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FOREWORD

This Handbook is intended to be the primary resource for the articulation of personnel policy and practice for both faculty and non faculty employees except where specifically noted. It cannot and does not provide an exhaustive articulation of each and every written or unwritten policy and practice that may be implemented throughout the University. Each and every employee is expected to adhere to each and every articulated, legal employment policy or practice irrespective of whether the particular policy or practice is contained within this Handbook.

The Personnel Handbook is not intended to and does not constitute a contract, either expressed or implied, between UNE and any or all of its employees. If any provision of this Handbook or the application of any policy becomes invalid due to a change in the law, court decision, or otherwise, the remaining policies and applications of the Handbook continue to apply.

PURPOSE

This Personnel Handbook has been prepared to serve as a reference publication for current and prospective employees on employment related issues. It should be regarded as a general guide to policy, practice, benefits, and terms and conditions of employment. Within the Personnel Handbook, you will find reference to more detailed policy statements or other documents that provide more specific guidance. The Faculty Handbook, for example, addresses those employment related issues of sole or central concern to faculty.

Because of the dynamic, continually changing nature of UNE and of the legal and regulatory environments, UNE necessarily reserves the right to change provisions in this Handbook at any time. For that reason, your comments, suggestions or recommendations are always welcomed. Neither this Handbook nor any of its provisions are intended to be a part of a contract between UNE and any employee. Please check with Human Resources to confirm UNE's policy in a particular situation.

EMPLOYMENT AT WILL

Employment with UNE is at will and at the mutual consent of UNE and Staff. Unless an employee has a written contract that provides for some limitation on the at will employment, (the) Tjlegas IT 18.986 UDD 0 18.986

1.00 BEGINNING WORK IMPORTANT DETAILS

1.1 HUMAN RESOURCES OFFICE

UNE's Human Resources Office provides various support services to all departments of UNE to attract, develop, and retain the workforce needed to accomplish the objectives and to carry out the programs of UNE.

Employees are expected to comply

2.00 EMPLOYMENT POLICIES

2.1 DIVERSITY

At our core, UNE is a student-centered institution dedicated to fostering a community in which all members feel a true sense of belonging and where their identities are affirmed and honored. By celebrating the diversity of our backgrounds, examining our lived experiences, and sharing our perspectives, we seek to cultivate a campus culture of inclusion and equity that respects the contributions we all make toward an enriching campus experience.

2.2 EQUAL OPPORTUNITY

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits, and will not tolerate, discrimination in employment, the provision of academic services

clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex, sexual orientation, gender identity and/or expression, familial status, pregnancy, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a veteran.

Every member of this University community is expected to uphold this Policy as a matter of mutual respect and fundamental fairness in human relations. Every employee of this institution has a responsibility to behave in accordance with this Policy as a condition of employment. Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment. Employees who engage in conduct prohibited under

situation. If you are uncomfortable about any situation that may, in your opinion, constitute sexual harassment, or any other form of harassment please immediately discuss your concerns with the Associate/Vice President of Human Resources or the Title IX Coordinator.

To review the complete Title IX Grievance Policy for Employees see [Appendix J](#) of the Handbook or go online to www.une.edu/title_ix.

2.5 ANTIBULLYING

UNE treats all employees with dignity and respect and expects that its employees will treat others the same. UNE will not, in any instance, tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. UNE defines bullying as repeated inappropriate behavior, either direct or indirect, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying conduct includes, but is not limited to, verbal, nonverbal, psychological and/or physical abuse, and/or humiliation that is severe or pervasive and objectively and subjectively offensive, and encompasses conduct that occurs both on and off the worksite, such as on business trips, at work related events, or social functions. This policy covers bullying perpetrated by or against employees, contractors, and members of the public, such as vendors and customers. It also covers bullying perpetrated by third parties such as customers, suppliers, or visitors directed at UNE community members, including employees. Behavior that does not rise to the level of bullying under this policy could still be unprofessional or otherwise wrongful and, therefore, result in discipline. Therefore, employees must consider how their words and conduct might be perceived, and whether a reasonable person would find the words or conduct offensive. As with harassment, UNE takes all allegations of bullying seriously and will seek to address them promptly.

2.6 NONDISCRIMINATION & ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

UNE's goal is to provide equal access to students, faculty, and staff to participate in the academic, employment, cultural and recreational life of the University.

Under University policy and Federal and State laws, people with disabilities who are otherwise qualified are entitled to reasonable accommodations that will allow them access to University programs, jobs, services and activities. Questions from students should be directed to the Director of the Student Access. Questions from all others should be directed to the Associate/Vice President of Human Resources.

To review the Non Discrimination & Accommodation of Individuals with Disabilities Policy in its entirety, see [Appendix B](#) of the Handbook.

2.7 WHISTLEBLOWER PROTECTION POLICY

The University requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The Whistleblower Protection Policy is intended to encourage and enable employees to raise serious concerns within the University before seeking resolution outside the University. Any employee who, in good faith, reports what they reasonably believe to be a violation of law is entitled to protection from harassment, retaliation and adverse employment consequences pursuant to state and federal law.

employee's homepage in the applicant tracking portal – using their UNE login credentials or the [Careers](#) page on the UNE site.

2.11 PERSONNEL FILES

UNE complies with all laws that govern personnel records, their creation, handling, and retention. Information that may be included in a personnel file includes but is not limited to benefit election form, hiring paperwork such as Employee Information Form, job description, Hiring Proposal performance evaluations, disciplinary the

determine the hours that each hourly employee will work. Employees may be asked to adjust their work schedule on occasion to meet departmental needs.

2.16 FLEXIBLE WORK MODEL

UNE supports the principle of flextime for its employees to provide more efficient utilization of the abilities of its employees better service to the public, and improved working conditions for employees. Departments are encouraged to accommodate the reasonable requests of employees for alternative work schedules only when consistent with the needs of the department to accomplish their objectives. It is up to the individual department supervisor to determine their needs and ability to offer flexible work hours. However, it is important to keep in mind that UNE does not allow comp time.

To review the Full Time Professional Staff Flexible Work Model Policy in its entirety, see [Appendix K](#) of the Handbook.

2.17 EMPLOYMENT STATUS

The employment status of employees at UNE is determined by the type of work that is performed (as established by the Federal Fair Labor Standards Act and Maine Law), the number of hours they work on a regular schedule, the regularity of their work schedule, and the amount of time they have been employed at UNE.

DEFINITIONS:

EMPLOYEE For the purpose of this Handbook, "employee" is defined as any person who is employed by UNE and who is not an independent contractor.

EXEMPT/NON-EXEMPT STATUS Human Resources determines a position's exempt/non-exempt status, following criteria established by the Fair Labor Standards Act and Maine Law. These criteria include:

- salary level;
- the duties and responsibilities assigned to the position;
- the level of supervision received;
- whether or not specialized training or education is required to perform the duties;
- if discretion and judgment must regularly be exercised as part of the duties; and
- the amount of time and effort spent performing various duties.

EXEMPT Employees whose responsibilities and job functions are such that tests established by the Federal and State Law exempt them from minimum wage and overtime pay requirements.

NON-EXEMPT Employees whose responsibilities and job functions are such that tests by

UNEprefersto promote

3.2 PAYPERIODSNDPAY

eligible faculty and professional staff member may receive the bonus in multiple years if they qualify and are recommended and approved through the process described above.

The bonus will be typically paid at the end of May in the faculty and professional staff member's regularly scheduled payroll. For example, any exemplary performance bonus for the calendar year 2024 performance review period would typically be paid at the end of May 2025. To receive the bonus, faculty and professional staff members must be employed and must not have given their notice of termination from UNE as of the last payroll in May when the bonus is paid. The bonus payment will be subject to all appropriate Federal and State withholdings, other required withholdings, and 403(b) retirement plan deferrals.

The University reserves the right to modify or amend this policy at any time and for any reason. Any changes or amendments will be communicated to employees in a timely manner. Bonuses are discretionary and are not guaranteed or considered a contractual right. UNE retains the right to withhold or modify bonuses based on business conditions, financial performance, or any other factors deemed relevant by the organization.

3.6 PAY ADVANCES

It is the policy of UNE not to issue pay advances.

3.7 EMERGENCY CALL IN TIME

Only full time and half time non exempt employees who are considered essential personnel working in University Operations are eligible for the Emergency Call In Time. Employees called into work due to an emergency outside of their regularly scheduled work shift shall be paid the greater of two hours at their overtime rate or at their overtime rate for the hours worked outside their regular shift. Also, eligible employees asked to remain at work immediately after their normal work shift due to an emergency are eligible for this same minimum overtime guarantee. However, work scheduled outside of the normal work shift with at least twenty four hours' notice and work immediately after the normal work shift

occurring after the employee's last work day are not paid to the employee.

3.9 WORKING THE HOLIDAY

There may be a need for departments to require that certain salaried or hourly regular full time and regular half time employees work on a scheduled University holiday to meet the departmental demands.

Non Exempt Employees

Regular full time and regular half time non exempt employees receive pay at their overtime rate for all hours worked on a UNE holiday. Also, the employees receive the holiday time to which they are entitled under Section 3.8.

Exempt Employees

Regular full time and regular half time exempt employees required to work on a UNE holiday may take a different day off with pay to compensate for working during the holiday to the extent of the holiday time that wasn't used on the holiday. The date of this day or time off must be agreed upon by the supervisor and all compensatory holiday hours must be used before the end of the fiscal year in which they were earned, or they will be forfeited. Holiday time is not payable upon employment termination.

3.10 INCLEMENT WEATHER

A decision to delay the opening time or to cancel the entire school/work day at UNE due to inclement weather will be made by 5:45 a.m. for day classes based on conditions on each UNE campus and the immediate surrounding area after consulting with the weather service.

4.00 EMPLOYEE BENEFITS

4.1 PLAN DESCRIPTIONS

The Personnel Handbook describes in a general, summary fashion the benefits currently in effect. This summary in this Handbook is designed to provide you with an overview of current benefits that UNE offers to eligible employees. These benefits are typically offered and administered by third party providers and governed by separate documents such as a policy, summary plan description, or plan. Any employee may request a copy of the plan description for insurance or retirement plan carriers. In the event of a conflict between the Personnel Handbook and the policy or plan description, the policy or plan description is the controlling document. All Summary Plan Descriptions (SPDs) are available at <http://www.une.edu/hr/benefits>.

4.2 GROUP INSURANCES

UNE offers health, life, dental, and disability insurance to regular full time and half time faculty and staff. New hires that qualify for insurance coverage may enroll for this insurance on their hire date or within 30 days of employment. Coverage becomes effective on the 1st of the following month. Employees may change their level of coverage at "Open Enrollment" which occurs once a year, or due to a "Qualifying Event." Please contact Human Resources on either campus for details of coverage.

4.3 VOLUNTARY INSURANCES

In addition to the health, life, dental, and disability insurance funded by UNE as part of its cafeteria style benefits program, UNE has worked out an arrangement that permits full time and half time employees dental,

Regular full time and regular half time employees may join the Fidelity 403(b) and, effective January 1, 2024, the Roth plan on the first payroll following their date

5.00 EDUCATIONAL BENEFITS

5.1 TUITION BENEFITS EMPLOYEES

Academic

5.1.a Policy on IRSTaxability Requirements and Procedures for Graduate Tuition Benefits

Purpose: To provide a clear understanding for UNE employees of IRSTaxability requirements under Section 127 and outline the payroll procedures and timing for including taxable amounts of graduate tuition benefits for employees and their spouses/domestic partners/dependents.

Q1: What is Section 127 of the Internal Revenue Code?

A1: Section 127 of the Internal Revenue Code allows employers to provide up to \$5,250 per year in educational assistance to employees on a tax free basis. Any amount exceeding this threshold must be included in the employee's taxable income.

Q2: How does Section 127 apply to graduate tuition benefits for employees?

A2: Graduate tuition benefits provided to employees that exceed \$5,250 in a calendar year are taxable. These amounts must be included in the employee's taxable income within the calendar year and are subject to federal, state, FICA and any local taxes.

Q3: How are graduate tuition benefits for spouses/domestic partners and dependents treated under Section 127?

A3: Graduate tuition benefits provided by UNE on behalf of an employee's spouse/domestic partner are fully taxable. There is no \$5,250 exclusion provision allowed by the IRS. These benefits in full must be included in the employee's taxable income and are subject to federal, state, and local taxes.

Q4: What are the tax rates for the taxable portion of graduate tuition benefits?

A4: The taxable portion of graduate tuition benefits will be subject to the following tax rates which are established by the IRS for taxable fringe benefits such as graduate tuition benefits:

Federal Income Tax: The IRS supplemental tax rate for that calendar year. (For 2025 currently 22%)

State Income Tax: Varies depending upon the supplemental tax rate for the employee's state of residence. (For 2025 the Maine supplemental tax rate is 5%.)

Social Security Tax: 6.2%

Medicare Tax: 1.45%

Local Income Tax: Applicable in some localities.

Additional taxes, such as any applicable state or local taxes, will also be withheld according to the relevant regulations.

Q5: How will the taxable amount of graduate tuition benefits be included in an employee's payroll?

A5: UNE will:

1. Identify employees and their spouse/partner receiving graduate tuition benefits.
2. Track the total benefits received throughout the calendar year.
3. Determine the taxable portion of benefits for employees exceeding \$5,250 and the entire amount for dependents.

4. Upon the graduate tuition benefit exceeding the \$5,250 or in its entirety for spouses/domestic

This policy is designed to ensure employees are well informed about the tax implications of their graduate tuition benefits and that the university complies with IRS regulations.

5.2 TUITION BENEFITS FOR FAMILIES

All regular full time employees of the University of New England are eligible for tuition grant in aid benefits for their families at the College within UNE according to the following terms and conditions:

- Regular full time employees for these purposes are those persons who work a minimum of 35 hours per week (non exempt) or 40 hours per week (exempt) for at least nine months of the year in a position that is regularly budgeted as a full time position, or faculty member on regular full time contract.
- For these purposes, University Trustees are not regarded as regular full or half time employees.
- Students must satisfy all institutional admission requirements and must make an application for these benefits through the Human Resource Office.
- No more than two people from the same family may participate in the tuition grant in aid program at one time.

Employee Dependents

- Regular full time employee's dependents may take coursework at a discount for undergraduate coursework in non enrollment capped programs for their dependent child(ren) or stepchild(ren) (to age 24). Discount on courses are for tuition only and does not include additional fees or materials. Effective September 1, 2024, after merit aid is awarded (if applicable) the remaining balance of tuition will be discounted by 50% for dependents of full time employees with less than 1 year of full time service. Once a full time employee reaches 1 year of full time service, their dependent will receive a 100% tuition waiver, effective the semester following the employee's attainment of 1 year of full time service. The combined total of merit aid and tuition grant in aid shall not exceed the annual tuition cost. (Room and board and fees are not eligible expenses.)
- Student eligibility for participation in this program shall commence at the beginning of the semester following the employee's attainment of the requisite years of service. Eligibility for increase in the percentage of tuition grant in aid shall commence at the beginning of the semester following the employee's attainment of the requisite years of service.
- This chart illustrates the tuition discount based on continuous full time years of service:

Years of Service

Discount Percentage

- Studenteligibility for participation in this program shall commence at the beginning of the semester following the

5.3.1 CIC TUITION EXCHANGE PROGRAM (CICTEP)

The University participates in the Council of Independent Colleges Tuition Exchange Program. Listed below are several distinctive elements of CIC's Tuition Exchange Program that provide significant advantages for participants. For further information, please contact the Human Resources Office staff. Please note there is no guarantee that an employee or their dependent will be awarded a CIC Scholarship. Every institution has their own criteria for selecting who receives the CIC Scholarship.

- CICTEP has no limitations on the number of exports nor are there any credit debit limitations.
- CICTEP does not limit exchange benefits to certain groups of employees. If an employee is designated as full time by a participating institution, they are eligible to receive exchange benefits.
- CICTEP does not limit benefits to the employee's dependents. Employees' spouses and dependents are all eligible for full tuition benefits.
- Institutions may not grant a partial tuition write off. All CICTEP participants receive a full tuition remission benefit for each eligible student.
- Host institutions may keep the student's Pell and state scholarships to offset expenses for the host institution and provide an additional benefit, CICTEP allows institutions this privilege.
- CIC maintains an easily accessible and current listing of CICTEP participating institutions. Early registration provides maximum opportunity for student choice. Participating institutions can be found at <https://www.cic.edu/memberservices/tuitionexchangeprogram/participatinginstitutions>

for re benefit,

Some host institutions may permit students to enroll in part time, graduate, or study abroad programs. (Eligibility for graduate program benefits is limited to the employee and spouse/partner.)

Benefits are not limited to national exchanges. The CICTEP provides for international exchanges when exporting and host institutions allow it.

The preferred deadline for employees to submit CIC tuition exchange applications for consideration for any academic year is October 15th.

The preferred deadline for employees to submit tuition exchange applications for consideration for any academic year is September 30th of the prior year for best consideration although applications may be submitted through the fall semester. For example, if an employee's child is applying for college acceptance for fall 2024, the tuition exchange application must be submitted the fall of 2023. This is not a guaranteed award and is dependent upon the decision of the importing institution.

5.4 UNEBLUE SCHOLAR PROGRAM

The UNE Blue Scholar Program annual tuition subsidy is only available to full time employees hired before September 1, 2024. The subsidy will vary based on years of service:

Years of continuous uninterrupted service	Annual UNE Blue Scholar Award (up to)	Maximum benefit per semester
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Applications for UNE Blue Scholar annual dependent scholarship must be submitted each quarter or semester that an employee is requesting a scholarship payment. Applications along with a copy of the dependent's detailed student statement or bill and Proof of (Full Time) Enrollment should be submitted via People Admin (Records). Payments will be made directly to the college or university and will not exceed the direct billed cost of attendance but may impact other aid awarded. It is important to check with the host institution regarding their internal policies.

Approval of the UNE Blue Scholar award is subject to the following approved policies:

A employee is eligible for the Blue Scholar Award when they have reached ten years or more of continuous and uninterrupted full time service by the end of the fiscal year before their dependent starts their academic year. Exception: A faculty member is eligible for the Blue Scholar Award when they have reached ten years or more of continuous and uninterrupted full time service by September 1st before their dependent starts their academic year. Faculty classification is determined in section two of the University's Faculty Handbook.

Eligible employees include:

1. A full time faculty member.

Faculty Examples: A faculty member is hired 08/25/2007. The employee will reach their 10th year 08/25/2017 and will be eligible for the scholarship effective 09/01/2017. A faculty member is hired 09/25/2007. The employee will reach their 10th year on 09/25/2017 and will be eligible for the scholarship effective 09/01/2018.

2. A full time professional staff member.

Staff Examples: A professional staff member is hired 06/25/2007. The employee will reach their 10th year 06/25/2017 and will be eligible for the scholarship effective 06/01/2018. A professional staff member is hired 03/06/2007. The employee will reach their 10th year on 03/06/2017 and will be eligible for the scholarship effective 06/01/2017.

available to further their education in job related courses, seminars, or workshops. Employees are encouraged to enroll in UNE courses as a means of furthering their education. Employees are also encouraged to join and become active in professional associations relevant to their occupations.

6.00 LEAVE TIME

UNE provides a variety of paid and unpaid leave to provide employees time away from work to relax, pursue special interests, and manage unexpected issues that might arise. The information below defines a variety of leave options including but is not limited to holidays, vacation time, Maine Earned Paid Leave, medical leave, and other leaves of absence. Half-time employees accrue leave time at half the rate of a full

June 1) will be calculated at the rate of 13.33 hours for each full completed calendar month of service

1st. For full time and half time faculty and professional staff who are eligible for vacation time, five days is 40 hours of vacation time.

6.6.6 VACATION LEAVE ADVANCE AT TERMINATION

A vacation time advance, as noted above, is given before an employee earns it. Accordingly, if an employee terminates employment having used more time than was earned, they shall be responsible to reimburse UNE for the time. Repayment may be made by direct deduction from their paycheck or by check to cover the shortfall.

6.6.7 UNUSED EARNED VACATION TIME AT TERMINATION

Unused earned, and non forfeited, vacation time shall be paid to the employee or their beneficiary in the event of termination of employment, transfer to a non vacation eligible position, retirement, or death.

6.7 SICK LEAVE

Sick leave is provided to regular full time and regular half time faculty and professional staff as a form of short term disability coverage. This is designed to protect the employee from loss of income should the employee become ill or temporarily disabled and is unable to work. Medical evidence may be required as a pre condition for payment of sick leave benefits.

Sick time may be used:

- When the employee is unable to work because of illness or injury.
- When the employee has a scheduled medical appointment.

one calendar month. A leave of absence for sick time is defined by not having physically worked at least one day in that calendar month.

6.7.3 MAXIMUM ACCUMULATION The maximum sick leave accumulation is 1,040 hours for regular full time eligible employees (520 hours for regular half time eligible employees). Unlike vacation leave, sick leave is intended to be used only if medical necessity requires it. Unused time is not payable upon termination of employment.

6.7.4 USAGE When an employee is unable to work because of personal illness or the need to care for family members (see above) who are ill, the employee's immediate supervisor should be

1. 12 Month Period for Birth, Adoption or Placement for Adoption or Foster Care; Serious Health Condition Purposes, Qualifying Exigency*

There is a 12 month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

- a. The birth of a child or placement of a child for adoption or foster care;
- b. To bond with a child (leave must be taken within one year of the child's birth or placement);
- c. To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- d. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- e. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

*"Qualifying exigency leave" allows eligible family members to attend to business related to the covered military member's deployment, including activities such as military events; arranging child and/or parent care; making financial and/or legal arrangements attending counseling rest and recuperation with the military member while on leave from activity duty; and certain post deployment activities. Contact Human Resources for more information.

The 12 month period used to determine an employee's eligibility for FMLA for the purposes described above shall be the 12 month period measured backward from the date an employee's first leave begins.

2. 12 Month Period for Military Caregiver Leave

There is a separate 12 month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child, parent or next of kin of an eligible service member or veteran with a serious injury or illness. This single 12 month period in which the 26 weeks of leave entitlement may be taken shall be measured forward from the date of an employee's first FMLA leave to care for the covered service member. During this single 12 month period, an eligible employee's FMLA leave entitlement is limited to a combined total of 26 work weeks of FMLA leave for any qualifying reason. Any military caregiver leave that is not taken within the specific 12 month period is forfeited.

B. Maine Requirements

1. Employee Eligibility

UNE employees who have been employed for at least 12 consecutive months are eligible for leave under the Maine Family Medical Leave law.

2. Leave Amount and Eligibility

The amount of family and medical leave available to employees under the Maine law is 10 work weeks in any two years.

3. Qualifying Purposes

Leave may be used for the following qualifying purposes:

- a. Serious health condition of the employee;
- b. The birth of the employee's child or the employee's domestic partner's child;
- c. The placement of a child 16 years of age or less with the employee or with the employee's domestic partner in connection with the adoption of the child by the employee or the employee's domestic partner;

- d. A child, domestic partner's child, grandchild, domestic partner's grandchild, parent, domestic partner, sibling or spouse with a serious health condition;
- e. The donation of an organ of that employee for a human organ transplant; or
- f. The death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child if the spouse, domestic partner, parent, sibling or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) dies or incurs a serious health condition while on active duty.

4. Notice by Employee

If the situation is foreseeable an employee requesting leave must notify Human Resources at least 30 days in advance of the requested leave. UNE will require a complete and sufficient medical certification to take a leave and to return to work from a leave (if applicable). UNE may also require appropriate documentation to support a military exigency or military caregiver leave. Second and third medical opinions may be required. For more information please contact Human Resources.

5. Coordination with Other Leave

When leave is taken that qualifies both least

the employee will be reinstated to a substantially equivalent position for which the employee is qualified. All returning employees must provide a fit for duty medical certification from their attending physician indicating that they are able to return to work and perform the essential functions of the position.

- In the event, an employee with a MEPL balance transfers to a vacation eligible position, their MEPL balance at the time of their

7.00 LEAVE AND ABSENCE

7.1 PARENTAL LEAVE

Regular full time and regular half time employees who are not eligible for family medical leave may apply for up to 8 weeks of leave following the birth of a child or the adoption or foster care placement of a child under 16 years of age. Leave request forms should be obtained by contacting the Assistant Director of Benefits & Leave, and should be written and directed to the supervisor. Leave requests will be granted subject to the operating needs of the employee's department and the employee's service record. For approved leave that begins on or after September 1, 2024, up to four weeks of such leave will be paid. Approved paid parental leave must be used within six months of the event that gives rise to the

8.00 STATUTORY BENEFITS

Statutory benefits are those benefits provided on behalf of each employee by UNE as required by law. They include:

8.1 SOCIAL SECURITY

All employees are covered by the Federal Social Security Act. Social Security pays benefits when employees retire, become disabled, or die. Employees and UNE pay taxes for this benefit. An employee's taxes are deducted from their pay, and UNE matches these taxes dollar for dollar. The federal government sets a limit each year on earnings which are taxed; and a tax rate or percentage is applied to that limit. For more information on social security benefits and the limits established each year, contact Human Resources.

8.2 WORKERS COMPENSATION

UNE carries insurance to cover the cost of employee's work related injuries or illnesses. This benefit pays for medical treatment and part of an employee's income lost while recovering. It is highly recommended that work related injuries, including minor ones, be reported on the day of injury to the supervisor and Human Resources. An Accident Report form must be filled out by the employee. Forms may be found on the local V:/ drive, at Safety & Security, and at Human Resources. See 6.52 for login information.

8.3 UNEMPLOYMENT INSURANCE

Under State laws, unemployment benefits are provided to those employees who are terminated from employment for reasons other than willful misconduct or voluntary resignation without good cause attributable to the employment.

9.00 SERVICE RECOGNITION PROGRAM

The University proudly recognizes faculty and staff with significant years of service within the calendar year for every five (5) years of service. Individuals receiving these awards will be recognized at the Holly or Pork Pie Luncheon in December. These awards celebrate the

expressed permission. This, however, does not restrict “friending” of co workers and personal communication between co workers.

- All legal compliance issues, such as Sexual Harassment, Anti Harassment, should be observed on both personal and professional public forums.
- If a relationship with the University could be reasonably assumed you must make it clear that any professionally related statements posted are your views and not the views of the University.
- Supervisors and Human Resources are restricted from providing references or recommendations unless they are clearly personal communications and cannot be viewed as University recommendations.
- Personal use of social networking should be reserved for non working hours.
- The University does not regularly check personal social networking communications of its faculty and staff but can use information on these sites if complaints or concerns related to the employee’s job, employment setting, safety, employee’s fitness, employee’s improper bias, or security issues of faculty, staff, or guests of the University or public reputation of the UNE are brought to the University’s attention. Employees should understand that what they post or communicate in any forum may reveal a bias that may raise a question about or can be used to question the decisions they make at UNE or their ability to carry out their duties at UNE in a manner consistent with UNE’s mission and values. Concerns will be addressed in the same way that other personal, written, or public communications would be addressed and may result in discipline up to and including separation of employment.

11.00 EMPLOYEES SAFETY AND HEALTH

11.1 ENVIRONMENTAL HEALTH AND SAFETY

UNE commits to providing a safe and pleasant working and learning environment. To this end, Environmental Health and Safety Office (EH&S) have developed an Environmental Health and Safety manual to comply with applicable Federal and State laws and regulations. In addition, a University Wide Safety Committee (UWSC) has been established and acts as an advisory board to the EH&S in the implementation of the safety manual and other safety issues.

Members of the UNE community are encouraged to direct any safety concern they have to the EH&S Employees are expected to understand and observe requirements of the safety manual and to conduct their jobs in a safe manner, as well as, report any hazards of which they are aware. UNE trains its employees in areas of safety applicable to their duties so

11.4 VIDEO DISPLAY TERMINAL (VDT) TRAINING

UNE provides education and training to VDT operators for two primary reasons:

- To decrease the likelihood of injuries
- To increase employee's comfort level

This is accomplished by an ergonomic training session offered online within thirty days of hire. This training is required to be completed annually.

UNE encourages all VDT operators to get an individualized worksite evaluation, regardless of how much time they may spend with a VDT.

11.7 WEAPONS AND FIREWORKS

No employee(s), student(s) or guest(s) shall possess weapons or any device that presents a danger to the community. Examples of such weapons or devices include swords, axes, machetes, martial arts weapons, knives exceeding 2.5" in length, slingshots, bows, arrows, and pepper spray. Firearms, paintball guns, ammunition, pellet guns, "soft" pellet guns, bb guns, toy or replica, or anything else that resembles a firearm and/or propels an object are prohibited from all University buildings. NOTE: The Director of Safety and Security or designee(s) is the final decision maker.

12.00 STANDARDS OF CONDUCT AND DISCIPLINARY PROCEDURES

12.1 ATTENDANCE

Punctuality and regular attendance are expected of all employees of UNE and are essential to the proper functioning of the University. Any employee who is unable to report to work on time or who needs to leave early must notify their supervisor as soon as possible. If the supervisor is not able to be reached, the employee must leave a message for their supervisor or appropriate designee.

All time off for vacations must have supervisory approval before use. Employees who do not give notice for time off (whether it is for sick time, vacation time, or for a personal appointment) will be subject to disciplinary action, up to and including termination.

An employee's attendance record, other than statutorily protected absences, is considered in decisions on continuing employment, in disciplinary matters, and in performance evaluation and salary determination.

12.2 CONSENSUAL INTIMATE RELATIONSHIPS

UNE is committed to maintaining learning and work environments as free as possible from conflicts of interest, exploitation and favoritism. Where a party uses a position of authority to induce another person to enter into a non consensual relationship, the harm

defined as follows:

- Employee anyone employed by UNE as full time, half time, or temporary faculty or professional staff.
- Supervisor anyone who oversees, directs or evaluates the work of others, including, but not limited to, managers, administrators, coaches, directors, physicians, deans, chairs, advisors, and teaching assistants as well as, faculty members in their roles as instructors, as supervisors of their staff, and as participants in decisions affecting the careers of other faculty members.
- Students all those enrolled full time or part time in any program of UNE and its various schools.
- Consensual intimate relationships dating and/or sexual relationships willingly undertaken by the parties.

Employee/Employee Relationships: Except in unusual circumstances where explicit authorization has been obtained from the appropriate superior, no one who is employed at UNE should participate in supervision, employment actions, evaluation, decisions pertaining to promotion, or the direct setting of salary or wages for someone employed at UNE with whom that person has or has had a consensual intimate relationship.

Except in special circumstances where explicit authorization has been obtained from the appropriate superior, a supervisor should not employ anyone with whom they have or have had a consensual intimate relationship.

Employees should be aware that entering into such a relationship with a supervisor creates the potential for risk to both parties. In particular, such a relationship will limit that supervisor's ability to direct work or promote that employee's career.

In the event that a personal relationship of this kind does exist in a supervisory context, the supervisor must disclose the relationship to the appropriate superior and initiate arrangements to address any issues of conflict of interest.

Faculty/Student Consensual Relationships: No faculty members should enter into a consensual intimate relationship with a student who is directly or indirectly under that faculty member's authority. Situations of authority include, but are not limited to, teaching, formal mentoring, supervision of research, and employment of a student as a research or teaching assistant, and exercising substantial responsibility for grades, honors, or degrees and considering disciplinary or academic action involving the student, including having supervision or appeal of disciplinary or academic decisions.

No faculty members should accept or exercise authority over a student with whom they currently have a consensual intimate relationship. Except as provided below, no faculty members should accept or exercise authority over a student with whom they previously had a consensual intimate relationship. No faculty member should allow the student to enroll for credit in a course which the faculty member is teaching or supervising; direct the student's independent study, thesis, or dissertation; employ the student as a teaching or research assistant; participate in decisions pertaining to a student's grades, honors, degrees, or consider disciplinary or academic action involving the student. Entering into a consensual intimate relationship prohibited under this policy constitutes grounds for discipline, up to and including termination for cause, of the faculty member.

Students and faculty alike should be aware that entering into a consensual relationship will limit the faculty member's ability to teach and mentor, direct work, employ, and promote the career of a student involved with them in a consensual intimate relationship, and that the relationship should be disclosed in any letter of recommendation the faculty member may write on the student's behalf. Furthermore, should the faculty member be the only supervisor available in a particular area of study or research, the student may be compelled to avoid or change the special area of their study or research.

12.6

on the level of seriousness of an employee's misconduct or the number of times that the misconduct has occurred and not on whether the employee had previously

employeesochooseto providea

13.00 LEAVING EMPLOYMENT

13.1 RESIGNATION

Employment at UNE is entered into

The Associate Vice President of Human

cover the cost of such continuation coverage. COBRA rights are provided consistent with Federal law. Current COBRA requirements are summarized here, but may be modified anytime COBRA is amended.

To qualify for COBRA the following conditions must be met:

- The employee must have left employment for a reason other than gross misconduct.
- The employee must make timely payments to the insurance company of 102% of the premium cost.
- The employee is not eligible for Medicare.
- The employee is not covered on another group medical insurance plan.
- UNE must have available to employees a group medical insurance plan.

The length of time which an employee may be enrolled in a COBRA plan depends on the following qualifying events:

Termination of employment (except for gross misconduct)	Up to 18 months (except for 1 employee)	Up to 18 months (except for 1 employee)
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the University's 403(b) retirement plan. Faculty members may find a [retirement](#)

14.00 MISCELLANEOUS INFORMATION

14.1 PUBLIC INFORMATION POLICY

UNE faculty and staff communicate on a daily basis with our various publics or constituencies electronically, in print, on the phone, and in person. It is critical that UNE

protocols established by the UNE Emergency Response Team.

14.2 COPYRIGHT POLICY

It is the intent of UNE that all members of the University community adhere to the provisions of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code). Members of the UNE community who willfully disregard the doctrine of "fair use" do so at their risk and assume all liability. The library does offer a "Fair Use Checklist" for UNE community members to work through the question of whether their intended use of a copyrighted item may be considered "fair use": http://dune.une.edu/libserv_facpub/1/.

The use of copyrighted material is strictly governed by Federal copyright law. UNE Guidelines for copyright laws are as follows:

UNE's copyright policy: <http://www.une.edu/academics/copyrightpolicy>

UNE's copyright guidelines: <http://www.une.edu/academics/copyrightpolicy/copyrightguidelines>

14.3 PETS ON CAMPUS

Pets (dogs, cats, etc.) are not permitted in University buildings which include the residence halls. However, certain exceptions may apply such as guide/service/comfort may

*Associate Vice President of
Human Resources*

behavior and prohibitions covered by this Policy apply broadly to the entire University community, including all trustees, employees, the student body (graduate and undergraduate), vendors, volunteers, alumni, prospective students, prospective employees and visitors to campus. This includes guests, patrons, independent contractors, or clients of the University of New England. This Policy prohibits discrimination in any University education program or activity, which means all academic, educational, extracurricular, athletic, and other programs.

The term "education program or activity" includes all University operations, including locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the conduct occurs, and any building owned or controlled by a student organization that is officially recognized by the University.

Other policies may govern reported conduct in place of this Policy.

When the reported conduct by an employee involves sex discrimination, which includes sex-based harassment covered under Title IX and the University's University of New England's Title IX Grievance Policy For Employees, the investigation and grievance process outlined in that policy will be used and can be found at https://www.une.edu/title_ix or in Appendix J of the Personnel Handbook located at <https://www.une.edu/hr/policies>.

When a student's reported conduct involves discrimination toward an employee, the investigation and grievance process set forth in the University of New England's Title IX Grievance Policy For Students will be used and can be found at https://www.une.edu/title_ix.

Whatever process is followed, any behavior by either Party during the investigation or adjudication process that might constitute a

	Relations & Leadership Development			employees
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The Associate Vice President of Human Resources & Chief Human Resources Officer for the University of New England is Bobbie Kallner, 207 602 2339, bkallner@une.edu, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, Maine 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

The Director/

violations under this Policy. If a Respondent no longer affiliated with the University (as a student or employee), the University may still provide reasonably available supportivemeasures to the Complainant assist the complainant in identifying external reporting options, may investigate and adjudicate the alleged misconduct, and take other appropriate action to address the reported conduct.

Format of the Complaint

Complaints can be an oral or written request to the University that objectively can be understood as a request for UNE to investigate and make a determination about alleged discrimination at the institution.

(B) Disability Accommodations

This Grievance Procedure does not alter any institutional obligations under applicable federal, state, and/or local disability laws, including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, among others. Parties may request reasonable accommodations for disclosed disabilities to the Senior Director of the Office of Title IX and Civil Rights.

Any employee of the University found responsible for any element of this Policy will be referred to and disciplined in accordance with the University Personnel Handbook, the Faculty Handbook, and any other applicable policy.

GRIEVANCE PROCEDURE FOR DISCRIMINATION

(A) Initial Assessment Upon Receipt of a Report and Filing of Complaint by the Senior Director of Title IX and Civil Rights Compliance

When the Senior Director of Title IX and Civil Rights Compliance or their designee (hereafter "Director"), receives a report of a potential violation of this Policy, the Director will reach out to the person allegedly aggrieved to explain options for proceeding with a complaint, the potential for informal and formal resolution of a complaint, and the availability of supportive measures. At that time, the Director will conduct an initial assessment of the reported information. The initial assessment seeks to gather information only.

(B)

APPENDIX

CHILDREN AND VISITORS ON CAMPUS GUIDELINES

UNE values its employees and strives to support them through employment policies and benefit programs in an environment where we balance work and family. We recognize that employees at the University invest a significant part of their time on campus, and we understand that there will be times when a child might need to accompany an employee to work. We want each

That no risk of injury or illness, more than everyday risks, are present in the workplace; no significant disruption of the working environment of either the requesting employee or other employees will occur; The requesting parent and guardian signs an agreement promising to indemnify the University and its agents and employees for any claims (including attorney's fees and court costs) made against UNE or its agents or employees that arise out of the presence of the child (or visitor) in the workplace. The parent or guardian must be a UNE employee. Children of non employees are not allowed on University premises

APPENDIX

COMMUNICABLE DISEASE POLICY

Purpose of this Protocol

The University of New England (UNE) is committed to providing a safe working, living, and learning environment for its faculty, staff members, and students. Accordingly, the University has developed the following procedures to address concerns about communicable diseases.

This protocol addresses diseases that pose a potential threat to the University community due to risk of transmission of infection to, and among, faculty, employees and students. Examples of such infectious diseases include, but are not limited to: acute meningitis; acute respiratory illnesses (especially influenza or respiratory illness associated with international travel); possible or known active tuberculosis; vacciner

In the event of a serious widespread threat or outbreak, the Vice President for Clinical Affairs and the Director of Student

3. The University expressly reserves the right, in appropriate situations, to require as a condition of continued employment, that an employee successfully complete a planned program of recovery from identified substance abuse. This plan, which will be in writing, may stipulate that failure to fully participate in the program or meetings required therein, or to satisfactorily complete the requirements of the plan, may result in the termination of employment.
4. The University commits to continuing efforts to heighten awareness of dependency issues and of resources available to assist employees in effectively resolving these issues.
5. An employee who loses eligibility for professional licensing, certification, or registration through substance abuse is subject to disciplinary action including termination of employment.
6. Employees and students of UNE are advised that there are distinct health risks associated with the use of illicit drugs and the abuse of alcohol. The potential for both physical and psychological addiction always exists, as well as the known effects that alcohol and other dangerous drugs have on blood pressure, respiration, and organ dysfunction (heart, lungs, kidneys, liver and brain). Pregnant women are at particular risk for birth defects in their unborn children with any use of these substances. Other specific health risks directly attributed to alcohol and other dangerous drug use are: cirrhosis of the liver, pancreatitis, gastritis, organic brain syndrome, sudden cardiac arrest, testicular atrophy, hypertension, hepatitis, seizures, AIDS, and

or asset, property of thing of value belonging to UNE;

Not accept, solicit, or agree to accept or solicit any gift, favor, service, or entertainment that might reasonably tend to

APPENDIX

COMPUTER ACCEPTABLE USE POLICY

PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment at UNE. These rules are in place to protect the employee and UNE. Inappropriate use exposes UNE to risks including virus attacks, compromise of network systems and services and legal issues.

POLICY

Internet/Intranet/Extranet related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, providing electronic mail, WWW browsing, and FTP are the property of UNE. These systems are to be used for business purposes in serving the interests of UNE in the success of meeting its daily goals of operation.

Effective security is a team effort involving the participation and support of every UNE employee and affiliate who deals with information and information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

This policy applies to employees, contractors, consultants, and other workers at UNE, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by UNE.

GENERAL USE AND OWNERSHIP

1. While UNE's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on UNE systems remain the property of UNE. Because of the need to protect UNE's network, management cannot guarantee the confidentiality of information stored on any network device belonging to UNE.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
Individual

Examples of private, confidential information include, but are not limited to: Social Security Numbers, Financial Information, Financial Aid Applications, Copies of Tax Returns, Private Health Information, Birth date, Home address or phone number, Passwords, Gender, Ethnicity, Citizenship or Citizen visa code, Veteran and disability status, Educational services received, Student academic information (grades, courses taken, schedule, test scores, Advising records, etc.), Disciplinary actions, and Student ID. Employees should take all necessary steps to prevent unauthorized access to this information.

2. Keep passwords secure, and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every 45 days.
3. All PCs, laptops, and workstations should be secured with a password protected screensaver with the automatic activation feature set at 10 minutes or less or by logging off (control alt delete for Win2K users) when the host will be unattended.
4. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the "*Laptop Security Tips*."
5. Postings by employees from a

installation of any copyrighted software for which UNE or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted before export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a UNE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile environment workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any UNE account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruption of

than another employee's personal username and password. In addition, it is a violation of this policy to engage in any of the following conduct:

1. It is an unacceptable practice to move confidential information by e-mail that is not encrypted.
2. Sending unsolicited e-mail messages including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
3. Any form of harassment via e-mail, telephone, or paging, whether through language frequency, or size of messages.
4. Unauthorized use or forging of e-mail header information.
5. Solicitation of e-mail for any other e-mail address, other than that of the poster's

that

the application and may result in employment termination or withdrawal of the employment offer, whenever discovered. Failure of the employee to present appropriate transcripts or credential information will be a barrier to the employee's ability to begin employment, or if discovered after beginning employment, may be cause for employment termination.

Background checks will not be done for those in employment before the policy going into effect, unless exceptional circumstances so warrant.

APPENDIX

results in another person being excluded from participating in or enjoying the benefits of UNE's education program or activity may be acted upon by the University. Information posted or shared online, including social media, that violates this Policy, the University Student Conduct Code, the Faculty Handbook, the Personnel Handbook, or any other applicable UNE policy and/or creates a potentially hostile learning or work environment may also be acted upon by the University. The University reserves the right to complete any investigation and/or disciplinary process started while a student is enrolled, even if a student withdraws, graduates or otherwise leaves the University. Similarly, UNE reserves the right to conduct any employment related investigation even if an employee is no longer employed by or working at or for UNE.

Such off campus programs and activities covered under this Policy include but are not limited to, the Morocco campus, study abroad programs, internships, participation in affiliated programs, clinical programs, student teaching, conferences and applied learning, such as, but not limited to, online course experiences.

(C) Academic Freedom and Freedom of Expression

The University is committed to protecting, maintaining, and encouraging both freedom of expression and the academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination, harassment or sexual misconduct. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or this Policy.

II. NONDISCRIMINATION AND EQUAL OPPORTUNITY

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The

of 10/10/15

Other sex based harassment in UNE's education program or activity.

(C) *Sexual*

advances requests for sexual favors, and other verbal, non verbal, or physical conduct of a sexual nature

(C) Consent may not be inferred from silence.

(D) Consent is not voluntary if it is induced by force, threat, coercion, or deception. Deception does not include insincere expressions of caring or affection.

(E) Consent cannot be

disciplinary

Student, or an employee or other person authorized by the University to provide aid, benefit, or service under the University's Education Program or Activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a Complaint, testified, assisted or participated or refused to participate in any manner in an

required to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination.

Mandatory Reporting to Title IX Coordinator or Provision of Title IX Coordinator Contact Information:

All other employees who are not “confidential employees” are required to either:

Notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination or sex-based harassment or

Provide the contact information of the Title IX Coordinator and information about how to make a complaint of sex-based harassment to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination or sex-based harassment.

No UNE community members should assume that an official of the University of New England knows about any particular situation of concern involving discrimination, harassment or sexual misconduct. All incidents must be reported to the Title IX Coordinator.

A “confidential employee” is:

A UNE employee whose communications are privileged or confidential under Federal or State law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies. 2016

based harassment under Title IX or this policy that was provided by a person during a public event to raise awareness

Guidance in obtaining a sexual assault forensic examination;

Assistance in arranging rescheduling of assignments and extensions of deadlines;

Assistance in requesting accommodations through the appropriate office, if the Complainant or Respondent qualifies as an individual with a disability;

Escort and other safety planning steps;

Increased security and monitoring of certain areas of the campus;

Mutual imposition of a "no contact order," an administrative remedy designed to curtail contact and communication between two or more individuals;

Voluntary leave of absence;

Referral to resources to assist with any financial aid, visa, or immigration concerns;

Training and education programs related to sex-based harassment.

Emergency removal of Respondent

Paid or unpaid administrative leave for the Employee Respondent;

Withdrawal from sponsored research projects;

Exclusion from all or part of campus housing;

Exclusion from specified activities or areas of campus;

Prohibition from participating in activities or representing the University in any capacity;

Interim suspension or

Any other remedial Supportive Measure that does not unreasonably interfere with either party's access to education or employment opportunities can be used to achieve the goals of this Policy.

The University will also work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

Challenges to Supportive Measures

Within ten (10) days of being notified of any supportive measures implemented, either a Complainant or a Respondent may seek modification or reversal of UNE's decision to provide, deny, modify, or terminate supportive measures applicable to them. Employees may seek such modification or reversal by appealing to the Associate Vice President of Human Affairs/Chief Human Resources Officer. The Associate Vice President of Human Affairs/Chief Human Resources will have the authority to modify or reverse the initial decision if they determine that the initial decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition and purpose of supportive measures set forth above.

Parties are only allowed to challenge their own individual Supportive Measures. Challenges by one Party will not be heard to Supportive Measures afforded to the opposite Party, unless that supportive measure directly impacts the Party making such challenge (i.e., two-way no contact orders).

Process for Review of Supportive Measures

proceeding, or hearing under this part. When UNE receives information about conduct that reasonably may constitute retaliation under Title IX or this part, UNE will investigate and apply this Policy as appropriate. Upon receiving a complaint alleging retaliation, UNE will initiate the grievance procedures under this Policy, or, as appropriate, an informal resolution process. If the complaint is consolidated with a complaint of sex-based harassment involving a student complainant or student respondent, the grievance procedures initiated by the consolidated complaint will comply with this Policy.

If you believe that you have been or another person has been the subject of retaliation, please contact the Title IX Coordinator or one of the Deputy Title IX Coordinators as soon as possible.

(G) Sanctions for Violation of this Policy

Any party found responsible for violating this Policy may be subject to disciplinary sanctioning. Sanctions are determined on a case-by-case basis. Factors that are considered when determining a sanction include, but are not limited to, precedent for similar conduct violations, impact to the Complainant, severity of the conduct, and, if any, prior conduct history at the University for similar conduct.

Any employee of the University found responsible for any element of this Policy is subject to discipline or other corrective action in accordance with the University Personnel Handbook, the Faculty Handbook, and any other applicable policy up to and including termination. (See Personnel Handbook, 12.8 Disciplinary Policy, <https://www.une.edu/hr/policies>)

(H) Applicable Procedures Under this Policy

In response to a report of sex discrimination, sex-based harassment, sexual misconduct under this Policy, investigation including conduct covered by Title IX, the report may be resolved in any one of the following ways: (1) by the Title IX Coordinator offering or providing supportivemeasures to the Complainant and/or the Respondent (2) by the Complainant making a complaint, which will prompt an investigation and Title IX Coordinator. TXCT641475 OFFEDING Trk 0003 > Tj / T

VII. THE TITLE IX GRIEVANCE PROCEDURE FOR ALLEGATIONS OF SEX-BASED HARASSMENT INVOLVING AN EMPLOYEE AS A PARTY AND NOT INVOLVING A STUDENT AS A PARTY

This section describes the grievance procedures that govern the adjudication of a complaint of sex discrimination, including sex-based harassment involving an employee as a party as long as a student is not also a party.

(A) *Filing a Complaint*

Who can make a

All other employees at UNE who are not Confidential Employees and are not Employees and

Program or Activity, the Title IX Coordinator may initiate a Complaint.

If the Title IX Coordinator does initiate the Complaint after making this determination, the Title IX Coordinator must notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others, including by providing supportive measures as listed in SECTION VI.D above.

Format of the Complaint

As set forth above, a Complaint can be an oral or written request to the University that objectively can be understood as a request for UNE to investigate and make a determination about alleged sex discrimination or sex-based harassment at the institution.

(B) Multi Party Situation

The University may consolidate Complaints alleging sex discrimination or sex-based harassment against more than one Respondent or by more than one Complainant against one or more Respondents or by one Party against the other Party, where the allegations of sex discrimination or sex-based harassment arise out of the same facts or circumstances.

UNE can consider factors when making this fact specific determination, which include, but are not limited to:

The facts and circumstances of the particular Complaint when deciding whether to consolidate, including the toll of separate proceedings on the Parties; and

Any risks to the fairness of the investigation or outcome.

(C) Dismissal of a Complaint

Grounds for Dismissal:

A complaint may be dismissed for any of the following reasons:

UNE is unable to identify the respondent after taking reasonable steps to do so;

The respondent is not participating in UNE's education program or activity and is not employed by UNE;

The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and UNE determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex-based harassment under Title IX or this part even if proven; or

UNE determines the conduct alleged in the complaint, even if proven, would not constitute sex-based harassment under Title IX or this part.

Prior to dismissing the complaint under this paragraph, UNE will make a good faith effort to identify the

the

If the University dismisses a complaint, UNE will promptly notify the complainant of the

Investigation

All allegations of sex discrimination, including discriminatory harassment and sexual misconduct will be

- (ii) The requirements of the informal resolution process;
- (iii) That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the UNE's grievance procedures;
- (iv) That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
- (v) The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- (vi) What information UNE will maintain and whether and how UNE could disclose such information for use in the applicable grievance procedures, if grievance procedures are initiated or resumed.

The facilitator for the informal resolution process will not be the same person as the investigator or the decision maker in the grievance procedures. Any person designated by UNE to facilitate an informal resolution process will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution will also have received training required by the current Title IX regulations.

Potential terms that may be included in an informal resolution agreement include but are not limited to:

- (i) Restrictions on contact; and
- (ii) Restrictions on the respondent's participation in one or more of UNE's programs or activities or attendance at specific events, including restrictions UNE could have imposed as remedies or disciplinary sanctions had UNE determined at the conclusion of UNE's grievance procedures that sex discrimination occurred.

VIII. RESOURCES, REPORTING, AND RESPONDING PARTIES

In the event that an employee experiences sexual misconduct in any form, they should treat it seriously and tell someone. There are long term effects, even if the immediate effects may not appear obvious. Help is important. Which service one starts with is not important. Each service is designed to address the specific concerns of a situation. These resources are not isolated but cooperate to provide a web of support for the student who has experienced discrimination, harassment, or sexual misconduct. After the first contact, there is help in deciding who else might be of assistance.

If employees experience sex-based discrimination, sex-based harassment, and/or sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, on or off campus and have questions or need

limited to a confidential resource.

Confidential Resource Advisor (CRA) Support

The CRA at UNE is a partnership with Sexual Assault Response Services of

of residence halls and campus parking lots. You may use the boxes to report a criminal incident, a fire, or other type of emergency or to request assistance from the Department of Safety and Security. An interactive map of call box locations can be found online at <https://www.une.edu/parking>. The University also supports the RAVE Guardian App as a resource for UNE community members to access support and to be notified in case of an emergency. Individuals can learn more about RAVE at https://www.une.edu/emergency/emergency_notifications.

<p style="text-align: center;">Biddeford Police Department</p> <p style="text-align: center;">39 Alfred Street Biddeford, ME 04005 Emergency 911 Non Emergency Phone: 207 282 5127 Website: https://www.biddefordmaine.org/2198/Police</p>	<p style="text-align: center;">Portland Police Department</p> <p style="text-align: center;">109 Middle Street Portland, ME 04101 Emergency 911 Non Emergency 207 874 8497 Website: https://www.portlandmaine.gov/436/Police</p>
<p style="text-align: center;">Saco Police Department</p> <p style="text-align: center;">20 Storer Street Saco, ME 04072 Non Emergency Dispatch: (207) 284 4535 Police Administration: (207) 282 8214 Website: https://www.sacomaine.org/departments/police_department/index.php</p>	<p style="text-align: center;">Tangier Morocco Emergency Numbers</p> <p style="text-align: center;">Campus Address: Rue Abi Chouaib Doukkali University of New England Tangier 90000, Morocco</p> <p style="text-align: center;">Director of UNE Tangier: Ms. Douaa Ben Imran Phone: 212 636 93 62 77 EMail dimran@une.edu</p> <p style="text-align: center;">Police: 19 Fire/Ambulance: 115</p> <p style="text-align: center;">US Embassy American Citizen Services: 05376 67200 US Consulate for Emergencies: 05226 42000</p>

Hospital Emergency Departments (Confidential Resource)

[MaineHealth Maine Medical Center Portland](#) and [MaineHealth Maine Medical Center](#) are healthcare units that can provide immediate medical care, STD (sexually transmitted disease) testing, pregnancy testing, and preventive care. The successful

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is no cost associated with requesting an advocate.

Portland: Maine Medical Center	Biddeford: SouthernMaine Health Care
22 Bramhall Street Portland, ME 04102 Phone: 207 662 0111 Website: https://www.mainehealth.org/mainemedicalcenter	1 Medical Center Drive Biddeford, ME 04005 Phone: 207 294 5000 Website: https://www.mainehealth.org/southernmainerhealthcare

Maine State Crisis

24/7 Helpline: 1 800 871 7741
Website: <https://www.sarssm.org/>

Maine Coalition Against Sexual Assault (Mecasa) (Confidential Resource)

Provides information and referral to the Sexual Assault Support Centers throughout the state of Maine as well as other key resources including for immigrants and native populations.

Maine Coalition Against Sexual Assault

24/7 Helpline: 1 800 871 7741
Website: <https://www.mecasa.org/>

Caring Unlimited (Confidential Resource)

York County's Dating/Domestic Violence Program 24 hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, and confidential emergency shelter. Supports and Resources are also available for Stalking.

Caring Unlimited

24/7 Hotline: 1 800 239 7298
Chat Online: <https://www.caringunlimited.org/helpline> (Mondays 1:00PM-5PM) Tc <005

Call: 800 656 4673
Chat: online.rainn.org
Website: <https://www.rainn.org/>

[National Sexual Violence Resource Center \(Nsvrc\) \(Confidential Resource\)](#)

NSVR maintains a directory of organizations that lists state and territory sexual assault coalitions, victim/survivor support organizations and local communities of color sexual assault organizations. You can contact your state or territory's coalition to find local resources that provide services to survivors.

National Sexual Violence Resource Center:

Website: <https://www.nsvrc.org/>

[STALKING PREVENTION, AWARENESS, RESOURCE CENTER \(SPARC\)](#)

SPARC is a federally funded project providing education and

and South Portland buses, <https://southportland.org/departments/bustransportation/busschedule/>, for free with University ID cards. Greater Portland Metro services Westbrook, Falmouth, the Portland peninsula, and as far north as Freeport and Brunswick. South Portland buses service the Southern Maine Community College and Willard Beach areas, the Maine Mall area, and in between, and they connect with GPMetro on the Portland peninsula.

Lyft Ride Share

In addition to offering free Lyft credits as an incentive for first year students to leave their cars at home, UNE encourages students to use Lyft for trips that don't coincide with the bus schedule.

The Biddeford Campus has two designated Lyft pickup and drop off locations, at the Campus Center and Alford Forum bus shelters. The app is free and can be used to hail a ride,

APPENDIX

FULL-TIME PROFESSIONAL STAFF FLEXIBLE WORK MODEL

1. Introduction

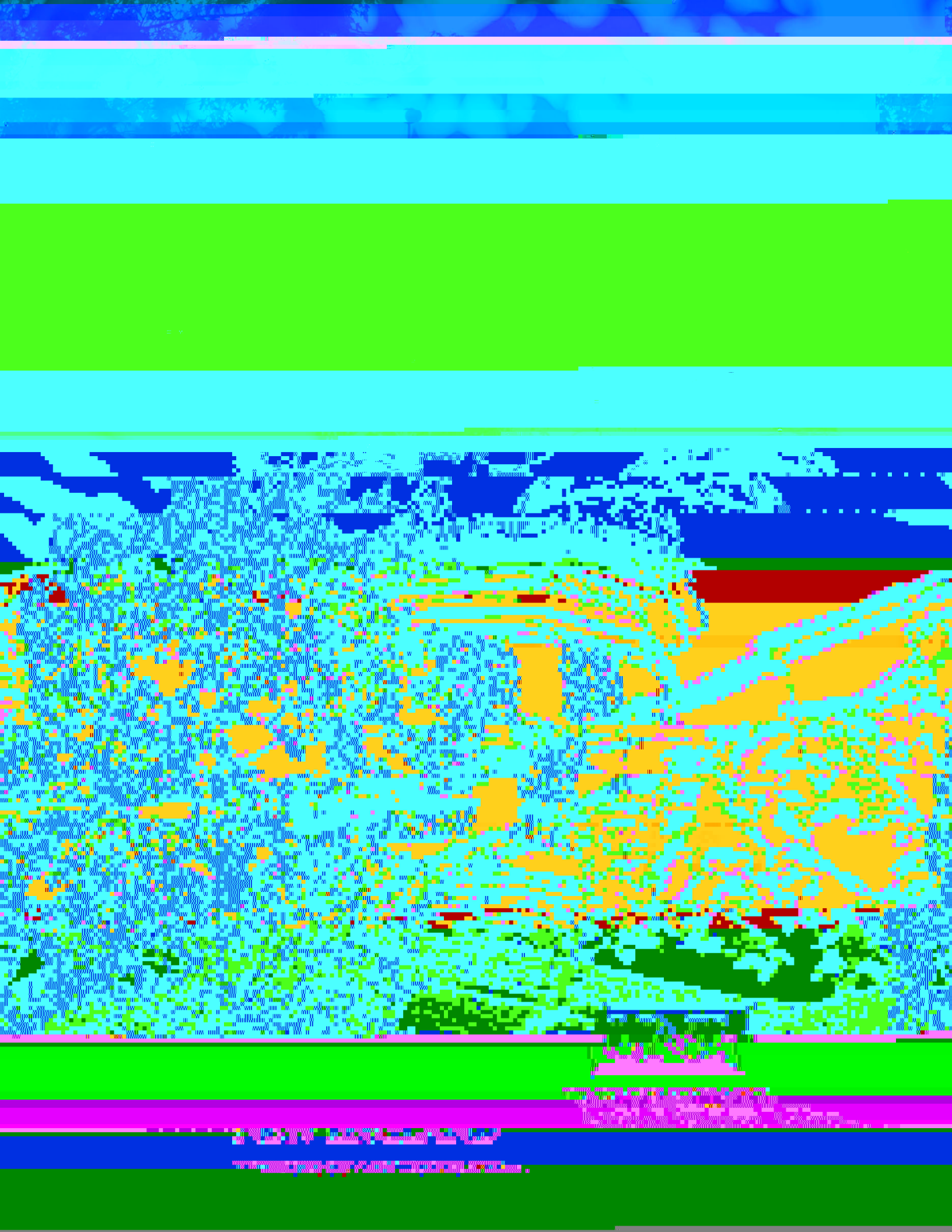
The University values excellence in performance and employee well-being and strives to provide professional staff with the opportunity to have a balanced and rich life where they can thrive both at home and at work. At the heart of UNE's core values are our students. Students are our top priority, and they expect the in-person, world-class learning environment that UNE is known for. UNE is committed to making its campuses vibrant, sustainable, safe, and engaging places where students and employees can study and perform their best work. UNE is a workplace that values the in-person experience, supports a student first focus, and emphasizes a sense of belonging for all students, employees, and other stakeholders. This is best.

- 3.9 Remote work arrangements are subject to a presumption that they will be hybrid remote arrangements with the professional staff member working remotely for up to two (2) days and on campus the remaining days of their scheduled workdays. Remote work arrangements of more than two (2) days are available subject to agreement, but reflect an exceptional (or atypical) arrangement.
- 3.10 Offices should be open for their standard hours (typically 8:00 a.m. to 4:30 p.m.)
- 3.11 Generally, supervisors should be available for standard hours of coverage.
- 3.12 Professional staff working remote/hybrid or flexible schedules must agree to report on site when directed to do so by their supervisor to attend in person meetings, in person training, or for other reasons that the supervisor determines are required based on the operational needs of the Department.
- 3.13 When it is appropriate for professional staff to attend meetings or trainings remotely because they are able to participate fully in the meeting, supervisors should take steps to include all members of their teams in departmental meetings, trainings, etc. Professional staff attending meetings or trainings remotely have an obligation to fully participate in the event and have a responsibility.

A flex hour schedule is one that permits an employee to

This policy does not

remotely outside of the state of Maine, except in situations in which the work is temporary, and in all cases with the knowledge and approval of the employee's direct supervisor. The employee and supervisor, with the assistance of Human Resources, may need to consider and resolve any tax or legal implications, state and local government laws, and/or restrictions of working outside of the state of Maine. For instance, working remotely from certain states may not be permissible due to requirements to register as an employer in that state.



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