, employees whose positions are eliminated are not eligible for severance pay but may apply for Unemployment Compensation with the Massachusetts Department of Unemployment Assistance. Simmons will accurately report the reason for your separation of employment and will not contest these claims; however, final determinations as to your eligibility for unemployment compensation are made by the State.

When the ending of funding is foreseeable, Simmons shall endeavor to provide grant-funded employees with as much as two (2) months' notice prior to the end of the funding. Grant-funded employees facing job loss are welcome to apply for another position within Simmons, but Simmons is not required to continue your employment when the grant-funding ceases

