

Dear NECC employee:

Welcome to Northern Essex Community College! On behalf of myself and your colleagues, I welcome you to NECC and wish you every success here.

We believe that each employee contributes directly to NECC's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe the expectations we have of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook, for it will answer many questions about employment with NECC. Employees should also familiarize themselves with the contents of their collective bargaining agreements or personnel policy handbooks if applicable.

Nothing in this new employee orientation handbook is intended to supersede the language of any collective bargaining agreement or personnel policies handbook. If inadvertently, the language of this new employee handbook is in conflict with any language in the collective bargaining agreements or personnel policies handbook, the language in the collective bargaining agreement or personnel policies handbook shall prevail.

As NECC continues to grow, the need may arise and NECC reserves the right to revise, supplement, or rescind any policy or portion of the handbook from time to time as it deems necessary. Employees will, of course, be notified of such changes as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

***Lane Glenn, President***

## **I. Philosophy of Northern Essex Community College**

Northern Essex Community College is committed to the belief that high quality, low cost education should and can be available to everyone in the community. Individuals of all ages and backgrounds are welcome to utilize the educational opportunities offered here at NECC.

Northern Essex seeks out potential students who may not be aware of the resources available to them. Age, ethnic or religious background, physical disability, or past academic records are not prohibitive factors to admission. NECC encourages individuals to consider education throughout their lives.

To implement these ideals, NECC continually develops a wide variety of flexible programs to meet diverse community needs. NECC attempts in its programming to directly reflect the interests of business, culture, health and industry in the Merrimack Valley area.

## **II. The History of NECC**

Northern Essex Community College is a public, co-educational community college founded in 1961. The College was first housed in the old Greenleaf School in Bradford, MA. The building was offered by the City of Haverhill and renovated by the Commonwealth of Massachusetts. Soon after, the College opened its doors to one hundred and eighty-six students who became the first graduating class of 1963.

From 1963 through 1967 the College continued to expand. In October 1967, in order to accommodate its growing student body, ground was broken for the present Haverhill campus on scenic rural land bordering Kenoza Lake. The new campus was completed and has been in use since 1971.

Northern Essex Community College expanded into Lawrence in 1984 with the Lawrence Educational Employment Project (LEEP). Classes were held at Central Catholic High School, Lawrence High School, the Grace Episcopal Church, and the Lawrence Public Library. In 1991, the Prudential Insurance Company of America donated its building on Franklin Street in Lawrence to the Commonwealth of Massachusetts for use by Northern Essex Community College as a permanent campus site. The College has moved several of its academic programs to the Lawrence campus since that time.

### **III. Organizational Structure**

#### **1. Office of the President**

- Faculty/Staff Development
- Human Resources/Affirmative Action/Payroll
- Institutional Research & Planning

#### **2. Chief Information Technology Officer**

- Client Computing
- MIS
- Network Operations Center

#### **3. Executive Vice President for Enrollment Management/Student Services**

##### **Access & Resource Development**

##### **Enrollment Services (Haverhill and Lawrence)**

- Admissions Recruitment
- Community Building
- Financial Aid
- Haverhill Registrar
- Lawrence Registrar

#### **4. Marketing Communications**

- Public Relations
- Internal Communications

#### **5. Specialized Student Services**

- Learning Accommodations
- Deaf & hard of Hearing Services
- Staff Interpreting Services

#### **6. Student Life**

- Athletics
- Student Engagement Center
- Wellness/Fitness Center

## **7. Vice President of Academic Affairs**

### **Dean of Academic Advising**

- Academic Advising Center
- Center for Adult & Alternative Studies
- Testing Center

## **8. Dean of Academic Technology**

### **Dean of Arts, Business, Communication and Technology**

- Art, Design & Photography
- Business Administration
- Communication Arts
- Computer Information Science

## **9. Dean of Foundational Studies and Liberal Arts & Science**

- Behavioral Science
- Developmental Education
- English
- English Language Center
- Global Studies
- Math
- Natural Science
- Reading Center
- Writing Center

## **10. Dean of Health Professions**

- Dental Assistant
- Emergency Medical Services
- Health Information Technology
- Medical Assistant
- Nursing
- Phlebotomy Technician
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Sleep Technology

### **11. Dean of Learning Resources**

- College Math Lab
- Library Services
- Math Center
- Tutoring Center

### **12. Dean of Law, Education & Social Professions**

- Criminal Justice
- Deaf Studies Program
- Early Childhood Education
- Education Programs
- Human Services
- Paralegal

### **13. Dean of Workforce Development & Community Education**

### **14. Gallaudet University Regional Center**

### **15. Vice President of Administration**

- Accounting & Finance
- Bursar
- Facilities/Community Events
- Facilities & Grounds
- Financial Planning & Analysis

### **16. Vice President of Institutional Advancement**

- Alumni and Donor Relations
- Private Sector Fund Raising
- Public Sector Fund Raising

## **Commitment to Employees**

NECC's core values are: Student Engagement; Collaboration; Personal and Professional Growth; Respect; Diversity; Access and Opportunity; and Excellence

We are building a culture that appreciates diversity and the unique strengths of each employee; we are committed to fostering mutual respect that enables all employees to grow and work together in a supportive environment of shared governance, open communication, and fairness; we are committed to the personal and professional growth of every employee and to developing productive, collaborative relationships within the college community.

## **Associations and Unions**

There are three Collective Bargaining Units at NECC and at the Community Colleges statewide:

1. **Massachusetts Community College Council/Massachusetts Teachers Association (MCCC/MTA)** - represents full-time and part-time day division faculty and professional staff.
  - a. **MCCC/MTA Division for Continuing Education** represents all DCE instructors who work in Continuing Education and teach credit courses.
2. **American Federation of State, County and Municipal Employees (AFSCME)** - represents classified (non-professional) employees who work half-time or greater. These employees are separated into two units.
  - a. **Unit I** - covers clerical-technical staff
  - b. **Unit II** - covers maintenance-custodial staff.
3. **Northern Essex Community College Administrators Association (NECCAA)** - while not a legally recognized bargaining unit, is a local campus organization comprised of full-time and part-time administrative staff.

To obtain more information about these Associations and Unions, and for names of officers and stewards, please contact the Human Resources Office.

## ***EMPLOYMENT***

### **EEO/Affirmative Action**

NECC recognizes and affirms its commitment to the policy of non-discrimination, equal opportunity and affirmative action in all aspects of employment in accordance with the appropriate collective bargaining agreements and personnel policies handbooks. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NECC are based on merit, qualifications, abilities, and the applicable language from the appropriate collective bargaining agreement or personnel policies handbook.

NECC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, NECC has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Affirmative Action Office at extension 3956. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Immigration Law Compliance**

NECC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new or rehired employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Please contact the Human Resources Office for more information about immigration law compliance.

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## **Conflicts of Interest**

An actual or potential conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of NECC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of NECC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. NECC's conflict of interest policy is mandated by the Massachusetts State Ethics Commission which provides guidelines for political activity as well as Massachusetts Conflict of Interest Law and Massachusetts Financial Disclosure Law. The purpose of the guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. For more information about conflicts of interest and the financial disclosure law please visit the State Ethics Commission website at: <http://www.mass.gov/ethics/> .

## **Outside Employment**

Generally speaking, an employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with NECC. All employees are expected to comply with their respective collective bargaining agreement or personnel policies handbook with regard to work hours and schedules and will be subject to NECC's scheduling requirements regardless of any existing outside work requirements.

If NECC determines that an employee's outside work interferes with performance or the ability to meet the job requirements of NECC, the employee may be asked to terminate the outside employment if he or she wishes to remain with NECC.

## **Disability Accommodations**

NECC does not discriminate on the basis of disability in employment. The College as your employer is obligated under State and Federal law to provide reasonable accommodations to qualified employees with disabilities. If you have a disability and are in need of a reasonable accommodation in order to perform the essential functions of your job, please contact the Director of Human Resources for more information at extension 3956.

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## **Job Posting**

NECC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular full-time and part-time job openings are posted, although NECC reserves its discretionary right to not post a particular opening, subject to the terms of the appropriate collective bargaining agreement or personnel policies handbook.

Job openings will be posted on the employee bulletin board located outside of the Human Resources Office and on our Human Resources Website at

<http://facstaff.necc.mass.edu/departments-and-organizations/human-resources/> .

Postings will normally remain open for 14 days. Each job posting notice will include the date of the posting period, job title, department, location, job responsibilities, salary range, minimum qualifications (required skills and abilities) and application deadline dates. Open positions are generally advertised on various job websites. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Employees should apply online at <http://www.necc.mass.edu/employment/> by the deadline date designated on the job posting.

## **Unemployment Compensation**

In accordance with Massachusetts Law, NECC provides instructions about how to file for unemployment compensation to employees who terminate their employment with the College. Please visit the Labor & Workforce Development website for information on unemployment insurance benefits at: <http://www.mass.gov/lwd/unemployment-insur/claimants/> .

## **Public Employees and Campaigns**

Under Massachusetts General Laws, Chapter 55, the Campaign Finance Law regulates political activity by public employees and the use of public buildings and resources in campaigns.

- **Section 13: Public Employees**

No person employed for compensation for the Commonwealth, its cities, towns and counties, and public agencies, other than an elected official, may directly or indirectly solicit or receive a contribution or anything of value for any political purpose.

- **Section 14: Public Buildings**

Soliciting or receiving campaign contributions in a public building is prohibited.

Examples include City or Town Hall, office buildings, public schools and libraries, police and fire stations and public works garages.

- **Use of Public Resources**

Campaign finance law prohibits the use of public resources for political campaign purposes, such as influencing the nomination or election of a candidate, or the passage or defeat of a ballot in question. “Public Resources” encompass just about anything that is paid for by taxpayers, such as vehicles, office equipment and supplies, buildings and the paid time of public employees.

For more information please visit: <http://www.ocpf.us/>

## ***EMPLOYMENT STATUS & RECORDS***

### **Employment Categories**

It is the intent of NECC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

- **Full-time Faculty** - are subject to the terms of the MTA/MCCC Collective Bargaining Agreement. The full-time faculty classification is comprised of Instructors, Assistant Professors, Associate Professors and Professors. They are eligible for health insurance benefits through the Group Insurance Commission and other benefits as outlined in their Collective Bargaining Agreement.
- **Part-time Instructors** - are comprised of credit and non-credit faculty. Instructors who teach credit courses come under the terms of either the MTA/MCCC Collective Bargaining Agreement or the DCE Collective Bargaining Agreement depending on whether the course is offered through the College's Day Division or DCE. Benefits for part-time instructors are dictated by their respective collective bargaining agreements. Non-credit instructors are not covered by a Collective Bargaining Agreement and receive only limited educational benefits.
- **Full-time Professional Staff** - are subject to the terms of the MTA/MCCC Collective Bargaining Agreement. The full-time professional staff classification is comprised of Counselors, and certain Staff Assistants and Coordinators. They are eligible for health insurance benefits through the Group Insurance Commission and other benefits as outlined in their Collective Bargaining Agreement.
- **Part-time Professional staff** - are covered under the MTA/MCCC Collective Bargaining Agreement. Titles within this classification are generally Counselors, and certain Staff Assistants, and Coordinators. Benefits are as outlined in the Collective Bargaining Agreement as well as the College's internal benefits for part-time staff.
- **Full-time and Part-time Administrators** - receiving fringe benefits are subject to the terms of the Non-Unit Professional Personnel Policies Handbook (Management Package). The full-time Administrator classification consists of President, Vice President, Dean, Associate Dean, Assistant Dean, Director, Staff Associate and Staff Assistant. Such administrators are eligible for health

insurance benefits through the Group Insurance Commission and other benefits as outlined in the Non-Unit Professional Personnel Policies Handbook.

- **Part-time Hourly Administrators** - hold titles such as Director, Staff Associate, and Staff Assistant. They are not eligible for benefits under the Non-Unit Personnel Policies Handbook but receive limited benefits under the College's internal benefits policies.
- **Full-time and Part-time Classified Staff** - are clerical, technical, paraprofessional and maintenance staff. Full-time and part-time classified who work more than 975 hours per year are subject to the terms of the AFSCME Collective Bargaining Agreement. They are eligible for health insurance benefits through the Group Insurance Commission and other benefits as outlined in the AFSCME Collective Bargaining Agreement.
- **Part-time Hourly Classified Staff** - work less than 975 hours annually are not unit eligible and do not receive benefits through the union. They receive limited benefits through the College's internal policies.

## **Access to Personnel Files**

NECC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of NECC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of NECC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in NECC's Human Resources office in the presence of an individual appointed by NECC to maintain the files. Employees who wish to add information or documentation to their personnel file may do so by forwarding the document to Human Resources with a note requesting it be placed in their personnel file.

## **Employment Reference Checks**

To ensure that individuals who join NECC are well qualified and have a strong potential to be productive and successful, it is the general policy of NECC to check the employment references of all applicants. The Human Resources Department or the appropriate supervisor will respond to all reference check inquiries from other employers.

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## **Personnel Data Changes**

It is the responsibility of each employee to promptly notify NECC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, promptly notify the Human Resources Department.

## **Employment Applications**

NECC relies upon the accuracy of information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in NECC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **Performance Evaluations**

Employee performance evaluations are conducted in accordance with the appropriate Collective Bargaining Agreement or Personnel Policies Handbook. The process varies by employee classification but in general, supervisors and their staff are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Formal performance evaluations are conducted during the employees' initial period of employment in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position unless stated otherwise in a Collective Bargaining Agreement or Personnel Policies Handbook. Additional formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Please contact the Human Resources Office for more information on employee performance evaluations.

# ***EMPLOYEE BENEFIT PROGRAMS***

## **Employee Benefits**

Eligible employees at NECC are provided a wide range of benefits. A number of the programs (such as a retirement plan, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by the law.

Benefits eligibility is dependent upon a variety of factors, including employee classification and union affiliation. Your Human Resources Department can identify the programs for which you are eligible. Details of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Healthcare Spending Account and Dependent Care Assistance Program
- Credit Unions
- Deferred Compensation Plans
- Dental/Vision Discount Program
- Tuition Remission Plan
- Health Insurance Plans with Basic Life Insurance
- Paid Holidays
- Optional Life Insurance
- Long-Term Disability Insurance
- Direct Deposit
- Various Paid Leaves
- Vacation Benefits
- Various Retirement Options
- Discount Auto Insurance
- Staff Development
- Employee Discounts
- Employee Savings Plans
- Supplemental Retirement Saving Options:
  - 403 b
  - Tax Sheltered Annuities
  - 457 b
  - SMART Plan
  - Deferred Compensation

Some of the above mentioned benefit programs require contributions from the employee. The Human Resources Office will provide you with the cost of the benefit if appropriate.

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## **Dependent Care Assistance Plan**

The Commonwealth of Massachusetts provides the Dependent Care Assistance Plan (DCAP) to all eligible employees as a benefit of employment. All full-time and part-time employees who are eligible to participate in State Employee Retirement System who have a child under the age of 13 or are an elderly family member who is not able to take care of him/herself are eligible to participate in DCAP. Dependent care must enable you and your spouse to be employed.

The Dependent Care Assistance Plan allows employees to set up a payroll deduction for day care expenses. A payroll deduction is taken pre-tax and placed into an account which is then used by the employee to pay their day care provider.

*For more information please visit:* <http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/employee-health-and-other-insurance-benefits/pretax-benefits/dependent-care-assist-prog-dcap.html>

## **Holidays**

NECC will grant holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Patriot's Day (third Monday in April)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

If a holiday occurs on a Saturday, the College is generally closed, except for a skeleton crew, on the Friday before. If a holiday occurs on a Sunday, it is observed on the following Monday. Certain employees may need to work on the skeleton crew for holidays denoted with (\*\*).

## **Workers' Compensation Insurance**

NECC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment

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that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

If you are injured in the course of your job you should immediately contact the Human Resources Office to report your injury and complete the necessary forms.

### **Time Off to Vote**

NECC encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, NECC will grant up to 2 hours of paid time off to vote. Each employee's Collective Bargaining Agreement or Personnel Policies Handbook will list the specifics with regard to voting leave.

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

### **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Group Insurance Commission's (GIC) health plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the GIC's group rates. The GIC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under GIC's health insurance plans. The notice contains important information about the employee's rights and obligations.



*For more information please visit:* <http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/benefit-enrollment/forms/active-employee-forms/cobra-forms.html>

## **Tuition Remission Program**

NECC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The Tuition Remission program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within NECC.

NECC will provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees should contact the Human Resources Office for more information or questions about the Tuition Remission program.

Tuition remission is also available for the spouse and dependents of certain groups of employees at any of the public colleges and universities in Massachusetts with the exception of the University of Massachusetts Medical Center.

## **Health Insurance**

The Commonwealth of Massachusetts Group Insurance Commission (GIC) provides employees and their dependents access to a variety of medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Full-time and part-time benefitted Administrators covered by the Management Package
- Full-time MTA/MCCC Faculty and Professional Staff
- Full-time and part-time benefitted AFSCME Unit Staff
- Full-time and part-time benefitted Confidential Secretarial Staff

Eligible employees may participate in the health insurance plan of their choice subject to all terms and conditions of their respective Collective Bargaining Agreement or Personnel Policies Handbooks and the Group Insurance Commission.

*For more information please visit:* <http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/employee-health-and-other-insurance-benefits/>

## **Life Insurance**

The Commonwealth Group Insurance Commission (GIC) offers Life Insurance benefits to NECC employees in the following classifications:

- Full-time and part-time benefitted Administrators covered by the Management Package
- Full-time MTA/MCCC Faculty and Professional Staff
- Full-time and part-time benefitted AFSCME Unit Staff
- Full-time and part-time benefitted Confidential Secretarial Staff

Employees who have health insurance coverage through the GIC automatically receive \$5,000 Basic Life Insurance. Optional Life Insurance is available to provide additional support to employees and their families. This term insurance allows employees to purchase coverage up to eight times their annual salary. Term insurance covers the employee and his/her designated beneficiary in the event of the employee's death; it is not an investment policy and has no cash value.

New employees may enroll in Optional Life Insurance with a guarantee issued policy at the same time they sign up for Basic Life Insurance and enroll in a health plan. If an employee does not enroll in Optional Life Insurance at the time of hire he/she would be subject to a medical prescreening in order to have a policy underwritten.

Details of the life insurance plans including Optional Life Benefit Rates are described in the GIC Benefit Decision Guide which is available at: <http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/employee-health-and-other-insurance-benefits/life-insurance-and-accidental-death/basic-and-optional-life-insurance/>

## **Long-Term Disability**

The Commonwealth Group Insurance Commission (GIC) offers Long Term Disability Insurance to NECC employees in the following classifications:

- Full-time and part-time benefitted Administrators covered by the Management Package
- Full-time MTA/MCCC Faculty and Professional Staff
- Full-time and part-time benefitted AFSCME Unit Staff
- Full-time and part-time benefitted Confidential Secretarial Staff

Long Term Disability Insurance is an income replacement program in the event an employee becomes unable to work for an extended period of time because of an accident or illness.

Employees may enroll in the plan when first hired with a guarantee issued policy. Alternatively,

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employees may enroll in the Long Term Disability plan at any time during the year, but they will be required to provide proof of good health acceptable to the insurer.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the GIC Benefit Decision Guide which is available at:

<http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/employee-health-and-other-insurance-benefits/long-term-disability/>

## **Retirement Plans**

- **Mandatory Retirement Plans**

All NECC employees are covered by one of three mandatory retirement plans. Employees receiving a fringe benefits package belong to the State Retirement Plan. Full-time faculty and Chief Executive Officers receiving a fringe benefits package may elect to join the Optional Retirement Plan as an alternative to the State Retirement Plan. Hourly and contract employees belong to the OBRA (Omnibus Budget Reconciliation Act of 1990) plan. Employees who contribute to any of these retirement plans are not required to contribute to Social Security and pay only the Medicare portion of FICA.

- **Commonwealth of Massachusetts State Retirement Plan**

All eligible NECC employees who belong to the State Retirement Plan contribute biweekly to the plan in the form of a payroll deduction. For new employees 9% of gross salary is deducted pre-tax each pay period for annual salaries up to \$30,000. Those employees earning over \$30,000 annually will have an additional 2% deducted pre-tax for a total of 11% of gross salary.

The percentage of contribution is determined generally by when an employee entered state service and deduction amounts may vary among employees based upon their annual salary and when they were hired. Annual statements are distributed by the State Board of Retirement listing contributions and interest earned.

Employees become vested and have earned the right to a retirement allowance when they have the equivalent of 10 years of full-time service. If you leave state service after you are vested you may leave your retirement contributions in the system and receive a state pension beginning at age 55. Employees who leave state service prior to becoming vested can withdraw their funds from the retirement plan and will incur federal and state taxes penalties in accordance with IRS regulations unless rolled over into an IRS eligible account.

Employees with continuous service become eligible for retirement if they have twenty years of service, or, if they are age 55 with at least ten years of service.

- **Optional Retirement Program**

The Optional Retirement Program is available to full-time faculty, professional staff and non-unit professionals at public colleges and state universities in the Commonwealth of Massachusetts system who have less than ten years of state service. Employee enrollment into the plan is an alternative to belonging to the State Retirement Plan. Contributions are made by the employee and the Commonwealth into custodial accounts or retirement annuity contracts offered by providers approved by the Board of Higher Education. The accounts and contracts offer both fixed and variable investment funds. Employees reach eligibility for retirement at any time after terminating service.

- **Omnibus Reconciliation Act of 1990 (OBRA)**

Employees not participating in the State Retirement Plan or the Optional Retirement Plan are enrolled automatically into the OBRA plan. OBRA is deducted each payroll period on a pre-tax basis at a rate of 7.5 percent of gross pay. Employees may increase their contribution rate to a maximum limit. A quarterly statement listing contributions and interest is provided to employees.

Funds can be withdrawn from the plan under two conditions prior to retirement, when the employee terminates his/her employment or the employee has a severe financial hardship. Upon retirement and payment of benefits, taxes will be incurred in accordance with IRS regulations.

- **Voluntary Retirement Plans**

- **403 (b) Tax Sheltered Annuities**

In addition to the mandatory State Retirement Plan, Optional Retirement Program or OBRA, all employees can choose to voluntarily participate in a Tax-Deferred Annuity Savings Plan set up under Internal Revenue Code 403(b). There are numerous companies who contract with the Commonwealth from which employees can choose. In general, these plans allow eligible employees to set aside a portion of their income on a pre-tax basis with the income growing tax-deferred. These plans reduce employees' federal and state income taxes and offer retirement payout options that can offer supplement an employee's retirement income.

- **457 (b) SMART Plan - Deferred Compensation Plan**

The Commonwealth of Massachusetts Deferred Compensation Plan is a voluntary supplemental retirement savings program known as a 457(b). This plan is available for employees who belong to the mandatory State Retirement Plan or

Optional Retirement Plan. Employees may contribute to the plan in addition to contributions to their primary retirement plan at a pre-tax rate. Please contact the Human Resources Office for more information about available retirement savings plans.

## **NECC Bookstores**

Faculty and Staff are eligible for a 10% discount at the College Bookstore on all purchases over \$1.00, excluding textbooks, sale merchandise, computer hardware, and academically discounted software. Departments within the College are eligible for a 20% discount on purchases of supplies over \$1.00, excluding textbooks, sale merchandise, computer hardware, and academically discounted software.

## **Employee Savings Plans**

Eligible employees can participate in a variety of savings plans offered by the Commonwealth of Massachusetts. The Payroll Office has more information on each of the following plans.

- **Metro** - State Employees Credit Union is available to all employees who are paid on the State AA (01) payroll system. MSECUCU offers savings accounts, Christmas clubs, vacation clubs, NOW checking, money markets, certificates of deposit and various loans.
- **MTA Faculty Credit Union** - is available to MCCC/MTA unit members. For more information please contact the President of the NECC Faculty Association.
- **U.S. Savings Bonds Payroll Savings Plan** - is available to all employees who are paid on the State AA (01) payroll system. The plan offers savings bonds to employees through payroll deductions.

## **Dental Benefits**

Dental Benefits are available for eligible employees who are covered under the MTA/MCCC Collective Bargaining Agreement, the AFSCME Collective Bargaining or the Personnel Policies Handbook. Employee classifications listed below are generally eligible for dental benefits under their respective contracts:

- MCCC/MTA Full-time Faculty and Professional Staff
- Full-time and part-time benefitted Administrators
- Full-time and part-time benefitted Non-Unit Confidential Staff
- Full-time and part-time benefitted AFSCME Classified Staff\*\*

*Updated 05/16*

*\*\*AFSCME has vision care included in the dental plan.*

Dental Benefits vary between contracts. Please contact the Human Resources Office regarding the specifics of each plan.

## **Fitness Center**

NECC's Fitness Center is open to all employees and a guest free of charge. State-of-the-art weight training equipment, cardiovascular equipment, and free weights are available for employee use. Personal training can be arranged by appointment. The Fitness Center is located in the Gym Building. Hours are Monday through Thursday, 9 AM to 7 PM, Friday, 9 AM to 3 PM, and Saturday, 10 AM to 1 PM. For more information please call extension 3819.

## **Professional Development**

The Faculty and Staff Development Office provides professional development opportunities for all employees of the NECC college community. Activities include programs, workshops, presentations, mini-grants, computer classes and social events. In addition, the Center for Teaching and Learning provides teaching consultations, faculty workshops and round tables, instructional technology opportunities, professional awards and a library of resources. The Faculty/Staff Development Office is located in Room B138. For more information please contact the Faculty/Staff Development Office at extension 3955.

## ***TIMEKEEPING/PAYROLL***

### **Timekeeping**

Accurately recording time worked is the responsibility of NECC employees. Federal and state laws require NECC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties not including time taken for a meal period. The supervisor will review and approve all attendance/timesheets before submitting it for payroll processing.

Generally, instructions for completing the attendance/timesheets will be reviewed with employees at the time of their hire along with payroll frequency and when paychecks will be available.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **Paydays**

Employees are paid biweekly on every other Friday. The use of direct deposit is required for all employees. Pay advices are available for viewing the day before each pay date at the state Pay Info website: <https://payinfo.state.ma.us/payinfo/Login.asp>

### **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation** - voluntary employment termination initiated by an employee.
- **Discharge** - involuntary employment termination initiated by the organization.
- **Layoff** - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Whenever possible, when an employee resigns, they are expected to provide NECC with a letter of resignation and an appropriate notice. Employees who terminate from NECC for any reason should contact the Human Resources Office to complete the necessary paperwork and to make

arrangements for turning in NECC owned property. Employees will receive their final pay in accordance with applicable state law.

## ***WORK CONDITIONS***

### **Work Schedules**

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules at time of hire. Staffing needs and operational demands may necessitate variations in starting and ending times and some employees may be required to work evenings and/or weekends to accommodate the work area, either regularly or periodically.

Generally speaking, meal periods should be either one-half or one hour in length, as determined by the supervisor and the employee and the length should be consistent from one day to the next. Meal periods should be scheduled as close to the middle of the work shift as possible.

Please contact the Human Resources Office if your normal work schedule changes at any time so that the necessary action can be taken with regard to payroll, overtime, compensatory time and general Human Resources and Payroll record keeping.

### **Telephone and Mail Systems**

#### **Personal Telephone Calls**

Employees must limit their use of NECC telephones to College business only. Employees are restricted from using the telephone system for personal business except for extenuating circumstances that are of an emergency nature. Personal calls made by employees may be reimbursable to the College and disciplinary action may arise from documented abuse of the College's telephone system.

#### **Mail Guidelines**

##### **Haverhill Campus**

NECC has an in-house mail service that is located in room E-153. Each NECC Building has a mail drop off and collection area as listed below:

- **Bentley Library (A) Building**
- **Spurk (C) Building**
- **Health and Fitness Center (Gym)**



- **General Services (B) Building**
- **Student Center (F) Building**

Outgoing/First Class mail should be placed in the mailbox in each of the areas listed above. Inter-campus mail goes into a separate box located in each of the areas listed above. To obtain a new mailbox, call extension 3980.

### **Lawrence Campus**

Mail is delivered and picked up by the Courier every day between the hours of 11:00 AM and 1:00 PM. Mailboxes for all staff are located in the Administrative office of the Lawrence Campus. Outgoing first class mail will be processed at the Haverhill Campus and should be sent by Courier each day. For assistance with mail, please contact the office manager in Lawrence at extension 7402.

For special mailing requests such as bulk mailing, certified mail, etc., the mail room in Haverhill should be contacted directly at extension 3980 for specific guidelines or directions should be attached to the material to be mailed. The departmental cost center should be clearly written on each piece of outgoing mail.

### **Smoking Policy**

In keeping with NECC's intent to provide a safe and healthful work environment, smoking is prohibited on all campuses. This policy applies equally to all employees, students, and visitors.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, eligible employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work in accordance with the appropriate Collective Bargaining Agreement or Personnel Policies Handbook.

Overtime compensation can be taken as pay or as compensatory time off. AFSCME employees working beyond 37.5 hours per week (Unit I) or 40 hours per week (Unit II) shall be compensated at the rate of time and one-half. AFSCME unit members cannot have more than 200 hours of accrued compensatory time to their credit.

MTA Professional staff earn compensatory time for every hour worked beyond the 37.5 hour work week. Compensatory time is calculated at a rate of time and one-half and it should be used

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within sixty days subject to supervisor approval.

The appropriate overtime sheets can be obtained at: <http://facstaff.necc.mass.edu/departments-and-organizations/human-resources/general-forms/> and must be completed by the employee, approved by the supervisor, and turned into the Human Resources Office immediately after the overtime assignment is completed.

Overtime compensation is granted to all eligible employees in accordance with federal and state wage and hour restrictions. With the exception of sick leave, all time for which an eligible employee is on full pay status (personal leave, vacation leave, etc.), shall be considered time worked for the purpose of calculating overtime compensation.

### **Use of College Property**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. College equipment or vehicles are not to be used for personal use.

Please notify the Maintenance Department if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

On occasion employees may move College property between campuses or use College assets in a way which requires their being taken off campus. In cases where this occurs, employees must complete and have in their possession an approved **Property Pass Form** when leaving the campus and returning with College property, equipment or any other asset, or when leaving campus with a private asset and not returning, or when leaving the campus with a surplus asset and not returning. For more information about the Property Pass Form or policy regarding the use of College property please contact the Administrative Services Office.

### **Snow Storm/Emergency Situations Policy**

In the event of severe weather conditions or similar emergency situations, there could either be a delayed opening, or classes will be cancelled and NECC (Haverhill, Lawrence and extension sites) will be closed.

If a decision has been made to delay opening or cancel classes, notice will be broadcast on the following radio and television stations:

WBZ (AM 1030) (CH. 4)	WCAP (AM 980)
WNBP (AM 1450)	WCVB (CH. 5)
WCCM (AM 800)	WHDH TV (CH. 7)
FOX TV (CH 25)	

The College's main numbers (978) 556-3000 (Haverhill) and (978) 738-7000 (Lawrence) as well as the school announcements numbers (978) 556-3002 and (978-738-7669) will contain a message indicating whether or not the College is closed or if there will be a delayed opening. An updated copy of the policy is distributed to all employees in the Fall each year. For detailed information about the policy or to obtain a copy, please visit the Policies and Procedures page on our website at: <http://facstaff.necc.mass.edu/departments-and-organizations/human-resources/policies-and-procedures/>.

## **Travel Expenses**

In accordance with their Collective Bargaining Agreement or Personnel Policies Handbook, NECC employees will be reimbursed for travel expenses (mileage, parking, etc.) incurred while on assignments away from the normal work location. All travel (both in-state and out-of-state) must be approved in advance by the employee's supervisor on the **Planned Absence Form**. The completed form must then be signed by the appropriate Dean or Vice President.

All out-of-state travel requires the completion of an **Out-of-State Travel Request** in addition to the **Planned Absence Form**. For a copy of the Travel Policy please visit the Administration and Finance website at: <http://facstaff.necc.mass.edu/departments-and-organizations/administration-finance/policies/>

Employees should contact the Accounting and Finance Office for guidance and assistance on procedures related to travel expenses, reimbursement for specific expenses, or any other business travel issues. To obtain any of the necessary travel forms please visit: <http://facstaff.necc.mass.edu/departments-and-organizations/administration-finance/forms/>

## **Computer and Network Usage Policy**

Access to computer systems and networks owned and operated by NECC imposes certain responsibilities and obligations and is granted subject to college policies and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty and shows restraint in consumption of shared resources. It demonstrates respect for intellectual property, ownership of

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data, system security mechanisms, and individual rights to privacy.

Computers, computer files, the e-mail system, and software furnished to employees are NECC property intended for business use. Employees should use resources only for purposes authorized by the College; be responsible for all activities conducted on their user ID; and access only files and data that are their own, that are publicly available, or to which they have authorized access.

NECC strives to maintain a workplace that is free of harassment and sensitive to the diversity of its employees and students. Therefore, NECC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Such misuse includes, but is not limited to, the display or transmission of sexually explicit images, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees may only use software on local area networks or non-multiple machines according to the software license agreement. NECC prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Dean of Information Technology and Institutional Research and Planning or any member of management upon learning of violations of this policy. College officials will review alleged violations of acceptable use policies on a case-by-case basis. Violations of policy will result in appropriate action such as: loss of electronic mail privilege, loss of computer privilege, consideration of appropriate disciplinary measures and/or referral to appropriate authorities responsible for enforcing state and federal laws concerning computer use.

To obtain access to NECC's computer systems and networks, or for more information, please contact the Helpdesk at extension 3111 or email [Helpdesk@necc.mass.edu](mailto:Helpdesk@necc.mass.edu)

## **LEAVES OF ABSENCE**

### **Family Leave**

In accordance with the Family Leave Act of 1993, NECC provides up to 12 weeks of family leave of absence in a 12 month rolling calendar year without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care

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facility; or continuing treatment by a health care provider.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within a 12 month rolling calendar year. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 28 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, NECC will continue to provide health insurance benefits for the full period of the approved family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide NECC with at least two weeks advance notice of the date the employee intends to return to work. Contact the Human Resources Office for more information about Family Leave.

## **Sabbatical Leave**

NECC provides sabbatical leave to eligible employees for the purpose of professional growth, research study which may involve travel, and which benefits the employee and the College. Employees in the following employment classification(s) are eligible to request sabbatical leave as described in the appropriate Collective Bargaining Agreement or the Personnel Policies Handbook:

- Full-time Faculty
- Full-time Professional Staff
- Full-time and Part-time benefitted Administrators covered by the Management Package

Sabbatical leave options, eligibility criteria, and submission requirements vary between employee classifications, therefore, the appropriate Collective Bargaining Agreement or Personnel Policies Handbook should be referred to for more information about sabbatical leave.

Sabbatical leave is subject to approval by the College's Board of Trustees. Contact the Human Resources Office for more information.

### **Military Leave**

In accordance with Commonwealth Law, employees are entitled to receive pay during the time of their service in the armed forces, or in a reserve component of the armed forces of the United States without loss of their ordinary remuneration. Employees may use such leave during their annual tour of duty not to exceed seventeen (17) days and shall also be entitled to all leaves as provided in the appropriate Collective Bargaining Agreement or Personnel Policies handbook. For more information on Military Leave, please contact the Human Resources Office.

### **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor. Immediate family is defined by the College as husband, wife, child, parent of either spouse, brother, sister, grandparent of the employee, or a person living in the immediate household.

Employees are eligible for up to four days of paid bereavement leave provided they are part of the following classifications:

- Full-time Faculty, Administrators, Professional Staff, and Classified Staff.
- Part-time benefitted AFSCME unit employees are eligible for bereavement leave on a pro-rated basis based on the number of hours worked per year.

### **Maternity/Adoptive/Parental Leave**

NECC employees who have provided adequate notice shall be granted a leave of absence for the purposes of childbirth and adoption. Such leaves are generally without pay, however, employees may use accrued leave time to continue to be paid during their leave. All employees regardless of status are eligible for such a leave and should submit their request subject to the terms of the appropriate Collective Bargaining Agreement or Personnel Policies Handbook.

Subject to the terms, conditions, and limitations of the applicable plans, NECC will continue to provide health insurance benefits for eligible employees for the full period of the approved pregnancy disability leave.

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So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide NECC with at least two weeks advance notice of the date the employee intends to return to work.

When a pregnancy disability leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or preserving the job would substantially undermine the ability to operate NECC safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities.

### **Paid Personal Leave**

On January 1st of each year Full-time MTA/MCCC faculty will be credited with two paid (2) personal days per calendar year. A faculty member with an initial employment date after July 1st will be allotted one (1) personal day for the remainder of the academic year.

Faculty who wish to use a paid personal day shall submit a request at least three days in advance. Each faculty member using a personal leave day shall obtain coverage for his/her classes or if appropriate, assign a self-directed learning experience. Personal leave days must be used in the year they are allotted.

On January 1st of each year full-time employees in the classifications listed below will be credited with three (3) paid personal leave days which may be taken during the following twelve months at times requested by the employee and approved by his/her supervisor. Personal leave days for part-time employees (half-time or greater) shall be credited and granted in the same proportions as the employee's service bears to full-time service. Employees in the following employment classifications are eligible for personal leave as described in this policy:

- Full-time MTA/MCCC Professional Staff
- AFSCME Unit Staff
- Administrators and Non-Unit Confidential Staff

Those employees with initial employment dates between January 1st and March 31st will be allotted three personal days; those with initial employment dates between April 1st and July 31st will be allotted two personal days; and those with initial employment dates July 1st to September 30th will be allotted one personal day for the remainder of the calendar year.

Any paid personal leave not taken by December 31st will be forfeited by the employee. Personal leave is available in units of two hours or more and can be used in conjunction with vacation leave.

## **Court Leave**

NECC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who are summoned for jury duty or to appear as a witness on behalf of any town, city, county, state or federal government shall be granted court leave. Notice of service must be filed with the Human Resources Office. If jury or witness fees received by the employee exceed the employee's rate of compensation, the employee may retain the excess of such fees and submit the regular rate of compensation along with a court certificate of service to the Human Resources Office. If the jury or witness fees amount to less than the employee's regular rate of compensation, the employee shall be deemed to be on leave of absence with pay and shall remit fees to the Human Resources Office with a court certificate of service. If an employee is called for jury duty or to appear as a witness during their vacation, there is no necessity to account to the College for any fees received during that period.

Expenses submitted by the court for travel, meals and room will be retained by the employee and will not be considered part of the jury or witness fees.

An employee on court leave who has been excused by the Court must report back to work if the interruption in court service will permit four or more consecutive hours of employment. Court leave shall not affect any employment rights of the employee.

Employees engaged in personal litigation will not be granted Court leave for that purpose. For specifics please refer to the appropriate Collective Bargaining Agreement or Personnel Policies Handbook.

## **Paid Sick Leave**

NECC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Full-time Faculty, Professional Staff, Administrators, Non-Unit Classified Staff
- Full-time and Part-time benefitted AFSCME Classified Staff

Full-time employees will accrue sick leave benefits in accordance with their respective Collective Bargaining Agreement or Personnel Policies handbook. Sick leave benefits are



calculated on the basis of a “benefit year,” the 12-month period that begins when the employee starts to earn sick leave benefits.

Part-time AFSCME unit employees accrue sick leave on a pro-rated basis based on the number of hours worked per year.

Employees can request use of paid sick leave after they have accrued sick leave time. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee’s household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment unless they transfer to another state agency. Retiring employees may receive a buyback of 20% of their accrued sick leave in accordance with their respective Collective Bargaining Agreement or Personnel Policies Handbook.

In accordance with the Collective Bargaining Agreements and the Personnel Policies handbook, there are extended sick leave banks or sick leave extensions available if an employee becomes ill for an extended length of time. Membership in such banks is optional. Please contact the Human Resources Office for more details on extended sick leave options by employee classification.

## **Vacation Leave**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Full-time and part-time Administrators covered by the Management Package
- Full-time Professional Staff
- Full-time and Part-time benefitted AFSCME Unit Members
- Full-time and Part-time benefitted Non-Unit Confidential Secretarial Staff

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule in their respective Collective Bargaining Agreement or Personnel Policies Handbook. Vacation time is accrued biweekly beginning after the first week during which the employee works.

To take vacation, employees should request approval from their supervisors giving as much advance notice as possible. Requests will be reviewed based on a number of factors, including enough accrued vacation time earned, departmental needs and staffing requirements.

In the event that available vacation is not used by the end of the fiscal year, employees may carry unused time forward, however, if employees have accrued a total of more than 64 unused vacation days at end of the fiscal year, the overage will be converted to sick leave.

Upon termination of employment, employees will be paid for any unused vacation time that has been earned through the last week of work.

## **Professional Leave**

NECC provides unpaid professional leave to eligible employees for purposes including but not limited to: advanced study, participation in a program related to the employee's professional responsibilities, service in a public office to which the employee has been elected or appointed under the laws of the Commonwealth. Employees eligible for professional leave are listed in the following employee classifications:

- Full-time Faculty
- Full-time Professional Staff
- Full-time Administrators

Professional leave is subject to approval of the NECC President and employees must request such leave beforehand. For professional leave options, eligibility criteria, request procedures and conditions, please refer to the appropriate Collective Bargaining Agreement or Personnel Policies Handbook or contact the Human Resources Office.

## **Small Necessities Leave Act**

The Massachusetts Small Necessities Leave Act permits employees to take up to 24 hours of leave in a twelve month period, in addition to the leave provided under the Family and Medical Leave Act (FMLA) for the following activities: (1) participation in school activities directly related to the educational advancement of a child of the employee, such as parent-teacher conferences or interviewing for a new school; (2) accompanying a child of the employee to routine medical or dental appointments; (3) accompanying an elderly relative (at least 60 years

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of age) of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care.

Leave may be taken intermittently and the employee must give seven days notice. SNLA is generally unpaid leave, however, employees may elect to use accrued vacation, sick or personal leave. For more information contact Human Resources.

## **EMPLOYEE CONDUCT**

### **Drug and Alcohol Policy**

It is NECC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In accordance with the Federal Drug Free Schools and Communities Act of 1989, and the Drug-Free Workplace Act of 1988, NECC has adopted and implemented a program to prevent the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol by students and employees on the campus of Northern Essex Community College or as part of any college-related activity.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To obtain a copy of the Drug and Alcohol policy please contact the Human Resources Office. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Office.

### **Sexual Harassment Policy**

#### **A. Introduction**

It is the goal of the Community Colleges to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the Community College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be

tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Community Colleges take allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

## **B. Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is: "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or,
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to male or female workers or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Community Colleges.

### **C. Complaints of Sexual Harassment**

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee has the right to file an Affirmative Action Grievance Form (see Appendix A) with the College.

If you would like to file a grievance you may do so by contacting the College's Affirmative Action Officer. The Affirmative Action Officer is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process. If the Affirmative Action Officer is the person against whom the grievance is filed, the President shall designate another College official to act as the Affirmative Action Officer.

### **D. Sexual Harassment Investigation**

When we receive a grievance alleging sexual harassment, the matter is handled pursuant with this Policy's Grievance Procedure. The grievance procedure will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that a violation of this policy has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

### **E. Disciplinary Action**

If it is determined that a violation of this policy has occurred, the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

## **F. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a grievance under this Policy does not prohibit you from filing a complaint with these agencies.

### **United States Equal Employment Opportunity Commission ("EEOC")**

One Congress Street  
10th Floor Boston, MA 02114  
(617) 565-3200.

### **Massachusetts Commission Against Discrimination ("MCAD")**

#### **Boston Office:**

One Ashburton Place  
Rm. 601  
Boston, MA 02108  
(617) 727-3990

#### **Springfield Office:**

424 Dwight Street  
Rm. 220  
Springfield, MA 01103  
(413) 739-2145

### **The Office for Civil Rights, U.S. Department of Education ("OCR")**

Department of Education  
John W. McCormack Post  
Office and Courthouse  
Room 222  
Boston, MA 02109  
(617) 223-9662

## **Consensual Relationships Policy**

A consensual relationship may constitute sexual harassment under this Policy. When a professional power differential exists between members of the College and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. Consenting romantic and/or sexual relationships where a professional power differential exists, such as that between faculty and student, librarian and student, administrator and student, classified staff member and student, or supervisor and employee, are considered unprofessional. Because such relationships have the potential to interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged. An employee in such a relationship should remove himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that

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person's education, employment, or participation in any other College activity.

### **Firearms on Campus**

It is the policy of NECC that no one is permitted to carry a firearm on the grounds or in a college building except if they are a law enforcement officer who has received prior authorization. The pertinent legislation, Chapter 269, Section 10 of the Massachusetts General Laws forbids unlicensed individuals from carrying loaded and unloaded firearms in any building or on the grounds of any school including a college or university without prior written authorization.

Violation of the law shall be punished by fine or imprisonment or both.

Employees must report any suspected violation of this Policy/Law to the respective campus (Haverhill or Lawrence) Security Office, Superintendent of Buildings and Grounds or the Vice President for Administration. Employees who fail to report violations shall be guilty of a misdemeanor which is punishable by a fine.

## ***GENERAL INFORMATION***

### **Campus Parking**

Employees at both the Haverhill and Lawrence campus are required to have a parking sticker for their vehicle. To obtain a parking sticker you must complete a Staff Parking Permit Form and submit it to Campus Security at the Haverhill campus Spurr Building in Room C107 or the Lawrence campus at the Security Desk located just inside the front entrance. Staff Parking Permit Forms can be found on-line at the Human Resources Forms website at:

<http://facstaff.necc.mass.edu/departments-and-organizations/human-resources/general-forms/>

### **Identification Cards**

NECC Photo Identification cards are available to employees through the Student Activities Department at each campus. Cards will be issued during a specified period each semester (one week at each campus). The cards enable employees to take out library material and audio visual equipment, gain admittance to the Sport and Fitness Center facilities, take out intramural/recreation equipment and receive discounts at certain area businesses. Lawrence campus employees who have an ID card also have access to the YMCA in Lawrence.

In addition to the initial week each semester, the Student Activities Department issues NECC Photo Identification cards at specified times throughout the semester at the Haverhill campus. Please contact the Student Activities Department for a schedule of specific times or for questions regarding identification cards for employees.

### **Medical and Emergency Evacuation Procedures**

#### **Medical Emergency Procedures - Haverhill Campus**

In the event of a medical emergency in which an injury has occurred, the following procedures should be followed:

1. Do not move the injured person unless it is necessary to prevent further injury i.e., fire.
2. The first person to reach the injured person should stay with him/her.
3. Do not initiate treatment unless you have prior medical or first aid training.
4. Have someone call for help by dialing 2222 to connect with Security
5. Call an Ambulance at 911.

An Accident or Emergency Form must be completed for each incident. Employee related accidents should be reported to the Human Resources Staff Assistant in Room A308 within 24 hours of the accident in order to comply with Workers Compensation time lines.

*Updated 05/16*



## **Medical Emergency Procedures - Lawrence Campus**

In the event of a medical emergency in which an injury has occurred, the following procedures should be followed:

1. Do not move the injured person unless it is necessary to prevent further injury i.e., fire.
2. The first person to reach the injured person should stay with him/her.
3. Do not initiate treatment unless you have prior medical or first aid training.
4. Have someone call for help by dialing 7499 (main campus) or 7699 (extension campus). These numbers connect you to NECC Security.
5. Call an Ambulance at 911.

An Accident or Emergency Form must be completed for each incident. Employee related accidents should be reported to the Human Resources Staff Assistant in Room A308 within 24 hours of the accident in order to comply with Workers Compensation time lines.

## **Emergency Evacuation Procedures**

### **Haverhill Campus**

When an emergency such as a fire, catastrophe or other campus disruption occurs, the following procedures should be followed:

Call extension 2222. This number connects you to the Operator (day and evening) and NECC Security. If time is of the essence, call 911 for an Ambulance, the Fire Department or Police.

If evacuation is necessary, look for the evacuation plan route posted in each room for the nearest exit. Use stairways only. Do not use the elevator.

Disabled or injured persons should be assisted to the nearest Handicapped Evacuation Area (marked by red signs) located near the stairway exit closest to the elevator. The Fire Department will evacuate disabled or injured persons from the building. If time is of the essence and you are able, evacuate these persons yourself with the assistance of others.

Questions or concerns about the Emergency Evacuation procedures should be directed to the Superintendent of Buildings and Grounds at extension 3981.

*Updated 05/16*

## **Lawrence Campus**

When an emergency such as a fire, catastrophe or other campus disruption occurs the following procedures should be followed:

Call extension 7499 (main campus) or 7699 (extension campus). These numbers connect you to NECC Security. If time is of the essence, call 911 for an Ambulance, the Fire Department or Police.

If evacuation is necessary look for the evacuation plan route posted in each room for the nearest exit. Use stairways only. Do not use the elevator.

Disabled or injured persons should be assisted to the nearest Handicapped Evacuation Area (marked by red signs) located near the stairway exit closest to the elevator. The Fire Department will evacuate disabled or injured persons from the building. If time is of the essence and you are able, evacuate these persons yourself with the assistance of others.

Questions or concerns about the Emergency Evacuation procedures should be directed to the NECC Security.

## **Facilities Scheduling**

### **Haverhill Campus**

To reserve a room other than a classroom for a meeting or function, call the Campus Events Coordinator at extension 3964. A **Facilities Reservation Form** must be completed at the time of reservation and can be obtained from the Campus Events Coordinator.

The Campus Events Office can arrange for special services to be included in your campus event or meeting. Please be sure to indicate additional services you desire when completing the **Facilities Reservation Form** as follows:

**Food Service:** Call Corporate Chefs directly at (978) 374-1345 to obtain information about various menus. Specific food requests can be made by phone and a form must be completed to finalize the order. Call to order one week prior to event and confirm with a head count two to three days prior to the event.

**Audio-Visual Services and Computer Services:** Please be sure to include the specifics about the type of equipment that will be required for the event on the **Facilities Reservation Form**. A copy will automatically be forwarded to Audio-Visual Services or the Helpdesk.

*Updated 05/16*

**Special Set-Ups:** If you require a special set-up for your event, you should notify the Campus Events Coordinator on the **Facilities Reservation Form**.

Off-campus groups may reserve the College facilities for functions such as dances, meetings, seminars, etc. Non-profit organizations are eligible for a reduced rental fee and are responsible for cleaning fees and security service fees as needed.

### **Lawrence Campus**

To reserve a classroom at the Lawrence Campus contact the Registrar extension 7701. To reserve any other room at the Lawrence Campus contact the Facilities Coordinator at x 3964. Arrangements for food service, audio-visual services and special set ups should be made through the Facilities Coordinator using a Facilities Reservation Form.

### **Reprographics**

The Reprographics Department is available to reproduce material. A work form must be completed indicating any details and the number of copies needed. The departmental cost center must be listed on the work form. This work form is available at the Reprographics office in Haverhill.

If copies must be made on special paper it must be supplied to Reprographics along with the work order. Please allow one-half day to three days for normal projects depending on the printing method selected, and up to 7 days for large projects. Reprographics is located on the lower floor of B Building in Room B 151 on the Haverhill Campus, and the phone extension is 3958. Reprographics is open Monday through Thursday 7:00 AM to 7:00 PM, and Friday 7:00 AM to 5:00 PM.

### **Center for Instructional Technology**

The Center for Instructional Technology (Room C-204, extension 3681) works with faculty and staff to provide state of the art instructional technology support services. Our mission is to enhance the teaching and learning process with curriculum appropriate dynamic media, and to empower faculty to use technology that best fits their individual teaching styles. The CIT offers full multimedia support, including instructional design, software training and production support, authoring, and CD-ROM mastering for faculty who wish to develop new multimedia presentation materials and web sites.

Haverhill Campus CIT hours are: Monday - Friday 8:00 AM to 5:00 PM. The Lawrence CIT (Room L-106, extension 7470) provides many of the same services for the Lawrence Campus. Check with CIT staff for hours and appointments at the Lawrence campus.

*Updated 05/16*

Media Services (Room A-116, extension 3680) offers a full range of media support including all traditional audio-visual equipment and production services such as film and video screenings, class room VCRs, cassette duplication, lamination, equipment sign-out, etc. A large film and video library is available in a wide range of subject areas. Media support for conferences, meetings, and special events is also available. Video services include a television studio, distance learning facilities (video conferencing), satellite downlink, and closed circuit broadcast system. Advance reservations are strongly advised.

## **Library Services**

The Northern Essex Community College Libraries serve the varied informational needs of the students, faculty and staff of the college. The Libraries support the College's academic programs and provide for the research needs of students as well as the professional development of the faculty.

At the Bentley Library, located on the Haverhill Campus, there are more than 63,000 volumes in the reference and circulating collections. The Library subscribes to many electronic periodical databases which include the full-text of articles from thousands of journals and newspapers. These databases are available on campus and some are available to students off-campus through the Library's web page. At the Lawrence Campus Library, there are more than 9,000 volumes primarily in the areas of nursing, allied health, criminal justice and law. The library shares access to the Bentley Library's electronic resources. World Wide Web access is available at both Libraries.

The library staff provides reference and interlibrary loan service. In addition, Librarians provide instruction to groups and individuals on the research process and on strategies for locating library and electronic resources. Students and faculty are able to use other Massachusetts public college and university libraries, as well as area public libraries. Additional educational resources are available through the Library's involvement in consortia that include most of the public and academic libraries in Eastern Massachusetts.

The NECC Libraries are members of the NOBLE consortium (North of Boston Library exchange). The consortium members include 27 public and academic libraries with a combined collection of more than 6 million books. Delivery of books and other materials is available through the Northeast Regional Library System. Professional staff are on duty during the hours the library is open. The library is closed every Sunday and all federal and state holidays.

## **Staff Lounges**

### **Haverhill**

The Haverhill Campus has two staff lounges. They are located on the third floor of the Bentley Library (A) Building in room A312 and on the third floor of Spurk (C) Building in room C317.

Located in the lower level of the General Services Center (B) Building in B103, the **Canteen Room** houses various vending machines which contain drinks and snacks as well as tables and chairs.

**Jitters** is located on the first floor of the Spurk (C) Building. It is a cafe style restaurant which offers coffee and beverages, sandwiches and snacks. It is open Monday through Friday, 7:30 AM to 2:00 PM and evenings, Monday through Thursday 5:00 PM to 8:30 PM. Jitters is closed during semester breaks.

The **Cafeteria** is located on the second floor of the Student Center (F) Building. It serves breakfast, lunch and snacks. The hours are as follows: Monday through Friday, Breakfast 7:00 AM to 10:30 AM, Lunch 10:30 AM to 1:30 PM, Snacks 1:30 PM to 2:30 PM.

### **Lawrence**

The Lawrence Campus has a staff lounge located off the administrative corridor.

## **Day Care Facilities**

### **Haverhill Campus**

**Little Sprouts** is an independently owned and operated day care facility which is located in the Gym Building. Children of NECC employees are welcome and a discounted fee is offered to employees for day care services. Little Sprouts is open M-F 6:00 AM through 6:00 PM and accepts children aged 4 weeks to 9 yrs. For more information contact Little Sprouts at extension 3004.