



Employee Handbook

<p>Responsible Office: Human Resources & Equal Opportunity Responsible Official: Rebekah Boudreau</p>	<p>Effective Date: 7/1/2015 Revision History: March 2021 January 2021 September 2020 March 2019 September 2017 April 2017 June 2016 June 2014</p>
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**A WARM WELCOME
TO THE SALEM STATE UNIVERSITY COMMUNITY!**

I hope this handbook helps you throughout your time at Salem State. It includes the university’s policies, practices, and benefits and is designed to be a useful guide to aid you in becoming a key member of our community. Any changes to the information will be emailed to you as necessary, and all updates can be found on the human resources and equal opportunity pages on Polaris.

Thank you for choosing Salem State. I want you to feel welcome on our campus, and I encourage you to be actively involved in our special community. You will discover that:

- Salem State is a student-centered community with the mission of engaging and supporting those who have entrusted us with their education. We each play an important role in shaping that journey and ensuring a positive experience that best allows our students to learn and grow.
- Salem State strives for inclusive excellence and equity. We celebrate the differences that make our community special and actively work to deconstruct systemic barriers to equity.
- Salem State is a community that understands the importance of role modeling for our students; mentoring and student success are everyone’s responsibility.
- Salem State is a community that values teamwork. The building of collegial relationships across all groups on campus is an important goal. I hope you familiarize yourselves with faculty and staff and their roles on campus. Doing so will set you up for greater success in your position and allow you to help current and prospective students find the resources they need to thrive at Salem State.

A last, and most important, word about the Salem State and the use of this handbook: we are a community that strongly respects the rights of every individual. A number of policies relating to your rights and those of others can be found within these pages. Should you ever experience discomfort about your rights, please direct your concerns to Mark Quigley, assistant vice president of human resources and equal opportunity, at x6078, or to your union representative if you are a member of a collective bargaining union. Both are here to assist you and, at your request, be your advocate.

The names and extensions of your union representatives are listed below:

AFSCME (American Federation of State County and Municipal Employees), Unit I – Office

Support Staff – Vacant

AFSCME (American Federation of State County and Municipal Employees), Unit II – Custodial, Trades and Campus Police – Larry Noel, x6015

APA (Association of Professional Administrators, Massachusetts Teachers Association) – Administrators – Michael Pelletier, x2853 or APA@salemstate.edu

MSCA (Massachusetts State University Association, Massachusetts Teachers Association) – Faculty (day and evening) and Librarians – Professor Tiffany Chenault, Salem chapter president, x6263; Professor Anne-Marie Hakstian, grievance officer, x6823.

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

Best Regards,

John D. Keenan
President

If you have comments or suggestions as to how this handbook can be more useful, please contact the assistant vice president of human resources and equal opportunity.

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History and Mission of Salem State University

A Tradition of Excellence

Salem State University was born of the humanitarian endeavors of Horace Mann, a former Massachusetts state legislator and Secretary of Education. Mann was a pioneer in the practice of bringing education to all children no matter their socio-economic status, seeing education as an equalizer.

Since its founding in 1854, Salem State University has been committed to making higher education a reality for students who might otherwise have lacked the opportunity. Today, the university strives to ensure that cost is not a barrier for anyone seeking to gain a high quality post-secondary education.

Salem State University was originally known as the Salem Normal School, welcoming its first class of “young ladies who wish to prepare themselves for teaching” on September 14, 1854. Only the fourth such institution in Massachusetts and the 10th in America, the school was welcomed by the city of Salem, which generously endowed its first site at One Broad Street. The city and school quickly developed a mutually beneficial partnership that continues to thrive.

Salem Normal School alumnae took community service well beyond Massachusetts’ borders. Charlotte Forten, the school’s first African-American student and a graduate of the class of 1856, was the first northern African-American school teacher to journey south to teach freed slaves. Other graduates would disburse to teach in elementary and high schools as far afield as Africa, the Middle East and Asia. As the demand for teachers increased nationwide, Salem Normal School prospered.

In 1898, the student body became co-educational, although male enrollment remained small until the introduction of a commercial program in 1908, which combined professional business practice with pedagogical instruction. In 1921, the state authorized the normal schools to offer four-year degree programs.

The Salem Normal School became Salem Teachers College in 1932 and a few decades later, was authorized to grant master’s degrees (MEd) in 1955. The first degrees were awarded in 1957. Following World War II and the passage of the GI Bill, enrollment increased significantly, particularly among male students, and new programs were added to accommodate this growth.

In 1960, Salem Teachers College became Salem State College, authorizing the institution to offer Bachelor of Arts degrees in a variety of liberal arts majors and a Bachelor of Science degree in business, in addition to the education degrees in which the institution had long specialized.

The first residence halls opened in 1966, and Salem State continued to add to its academic programming throughout the years. Its first master’s program, launched in 1955, was in education, and graduate education expanded greatly in the 1980s with the addition of master of business administration, master of social work, and Master of Science in nursing programs. Today, the institution is home to 32 undergraduate programs and graduate programs that offer degrees in 24 fields.

On July 28, 2010, Massachusetts Governor Deval Patrick approved legislation that elevated Salem State College and eight other public institutions of higher education in the Commonwealth to universities. Salem State College officially became Salem State

University on October 26, 2010.

Today, Salem State University is one of the largest state universities in the Commonwealth, enrolling over 9,000 undergraduate and graduate students. The university was named a Top Producer of U.S. Fulbright Scholars in 2011 and 2017, and it continues to emphasize academic rigor, experiential learning and engagement with communities surrounding campus and across the globe.

Throughout its 163-year history, Salem State has remained true to the values of its founders, while growing its mission to meet the needs of those it serves on the North Shore, in the Commonwealth and beyond.

Policy Information

Notice Concerning Employment

The employee handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. While we hope our relationship will be long and mutually beneficial, it should be recognized that all non-union employment is at-will, meaning either the employee or the university has the right to terminate the employment relationship at any time, for any reason, with or without cause or notice, to the extent allowed by law.

Equal Employment Opportunity and Affirmative Action

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

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

Discrimination, Discriminatory Harassment and Retaliation

Salem State University complies with all laws and regulations governing all aspects of employment, including hiring, promotion and termination. We do not tolerate discriminatory or harassing conduct and we do not permit retaliation against or intimidation of any member of the university community who makes a good-faith complaint of discrimination or harassment.

When any member of the university community believes that s/he has been harassed, discriminated on the basis of race, color, creed, religion, gender, gender identity, genetic information, sexual orientation, age, national origin, disability, marital, or veteran status, or that they have been retaliated against for bringing a complaint, s/he may file a written complaint with EO Officer, Title IX coordinator or Human Resources. Confidentiality will be maintained to the extent required by law and to the extent possible given the University's obligations under law.

All complaints will be investigated thoroughly and, if necessary, may result disciplinary action up to and including termination or expulsion.

For more information, please see the Equal Opportunity, Diversity and Affirmative Action Plan. Also, to file a formal complaint, please refer to the investigation and resolution procedure found in Appendix 4 of the Equal Opportunity, Diversity and Affirmative Action Plan.

Employees with Disabilities

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

If you or a member of your staff needs a reasonable accommodation in order to perform the job, you should contact the ADA and leave coordinator in human resources and equal opportunity at extension 7229. You will be asked to request an accommodation in writing, and to provide substantiation of your disability from your health care provider along with that provider's recommendations regarding the need for accommodation. All information that you and your health care provider give us will be maintained in a separate file and will be held in the strictest of confidence.

Sexual Harassment

Salem State University is committed to maintaining safe and healthy learning, living and working environments that are free from all forms of sexual harassment, sexual misconduct, gender-based harassment, domestic violence, dating violence, stalking and retaliation.

The university prohibits all members of the campus communities, including, but not limited to, students, faculty, librarians, staff, visitors, contractors, and applicants for employment or admission, or any other person participating in an education program or activity of the University from sexually harassing, stalking, engaging in sexual misconduct toward or committing domestic or dating violence against another community member or anyone having dealings with the university community.

When any member of the university community believes they have been a victim of sexual harassment or sexual misconduct, they may reach out to Siobhain Feeney, Title IX Coordinator, at 978.542.2985 or sfeeney@salemstate.edu for further information. Please note, the Title IX Coordinator will maintain confidentiality to the extent required by law and to the extent possible given the University's obligations under law.

All formal complaints will be reviewed, investigated thoroughly and, if necessary, may result disciplinary action up to and including termination or expulsion.

Finally, to review the university's Title IX and Sexual Harassment Policy and to learn more about filing a formal complaint, please go to the following [Title IX Policy](#) page.

Acceptable Use and Information Security Policies

Information technology services displays its information security, data classification and

access, encryption, acceptable use, security training and awareness, and written information security policies on the Salem State University website. You can access these policies by following this link. records.salemstate.edu. All employees are responsible for making themselves familiar with and for fully adhering to these policies. Please check the website regularly for updates to these policies.

Alcohol and Substance Abuse

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

The unlawful possession, use or distribution of illicit drugs and alcohol on university property or as part of any university activity is prohibited. All members of the university community—faculty, staff and administrators—are urged to carefully and seriously reflect on their personal responsibility to remain alcohol and substance free.

Employees who find that they or any other employee have drug or substance abuse problems are encouraged to contact the Office of Human Resources to obtain information regarding treatment sources, including the confidential employee assistance program (EAP).

Campus Security and Right-to-Know Act

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

All university police officers have attended a full-time Massachusetts Police Academy. University police officers constantly patrol all university facilities and grounds in order to provide safety and protection for all members of the university community. University police work in conjunction with local, state and federal public safety divisions in areas of mutual concern.

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

University police annually publishes campus crime statistics and the university's policies relating to crime and crime prevention. Employees may obtain a copy of the report by contacting them at extension 6111. Please see the university police website for further information.

Emergency Policy and Procedures

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

Conflict of Interest

All university employees are subject to Massachusetts' Conflict of Interest Law. The purpose of this law is to ensure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to

prevent public employees from becoming involved in a situation that could result in a conflict or give the appearance of a conflict. It restricts what a public employee may do on the job, after hours and after leaving public service. Some of these statutes relate to the conduct of affairs within an academic community. The State Ethics Commission has published pamphlets with information on the law; these are available at human resources and equal opportunity. In addition, Salem State has published its own "Guidelines for Prohibitions against Conflict of Interest," which is available in human resources and equal opportunity and on the human resources website. The responsibility for compliance and the penalties for violation fall solely on the individual; however, the integrity of the entire community is put at risk if any of its members are guilty of unlawful conflicts. Please take the time to familiarize yourself with this policy.

State Ethics

The state ethics statute (chapter 268A of the General Laws) has been newly amended in ways that are of present importance to the university. The statute was amended to impose on all state agencies and on all state employees affirmative obligations designed to ensure that no state employee is ignorant of any statutory requirement pertaining to ethical standards or conflicts of interest.

We are required to supply state employees the summary description of the statute, each year. This can be found on our [University web-site located here](#). Every employee must acknowledge receipt of the summary, either electronically or in paper form. For those summaries distributed electronically, a return email acknowledging you have read the summary is sufficient. For those distributed in paper form, return of the "acknowledgment of receipt" that appears at the end of the summary itself is needed.

In addition to distributing the summary description of the statute, public institutions must ensure that every state employee participate in the online training program within one's first month of employment and every two years thereafter.

The online training program is posted on the State Ethics Commission's website at mass.gov/ethics. Every employee must provide the university a certificate of completion of the training.

This certificate is generated at the end of the online program. Once you've completed the training, please print and submit the certificate to human resources and equal opportunity. For the university's purpose, this training includes every person who serves on a full-time, part-time or intermittent basis, however appointed, and whether paid or unpaid. It includes certain volunteers, and it includes all trustees.

Political Activity

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

Tobacco-Free Campus

On September 1, 2011, Salem State joined over 260 colleges and universities nationwide that have implemented a tobacco-free environment for their respective campuses. Smoking cessation programs for our employees are offered through the employee assistance program (EAP). Please contact Mass4You, Salem State's free and confidential EAP provider for university employees and their household members, at 844.263.1982 or at

liveandworkwell.com and ask how their healthy start program can help you stop smoking.

Social Security Numbers

The university makes use of social security numbers in many of the records it keeps. Since it does, the university requires its students and its employees to make their social security numbers known to it; the disclosure of social security numbers to the university is mandatory.

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

The university requires that social security numbers be made known to it in accordance with the requirements of federal and state tax laws, certain laws that govern student financial aid and various policies it has adopted under provision of state law that govern institutions of higher education. In certain circumstances records disclosed to third parties (other government agencies or private service providers) contain social security numbers as identifiers. Tax records transmitted to the Internal Revenue Service, documents transmitted to insurers in connection with workers' compensation and other insurance claims and documents transmitted to financial custodians in connection with pension benefits and withholdings are examples of this kind of disclosure.

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

Hiring Policy and Procedures

The hiring policy and procedure at Salem State University follows the format of—and is in compliance with—the equal opportunity hiring procedures of the Commonwealth of Massachusetts. It has been developed in accordance with past practices at Salem State and its organizational structure and with a concern for issues of employee morale, applicable collective bargaining agreements and fair practices. All persons with responsibilities under these procedures are required to adhere to the provisions of the collective bargaining agreement appropriate to the position for which that person is being hired. For details, contact the staffing & recruiting coordinator at extension 6508 or the assistant director and onboarding coordinator, at extension 6073.

General Information

Employee Classifications

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

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

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

Classified Staff include clerical and technical employees, campus police, maintenance, power

plant personnel, custodians, non-professional library staff, and other support staff.

Questions regarding classification should be addressed to human resources and equal opportunity.

Employee Data Changes

Keeping your personnel file up-to-date is important with regard to pay, deductions, benefits, and other matters. Coverage or benefits that you and your family receive could be negatively affected if the information in your personnel file is incorrect. If you have a change in name, address, home telephone number, person to call in case of emergency, number of dependents, marital status, change of beneficiary, or exemptions on your tax forms, please be sure to inform human resources and equal opportunity, in writing, as soon as possible. Many of these changes can, and in some cases must, be made online through the employee self-service program. In addition, if you are in a position that requires that you hold any kind of license, it is your responsibility to notify your supervisor immediately of any change in licensure status or loss of license. For assistance with employee self-service please contact human resources and equal opportunity at extension 6123.

Personnel Records

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

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

Employee Liability Coverage

As employees of the Commonwealth of Massachusetts, you are protected from personal liability as long as you are not negligent in the performance of your job. Any claims against employees while they are "on duty" will be handled by the attorney general's office.

Questions about employee liability should be addressed to the director of purchasing and vendor relations.

Inclement Weather and Emergency Closing

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

When circumstances require a delayed opening, the earliest delayed opening will be at 10:30 am. Essential personnel must report to work at their regular reporting time or earlier if required by their appropriate administrative area supervisor. All other employees report to work at the time of reopening. Any employee who is not at work due to authorized vacation, sick, personal, or other leave will NOT be granted excused time in place of that leave.

Announcements will be made as early as possible on the following radio and television stations: WRKO (AM680), WBZ (AM1030), WBOQ (FM104.9), WHDH-TV (Channel 7), WCVB-TV (Channel 5), WBZ-TV (Channel 4), WLVI-TV (Channel 56), and WFXT-TV (Fox

25). The main university number, 978.542.6000, and salemstate.edu will also provide a message with respect to the status of delayed openings or closings. You may also sign up for emergency notifications to be sent directly to your phone by registering through Polaris. For assistance setting up emergency notifications please contact human resources and equal opportunity at extension 6123.

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

Parking

All employees of the university must register their automobiles with university police annually if they plan to park on campus. Parking decals or hanging placards will be issued to them. The university's parking decal should be placed on the automobile as directed. Some parking lots are restricted and controlled by gates. University police will assign access via Clippercard to those employees authorized to park in these restricted lots. Unauthorized vehicles parked in restricted areas or vehicles found in violation of campus parking regulations will be towed.

Commuting

Salem State is fortunate to have numerous public transportation, biking, carpooling and other commuting options available. South, Central, and North Campuses, as well as the School of Social Work are served by MBTA bus routes #455 and #459 which go to and from the Salem Depot and the Wonderland T-Stop and South Station, Boston respectively. Salem State's shuttle service, described on page 35, provides transport between the campuses and from campus to the train depot. The Newburyport/Rockport commuter rail line stops at the Salem Depot which is 1.5 miles from North Campus. Employees receive free membership in the Zagster bike share program and the first two hours of every ride are free. Bikes are available at hubs on Central and South Campuses and across the City of Salem. For employees who drive to work, the North Shore TMA carpool and vanpool matching program are available to help drivers find commuting partners. Updated information on all commuting programs are available on the website at www.salemstate.edu/commuting.

Performance Evaluations

Faculty and Librarians: Faculty and librarians are evaluated according to a procedure as defined in the Board of Higher Education (BHE)/Massachusetts State University Association (MSCA) collective bargaining agreement. Questions on faculty and librarian evaluations can be directed to Academic Affairs.

Administrators: Unionized administrators are evaluated at the mid-point and end-point of their provisional service period and then annually in accordance with the procedures outlined in the BHE/APA agreement for unionized administrators. The annual evaluation process for administrators also includes bi-annual self-reflective reports due in April and November of each year. Non-unit administrators will be evaluated annually.

Classified Staff: Unionized and non-unit staff are evaluated during the probationary period and annually thereafter. During the probationary period, after completion of the first three months of employment, there is an evaluation by the immediate supervisor. In addition, there is an evaluation within one month prior to the completion of the seven-month probationary period. The immediate supervisor indicates her/his recommendation for retention or termination of the new employee at that time. Annual performance evaluations are distributed 30 days prior to the anniversary date and are due two weeks after the distribution date. Employees promoted, laterally appointed or laterally transferred are evaluated at the end of a 60 day trial period from the date of promotion, lateral

appointment or lateral transfer and annually thereafter.

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

Unions

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

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

Fringe Benefits

Credit Union

Employees may become members of the Metro Credit Union, the credit union for Massachusetts state employees. For information about this program, call 1.800.700.7733 or 617.723.5555.

Deferred Compensation Program

All part-time, temporary or seasonal employees of Salem State University who are not participating in the state retirement system are required to contribute at least 7.5 percent of their compensation to the commonwealth's deferred compensation plan. This mandatory contribution is in accordance with the Omnibus Budget Reconciliation Act of 1990 (OBRA) and subsequent Massachusetts general laws. The necessary enrollment forms are provided at the time of hire, and contributions are automatically made through payroll deduction.

You are not required to pay any current federal or state income tax on your plan savings. The amount you save in your deferred compensation account is subtracted from your income before your federal and state tax is calculated. You may increase your contribution higher than the mandatory 7.5 percent under the voluntary OBRA plan, but there is a maximum contribution limit.

There are two conditions under which you can withdraw your funds from the plan: 1) separation from service; or 2) severe financial hardship. When you permanently discontinue service from the Commonwealth of Massachusetts, you must decide either to begin receiving payments or to defer the commencement of payment to a fixed future date. Upon payment of benefits, you will pay taxes on the amount received. If you fail to make your election by the required time, you will be paid according to the plan's automatic payout option. Please contact human resources and equal opportunity or customer service for Great-West Financial at 1.877.457.1900 for more detailed information on this OBRA plan.

This deferred compensation plan is also an optional salary reduction program for state employees who are members of either the Massachusetts state employees retirement system or the optional retirement plan. Informational pamphlets about this program are

available at human resources and equal opportunity; employees may also call the customer service number for Great-West Financial at 1.877.457.1900.

Dental Care Insurance

Dental care coverage is available to employees, their spouses and children in accordance with collective bargaining agreements or the non-unit employees' benefits package. Various health and welfare trust funds were created through these agreements to offer dental coverage at minimal or no premium cost to the employee. Eligibility requirements and covered benefits differ by fund. Information is available from the benefits coordinator in human resources and equal opportunity at extension 6030.

Dependent Care Assistance Program

The Massachusetts Group Insurance Commission (GIC) has expanded its pre-tax offerings to include a dependent care assistance program (DCAP) administered by ASIFlex. The dependent care assistance program (DCAP) allows you to set aside up to \$5,000 of your pre-tax income to pay for child care or other dependent care expenses. Through payroll deductions, you may contribute a pre-tax amount to a reimbursement account to pay for dependent care expenses. If you wish to take advantage of this benefit, please budget carefully; any funds you have placed in this account will be lost if not expended by September 15 of the year following the one in which the funds were withheld.

To determine if you meet the qualifications for this program and for additional information, contact the benefits coordinator in human resources and equal opportunity at extension 6030.

Health Care Spending Account (HCSA)

The Massachusetts Group Insurance Commission (GIC) has expanded its pre-tax offerings to include a health care spending account (HCSA) administered by ASIFlex. Through this benefit, active benefited employees can pay for health care expenses and dental and vision care expenses on a pre-tax basis, reducing their federal and state income taxes.

Expenses must be medically related. Examples include:

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

All active state employees who are eligible for health benefits with the GIC are eligible for HCSA (whether or not they carry their health insurance through the commonwealth).

Those wishing to take advantage of this benefit should budget carefully. Any funds that have been placed in this account will be lost if not expended by September 15 of the year following the one in which the funds were withheld.

Health Insurance

Salem State University, in conjunction with the Massachusetts Group Insurance Commission (GIC), provides a variety of health insurance plans to eligible employees, their spouses and dependents under the age of 26. Plans are available to full-time and some part-time employees whose employment contract provides for fringe benefits. Individual and family plans are offered.

The many health insurance plans and options available today can be confusing and complicated. The benefit decision guide, available in human resources and equal

opportunity, has information that can help employees choose the right plan. This guide may also be found on the GIC website www.mass.gov/gic (GIC plans/benefit decision guides). The benefits coordinator is on hand in the office of human resources and equal opportunity (at extension 6030) to offer assistance in understanding the various plan options.

Life Insurance

A basic life insurance program (\$5,000 term life and accidental death and dismemberment) is provided at a low cost premium to full-time and part-time employees whose employment contract provides for fringe benefits. Participants in a health insurance plan at the university are automatically covered for this. Optional life insurance equal to eight times an employee's annual base salary may also be purchased.

Long-Term Disability Insurance

All full-time and part-time employees whose employment contract provides for fringe benefits are eligible for long-term disability insurance. This can be obtained by completing the appropriate form (available from human resources and equal opportunity), and agreeing to a payroll deduction to pay the premium. Under this policy, if an employee is disabled for an extended period of time, he/she will receive a certain percentage of his/her basic weekly salary up to a maximum weekly benefit. The cost varies according to one's age and salary. New hires can obtain this insurance without proof of good health. Employees who enroll after their 10-day new hire period must provide proof of good health.

Retirement Plan

Membership in the Massachusetts State Employees Retirement System (SERS) is mandatory for all employees with fringe benefits who work at least half-time, with the exception of full-time faculty and some executive administrators hired after November 1985. Faculty members and some executive administrators may participate either in SERS or in the Optional Retirement Program (ORP).

SERS is a defined benefit plan; ORP is a defined contribution plan. Under ORP, eligible employees may select from three benefit plans (Fidelity, TIAA-CREF, or Valic Retirement). For questions on either of the retirement plan options, please contact the benefits coordinator at extension 6030.

Social Security

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

Tax-Deferred Compensation Program 457(b)

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

Information is available through the human resources and equal opportunity benefits coordinator at extension 6030, or by calling Great-West Financial at 877.457.1900.

Tax-Sheltered Annuities

Salem State University offers all employees the opportunity to accumulate personal savings

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

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

Tuition Waivers/Remissions

Tuition waivers/remissions are available for benefited university employees and their spouses and dependent children who meet eligibility requirements. Eligibility information is available in Polaris: <https://polaris.salemstate.edu/post/56/tuition-remission>.

The Massachusetts Board of Higher Education's tuition remission benefit is available for university employees, their spouses and dependent children after the benefited employee has completed six months of service or one academic semester or the equivalent part-time service. The tuition remission may be applied toward classes at any Massachusetts state university, community college or the University of Massachusetts (excluding the M.D. program).

The tuition remission certificate can be found on the Polaris landing page listed above. Certificates are to be completed in ink. The Human Resources office will not accept electronic signatures. After your certificate has been signed by you, Human Resources Department will log and approve or disapprove of the form and return the form to you within 48-hours. Please keep a copy for your records. You must then submit this certificate with the tuition bill, or at the time of registration, to the attending Public Community College, State College, or University of Massachusetts campus.

If you are taking more than one course, only one certificate is needed. This Certificate is valid for 120 days from the date of signature by the Human Resources department. A new certificate is required for each academic semester.

Salem State Navigation Center will allow students to fax approved forms to 978-542-8520 or email to navcenter@salmestate.edu.

Unemployment Compensation

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

Workers' Compensation Insurance

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

It is imperative that you contact human resources and equal opportunity when an injury occurs on the job. In addition, the state has issued directives on obtaining medical treatment under the rules of workers' compensation. An injured employee (or her/his

doctor) must obtain approval through the state's utilization review board before seeking or continuing medical treatment.

In case of an emergency, the utilization review board must be contacted within 24 hours of treatment. Their number is 800.266.7991.

Any injury is covered if it is determined to have been caused by the employee's job; this includes everything from injuries requiring simple first aid to more serious accidents. Illnesses may also be covered if they are determined to be related to the employee's job.

Coverage begins as soon as employees commence their jobs and continues for the duration of their Salem State employment. Employees are completely covered irrespective of length of employment and amount of earnings.

All injuries, no matter how slight, must be reported immediately to an employee's supervisor and human resources and equal opportunity office to assure consideration under workers' compensation insurance. In the event an employee requires immediate medical attention, he or she should seek it first and then contact Human Resources as soon as possible. In an emergency, university police should be contacted at extension 6111 to obtain an ambulance or transportation to the nearest hospital emergency room. For more information, please contact human resources and equal opportunity at extension 7229.

Leave Benefits

All leave must be documented by using the Leave Request form. Before requesting paid leave, employees must confirm that the leave to be requested is available by checking the leave balances on their most current paystub or through the employee self-service system.

To assist with scheduling and operational requirements, all foreseeable leave must be requested at least two weeks prior to the requested leave date. If the leave is unforeseeable, the leave form should be completed and submitted to the supervisor as soon as practicable.

The employee must complete the Leave Request form indicating the number of leave credits available, type of leave to be taken (e.g., vacation, personal, holiday compensatory time, or other, such as sick, military, jury duty, Family and Medical Leave Act, leave without pay), the dates of the leave and the total hours to be taken from the designated leave category. The completed form is submitted to the immediate supervisor for approval.

The supervisor independently verifies whether the employee has the leave available before approving a request for paid leave. Once confirmed, the supervisor returns a copy of the approved Leave Request form to the employee and keeps one copy for his or her records. If the leave is not approved, the supervisor returns a copy of the form to the employee stating the reason the leave was not approved.

Administrators' Leave Benefits (APA), Summary of

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

Sick Leave

Sick leave is accumulated each pay period based on a rate of 15 days (7.5 hours per day) per year. No credit is given for hours on leave without pay or absent without pay. If an administrator leaves after having worked most of the day, it is generally considered flexible

scheduling.

Sick Leave Bank

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

Personal Leave

In accordance with the provisions of the new APA collective bargaining agreement (CBA), on each January 1, full time unit members will be credited annually five (5) days of Personal Leave, which may be utilized during the following twelve (12) months at a time or times requested by the unit member and approved by the University Human Resources Officer after consultation with the Administrator's Appropriate Administrative Area Supervisor.

These must be used by the end of each year (December 31). Personal leave not used by December 31 is forfeited.

Bereavement Leave

Administrators are allowed to take up to:

- Seven days for the death of a spouse, domestic partner, child, stepchild
- Four days for the death of a parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, grandchild, parent of a spouse or person living in the immediate household of either the administrator or of his domestic partner or spouse
- Two days for the death of a son-in-law, daughter-in-law, or the spouse, brother, sister, grandparent, or grandchild, the brother or sister of his spouse or domestic partner
- Two hours is also granted to attend the funeral of a colleague at the university

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

Vacation Leave

Vacation leave is accrued each pay period based on hours worked. The limit on accumulated vacation leave is 480 hours. Any time earned over 480 hours is credited to sick leave. The conversion of vacation time in excess of 480 hours will be converted to sick leave in April and October of each year. Vacation days may be used in half-hour increments. Effective December 31, 2020, the maximum allowable vacation accrual will be reduced to fifty (50) vacation days. As a result, current unit members with accrued vacation credits above fifty (50) days shall have until December 31, 2020 to lower their accrued vacation leave credits to below or equal to the new limit. Further, in the last payroll period in December of 2020, the University will convert any accrued vacation credits in excess of fifty days to sick leave credit. However, subsequent to December 31, 2020, any accrued vacation leave in excess of 50 (375 hours) days shall be forfeited.

Vacation accrual rates are based on years of service:

- Less than one year of service=20 days/year
- From one to eight years = 22 days/year
- From eight to 16 years = 23 days/year
- From 16 to 25 years = 25 days/year
- 25 years and up = 30 days/year

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

The following summarizes the sick leave, personal leave, funeral leave, and vacation leave for non-unit administrators.

Sick Leave

Sick leave is accumulated each pay period based on hours worked during the pay period. The rate is based on 15 days per year. An administrator leaving early after having worked part of the day generally uses flexible scheduling.

In the event of continued illness or disability, the president may grant, upon written request, additional sick leave of not more than 60 days annually. The president may also grant, upon written request, sick time in addition to the above in the event of long-term illness or disability.

Personal Leave

Beginning January 1, 2017, administrators are credited with 37.5 hours of personal leave that cannot be carried over into the next calendar year. Personal leave is taken in one-day increments.

Bereavement Leave

Employees are granted:

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

Vacation Leave

An administrator shall receive vacation allowance credited as detailed below. For a description of previous state service and how this will impact your vacation accrual rates, please see the [commonwealth Red Book](#) for rules governing paid leave. Any vacation time above the allowed amount (64 days) will be forfeited annually on January 1st.

- 0 – 4.99 = 20 days/year
- 5 – 9.99 = 22 days/year
- 10 – 14.99 = 23 days/year
- 15 – 19.99 = 24 days/year
- 20+ years = 25 days/year

Vacation leave can be used in half-hour increments.

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

The following summarizes the sick leave, sick leave extension, personal leave, vacation leave, floating holidays, and bereavement leave for classified staff covered by the agreement between the Massachusetts Board of Higher Education and the American Federation of State, County and Municipal Employees (AFSCME) or the non-unit staff benefits package. Unit I staff are clerical and technical employees on a 7.5-hour workday. Unit II staff are maintenance and security employees on an eight-hour workday. The full

text of these benefits may be found in the above-stated collective bargaining agreement or the non-unit staff benefits package.

Sick Leave

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

- If an employee cannot perform her/his duties because of personal illness or injury.
- When the spouse, child or parent of either an employee or her/his spouse, or relative living in the immediate household of an employee is ill
- To keep appointments with health care professionals. In such instances the normal requirement of advance notice will be at least five working days.

The maximum of 10 days per fiscal year may be used except in cases of demonstrated medical emergency or life threatening/terminal illness, in which case the employee may use up to 15 days.

Sick Leave Extension

AFSCME

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

Non-Unit

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

Personal Leave

New Hires:

If hired between January 1 and March 31:

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

If hired between April 1 and June 30:

- Unit I receives 15 hours.
- Unit II receives 16 hours.

If hired between July 1 and September 30:

- Unit I receives 7.5 hours.
- Unit II receives 8 hours.

If hired between October 1 and December 31:

- Both Unit I and Unit II receive 0 hours.

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

Bereavement Leave

Staff are allowed to take up to:

- Seven days of leave for the death of a spouse, child and stepchild
- Four days of leave for the death of parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, grandchild, parent of a spouse or person permanently residing in the immediate household
- Two consecutive days of leave for the death of an employee's son-in-law or daughter-in-law or of the spouse's brother, sister, grandparent or grandchild
- One day off for the death of an employee's aunt, uncle or cousin, and spouse's brother-in-law or spouse's sister-in-law

Vacation Leave

Vacation leave is earned based on years of "creditable service" and is accrued each pay period based on the hours worked during that pay period. The calculated time between the employee's first working day at the university and the end of each month is the employee's "creditable service". Employees have the "creditable service" established on June 30, 1994 or thereafter.

Absences for illness in excess of available sick leave may be charged to personal days, then to vacation days.

AFSCME and non-unit classified employees may carry no more than 480 vacation hours for Unit I and 512 hours for Unit II. Vacation credits over these amounts will be converted to sick leave. This conversion will take place in April and October of each year. Leave may be used in quarter-hour units. Effective December 31, 2020, the maximum allowable vacation accrual will be reduced to fifty (50) vacation days. As a result, current unit members with accrued vacation credits above fifty days shall have until December 31, 2020 to lower their accrued vacation leave credits to below or equal to the new limit. Further, in the last payroll period in December of 2020, the University will convert any accrued vacation credits in excess of fifty days to sick leave credit. However, subsequent to December 31, 2020, any accrued vacation leave in excess of 50 (375 hours for Unit I and 400 hours for Unit II) days shall be forfeited.

Vacation accrual rates are based on "creditable service":

- Less than 4.5 years = 10 days/year
- 4.5 years up to 9.5 years = 15 days/year
- 9.5 years up to 19.5 years = 20 days/year
- 19.5 years and more = 25 days/year

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

The following summarizes the sick leave, sick leave bank, personal leave, floating holiday, funeral leave, and vacation leave for full-time faculty and librarians covered by the agreement between the board of higher education and the Massachusetts Teachers Association/NEA. The full text of these benefits may be found in the collective bargaining agreement.

Sick Leave

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

Sick Leave Bank

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

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

Personal Leave—Librarians only

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

Personal Leave—Faculty only

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

Bereavement Leave

Faculty and librarians are allowed to take up to:

- Seven days off for the death of a spouse, domestic partner, child, or stepchild
- Four days off for the death of a parent, brother, sister, grandparent, grandchild, spouse or domestic partner's parent, grandparent, grandchild, domestic partner's child or stepchild or of a person, living in her/his immediate household
- Two days for the death of a spouse or domestic partner's brother or sister
- A unit member may have up to three hours to attend the funeral of a colleague or former colleague after filing a notice with the vice president of academic affairs.

Vacation Leave—Librarians only

Vacation leave is credited each bi-weekly pay period. Vacation leave in excess of 64 days will be converted to sick leave in April and October of each year. The limit on accumulated vacation leave is 64 days unless there is a prior agreement with the Dean of the Library and vice president, academic affairs. Effective December 31, 2020, the maximum allowable

vacation accrual will be reduced to fifty (50) vacation days. As a result, current unit members with accrued vacation credits above fifty days shall have until December 31, 2020 to lower their accrued vacation leave credits to below or equal to the new limit. Further, in the last payroll period in December of 2020, the University will convert any accrued vacation credits in excess of fifty days to sick leave credit. However, subsequent to December 31, 2020, any accrued vacation leave in excess of 50 (375 hours) days shall be forfeited.

Vacation accruals are based on years of service:

- Less than eight years = 22 days/year
- Eight to 16 years = 23 days/year
- 16 to 25 years = 25 days/year
- 25 years and up = 30 days/year

Family and Medical Leave Act (FMLA)

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

The FMLA requires up to 12 weeks of unpaid leave to be granted to employees who have more than one year of service and have worked at least 1250 hours over the previous 12 months. Any paid leave taken for FMLA purposes will be counted toward the 12-week FMLA entitlement. These 12 weeks of leave do not have to be taken at one time. The 12 weeks of leave can be spread out over a 12-month period. Employees must get certification by a health care provider that the employee or her/his child, parent or spouse does, in fact, have a serious health condition, the condition's expected duration and the need for the employee to be absent from work to attend to the family member.

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

The new procedures are as follows:

Eligible employees covered under FMLA who have a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or reserves in support of the contingency operation may use their FMLA 12-week entitlement to address certain qualifying exigencies.

These qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment re-integration briefings.

The Family and Medical Leave Act (FMLA) also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is defined as a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness that was incurred in the line of duty on active duty and that may render the service member medically unfit to perform the duties for which the service

member is undergoing medical treatment, recuperation or therapy, is in outpatient status or the temporary disability retired list.

A form to request FMLA and to obtain the certification is available through human resources and equal opportunity. Human resources and equal opportunity will also be glad to answer any questions employees may have on this policy. Please contact Ezekiel Holt in human resources and equal opportunity at extension 7229.

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

Holidays

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

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Washington's Birthday	Columbus Day
Veteran's Day	Patriots' Day
Thanksgiving Day	Memorial Day
Christmas	Juneteenth

Jury Duty

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

On any day or half-day you are not required to serve on a jury, you will be expected to return to work. In order to receive payment for the work day on which you had juror service, you must present a juror service certification to your supervisor, who will then submit it to payroll.

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

Other Leaves

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

Small Necessities Leave Act (SNLA)

In addition to the FMLA, the Commonwealth of Massachusetts has enacted the Small Necessities Leave Act (SNLA), which expands on the rights granted by the Family and Medical Leave Act. The SNLA grants eligible employees a total of 24 hours of unpaid leave during any 12-month period over and above the leave granted under the FMLA. The types of leave covered by this act include those for

- a) Educational advancement of the employee's child

- b) Routine medical or dental appointments
- c) Accompanying an “elderly relative” (a defined term in SNLA meaning someone at least 60 years old and related by blood or marriage) to medical or dental appointments or for the purpose of other professional services relating to elder care. Eligible employees are defined under the FMLA description.

University Services

The following is an abbreviated list of services and procedures we feel might be helpful to employees and to their work with students. Many of the offices have websites or Polaris pages that may be consulted for more detailed information.

Bookstore

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

For faculty, course material orders are submitted with the chairperson’s signature and are received in the bookstore early in the semester preceding the course offering (contact the bookstore for specific dates.) Course materials can be ordered online by logging into your Canvas account and opening Follett Discover from the drop down menu. More detailed instructions on accessing Follett Discover are outlined below:

Accessing Follett Discover in Canvas

To see the Follett Discover follow these steps:

1. Login in to Canvas at elearning.salemstate.edu using your SSU User id and password.
2. Click on the course title to enter the course
3. Click on the Follett discover link on the left column as shown in the image. Faculty view
4. When Faculty first connect, they will see this Welcome page. At the bottom, a link called Begin tour will orient the faculty to the Follett Discover environment.

Center for Civic Engagement

The Center for Civic Engagement (CCE) is the nexus for community-based initiatives and civically-engaged learning at Salem State University. Established as part of the University’s Strategic Plan to promote civic engagement, social justice, and connection to place, we are responsible for developing and supporting programs that connect our students, faculty, staff, and alumni to the greater community. The CCE’s vision comes to life in a vibrant and active community engaged in academic study, dialogue, service, and civic activities that work to explore local, regional, and global issues. Through intentionally planned, reciprocal collaborations designed to address public issues and enhance academic learning, the Center promotes the importance of community involvement and the privileges and responsibilities inherent in civic participation. For more information on the Center for Civic Engagement please visit <http://www.salemstate.edu/community/25140.php> or contact Cynthia Lynch at 978-542-2873 or clynch@salemstate.edu

ClipperCards

Salem State University ClipperCards (identification cards) are required for all university employees. The ClipperCard is for accessing select office, various classrooms and building entry on campus, the Gassett Fitness Center, the Library (Berry & Noble Libraries) and for ClipperCash sales as well as various memberships and discounts for Commonwealth of Massachusetts employees. In order for you to receive a ClipperCard, your supervisor will enter your information into the Employee Management System (EMS). The ClipperCard is issued by the ClipperCard office located in the student navigation center in the central

campus classroom building. Call the ClipperCard office for office hours at extension 2273. As an incentive for employees to use their cards instead of cash both on and off campus, the ClipperCard office will deposit an additional **10%** employee bonus ClipperCash to your account when you make a deposit! What a deal! To make a deposit simply visit salemstate.edu/get and sign in using your Navigator login.

Marketing and Creative Services

Marketing and creative services is responsible for positioning and branding Salem State including managing the university's message and visual identity across all platforms to all audiences for the purpose of engaging targeted audiences. These audiences may include: prospective and current students—undergraduate, graduate, and continuing education—donors, business leaders, government officials, and neighbors.

The department conceives and executes marketing strategies that support campus-wide recruitment, retention, outreach, image, and development goals. Marketing interacts with academic deans and directors to establish goals for their programs, along with faculty members and administrators, to develop strategies for achieving success in marketing their programs.

The department develops and maintains all print materials and interactive and electronic marketing initiatives including the public website and social media channels, to showcase our full range of programs and resources. It also manages all campus advertising, market research, oversight of campus publications, photography, and website administration along with online and email communications efforts, including social media, editorial review and content development. Marketing also ensures that items produced are ADA compliant.

Marketing and creative services provides in-house professional design and web services to the university community. Creative services is responsible for implementing and managing the Salem State brand. From event invitations and brochures to magazines, social media resources to digital ad campaigns, video, advertising and messaging, it is their job to help shine a spotlight on Salem State's extraordinary programs and activities. Their creative services team will work with you to conceive, strategize, produce and finish your project on time and on budget.

Most design projects can be printed on site at the university's copy center. Depending on their size and scope, projects may also be sent off-campus to be printed by one of the university's approved vendors. Our team does not charge for services, however, departments are responsible for printing, photography and other agreed-upon costs.

Search on Polaris to learn about the university's AP writing style guide, find templates for presentations, signs, and other items, and to learn how to establish a social media account or request a website change. As all design work goes through marketing and creative services and you may **submit project requests through our intake form at salemstate.edu/design**.

Counseling and Health Services

The Counseling and Health Services provides a range of medical and mental health services to all SSU students including: evaluations, episodic or brief treatment, crisis intervention, and referrals. Located in the Ellison Campus Center on North Campus, the office is open weekdays from 8 am to 5 pm. Students can call and make an appointment at their convenience. Urgent visits are available during office hours if needed. Visits are confidential and most services are free of charge; some procedures may be billed to student's health insurance at no cost to the student. Faculty and Administrators are welcome to contact CHS for consultation if they are concerned about a student's behavior or wellbeing, or are

interested in health, substance abuse, wellness or mental health information. Occasionally CHS staff will provide guest lectures for academic classes upon request. For additional information, go to saalemstate.edu/chs or call 978 542 6413 or 978 542 6410.

Counseling and Health Services also oversees the PEAR Program that provides advocacy and support to students impacted by sexual and relationship violence and/ or stalking. Students can access a 24 hour confidential call or text time to access a PEAR Advocate at 978-594 7089 or contact the PEAR Program Coordinator, Colleen Armstrong at 978-542-2987 or PEAR@saalemstate.edu. The PEAR Program also offers consultation, prevention and education programs and trainings for campus community.

Cultural Events

Salem State University is committed to serving both its own community and the greater North Shore area as a cultural center. The Salem State Foundation, for instance, sponsors the Salem State Series, bringing two to three speakers of national prominence to Salem State University each year. Many Salem State employees support this effort through their purchase of tickets or through service as volunteer ushers. In addition, the Center for the Creative and Performing Arts sponsors and coordinates a myriad of cultural events on campus. Information on events is regularly included in "What's New at SSU" and is always available via the electronic calendar of events on the university's website. A complete calendar of events is also available in the artsview newsletter published each semester.

Contact Karen Gahagan (kgahagan@saalemstate.edu) for additional information.

Employee Assistance Program

The purpose of an Employee Assistance Program (EAP) is to offer help for employees, their dependents and household members who might be experiencing problems related to life changes and personal stress, which include marital and family concerns, emotional upsets, work life balance, aging, alcohol or drug abuse, or other kinds of matters.

Confidentiality is one of the most important aspects of the program. If you contact the Employee Assistance Program directly, no one at the university will know about it unless you tell them. No information concerning the nature of your problem will be released without your written consent. The Commonwealth of Massachusetts provides access for all employees to this service called Mass4You.

Employees may use the university's EAP program for three visits at no cost. The provider makes every effort to refer employees to a health care professional who can be compensated through the employee's health insurance if additional visits are necessary. For the initial consultation, the employee may be given release time during working hours if requested. The university's EAP provider is:

Mass4You
844.263.1982
Liveandworkwell.com

Select "register" if you have never logged in before and follow the prompts.

Sustainability

Salem State is committed to operational excellence and strives to reduce both environmental impact and operational costs. The university participates each year in programs that offer financial incentives to conserve water and energy. The university also depends on support from employees for these efforts to be successful. The Facilities Department asks employees to turn lights and electronics off when not needed, to refrain

from leaving air conditioners on overnight, to ensure that windows are closed when air conditioners are in use, and to report equipment failures promptly to the Help line at X4357. Updates on the university's sustainability initiatives can be found at www.salemstate.edu/sustainability.

Recycling

The university recycles paper, cardboard, metal, plastic (#1-7), and glass in blue bins labeled "Recycling" that can be found across campus. Please place straws, candy wrappers, plastic bags, the soiled sections of pizza boxes, and Styrofoam in the trash.

Food Services

Viking Dining by Sodexo is committed to supporting the quality of life, learning and teaching environments for all members of the Salem State University community through exceptional dining experiences. Whenever you dine with us you will receive the highest quality of food and customer service to keep you nourished throughout your day. Viking Dining offers dining options from All-You-Care-to-Eat dining in Marsh Dining Commons to a quick afternoon pick-me up at Starbucks. Whatever mood or craving, we have something to satisfy it at convenient locations across campus.

All of our dining locations, events and services are open to all members of the SSU Community whether they participate in a meal plan or not. For access to our All-You-Care-to-Eat Dining Commons, non-meal plan guests can pay a fixed rate for breakfast, lunch, dinner and late night or are welcome to purchase a Viking Day Pass (\$19.99) for unlimited access for the day of purchase. North Campus offers something for everyone at the North Campus Food Court. All stations offer both animal and plant-based options so no matter your diet you can always walk away with a complete meal. North Campus is also home to our full-service Dunkin'. If you find yourself on Central Campus enjoy 24/7 All-You-Care-to-Eat at Marsh Dining Commons or grab your afternoon pick-me up at our Starbucks® located in Viking Hall. On South Campus, the Bagel Bistro proudly features local Atomic Coffee Roasters coffee, a wide variety of breakfast pastries, bagel breakfast sandwiches and premium hand-crafted paninis. All locations accept Dining Dollars, ClipperCash, Cash and Credit Cards.

If you are having difficulty navigating dining on campus due to a dietary restriction or are looking for tips on eating healthier we encourage you to get in touch with Gabby McDonough MS, RD, LDN, our on-campus Registered Dietitian. She can be reached via email at SSUDietitian@salemstate.edu.

For more information on Viking Dining please visit our website at vikingdining.com or please do not hesitate to contact us directly.

Information Technology Services (ITS)

Information technology services (ITS) provides support for the university's technology needs. Located on Central Campus, its services include the acquisition and support of computer software and hardware, network requests, project management, Peoplesoft support, technology training, and Web development among others.

ITS can help with telecommunications and network needs as well. Contact them via email at it-helpdesk@salemstate.edu to coordinate telephone and voicemail service and to request a repair or move. Their phone directory is available at directory.salemstate.edu. For projects that require network support or changes, contact ITS at the help desk for an estimate. Technicians are available to assist with other supported services such as email, file sharing, print sharing, internet and wireless services, and system access. Computer hardware support, software installations and laptop support are also provided. Contact the help desk

directly to create a ticket for repair services. Laptops may be brought to the ITS offices located at 57 Loring Avenue.

Faculty can get technical support to integrate technology into their course curricula. Our faculty team supports all aspects of eLearning (Canvas), the university's online course management system. In addition, we offer support for implementing new technologies such as podcasting, wikis, and blogs. To inquire about a faculty webpage contact the ITS help desk. Call or email us with your questions, we're happy to help!

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

Need a video? Help with smart classroom equipment? Media services is also included under the umbrella of information technology services. It offers help with classroom presentation systems, audio-visual equipment loans and video production services.

Located at 57 Loring Avenue, it also offers operation training, basic troubleshooting for problems associated with projection systems in classrooms and laptop, projector and camera loans to faculty and staff. The ClipperCard is required for borrowing privileges.

Media engineering, can provide help with training, troubleshooting problems and the repair of projection systems within meeting rooms and classrooms.

Video services provides on-location video production, Web conferencing and video editing. Staff assistance is provided in the development and production of instructional programs and presentation materials.

For more information, contact the help desk via email at it-helpdesk@saalemstate.edu or call 978.542.2036.

Library

The Frederick E. Berry Library on North Campus is open seven days a week when classes are in session. Regular semester hours are: Monday through Thursday, 7:45 am-midnight; Friday 7:45 am-7 pm; Saturday, 12noon-7 pm; and Sunday, noon to midnight. There may be circumstances when the library hours must be changed. For the most current hours, please check the library website at saalemstate.edu/library/hours [or call](tel:9785426808) the library hours line at 978.542.6808. During final exam periods the library is open twenty-four hours a day. Librarians and staff are available for assistance with research needs; inquire at the library help desk on the first floor. For in-depth research assistance, schedule an appointment with a subject librarian.

The library has a core collection of over 325,000 volumes of print materials and another 300,000 electronic books to support academic programs. In addition to its own collections, the library provides access to other library collections electronically and through membership in several consortia. Students, faculty and staff of Salem State University with a current validated ID may borrow library materials from Salem State or through interlibrary loan. Library materials circulate for three weeks and may be renewed online a total of two times. The library also has a collection of over 57,000 electronic journals and 400 print journals.

The library's website at saalemstate.edu/library provides direct links to databases, the library catalog, staff and departmental information, directions to the library, and other resources. Databases are available via most web browsers from either on- or off-campus. Salem State

is a member of the North of Boston Library Exchange (NOBLE), which is a consortium of academic and public libraries located north of Boston. The library's online catalog provides access to over three million items in the NOBLE database. Remote access requires a current Salem State email account.

Berry Library offers interlibrary loan (ILL) services to obtain materials available in other libraries. ILL requests may be made online at salemstate.edu/library or by email to ssuILL@salemstate.edu. ILL forms are also available at the library help desk upon presentation of a valid Salem State ID. NOBLE requests are delivered by courier usually within a few days. Requests for materials outside of NOBLE may take from one to two weeks.

The library offers reasonable accommodations to users with disabilities. For the visually impaired the library offers an Optelec print enlarger, audio books and Zoom, a reading/voice output software on one work station. In addition, the library has Jaws for Windows and Kurtzweil 3000 software with scanner. It also offers email reference from its website to assist hearing-impaired users.

The library also offers over 150 public access computer workstations, a printing station and several copying and scanning stations, 2 cell phone charging stations, over 1,000 seating options, including work tables, individual carrels, and booth-style seating, vending machines, and a café.

Lost and Found

The Salem State University police department maintains a lost and found center. Items turned into our department or found by department personnel are held for the following lengths of time:

- Property of no obvious monetary or sentimental value will be held one week.
- Property of an estimated value up to \$100, with no obvious sentimental value, will be held for 30 days.
- Property of an estimated value of over \$100, or with obvious sentimental value, will be kept for 90 days.

If you have lost an item, please stop by the station or call our non-emergency number, 978.542.6111 to inquire if it has been turned in.

All Patrol Sergeants have access to Lost and Found, if no Sergeant is on duty then you'll have to call 978.542.6882 to make an appointment to collect items.

Mail Services (Official University Mail Only)

Mail Services, is located at Stanley Building, Central Campus.

Our chief reminder to employees is to request that your mail include both your name AND the name of your department! That one extra step makes a significant difference in how fast and accurate we can be sorting and delivering mail. Thanks for your attention to this critical request.

Staff provide a range of office support to all campus departments, including metering outgoing mail for postage, processing bulk mailings, folding/inserting documents to be mailed, and more. With a signed mail requisition for your department, and a properly addressed piece, we can send your mail anywhere in the world it needs to go. When needed, we can help you use the Salem State Fedex shipping program.

We also distribute all campus mail direct to authorized mail stops for each department. Each day we pick up incoming mail from the Salem U.S. Post Office between 8:00 am and 9:00 am. Next we sort it, and deliver it the same day! Mail Staff exchange each department's mail once per day, bringing incoming mail to each department's mail drop location, then collecting any outgoing mail you have left for us, returning with that to Mail Services for processing.

You might be interested to know that we provide a large share of the mail and package program for resident students, too. During the academic year, we spend significant energy receiving and sorting hundreds of incoming packages per day arriving for over 2,400 residents, collaborating with Residence Life mail staff to get items to the recipients in each of the six halls.

Specific information relative to mail services on campus can be found in Salem State's intranet, Polaris, at <https://polaris.salemstate.edu/post/163/mail-services>. Please refer to this site for detailed information! We are here every day to help you! Please contact staff at extension 6012 with any questions.

Maintenance and Repairs - HELP Line

To improve customer service, a special campus-only telephone extension is provided to report EMERGENCY facility issues. Dial 4357 (H-E-L-P) from any campus telephone to request EMERGENCY custodial, maintenance, plumbing, electrical, heating, or elevator service. Please note: The HELP line can only be used from campus telephones. All routine and planned services should be requested by means of the request-for-services form, which is available online by [following this link](#) or by going to the offices & services directory at the bottom of the Salem State homepage and clicking on 'facilities'. The password for the online system is "help". Problems encountered after 5 pm or on weekends that need to be attended to immediately should be referred to campus police, extension 6111.

Notary Public

A number of employees who have a notary seal are willing to notarize limited numbers of documents for employees. Human resources and equal opportunity has a list of notaries public available on campus. Please contact extension 6123 for more information or visit the Polaris site for the latest list of contacts: <https://polaris.salemstate.edu/post/58/notaries-public>.

Disability Services

If you are in communication with a student who identifies themselves as having a disability that needs to be accommodated, please refer the student to disability services on the ground floor of the Frederick E. Berry Library and Learning Commons, room G020. Faculty should request the "faculty accommodation approval letter" from any student who requests an accommodation for a disability. This letter provides the accommodations that have been specifically approved for that student. Faculty should not make accommodations for students that have not been approved by disability services. If there is a suspicion that a student who is performing poorly in a course may have a disability, contact disability services at extension 6217.

Payroll

Payroll is located on the second floor of the administration building. The university payroll is run on the Commonwealth of Massachusetts Human Resources Compensation Management System, which serves the majority of state agencies. Employees (with the exception of faculty) must enter their hours worked in SSTA (self-service time and attendance) on a

weekly basis by Thursday at 5:00 p.m. Approvers should review and approve the employee's timesheet in SSTA by 12:00 noon on Friday.

Payroll is disbursed biweekly, and all benefited employees are required to sign up for direct deposit. Checks are deposited into accounts every other Friday. Pay advices can be viewed online at mass.gov/massshr. It is convenient and accessible with an Internet connection 24/7 wherever you are in the world. Below are the instructions to access SSTA:

Go to the Employee Self Service website at mass.gov/massshr. Scroll down to the middle of the page and click on the blue Employee Self Service button. Sign in using your User ID and password. The first time you sign in, your User ID is your six-digit employee ID number. Your default password is your six-digit employee ID number, your first initial capitalized, your last initial, plus the last four numbers of your social security number. Once logged in, you will be prompted to create a new password. Your new password must be at 10 characters or longer with at least one upper case letter, one lower case letter and one numerical value. You will be required to change your password every 60 calendar days. The home page contains "quick links" or shortcuts to:

- Timesheet
- Personal Information
- Direct deposit
- View paycheck
- View W2
- Profile management

There is a quick link called "Access Employee Service Center". We are not a participating University using ESC. Please contact sta@salemstate.edu for any issues with the system.

All additional compensation payments must be made through the payroll system and require a separate hiring action submitted to Human Resources. Any changes in deductions or insurance payments must go through human resources and equal opportunity.

For problems or questions concerning payroll issues, contact the Payroll Hotline at extension 978-542-8463.

Purchasing

Purchasing is responsible for the day-to-day operation of all university procurement and vendor relations. Purchase requisitions are created and can be accessed online via PeopleSoft and are processed by the purchasing department. A procurement credit card (Procard) is used to purchase items and services with approved vendors as well. Purchasing personnel also send out bid requests and are responsible for reviewing all contracts. -

Staff are requested to make purchases through one of the buying groups available to the university: the Commonwealth of Massachusetts (Operational Services Division) (<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/>), the Massachusetts Higher Education Consortium (www.mhec.net) or the Educational and Institutional Cooperative (www.eandi.org). These buying groups save money by getting the best possible discounts, and save time and money by eliminating the need to go out for bids. More information on these buying groups can be found on Polaris. For purchases over \$10,000, use of either one of the buying groups, an RFP, or a written scope of work statement to solicit written responses from no fewer than 3 persons who customarily perform such work is required.

Purchasing is located on the second floor of the administration building. For more information on purchasing, buying groups, procurement procedures, bid procedures,

available contracts, or vendor information, call extension 6152.

Travel Program

The university does not employ a travel agency to arrange business travel for its employees when they are traveling as individuals. Employees are to make their own arrangements for business travel following the procedures outlined in the Salem State University travel policy. All group and student travel should be booked through the Durgan Travel Agency, the university's authorized travel agent for this purpose.

Employees should consult the Salem State University travel policy for additional information on travel requirements and services. This publication is available on Polaris at the <https://polaris.salemstate.edu/tag/employee-travel>.

Athletics and Recreation

"The Salem State University Department of Athletics and Recreation serves the intercollegiate and recreational needs of the Salem State University community by providing a variety of athletic, recreational, social and educational programs.

The Department of Athletics and Recreation seeks to advance the mission of the university by empowering students toward an inspiring and transformative educational experience marked by high achievement in and out of the classroom. Through standards of fair play, sportsmanship, amateur competition, ethical conduct, and leadership opportunities, the department fosters lifelong learning. The department's commitment to student health and well-being promotes active lifestyles and healthy choices through the provision of athletic, recreational, fitness, and innovative wellness opportunities fairly and equitably provided to all students.

The Department of Athletics and Recreation offers a total educational experience with quality opportunities that inspire, educate, motivate, and empower individuals to be positive contributors to Salem State University, the region, and the greater global community."

Harold E. and Marilyn J. Gassett Fitness and Recreation Center

The Gassett Fitness Center is a state-of-the-art, fully-equipped fitness center, providing top-tier cardio, strength, and functional training equipment, locker rooms, recreational courts for informal recreation including pick-up basketball and volleyball, and a studio for group exercise classes, specialty programs and other activities. Additional programming includes recreational swim and swimming lessons, personal training, intramural and club sports, and special events. The fitness center offers a variety of programs and services to encourage a healthy lifestyle and meet the needs and interests of all members of the Salem State University community. Memberships are available for purchase by employees and spouse memberships are also available.

For questions or more information, please call the Gassett Fitness Center at 978.542.4442