



**GOODWIN**  
**COLLEGE**

**Information Handbook  
for  
Administration/Staff  
of  
Goodwin College**

**January 1, 2009**

**This Handbook is the property of Goodwin College and must be returned  
upon request or at time of separation from employment.**

## TABLE OF CONTENTS

Disclaimer .....	iv
Welcome to Goodwin College.....	v
An Overview of Goodwin College .....	vi

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### Section 1 – General Employment

Employment-At-Will.....	1
Equal Employment Opportunities .....	1
Americans With Disabilities Act (ADA) .....	1
Sexual and Other Harassment .....	2
Non-Disclosure.....	4
Professional Conduct.....	4
Substance Abuse.....	4
Initial Period of Employment.....	5
Orientation Program.....	5

---

### Section 2 – Work Hours, Pay and Performance

Employee Status Definitions .....	6
Full-time Employees.....	6
Part-time Employees.....	6
Temporary Employees.....	6
Exempt Employees .....	6
Non-exempt Employees.....	6
Employment Paperwork .....	6
Employment Applications .....	6
Transcripts .....	6
Personnel Files .....	7
Employment References.....	7
Payroll .....	7
Direct Deposit.....	7
Work Hours .....	7
Overtime .....	8
Meal Break .....	8
Absence .....	8
Severe Weather.....	8
Children .....	8
Performance Action Plan.....	9
Performance Review Program.....	10
Suggestions and Grievances .....	11

---

**Section 3 - Benefits**

Paid Time Off.....	12
Annual Vacation Leave .....	12
Sick Days .....	12
Personal Days .....	13
Holidays.....	13
Bereavement Days.....	13
Jury Duty .....	13
Court Appearances .....	14
Mandatory Benefits .....	14
Social Security.....	14
Worker’s Compensation .....	14
Elective Benefits.....	14
HIPAA.....	15
Continuation of Group Medical Insurance (COBRA).....	15
Credit Union.....	16
Parking .....	16
Professional Development.....	16
Tuition Remission .....	16

---

**Section 4 – Leave of Absence and Employment Separation**

Leave of Absence .....	17
Family and Medical Leave .....	17
Procedure for Requesting Other Leaves .....	18
Military Leave .....	18
Neutral Absence .....	19
Separation.....	19
Voluntary Resignation .....	19
Involuntary Termination.....	20
Death .....	20

---

**Section 5 - General Policies**

Mailboxes, Bulletin Boards and Solicitations .....	21
Care of Equipment.....	21
Inspection of Personal Property .....	21
Internet, Network and Communications Policy .....	22
Personal Telephone Use .....	25
Safety.....	25

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**Documents Requiring Signature**

Acknowledgement of Receipt and Understanding

# DISCLAIMER

## NOTICE: PLEASE READ CAREFULLY

This handbook is intended to serve as a practical guide to the current personnel policies and practices of Goodwin College and to serve as your personal reference in answering questions that you may have about your job. Since this handbook is only a summary compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. In addition, the policies and procedures in this handbook are guidelines only and ***are not*** to be construed as an expressed or implied contract of employment, a promise of employment for any specified time, or a guarantee of benefits or working conditions between any employee and Goodwin College.

Goodwin College may add to, change, delete, suspend or discontinue any part or parts of this handbook at any time without prior notice and any such action shall apply to existing as well as future employees. Continuation of employment after any such action constitutes consent to such action. Additionally, Goodwin College reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the institution. Consequently, Goodwin College's actions, from time to time, may vary from the attached policies and procedures, or any subsequent policies and procedures implemented. Furthermore, policies and procedures that are not contained in this handbook may from time to time guide the actions of Goodwin College. As an employee, you are responsible for abiding by the college's rules and policies.

***NOTICE:*** *Goodwin College follows an "employment at will" policy in that either the employee or the institution may terminate the employment relationship at any time. Nothing in this handbook is intended to create an express or implied contract of employment.*

No supervisor or other agent of Goodwin College has the authority to make a commitment of guaranteed or continued employment to an employee, and no document including this handbook should be understood to make any such guarantee. Goodwin College does not recognize any contract of employment unless it is reduced to writing and signed by the employee and the President. This handbook supersedes any and all previous oral or written communications, discussions and agreements between employees, individually and/or collectively, and Goodwin College with respect to the terms and conditions of employment at the institution.

Should any provision in this handbook be found to be unenforceable and invalid, such finding shall not invalidate this entire handbook, but only the subject provision.

This employee handbook takes effect on January 1, 2009.



## WELCOME TO GOODWIN COLLEGE

Dear Employee:

A very warm welcome to you as you begin your employment at Goodwin College. Thank you for joining us! As a member of our educational community, we want you to embrace our philosophy and mission, recognize your individual authority and responsibilities, as well as understand our policies, practices, and benefits. To be effective, even experienced employees must continuously strive to stay acquainted with the dynamic institution that we serve.

Goodwin College offers, we believe, a very special environment. We are dedicated to personal and professional growth for our students as well as our staff and faculty. We honor public service to others – both inside and outside the walls of the college. First and foremost, we are a learning community. We believe that we are *all* students, seeking greater awareness, greater understanding, open to all sides of a question. Since we are all students, it makes it easier to properly regard our largely adult student body as our equals, even as we mentor and guide them through their programs.

While employment is a specific objective of each career program, we are also committed to each student's total development, which includes academic, social and creative talents. The curriculum, therefore, is directed toward enabling each student to attain proficiency in skills and to achieve the knowledge, self-confidence, critical thinking skills and poise necessary to meet the demands and challenges of today's work environment. The coursework is challenging. It needs to be. That's why we always seek to be compassionate, human, and caring to students and to each other.

If this view of a college seems a bit unusual, we've done our job. I extend to you my personal best wishes for your success and happiness at Goodwin College.

Sincerely,

*Mark E. Scheinberg*

Mark Scheinberg, President

## AN OVERVIEW OF GOODWIN COLLEGE

### Employees can expect that Goodwin College will:

- Operate an ethical educational institution that adheres to the policies and procedures stated in this handbook and our college catalog.
- Provide services to the community through our educational programs.
- Select people on the basis of skill, training, ability, attitude and character.
- Respect individual rights and treat all employees with courtesy and consideration.
- Communicate to our employees Goodwin College's overall goals and objectives and our progress toward meeting those objectives.
- Develop competent people who understand our mission and are committed to achieving our goals.
- Do all these things in a spirit of friendliness and cooperation so that Goodwin College will continue to be known as "a great place to work!"

### What Goodwin College Expects From You:

- Understand your responsibilities and know how to perform them promptly, correctly and in the spirit of friendliness and cooperation.
- Cooperate with management and your fellow employees, maintaining a good team attitude. How you interact with fellow employees and those whom Goodwin College serves, as well as how you accept direction, can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Goodwin College. Consequently, whatever your position: **Perform every task to the best of your ability and consistent with the expectations of Goodwin College.** The result will be better performance for the college overall and personal satisfaction for you.
- Grasp every opportunity offered for personal development. This handbook offers insight on how you can positively perform to the best of your ability and meet or exceed Goodwin College's expectations.
- Take a proactive role in matters that concern you and control your life. We are dedicated to making Goodwin College a college where you have appropriate access to management to discuss your concerns or answer your questions.
- Remember, you help create the healthful, pleasant and safe working conditions that Goodwin College intends for you. Goodwin College needs your help in making each working day enjoyable and rewarding.

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## **SECTION 1**

### **GENERAL EMPLOYMENT**

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#### **EMPLOYMENT-AT-WILL**

Goodwin College follows an “employment at will” policy in that either the employee or the institution may terminate the employment relationship at any time, with or without cause, with or without notice. Nothing in this handbook is intended to create an express or implied contract of employment. No supervisor or other agent of Goodwin College has the authority to make a commitment of guaranteed or continued employment to an employee, and no document including this handbook should be understood to make any such guarantee. Goodwin College does not recognize any contract of employment unless it is reduced to writing and signed by the employee and the President. This handbook supersedes any and all previous oral or written communications, discussions and agreements between employees, individually and/or collectively, and Goodwin College with respect to the terms and conditions of employment at the institution.

#### **EQUAL EMPLOYMENT OPPORTUNITIES**

Goodwin College is committed to the principles of Equal Employment Opportunity. Accordingly, Goodwin College will provide equal employment opportunities to all persons without regard to race, color, sex, age, physical disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, mental disorder, veteran status or any other condition protected by applicable law.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, layoff, compensation, benefits and all other conditions, terms and privileges of employment in accordance with applicable state and federal laws.

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

Goodwin College complies with the Americans with Disabilities Act (ADA) and will not discriminate against any qualified applicant or employee with respect to any terms, privileges or conditions of employment because of a person’s physical or mental disability. Goodwin College will seek to provide reasonable accommodation to qualified individuals with a disability provided they can perform the essential functions of the job, whether or not an accommodation is necessary to enable them to do so.

## SEXUAL AND OTHER HARASSMENT

### Introduction

Goodwin College believes that each employee should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, religion, sexual orientation, national origin, disability and any other applicable characteristic protected by federal, state and local law. Goodwin College recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex and from peers as well as supervisors. Therefore, it is the goal of Goodwin College to promote a workplace that is free of all forms of illegal harassment, including sexual harassment. Goodwin College will not tolerate the harassment of any employee either in the workplace or in other settings in which employees may find themselves.

### Federal and State Law

Harassment is against the law. Title VII of the Civil Rights Act of 1964 is the specific federal law prohibiting harassment. It is also proscribed by the Connecticut Fair Employment Practices Act, Conn. Gen. Stat. § 46-60 et seq.

### What is Harassment?

The federal and state government defines harassment as any unwelcome advances or requests for favors or conduct of an improper nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of harassment include:

- 1) Offering employment benefits or giving preferential treatment in exchange for favors;
- 2) Retaliation against or getting someone back who turns down advances;
- 3) Visual conduct: leering, making gestures, displaying suggestive objects or pictures, cartoons, calendars, magazines, or posters;

- 4) Verbal conduct: whistling and catcalls making or using derogatory or unwelcome comments, epithets, slurs, or jokes. Referring to another person as “doll,” “babe,” “honey,” or a name of this type;
- 5) Verbal advances or propositions, including repeated and unwanted requests for a date;
- 6) Verbal abuse of an unwelcome nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual;
- 7) Obscene or sexually oriented computer or phone mail messages, suggestive or obscene letters, notes or invitations;
- 8) Physical conduct such as touching as unwanted neck and shoulder massage, assault, impeding or blocking movements; and
- 9) Repeated and unwelcome comments about one’s physical appearance or attire.

#### Complaints of Harassment

Any employee who believes that he/she has been subject to harassment has the right to file a complaint. Whenever possible, complaints should be made in writing. Goodwin College, however, will investigate all allegations of harassment, including oral complaints. The employee should immediately contact the Executive Vice President and/or the Chief Financial Officer.

All complaints of harassment will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

#### Non-retaliation

Employees will not be retaliated against for reporting incidents that in good faith that an employee believes to be in violation of this policy. Employees will not be retaliated against for participating in investigations of harassment or other discrimination complaints. Goodwin College considers retaliation to be a serious violation of this policy and urges any employee to report any incidents of retaliation immediately, using the same complaint procedures used for any act of harassment. Goodwin College will investigate and resolve reports of retaliation in the same manner as reports of harassment and other discrimination.

#### Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, Goodwin College will take such action as it deems appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include

such other forms of disciplinary action, as Goodwin College deems appropriate in its discretion under the circumstances.

## **NON-DISCLOSURE**

All Goodwin College administrators, faculty and staff are required to sign the college's Non-Disclosure Agreement. Disclosure of any confidential information is a serious breach of trust, which may expose an individual employee to personal liability. Copying, maintaining duplicates or sharing student or college information or proprietary procedures with others who do not have an expressed need-to-know is strictly forbidden and may be grounds for disciplinary action, up to and including termination and legal action, even if the person does not actually benefit from the disclosed information.

When separating from Goodwin College, the employee must return any and all confidential information belonging to the college and will not discuss or disclose any of this information in any form or manner. Legal action may be taken against former employees who do not comply.

Your signed acknowledgment of this document serves as a non-disclosure agreement and is a condition of your employment.

## **PROFESSIONAL CONDUCT**

Goodwin College's strict policy is that administrators, staff and faculty members must maintain a professional distance in personal relations with other staff members and students. Social meetings with students either individually or in a group are not permitted except for school-sponsored events. Violation of this policy may be grounds for disciplinary action, up to and including termination.

## **SUBSTANCE ABUSE**

This College has a strong commitment to provide a safe and efficient place to work and learn for all of its employees and students as well as to promote high standards of employee health. Goodwin College's policy is to provide a campus free from substance abuse.

If an employee reports to work under the influence of alcohol or illegal drugs, exhibits inappropriate behavior, demonstrates performance problems or evidences other symptoms that may lead the college to suspect the employee is under the influence of controlled substances or alcohol, the employee may be subject to an immediate medical evaluation and, depending upon the results, performance action up to and including employment termination.

## INITIAL PERIOD OF EMPLOYMENT

During the first sixty days of employment, employees are ineligible to participate in any benefit programs. **Please note that if a holiday falls during the introductory period, the employee is not entitled to be paid for that day.**

At the conclusion of this initial sixty day period, Goodwin College will generally evaluate the employee's performance, formally or informally, to determine if continued employment is appropriate and to identify areas for improvement. This initial period of employment or retention of the employee thereafter does not modify the employee's at-will employment status.

## ORIENTATION PROGRAM

Employee orientation promotes safe and effective job performance and familiarizes the employee with the work environment. All new employees complete this program during the first sixty days of employment. The supervisor conducts the new employee orientation, the content of which includes, but is not limited to:

- ✓ Goodwin College's mission, values and culture
- ✓ Receipt of this Information Handbook for Employees
- ✓ Completion of new hire paperwork
- ✓ Review of job duties and performance expectations
- ✓ Tour of the office / campus and review of the college's systems
- ✓ Review of the college's general policies and procedures

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## SECTION 2

# WORK HOURS, PAY AND PERFORMANCE

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### EMPLOYEE STATUS DEFINITIONS

**Full-time Employees** are those who are employed and scheduled to work at least 40 hours per week. Generally, full-time employees are eligible to participate in Goodwin College’s benefit programs, subject to the terms, conditions and limitations of each benefit program. All Goodwin College Department Heads are expected to work a minimum of 45 hours weekly.

**Part-time Employees** are those who work fewer than 40 scheduled hours per week and are ineligible to participate in Goodwin College’s benefit programs.

Full or part-time employees in their first 60 days of employment and are ineligible for holiday pay or participation in benefit programs.

**Temporary Employees** are those who work temporary assignments with beginning and end dates and are ineligible for any benefits. Temporary employees cannot work more than 999 hours in a calendar year.

**Exempt Employees** are those excluded from the overtime exemption of the Fair Labor Standards Act (FLSA). The “exempt” status is determined by the nature of the work performed and requirements needed to perform the job as defined by FLSA.

**Non-exempt Employees** are those who are not exempt from overtime and record keeping provisions of the Fair Labor Standards Act (FLSA). The “non-exempt” status is determined by the nature of the work performed and requirements needed to perform the job as defined by FLSA.

### EMPLOYMENT PAPERWORK

#### **Employment Applications**

Goodwin College relies on the accuracy of information contained within the employment application and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions of any information or data may result in Goodwin College excluding the individual from further consideration for employment or, if the person has been hired, disciplinary action up to and including termination.

#### **Transcripts**

Goodwin College employees with higher education degrees are requested to submit copies of their college transcripts for their employment files.

## PERSONNEL FILES

In order for employment information, paychecks, and W2 forms to be delivered to you expediently, your personnel file must contain an accurate record of your current home address and telephone number or another number where you can be reached. It is also important that the college has the same information for the person to contact on your behalf in case of emergency. The college will not be held responsible for not having current address and phone number information.

Access to the personnel files is restricted and the information in them is considered confidential. If you want to access your own file, contact the Benefits Administrator. Access to your own file will be arranged within a reasonable amount of time upon receipt of a written request. Employees may not remove material from their files but may add comments on file material as long as the comments are dated and signed in the presence of the Benefits Administrator.

### **Employment References**

On occasion, Goodwin College may receive requests for employment references and will only verify dates of employment and position held as long as we are presented with a signed release.

## PAYROLL

Goodwin College follows Federal and State laws regarding employee pay for hours worked. Employees are paid biweekly on Friday, one week in arrears. Unless other arrangements are made, all paychecks are mailed to your home address on Thursday morning. The employee is responsible to make certain that the Benefits Administrator has the correct current home address.

Goodwin College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. The accuracy of time recorded is important and any misrepresentation is subject to performance action up to and including termination. Any payroll discrepancy should be brought to the attention of your supervisor immediately so that correction can be made as quickly as possible.

### **Direct Deposit**

All employees may choose to have a portion or all of their paycheck directly deposited into a bank or credit union account. Please see the Benefits Administrator for a direct deposit form.

## WORK HOURS

Regular attendance and punctuality are critical to employee success and Goodwin College's ability to provide the necessary service level for student satisfaction and effective operations.

An explicit work schedule is provided to all employees. Every employee is required to be in attendance during his/her scheduled hours unless express permission is granted by the

supervisor. All employees are required to use Goodwin College timesheets (or timecards) to record actual hours worked. Any falsification of timecards or records will be met with disciplinary action up to and including termination from employment. Employees are responsible for their own timesheets or timecards. Employees may not submit or fill out timecards for another employee.

### **Overtime**

Please punch in for your assigned hours only. There will be times when employees may be required to work overtime, and any additional hours worked must be approved by your supervisor with a notation on your timecard or timesheet.

The Fair Labor Standards Act and applicable State laws require employers pay overtime to all non-exempt employees for hours *actually* worked over 40 hours in one payroll week. Overtime is paid at one and one-half times the employee's current hourly rate. For the purposes of calculating overtime, the "40 hours" does not include any hours not worked or paid benefit hours, such as holiday, personal time, vacation, sick leave, bereavement leave, etc.

### **Meal Break**

All full-time employees are required to take and record their designated half-hour lunch break on their timecards or timesheets. Lunch breaks must be coordinated so that every department has coverage during this time.

### **Absence**

When you cannot report to work, you are expected to personally speak with your supervisor or his/her designee as soon as possible but in no case no less than at least one hour before the start of your workday. Employees who do not call or who are excessively tardy or absent will be subject to performance action up to and including employment termination.

A physician's note may be required for employees who are absent from work for three (3) or more scheduled workdays. However, management reserves the right to require a physician's note at any time during an absence.

### **Severe Weather**

If classes must be canceled or postponed due to severe weather, it will ordinarily be noted on WRCH, WCCC, WTIC, WVIT and other stations. If there is a late opening, all employees, other than essential personnel, will arrive for work at the time indicated. If all day classes are canceled, non-essential personnel do not have to report to work. If evening classes are not canceled, all employees who are scheduled for evening hours are expected to be at work.

Extreme weather conditions may require Goodwin College to close its offices either before the workday begins or during the course of the day. The employee is responsible for calling the office to clarify if the college offices are closed, opening late, or closing early due to severe weather.

### **Children**

In no situation may employees bring their children to work with them.

## PERFORMANCE ACTION PLAN

It is important to note that every employee of Goodwin College is expected to act in a professional manner whereby such behavior enhances the quality of the work environment. However, employees of any business must, of necessity, conform to certain rules of conduct. Therefore, disciplinary measures must be applied when these rules are violated. This policy has only been included as a guide for employees and supervisory personnel to illustrate Goodwin College's general philosophy on rules of conduct and discipline; it does not alter the employment "at-will" relationship in any way between Goodwin College and its employees. We ask your full cooperation in meeting your responsibilities so that we can continue to maintain a positive, constructive atmosphere.

Some violations will be cause for immediate dismissal, others will be subject to review and subsequent disciplinary action.

The following are examples of prohibited conduct. This list is not all-inclusive. Goodwin College reserves the right to discipline for other offenses or inappropriate behavior not expressly stated in this handbook, and management retains discretion to decide the level of discipline based upon relevant facts and circumstances, up to and including termination.

- Falsification of time records;
- Obtaining employment on the basis of false information, or falsification of personnel, employment or any other records, reports or information at any time;
- Improper or unauthorized use of any Goodwin College electronic and telephone communication systems, including, but not limited to: browsing of restricted content Web sites; downloading or accessing non-business related information or data; unauthorized downloading or accessing of confidential Goodwin College material; downloading or copying of application programs; improper or unauthorized use of Goodwin College computer systems or files;
- Possessing, consuming, or being under the influence of alcoholic beverages or illegal drugs, narcotics, or controlled substances on institution property;
- Removing any property from the premises, or engaging or participating in theft or dishonesty; misusing, damaging or destroying Goodwin College property or any property of any employee, subcontractor, customer or vendor; failing to report damage to property, no matter how slight;
- Engaging in insubordination or disobedience of any kind; refusing or inducing other employees to refuse a work assignment or the instructions of a supervisor;
- Fighting;

- Possessing or handling of firearms, explosives or weapons of any kind;
- Being absent for three consecutive days without authorization;
- Using profane, threatening or abusive language toward fellow employees, customers or supervisors;
- Acting in any manner which might endanger the health and safety of others;
- Disclosing proprietary or confidential information to unauthorized persons;
- Performing work unsatisfactorily;
- Sleeping, loafing or otherwise abusing time during assigned working hours;
- Performing unauthorized personal work on Goodwin College time or with Goodwin College equipment;
- Defacing or removing any literature of any kind on any part of the Goodwin College property; and
- Engaging in any other conduct which, in the sole opinion of Goodwin College, violates the standards it may reasonably expect from employees.
- Performing unacceptable or careless work;
- Smoking in unauthorized areas;
- Failing to do acceptable quantity or quality work;
- Failing to maintain personal hygiene or proper dress;
- Failing to abide by supervisory directives; and
- Failing to report a workplace injury, no matter how slight, to a supervisor.

## **PERFORMANCE REVIEW PROGRAM**

The performance review program is generally an annual process. The intent of the performance review is to recognize an employee's efforts during the year, to provide an opportunity for career enhancement and to correct performance that is not meeting standards. Goodwin College reserves the right to evaluate employees more or less frequently as deemed appropriate by management in its sole discretion.

## SUGGESTIONS AND GRIEVANCES

We all experience times when questions or concerns arise that must be discussed and resolved. In any environment, whether school or business, it is important to know the person with whom we should speak and the procedure for obtaining resolution to our concerns.

Goodwin College seeks to treat all employees as fairly as possible. For that reason we ask that any complaint or suggestion be discussed first with your immediate supervisor. If your supervisor and/or Dean is unable to satisfactorily address the problem, please make an appointment to meet with the Executive Vice President.

If all other methods are exhausted and you are still not satisfied, unresolved problems may be submitted to the President. A written statement outlining the disagreement and current attempts to resolve it must be forwarded to the President's office. Upon review of the facts presented and subsequent investigation conducted, the President will render the final decision.

**PAID TIME OFF**

Goodwin College recognizes that everyone needs to balance the time and energy we commit to our jobs and other parts of our lives. The college believes that you can provide the best service to our students when you take care of yourselves. To give you time to enjoy your other interests, Goodwin College provides you with paid time off benefits.

Full-time employees are eligible for vacation, sick, holiday, bereavement and personal time off as set forth herein. Individuals employed on a part-time or temporary basis, regardless of the number of hours worked per week, are not eligible for any paid time off.

At the beginning of the calendar year, all existing full-time employees are advanced two (2) sick and six (6) personal days. If an employee terminates employment during the year, earned time used but not earned will be computed and subtracted from the final paycheck

**Annual Vacation Leave**

Employees must complete six (6) months of continuous employment to take any earned vacation time. All full-time employees earn annual vacation leave at the rate of  $6\frac{2}{3}$  hours per month commencing on the first day of the month following the date of employment.

Vacations must be taken at a time convenient to college operations and approved by your supervisor in advance for purposes of coordination. Forms to request time off can be obtained from your department head and must be submitted at least three months prior to the requested time.

Employees who so elect may receive \$100/day for each vacation day not used at the end of the calendar year, or elect to carry forward up to one week five (5) days of vacation time into the following calendar year. This option allows employees the ability to take vacations early in the calendar year before new vacation time is earned.

Employees who complete five (5) years of continuous full-time service at Goodwin College earn an additional five (5) days of annual vacation leave. At fifteen (15) years of service, an additional (5) days is earned. This additional vacation time is added to the employee's annual vacation leave on January 1st of the sixth and sixteenth year of service.

**Sick Days**

Eligible full-time employees earn sick days at the rate of 1.33 hours per month (based on an eight-hour work day) commencing the first day of the month following the first 60-days of employment to an annual maximum of two (2) days. Sick days can only be used for personal employee medical reasons.

At the end of the calendar year, employees may elect to carry forward all earned sick time into the following calendar year or elect to be reimbursed for this time at a rate of \$100/day.

Reimbursement is only permitted for unused time earned in the year that reimbursement is sought.

### **Personal Days**

Eligible full-time employees earn personal days at the rate of four (4) hours per month (based on an eight-hour work day) commencing the first day of the month following the first 60 days of employment to an annual maximum of six (6) personal days. Personal days must be approved one week in advance with the employee's immediate supervisor.

At the end of the calendar year, employees may elect to carry forward up to one week of personal time into the following calendar year or elect to be reimbursed for this time at \$100/day. Reimbursement is only permitted for unused time earned in the year that reimbursement is sought.

### **Holidays**

Goodwin College observes the following holidays each year and reserves the right to change and/or alter the holiday schedule annually based upon the way in which holidays fall in a particular year. As holidays must be considered in relation to the academic calendar, it is possible that some holidays may not be observed since they fall during vacation periods. ***Part-time employees are not reimbursed for these days.***

- ❖ New Year's Day
- ❖ Martin Luther King Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Day following Thanksgiving
- ❖ Christmas Day
- ❖ One floating holiday selected from Columbus Day, Presidents' Day, or Good Friday. Choice of holiday must be approved by your supervisor, one month in advance.

If one of the above holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. In order to be paid for the Holiday you must work your regularly scheduled workday immediately before and after a holiday or, if ill, you must present a note from a physician.

### **Bereavement Days**

Goodwin College allows up to two (2) days of paid leave upon proof of the passing of an immediate family member, including and limited to spouse, mother, father, child, sibling, grandparent, mother-in law or father-in-law. Please notify your supervisor immediately after learning that you need this leave.

### **Jury Duty**

If you should be called to serve on a jury panel, please notify your supervisor within 24 hours after receiving your jury duty notice. In accordance with current Connecticut law, you will not

suffer any loss of pay for up to the first five (5) days of jury duty leave. For those five (5) days you will be paid your regular wages or salary. After the 5th day, the remainder of the jury duty leave will be unpaid, with respect to your regular wages or salary, although employees may elect to substitute personal time for unpaid jury duty leave. To be paid for jury duty leave, the college will require proof of your attendance. While on jury duty leave, employees on jury duty are required to come to work on any day you are released from jury duty before 1:00 o'clock in the afternoon.

### **Court Appearances**

If an employee receives a subpoena or is required to appear in court other than on direct college business, the time must be taken as earned vacation or personal time.

## **MANDATORY BENEFITS**

### **Social Security**

As required by law, the college provides every employee with the Social Security coverage for which he/she is qualified. Any questions regarding this coverage should be directed to the Benefits Administrator or the local Social Security office.

### **Worker's Compensation**

In compliance with the Worker's Compensation Act, as well as federal and state regulations, Goodwin College provides employees with medical and income protection in the event of an occupational injury or disease sustained while in the course and scope of employment.

Any employee who experiences a work related injury or accident is expected to immediately report the incident, no matter how minor, to his/her supervisor AND the Benefits Administrator. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

## **ELECTIVE BENEFITS**

Goodwin College offers all eligible full-time employees the option of participating in our health, welfare and retirement programs. If you elect to enroll in any of the college's benefit programs, coverage begins the first of the month following the completion of the first 60 days of employment. Employees are encouraged to refer to the individual plan documents and other communication materials regarding plan coverage, eligibility, required contributions and other pertinent plan information.

**The employee is responsible for notifying the Benefits Administrator to initiate coverage of any defined benefits. The notification must be in writing, one month in advance of the expected coverage date.**

Employees are offered several opportunities to enroll in our health, welfare and retirement benefit programs: at the time of employment and at annual open enrollments where applicable. Open enrollment periods are communicated through mailings and the college's bulletin boards.

You may address enrollment or benefit inquiries to the Benefits Administrator.

Other events that may trigger a change in benefit status are:

- ✓ The birth or adoption of a child
- ✓ A child who is no longer a dependent
- ✓ A change in your spouse's benefits
- ✓ Marriage or divorce
- ✓ Death of a dependent

Upon employment termination, eligible participants may continue or convert the group insurance plan in accordance with the terms of the policy and/or law. See the section entitled Continuation of Group Medical Insurance (COBRA).

Goodwin College reserves the right to change any aspects of the elective benefit programs it offers to employees at any time for any reason at its sole discretion.

## HIPAA

The College complies with federal regulations relating to the Health Insurance Portability and Accountability Act of 1997 (HIPAA). This law requires a Certificate of Health Insurance be issued to the employee and/or eligible dependents at the time coverage is lost, providing the employee and/or eligible dependents have been covered under the medical insurance plan for the time period specified by law.

## CONTINUATION OF GROUP MEDICAL INSURANCE (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides employees and eligible dependents the opportunity to continue health insurance coverage under Goodwin College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- ✓ Resignation
- ✓ Employment termination
- ✓ Death of an employee
- ✓ Reduction or increase in employee's hours
- ✓ Leave of absence or return from a leave of absence
- ✓ Employee's divorce or legal separation
- ✓ Dependent child no longer meeting eligibility requirements

You must notify the Benefits Administrator of any changes in dependent status (loss of student status, divorce or other qualifying event) within 60 days of the event or the right of continuation of coverage may be lost.

Usually, continuation of coverage is available to employees and eligible dependents for up to 18 months. In some cases, however, coverage may extend to a maximum of 36 months.

Should an employee terminate after the first of the month, the employee is responsible for 35% of that month's health insurance bill. In the following month, the employee or beneficiary pays the full coverage cost for Goodwin College's group rates.

## CREDIT UNION

Goodwin College employees are eligible to join the First Connecticut Credit Union. For information regarding credit union membership or a membership application, see the Benefits Administrator.

## PARKING

There is no parking fee for employees or students. However, since space is limited, staff and faculty must register their cars with the receptionist. Each employee is provided with a parking sticker for each of his/her cars, and a designated parking area. Goodwin College employees are asked to park in the Goodwin House parking lot, not in the visitor's parking area. Goodwin College is not responsible for losses or damages to parked vehicles or their contents.

## PROFESSIONAL DEVELOPMENT

Employees are required to attend workshops and professional meetings and the college strongly encourages all full-time employees to take advantage of courses it offers free of charge. Prior approval must be obtained from your supervisor when workshops and meetings conflict with work schedules. Appropriate expense reimbursements are determined in advance by the nature and extent of the meeting or workshop.

## TUITION REMISSION

After completing six months of employment, Goodwin College grants a tuition remission to full-time employees, their spouses and dependent children to attend classes at this college. Part-time employees may receive a 50% tuition remission for themselves, their spouses and dependent children. Tuition remission does not extend to the cost of books or other fees.

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## SECTION 4 LEAVE OF ABSENCE AND EMPLOYMENT SEPARATION

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### LEAVE OF ABSENCE

#### **Family and Medical Leave**

Federal and Connecticut laws require certain employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, the leave provided by each must be taken concurrently. This policy will be interpreted to comply with the law(s) that apply to a particular leave.

***The Leave Policy.*** Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12 month period. Under the Connecticut law ("CFMLA"), an eligible employee may take up to 16 weeks of unpaid leave within a two year period. The one or two year period, as the case may be, begins with the first day of a leave of absence. Our policy is to provide the amount of leave that satisfies the law(s) governing the leave.

***Eligible Employees.*** For an FMLA leave, the employee must have worked for the college for at least 12 months, *and* worked for at least 1,250 hours in the last 12 months. For a CFMLA leave, the employee must have worked for the college for at least 12 months *and* worked for at least 1,000 hours in the last 12 months.

***Reasons For Leave.*** Family/medical leave may be used for: (1) the birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child); (2) the placement of a child for adoption or foster care and in order to care for the newly placed child (must be taken within 12 months after the placement of the child); (3) to care for a "covered relation", which includes your spouse, child, parent, or, under CFMLA, parent-in-law, when that person has a "serious health condition", or (4) because of your own "serious health condition".

If both spouses are employed by the college, the combined leave cannot exceed the individual maximum, except that to care for a child or spouse with a serious health condition, or for the employee's own serious health condition, each spouse is entitled to the full leave.

***Notice Of Leave.*** You should give the college as much notice of the need for a leave as is practicable. Where the need for leave is foreseeable, you should give the college at least 30 days advance notice of the need for the leave, when possible. Where the need for leave is not foreseeable, you must notify the college as soon as possible, certainly within two (2) business days, after learning of your need for leave, except in extraordinary circumstances.

***Medical Certification.*** If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness. You may obtain a Medical Certification Form from the Benefits Administrator.

***Required Use of Paid Leave.*** Family/medical leave is unpaid leave. Any accrued paid vacation, medical/sick leave, short or long term disability, worker's compensation, or other paid personal leave must be used simultaneously with FMLA leave. The utilization of paid time concurrently with unpaid family/medical leave time does not extend the length of the leave provided by the law.

***Benefits During Leave.*** Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by Goodwin College until the end of the month in which the approved family leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits are again provided by Goodwin College according to the applicable plans.

Benefit earnings, such as vacation, sick or holiday benefits are suspended during the leave and resume upon return to active employment.

***The End Of Your Leave.*** At the end of your leave, you will be returned to work to your former position or one with similar pay and status in accordance with state and federal laws. If you are medically unable to perform your original job upon the expiration of your leave entitlement, you may be transferred to work suitable to your physical condition if such work is available. If your leave extends beyond this number of weeks (12 per year or 16 per two years), you may be returned to your former or a like position if one exists; however, the college cannot guarantee reinstatement.

If your leave is because of your own serious health condition, you must provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification Form from the Benefits Administrator. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the college may be terminated.

***For Additional Information...*** If you have any questions about the college's FMLA policy, please contact the Benefits Administrator.

### **Procedure For Requesting Other Leaves**

If you desire a leave of absence not covered by the Family and Medical Leave Policy, a request must be submitted in writing including the following information:

- (a) Period for which leave is desired;
- (b) Reason for leave; and
- (c) The dates on which the initial leave is anticipated to begin and to end.

The granting of such leave is discretionary. The request must be submitted to the employee's supervisor who will recommend either approval or denial of the leave. Final approval for leave can only be granted by the Executive Vice President.

### **Military Leave**

Goodwin College grants an unpaid leave of absence to employees who participate in US Armed Forces Reserve or National Guard training programs and/or active military duty, in accordance

with the provisions of the Universal Military Training and Service Act and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees must keep their supervisors fully informed of pending military service, military address while on active service and a return-to-work-from-duty date.

For military leave when the employee is called to active military duty, the employee must submit copies of the military orders to his/her supervisor as soon as practicable. The employee will be granted a military leave for the period of military service, in accordance with applicable federal and state laws. An employee who is a Reservist or member of the National Guard will be granted time off without pay for required military training.

Reinstatement after military leave or completed training is determined in accordance with applicable federal and state laws. Benefits can be earned during this leave period.

## NEUTRAL ABSENCE

Goodwin College recognizes that extended absences due to work and non-work situations do occur. The college provides, through its benefit programs, compensation for absent employees. There comes a time, however, when a decision must be made to end such absences, regardless of the cause, except for an employee on authorized leave or otherwise protected by law. **This policy is applicable to all employees who have been absent from work for a continuous one (1) month period.** Nothing in this policy is intended to preclude the proper application of referenced policies or the right of Goodwin College to terminate employment for legitimate business reasons.

## SEPARATION

These procedures apply to voluntary and involuntary separations. Goodwin College follows an “employment at will” policy in that either the employee or the institution may terminate the employment relationship at any time, with or without cause, with or without notice.

### Voluntary Resignation

**Staff** - We require that staff members submit a resignation letter to their supervisor with at least two (2) weeks advance notice.

**Administrators** – Administrators are expected to submit written resignations at least four (4) weeks in advance of their expected date of separation.

Failure to comply with the resignation policy results in significant problems for students and the college. Please be considerate and supply the college with as much notice as possible.

If at any time during the notice period, the employee compromises the college’s day-to-day operations, the employee will be terminated immediately and forfeit any unused vacation time.

On or before the date of separation or as otherwise directed by management, the employee must return any and all Goodwin College property. Upon employment termination, the employee is paid unused, accrued vacation, personal or sick time as of the date of termination.

### **Involuntary Termination**

The Executive Vice President or designee reviews and approves all involuntary terminations. All Goodwin College property must be returned to the employee's supervisor at the time of termination. The college later sends the terminating employee any relevant benefit paperwork including pension, HIPAA or COBRA.

Goodwin College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the college's health insurance plan. The notice contains important information about the employee's rights and obligations.

## **DEATH**

In the event of an employee's death, the employee's survivors or estate will be paid:

- ✓ Wages earned to the date of death.
- ✓ Wages for unused paid time off earned to the date of death.

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## **SECTION 5 GENERAL POLICIES**

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### **MAILBOXES, BULLETIN BOARDS AND SOLICITATIONS**

Mailboxes and bulletin boards provide an important means of communication; employees are asked to check for messages daily.

Goodwin College has an official employee bulletin board located \_\_\_\_\_ for important information about the college and its policies, procedures and employee rights under federal and state laws. It is important for all employees to read this information on a regular basis. Since this board is for administrative use only, employees may not post or remove any information. Should you have any questions about these, please contact the Benefits Administrator.

Individuals not employed by the college may not solicit or distribute literature of any kind on the campus or in any buildings where Goodwin College does business. Employees may not solicit or distribute literature for any purposes during working hours in work areas to employees, contractors, agents or students of the college.

### **CARE OF EQUIPMENT**

The college provides business equipment in order for the employees to carry out their job duties and responsibilities. It is expected that all employees will be familiar with the equipment and follow established instructions for the proper handling and preventive maintenance of any equipment used. No property may be removed from the premises without prior management authorization. Immediately report lost, broken or damaged property to your supervisor.

### **INSPECTION OF PERSONAL PROPERTY**

The college wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the college prohibits the possession, storage, transfer, sale, solicitation or use of such materials on its premises. The college expects and requires your cooperation in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Goodwin College. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the college at any time, with or without prior notice. The college also reserves the right to inspect packages which may be carried onto or off of the premises.

## INTERNET, NETWORK AND COMMUNICATIONS POLICY

### *Overview*

Goodwin College owns all items of electronic communications located on our premises or distributed to and/or used by its employees whether on or off site, including but not limited to PCs, laptops and peripheral equipment, telephones, copying machines, and any and all other forms of electronic equipment. In addition, employees are advised that all electronic equipment, including but not limited to computers, are for business purposes only. Because e-mail messages are considered as business documents, Goodwin College expects employees to compose e-mails with the same care as a business letter or internal memo.

Personal use of any computer is prohibited while on company time. Transmitting, receiving or storing information that is discriminatory, harassing or offensive is strictly prohibited.

Goodwin College reserves the right to block or cancel access to Internet sites while using business computers or on Goodwin College time. The institution further reserves the right to block or cancel any employee's access to Goodwin College equipment at any time with or without notice. All access codes must be provided to your supervisor at all times.

### *Policy*

Goodwin College is committed to providing an environment where the use of e-mail and the Internet are essential tools for certain employees. Employees are encouraged to use e-mail and the Internet. However, it is the responsibility of the employee to guarantee that these systems are solely used for proper and professional business-related purposes only.

### *Coverage*

All Goodwin College employees.

### *Procedures*

- Employees are to be made aware that the e-mail and Internet systems, as well as the messages thereon, are the property of Goodwin College.
- Goodwin College reserves its right to monitor its computer systems, including but not limited to, e-mail messages and Internet usage, with or without notice, at any time, at the institution's discretion. Goodwin College also reserves the right to access and disclose such communications and recordings to third parties.
- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.

- The existence of personal access codes, passwords and/or "message delete functions," whether provided by Goodwin College or generated by the employee, do not restrict or eliminate Goodwin College's access to any of its electronic systems as the employees shall be on notice that they do not have any expectation of privacy when using these systems.
- Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without advance authorization from management.
- Goodwin College's network, including but not limited to its connection to the Internet, is to be solely used for business-related purposes.
- E-mail messages should be treated as non-confidential. Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications via e-mail or the Internet unless the message is properly encrypted and he or she has received the written consent of the other party.
- Because postings placed on the Internet may display Goodwin College's address, and thus reflect on the institution, make certain before posting such information that it exhibits the high standards and policies of Goodwin College. Under no circumstances shall data of a confidential, sensitive or otherwise proprietary nature be posted on the Internet.
- Subscriptions to news groups or mailings lists are permitted only when the subscription is for a work-related purpose and authorized by management. Any other subscriptions are prohibited.
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must check with your supervisor before downloading.
- Any "unauthorized use" of e-mail or the Internet is strictly prohibited. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic or sexual material; attempting to disable or compromise the security of information contained on Goodwin College's computer systems; or sending or receiving obscene, defamatory, offensive, disruptive, harassing, sexual or inappropriate messages. If an employee receives a message that is representative of an "unauthorized use" of Goodwin College's electronic media from someone outside of the organization, it is the employee's duty to immediately inform the sender of such materials, that he or she must refrain from sending such materials.

- Employees are encouraged to use the voice mail system to communicate appropriate messages to co-workers. The voice mail system should only be used for business purposes and is not confidential. Goodwin College reserves the right to listen and respond to all messages sent or received by employees using the voice mail system. Improper use of voice mail, including but not limited to the sending or forwarding of obscene messages, will result in disciplinary action up to and including termination.

1. Hardware and Software:
  - a. Users are not allowed to add, remove, reconfigure, or deface any computer or electronic hardware.
  - b. Users are not allowed to add, remove, or reconfigure any software on the computer systems owned and maintained by Goodwin College.
  - c. Users shall not use, install, or download any games or gaming websites on any Goodwin College owned equipment.
2. Network Resources:
  - a. Users are to use computers, networks, and resources for conducting day-to-day business operations for Goodwin College or educational purposes relating to the education of students at Goodwin College
  - b. Network resources are not to be abused in any way for personal usage, profit making, or illegal activities.
  - c. Users are not allowed to use network resources to infringe on other users' privacy, rights, and materials. This includes but is not limited to the following:
    1. Trying to gain access to unauthorized resources.
    2. Copying or modifying others' work.
    3. Copying or modifying others' work with the intent to pass it off as your own.
    4. Harassing, threatening, or demoralizing others.
    5. Taking, modifying, or viewing any personal information of others for any reason other than business-related.
3. Internet Usage:
  - a. Users shall not use the Internet to harass, threaten, stalk, or otherwise violate anyone's rights. This is NOT limited to Goodwin College's users only.
  - b. Users shall not unleash programs such as trojans, worms, or downloader viruses that may cause damage, disrupt, disturb, or violate anyone's rights or damage or disrupt Goodwin College's network.
  - c. Users shall not use the computers for sending or receiving bulk e-mail or creating mass mailing lists.
  - d. Users shall not use unnecessary bandwidth for the purpose of downloading unnecessary files or use such programs that stream video or audio from the Internet to your computers. Such programs slow down the Internet for all users of Goodwin College's network.

4. Copyrights:
  - a. Users shall not use Goodwin College's computers or network to copy, download, modify, or distribute copyrighted materials. This includes, but is not limited to, the following:
    1. Music
    2. Movies
    3. Literature
    4. Photographs
    5. Software
5. Abuse of policy:
  - a. Any abuse of this policy should be immediately reported to the Director of Information Technology.
  - b. Abuse of this policy may result in disciplinary action by Goodwin College up to and including termination, as well as referral to local law enforcement, and/or federal law enforcement.
6. Policy Enforcement:
  - a. The Director of Information Technology is authorized to take actions to implement and enforce the network usage policy and provide system integrity and security
  - b. The Director of Information Technology is authorized to suspend users' access rights if he has reason to believe that said users have violated the network usage policy.

## PERSONAL TELEPHONE USE

Telephone calls are limited to college-related business and emergency personal calls. Employees are required to charge all personal long-distance calls to either their home phone number or calling card. Abuse of this privilege is subject to performance action up to and including employment termination.

## SAFETY

Goodwin College strives to provide a safe work environment for all employees. Safety is each employee's responsibility and can only be achieved through teamwork and cooperation. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations and immediately reporting unsafe conditions to his/her supervisor.



GOODWIN  
COLLEGE

**Acknowledgment of  
Receipt and  
Understanding**

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Please read the following statements and sign below to indicate your receipt and acknowledgement of the Information Handbook for Faculty of Goodwin College.

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**I acknowledge, understand and agree that:**

- ✓ I have received and read a copy of the *Information Handbook for Faculty of Goodwin College*. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Goodwin College at any time, with or without notice.
- ✓ I understand it is my responsibility to ask any questions I may have concerning the contents of this handbook.
- ✓ ***I further understand that my employment is terminable at will, either by myself or by Goodwin College, at any time, with or without notice.***
- ✓ ***I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of Goodwin College.***
- ✓ I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is critical to the success of Goodwin College and must not be disseminated or used outside of Goodwin College's business.
- ✓ I am aware that this employee handbook sets forth the policies and benefits of Goodwin College, and supersedes any documents or explanations that I may have previously received with respect to the policies and benefits of Goodwin College. I understand that where there are documents relating to benefits, such as health insurance, from Goodwin College's health insurance carrier that are in greater detail or specificity, the provisions of the more detailed, specific documents shall control. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or entity.
- ✓ I understand that, should the content of this handbook be changed in any way, Goodwin College, although not necessary to implement such changes,

may also require an additional signature from me to indicate that I am aware of and understand any new policies.

- ✓ I understand that the policies, rules and benefits described in this handbook are subject to change at the sole discretion of Goodwin College at any time.
- ✓ I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Goodwin College employee handbook.

Employee's Name: \_\_\_\_\_  
(Please Print)

Employee's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Authorized Witness: \_\_\_\_\_