



EMPLOYEE HANDBOOK

IMPORTANT MESSAGE

The University is in the process of reviewing and revising the Employee Handbook to better serve you.

Employee Policies and Procedures

Working at Tufts

NON-DISCRIMINATION STATEMENT

OEO Series 100

Tufts does not discriminate in its educational programs or activities (including employment) on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. Tufts will comply with state and federal laws such as M.G.L.c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination. More detailed Tufts policies and procedures on this topic may be found in the [OEO Policies and Procedures Handbook](#).

Unlawful discrimination has no place at Tufts University and offends the University's core values which include a commitment to equal opportunity and inclusion. All Tufts employees, faculty members, students and community members are expected to join with and uphold this commitment.

Any member of the Tufts University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Jill Zellmer, MSW, Director of the Office of Equal Opportunity, Title IX and 504 Coordinator, at 617.627.3298 at 196 Boston Avenue, 4th floor, Medford, MA or at Jill.Zellmer@tufts.edu; oeo@tufts.edu (general e-mail) Anonymous complaints may also be made by reporting online at: <http://tufts-oeo.ethicspoint.com/>

As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights ("OCR"), the U.S. Equal Employment Opportunity Commission ("EEOC") or the Massachusetts Commission Against Discrimination ("MCAD). The contact information for these agencies can be found in the University's Non-Discrimination Policy at <http://oeo.tufts.edu/policies-procedures/non-discrimination-policy/>

Please note that Tufts also has a [Non-Discrimination Policy](#) which prevents workplace discrimination and harassment, and associated Discrimination Complaint Processing Guidelines applicable to claims involving employees and third parties. The full text of the University's Non-Discrimination Policy is available at: University's Non-Discrimination Policy at: <http://oeo.tufts.edu/wp-content/uploads/Non-Discrimination-Policy-0506141.pdf> The full text of the Discrimination Complaint Processing Guidelines is available at: <http://oeo.tufts.edu/wp-content/uploads/Complaint-Resolution-Guidelines-050614.pdf>

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online Human Resources' version will supersede all other versions issued by the University.

Updated by The Office of Equal Opportunity, 196 Boston Avenue, 4th floor, Medford MA 02155.

Employee Policies and Procedures

Working at Tufts

INTRODUCTION

HR Series 200

University policies and procedures provide key information regarding Tufts University's policies and workplace standards for employees. It is intended to be an internal reference tool for University staff and is presented for informational purposes only. The Policies and Procedures applies to employees of the University who are not faculty members or covered by collective bargaining. All references to "employee" or "employees" in this Policies and Procedures relate expressly to non-academic, non-unionized, staff employees. There may be some policies or procedures unique to your specific work area that will be explained by your supervisor. In certain circumstances, a Policies and Procedures supplement for your work group, such as Dining Services, Postdoctoral Fellows, and overseas employees, may supersede some aspects of this Employee Policies and Procedures. Some policies are modified for staff employed only during the academic year.

The policies stated herein are subject to change at any time at the sole discretion of the University. Detailed information on these policies is available on the Tufts University website and will reflect ongoing changes. In case of any differences, the online version will supersede any paper version.

Although comprehensive, this Policies and Procedures is intended to be a summary guide and cannot address every question that might develop during your employment. Your supervisor and the Human Resources staff welcome the opportunity to answer your questions.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155.

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EMPLOYMENT- AT-WILL STATEMENT

HR Series 201

This policy and procedure is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be productive and satisfying, either you or Tufts may terminate this relationship at any time, for any reason, with or without cause or notice.

No one, other than the Vice President of Human Resources, has the authority to enter into any employment agreement with you for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by Human Resources shall not be enforceable unless it is in writing.

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Employee Policies and Procedures

Office of Equal Opportunity

EQUAL EMPLOYMENT OPPORTUNITY

OEO Series 101

Tufts University is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and student. It is the policy of the University not to discriminate on the basis of race, color, national or ethnic origin, age, religion, creed, disability, sex and gender, sexual orientation, gender identity and/or expression, protected veteran status (disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans), or any other characteristic protected under applicable federal or state law. Tufts also prohibits retaliation against any individual for filing or making a good faith report of alleged violations of this policy. Tufts does business in and with a number of governments in and outside the U.S., and to the extent applicable, this statement is intended to incorporate the prohibition of any unlawful discrimination covered by applicable laws in such countries, states and municipalities. For instance, consistent with New York City's Executive Order 50 and in addition to the aforementioned policy statements, Tufts also prohibits unlawful discrimination on the basis of citizenship and marital status.

Every member of the Tufts community is responsible for taking positive action to ensure that women, minority group members, and individuals with disabilities are given full opportunity for employment and advancement as well as for participation in University-sponsored programs, events, and social services.

Tufts complies with, among others, Federal Executive Orders 11246 and 11375, Massachusetts Executive Order 74, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act (of 1967 as amended), Massachusetts General Law Chapter 151B, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act, Uniformed Services Employment and Reemployment Rights Act (USERRA), Title IX, Title VI, Title VII, and the Americans With Disabilities Amendments Act.

Tufts encourages its employees to use the services of the Office of Equal Opportunity (OEO) or Human Resources if there are any questions about this policy or if any individual wishes to raise any policy related concerns or complaints. To contact OEO, please contact oeo@tufts.edu or call (617) 627- 3298 and to contact Human Resources, please contact tss@tufts.edu or call (617) 627-7000.

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Updated 2-21-17 by the Office of Equal Opportunity, 196 Boston Avenue, Medford MA 02155.

Employee Policies and Procedures

Equal Employment Opportunity

AFFIRMATIVE ACTION POLICY

OEO Series 102

Tufts University maintains an Affirmative Action Program wherein all managers and officials of the University directly bear the responsibility for making every effort to identify and alleviate underutilization of minorities, women, the disabled, and covered veterans so that they receive fair and equal treatment in all University programs.

Tufts University maintains an internal system of audit and reporting that shall assist in the implementation, monitoring, and evaluation of the Affirmative Action Programs to assure the effectiveness of the plan. Specifically, this system shall facilitate the identification and removal of inequities and deficiencies in employment and those policies and practices that could preclude fair and equal treatment.

Tufts University's Affirmative Action Program provides for the prompt and impartial consideration of all complaints of discrimination filed by its staff, faculty members, and students. Retaliation for filing a complaint is prohibited. Procedures for consideration of complaints and grievances are established and circulated throughout the University. Tufts University has an Office of Equal Opportunity, which monitors its Equal Opportunity and Affirmative Action efforts.

Tufts University is committed to Equal Opportunity and Affirmative Action, and as further demonstration of that commitment, Tufts requires that all current or prospective contractors or unions submit a statement in writing of their Equal Opportunity and Affirmative Action commitment; and that all solicitations or advertisements placed by or on behalf of Tufts shall indicate Tufts' policy of Equal Opportunity and Affirmative Action.

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Employee Policies and Procedures

Equal Employment Opportunity

TUFTS POLICY PROHIBITING SEXUAL MISCONDUCT, STALKING AND RELATIONSHIP VIOLENCE (INCLUDES SEXUAL HARASSMENT, DATING AND DOMESTIC VIOLENCE)

OEO Series 104

Tufts prohibits Sexual Misconduct which includes (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender) (3) sexual assault and (4) sexual exploitation. Tufts also prohibits stalking and relationship violence (including dating and domestic violence) regardless of sex or gender. All of this prohibited conduct is addressed in Tufts' policy prohibiting Sexual Misconduct, Stalking and Relationship Violence, and is addressed through associated procedures applicable to students, employees and third parties.

Employees found to be in violation of this policy will be subject to disciplinary action and/or corrective action, including but not limited to warnings, demotions, suspensions and termination.

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The full text of the University's Policy on Sexual Misconduct, Stalking and Relationship Violence is available at: <http://oeo.tufts.edu/sexual-misconduct-policy/> and <http://oeo.tufts.edu/stalking-policy/> and <http://oeo.tufts.edu/wp-content/uploads/SEXUAL-MISCONDUCT-POLICY.060816.pdf>

The full text of the applicable procedures for complaints against employees and third parties is known as the Discrimination Complaint Processing Guidelines. These Guidelines are available at: <http://oeo.tufts.edu/wp-content/uploads/Complaint-Resolution-Guidelines-050614.pdf>. The full text of the applicable procedures for complaints against students is available at: <http://oeo.tufts.edu/wp-content/uploads/ASE-SMAP-092614.pdf>

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Employee Policies and Procedures

Working at Tufts

CONSENSUAL RELATIONS

OEO Series 106

Tufts University seeks to maintain a professional work and educational environment. Actions of faculty members, academic administrators, and staff that are unprofessional, or appear to be unprofessional, are inconsistent with the University's educational mission. It is essential that those in a position of authority do not abuse, nor appear to abuse, the power with which they are entrusted. Faculty members, academic administrators, and sometimes staff exercise power over students, whether by teaching, grading, evaluating, or making recommendations for their further studies or their future employment. Amorous, dating, or sexual relationships between faculty members, academic administrators, and staff with students are impermissible when the faculty members, academic administrators, and staff have professional responsibility for the student.

Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior because it places the faculty member, academic administrator, or staff in a position to favor or advance one student's interest to the potential detriment of others. Therefore, it is a violation of University policy for a faculty member, academic administrator, or staff member to engage in an amorous, dating, or sexual relationship with a student whom she/he instructs, evaluates, supervises, or advises, or over whom s/he is in a position to exercise authority over in any way.

A violation of this policy may result in disciplinary action. Additional information can be found in the [Consensual Relations Policy](#).

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Employee Policies and Procedures

Equal Opportunity

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

OEO Series 107

The Americans with Disabilities Act of 1990, as amended, and applicable state law protects qualified applicants and employees with disabilities from disability discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment. Tufts prohibits discrimination against individuals with disabilities, individuals with a record of a disability and also prohibits discrimination on the basis of perceived disability.

Tufts also provides reasonable accommodations for individuals with disabilities to enable individuals to perform the essential functions of the job.

If you are unable to or find it difficult to perform your job because of disability or if you have any concerns about equitable treatment in the workplace based on your disability, please contact the Office of Equal Opportunity at: oeo@tufts.edu or by phone at: (617) 627-3298.

The full text of the University's Americans with Disabilities Policy is available at:

<http://oeo.tufts.edu/wp-content/uploads/ADA-Policy-July-2014.pdf>

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Employee Policies and Procedures

Employment

IMMIGRATION REFORM CONTROL ACT

HR Series 300

The Immigration Reform and Control Act of 1986 requires all employers to maintain records documenting the identity and eligibility to work of all regular and temporary employees hired after November 6, 1986.

As a condition of employment, all new employees must complete an Employment Eligibility Verification (Form I-9). Section 1 must be completed by the employee in Employee Self Service on or before the employee's first day of work. Section 2 must be completed by an authorized I-9 representative of the University within 3 business days of the employee's first day of work. Authorized I-9 representatives can be found at the following Tufts Support Services locations: Boston (75 Kneeland Street, 6th Floor, Room 668), Medford (62R Talbot Avenue), Grafton (7 Jumbo's Path).

Former employees who are rehired must also complete a Form I-9 if they have not completed the form within the past three (3) years or their previous form is no longer retained or valid. All employees must also present evidence of identity and employment eligibility by providing one or more documents as outlined on the I-9 form. It is your obligation as an employee to update your information and visa status as needed.

Under current law, it is unlawful to employ individuals who fail to provide appropriate I-9 verification or whose employment eligibility is revoked or expired.

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Employment

EMPLOYMENT CATEGORIES

HR Series 301

Regular Full-Time: Employees who regularly work thirty-five (35) or more hours per week. Regular full-time employees are eligible for University benefits.

Regular Part-Time: Employees who are regularly scheduled to work fewer than thirty-five (35) hours per week. Regular part-time employees who are scheduled to work more than 17.5 hours per week are eligible for full university benefits.

Employee moving from benefits eligible to non-benefits eligible status: Employees who move from benefits eligible to non-benefits-eligible status are no longer eligible for University benefits. At the time of the status change, the employee will be paid out all accrued but unused vacation time and may carry over up to (forty) 40 hours of unused earned paid sick time. All other accrued sick time and personal time balances will be zeroed out as they cannot be carried over to a non-benefits eligible position. Any employee who is moving or thinking of moving to a non-benefits eligible position, should meet with their Human Resources Business Partner for further clarification prior to the change in jobs.

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JOB SHARING

HR Series 302

Job-Sharing Team: This arrangement permits two individuals to share one full-time position. Hours may be divided in various ways. Both members of a job-sharing team are eligible to receive benefits as long as each is scheduled to work 17.5 hours per week. Benefits for these employees may be pro-rated.

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ACADEMIC YEAR EMPLOYEES

HR Series 303

Academic Year Employees: These employees may work full or part-time, but only during the months of the academic year (usually September through May). Benefits for these employees may be pro-rated.

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TEMPORARY EMPLOYEES

HR Series 304

Temporary Employees: Under certain circumstances, a manager may find it necessary to request temporary help for a specific period of time. Temporary workers are hired directly by a University department or through an outside agency and typically are not eligible for Tufts University benefits unless they work a minimum number of hours in a twelve month period as is outlined by these policies.

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DEFINITION OF EXEMPT OR NON-EXEMPT EMPLOYEES

HR Series 305

Exempt Employees: These employees hold positions which fall within certain exempt categories defined by the Fair Labor Standards Act (FLSA), are paid on a salaried basis, and are not eligible for overtime pay.

Non-Exempt Employees: These employees hold positions which do not fall into the FLSA's exempt categories and are eligible for overtime pay. There are two types of non-exempt employees at Tufts:

- **Hourly Non-exempt Employees:** These employees are non-exempt typically designated on the basis of the duties they perform and are paid on an hourly basis.
- **Salaried Non-Exempt Employees:** These employees who satisfy the duties tests for exemption from the FLSA but who are designated non-exempt on the basis of the FLSA minimum salary threshold and are paid on a weekly basis.

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CONSULTANTS

HR Series 306

Consultants: These outside vendors are independent contractors, not employees, and are not eligible to receive University benefits. The relationship to the university is by contractual agreement.

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BACKGROUND CHECKS

HR Series 307

Tufts University is committed to providing a safe working and learning environment for its employees, students, and visitors. It also seeks to protect its assets; preserve its reputation; and comply with laws, regulations, and agreements. Depending upon the position and the duties within the University, employment and/or continued employment may be contingent upon a satisfactory background check.

Tufts University will consider the seriousness and extensiveness of adverse information in making a determination of eligibility for employment. Job applicants and/or current employees who are subject to background checks will be given an opportunity to explain any discrepancies between the job application and the results of the background check. Any material misrepresentation on the job application either by omission or falsification of information may be grounds for denial of employment, withdrawal of an employment offer, or dismissal of an employee.

All background check information will be kept confidential. For more information, see [Tufts University Background Check Procedure](#)

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EMPLOYMENT OF RELATIVES

HR Series 308

The University wishes to ensure that its employees receive fair and equitable treatment. As such, to prevent any possible or perceived conflicts of interest and situations where a manager's judgment could be compromised, Tufts restricts the employment of relatives.

For the purposes of this policy, a "relative" is defined as a spouse, domestic partner, parent, child, sibling, grandparent, or grandchild of the employee or of the employee's spouse. Relatives also include relationships arising out of marriage, such as stepchild or stepparent.

The University welcomes the applications of employee relatives. However, relatives will only be considered for employment based on their job qualifications, and only for positions that are not under the direct supervision of a related employee, including employees not covered by this Policies and Procedures, such as faculty members or unionized staff.

If already employed, employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who will leave. If that decision is not made within thirty (30) working days, the University will decide appropriate action.

It is the obligation of the employees impacted by this policy to identify and bring any real or perceived conflict to the attention of their human resource business partner. The University may in its discretion make exceptions to this policy as appropriate.

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IDENTIFICATION CARD AND UNIVERSITY PROPERTY

HR Series 310

All employees will be issued a University picture identification card from Tufts University Public Safety. Please keep your I.D. with you while you are on University premises, as admittance to some University buildings and departments requires proper University identification.

Depending on the responsibilities of your position, you may also be issued additional resources, such as a mobile phone, laptop, or University credit card (or P-card) or University travel card to facilitate your job duties. You will be required to provide signed acknowledgement of receipt of these materials. You are required to handle these items with care and keep them secure. Any loss must be immediately reported to your supervisor.

These tools are intended for business use and remain University property. Inappropriate operation or use of any such tools is subject to disciplinary action, up to and including termination.

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Employee Policies and Procedures

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ORIENTATION

HR Series 311

At the start of employment, new staff members are expected to participate in Tufts' New Employee Orientation Program. The intent of the program is to introduce new hires to the mission, culture, and values of the University.

University policies and procedures are also presented. During this orientation, employees will also learn more about the numerous benefits available to them.

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TRIAL PERIOD

HR Series 312

All new hires must successfully complete a trial period before they are eligible for the University's paid time off programs for vacation, sick, and personal days. During their trial periods, new hires are entitled to paid time off only for University-observed holidays. New hires terminated during their trial periods may not contest their terminations through the University's internal grievance process.

The trial period normally runs for three (3) months from the date of hire, but a supervisor, in consultation with the Human Resources Department, may extend an employee's trial period for up to an additional three (3) months. If this occurs, the supervisor must notify the employee in writing. The total trial period should not exceed six (6) months.

If an employee is promoted or transferred to another position, a new trial period will commence, during which the employee will be eligible for sick, vacation and job protection benefits but may not contest termination through the internal grievance process.

Successful completion of the trial period establishes the employee's rights to certain benefits and other rights under this Policies and Procedures but does not otherwise negate the at-will status of the employee.

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TUITION REMISSION/TUITION REIMBURSEMENT

HR Series 314

As an institute of higher learning, Tufts University encourages employees to take advantage of the available opportunities to increase their knowledge through education. Tuition Remission and Tuition Reimbursement assist eligible Tufts employees with management of educational expenses.

The Tuition Remission program allows eligible employees to take classes in a number of Tufts' graduate and undergraduate programs. Regular employees who work at least seventeen and one-half (17.5) hours per week and who have been employed by the University for no less than three (3) months prior to the first day of the semester may participate in the program. Full-time employees may take up to two (2) classes per semester, and part-time employees may take one (1) course per semester. This benefit is also available to eligible dependents which include spouses, qualified same-sex domestic partners, and dependent children. Under federal and state law, some or all portions of this benefit may be subject to *****[taxes](#)**.

Tuition Reimbursement is available for full-time staff. The goal of the program is to support these employees in their efforts to improve skills necessary to perform their jobs. This program allows employees to take job-related courses outside of the University. Eligible employees must complete one (1) year of full-time service before the course begins.

Application forms and complete plan descriptions for these programs are available on the Tufts website. For more information, please visit the [Tufts Human Resources Website](#)

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JOB MOVEMENT WITHIN THE UNIVERSITY

HR Series 315

The University encourages employees to make full use of their talents, skills, and potential growth within the University. No employee will be adversely affected as a result of expressing an interest in another job opening. University employees are encouraged to complete one (1) year in their current position before pursuing other job opportunities at Tufts.

Promotions: A promotion is a change from one position to another position at a higher level, and is normally accompanied by an increase in salary. The major criterion used in the promotion process is the demonstrated ability of the applicant to perform satisfactorily in the new job. The decision to promote will be made after considering factors such as competency, growth and development, demonstrated ability to take on new responsibility, experience, potential for growth, seniority, and affirmative action goals. Employees who are promoted or transfer, continue to retain employment date for purposes of benefits including paid time off without any waiting periods.

Promoted Employees' Transfers: A transfer is a change of assignment from one position to another in the same pay level, and may occur within the same department or between departments. A transfer may result from a request made by either the University or an employee and may be initiated for various reasons. Such transfers may occur, for example, in order to develop the career of an employee, or to provide an employee with the opportunity to work in an area where the employee's full potential can be realized. Transfers may also occur as a result of business change or necessity. Employees who are transfer, continue to retain employment date for purposes benefits including paid time off without any waiting periods.

Movement to a Job of a Lower Pay Level: An employee may be moved to a job at a lower pay level based on a personal request, reorganization, inability to perform, or reevaluation. In some circumstances an employee's pay may be reduced to coincide with the new responsibilities, internal pay equity, or pay level. Because the University is committed to fair and equitable treatment, the supervisor and employee must discuss any action of this nature with their Human Resource Business Partner.

Tufts encourages employees who are looking to advance their careers to apply for job opportunities within the University by visiting the [Tufts University Career Center](#). Employees should click on one of the two options below "Current Tufts Employees Only" so that

employees are identified as internal candidates.

The process for internal applicants at Tufts is as follows:

- If an employee is interested in an internal position, the first step is to apply online at the [Tufts University Career Center](#).
- If the employee meets the basic requirements, the employee may be invited to interview with the hiring manager.
- The employee is encouraged, but not required, to notify his or her current supervisor before interviewing with the hiring supervisor for the new position.
- If an employee is identified as a finalist for the position, the employee's current supervisor will be contacted for a reference. The employee will be given the opportunity to speak to the current supervisor prior to the reference check.
- Transition from the old to the new positions must be arranged to give appropriate notice to the old department while benefitting the employee and new department. Those arrangements are generally worked out between the previous and new supervisors.

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JOB ABANDONMENT

HR Series 316

Failure to notify a supervisor about any unscheduled absence may result in disciplinary action, up to and including termination. Tufts employees who fail to report for work without notifying their supervisor for three (3) or more consecutive workdays will be considered to have voluntarily resigned, and are not ordinarily eligible for rehire.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

OUTSIDE EMPLOYMENT

HR Series 317

Employees are hired with the express understanding that their principal professional responsibility is to the University. Employees of the University who desire to work outside Tufts may do so as long as there is no conflict of interest, or the appearance of conflict of interest. If there is any possibility of a conflict of interest of working hours, outside employment should be discussed first with the immediate supervisor. Additionally, the second job cannot interfere with the employee's scheduled work hours and work performance.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

PERSONNEL FILE/UPDATING YOUR PERSONAL INFORMATION

HR Series 318

Tufts University respects the privacy of its employees and strives to keep employee files confidential. Tufts Support Services maintains a personnel file for each employee. If you wish to review your file, submit a written request to Tufts Support Services

Changes to your personal information, benefits, and payroll deductions can be made online through [Tufts University E-Serve](#).

It is your responsibility to notify the Benefits Office when any change occurs in your personal status or of a qualifying event in your family that could impact your benefits.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

PROFESSIONAL REFERENCE/VERIFICATION OF EMPLOYMENT

HR Series 319

If in the course of your work, you are requested to provide a professional reference on behalf of an employee, you may only do so once you have obtained permission from the employee.

Tufts Support Services often receives calls from third parties regarding employment verification for the purposes of credit references, such as a mortgage. If the request is made by phone, we will verify current employment status, dates of employment, and salary, but only if such information is stated first by the caller. Additional information will not be released without express written permission.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

PROGRESSIVE DISCIPLINE

HR Series 320

The following steps cover the normal pattern of corrective action for non-exempt employees who have completed the trial period. This policy does not apply to exempt employees. A human resource business partner should always be contacted prior to initiating the corrective action process.

From time to time, problems related to your job may develop. Such problems may include, but are not limited to: violation of or conflict with University policy, job performance, or other job-related situations. It is the University's intention that such issues be discussed openly and candidly, with the objective of improvement and prompt resolution. The University's @Work Program encourages timely, open, and candid discussion about performance, including coaching by supervisors and managers; this coaching should include specific feedback on necessary performance improvements, information on tools available to employees to improve performance, and clear timelines. If performance problems persist, a supervisor or manager may initiate the progressive discipline process. A human resource business partner will work with employees and supervisors during the progressive discipline process.

Suggested Steps in the Progressive Discipline Process:

Verbal Warning: The supervisor discusses performance problems with the employee, the necessary improvements, and a date by which corrections should occur. The supervisor should document the date and content of the conversation.

First Written Warning: If problems persist, the supervisor should have another discussion with the employee. If warranted at this time, the employee may be issued a written warning. This warning will contain a statement of the problem(s), what corrections are necessary, and a date by which the improvement(s) should occur. The employee will be asked to sign the form indicating that they have read it. A copy should be placed in the employee's personnel file in Human Resources, and a copy should be given to the employee.

Second Written Warning: If problems persist, a second written warning may be issued adhering to the format outlined in step two above.

Suspension, Termination, or other Serious Disciplinary Action: If problems persist after the second written warning, disciplinary action, up to and including termination, may

occur.

Written warnings should be removed from the employee's file after two years of active employment if there have been no subsequent warnings. Warning from some serious infractions, as determined by the university, may remain in the file indefinitely.

Certain infractions may result in immediate suspension or immediate termination. Such infractions include, but are not limited to, stealing or other acts of dishonesty, intoxication, threatening actions or language, unprofessional behavior, creating or contributing to a hostile work environment, workplace violence, violation of the University's drug and alcohol policies, insubordination, sexual harassment, discrimination, breach of confidentiality, fraud, or clear cases of conflict of interest. In such cases, the decision to terminate an employee must be discussed with the human resource business partner prior to any action being taken. When circumstances warrant it, as determined by the university, the University retains the right to omit steps in the disciplinary process.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

GRIEVANCE AND DISPUTE RESOLUTION

HR Series 321

The University has established a grievance policy to ensure fairness and consistency in employee relations and to resolve certain specified contested actions as quickly as possible. This is an internal process and while an employee may seek legal advice, their counsel may not actively participate in the process.

You are assured that your status as an employee of the University will not be jeopardized merely for seeking assistance with a problem. Only employees who have completed their probationary period are covered by this policy.

Issues considered appropriate for the grievance process include matters such as:

- Disciplinary actions against the aggrieved employee, such as written warnings or termination.
- A violation, misinterpretation, or inequitable application of policy or procedure affecting the employee.
- Discrimination against an employee because of race, color, religion, national origin, sex, sexual orientation, age, disability, or covered veterans. Discrimination complaints will be investigated by the Office of Equal Opportunity.

The following issues are not subject to the grievance process:

- Performance Reviews
- Termination resulting from a reduction in force, or termination for reasons stemming from grants or contracts.
- The content of published University personnel policies and procedures.

Please contact your Human Resources Business Partner for any grievance related issues.

Please refer to the [Employee Handbook](#) for more detail on the University's 4-step grievance process.

Link to [Employee Handbook](#)

[HR Business Partners](#)

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

RE-EMPLOYMENT

HR Series 322

Re-employment of former University employees who left in good standing is beneficial to both Tufts and the employee. The University not only gains an employee with prior knowledge of Tufts and therefore a shortened learning curve, but also enters re-employment with a clear understanding of the individual's capabilities and prior job performance.

Only those who left the University in good standing are eligible for re-employment. Past performance is considered when a former employee applies for rehire. A re-employed employee is subject to the trial period in his or her new job and will not carry over any sick, vacation, or personal days from prior employment at the University, unless they experienced a qualified break in service under the Massachusetts Earned Sick Time Law and are rehired within one (1) year of their departure date.

Individuals rehired within one (1) year of their departure date will retain the original date of hire for the purpose of vacation accrual, retirement vesting, and other seniority issues, except reduction-in-force benefits. For all other benefits plans, please contact the Human Resources Benefits Office for the specific policy details.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

SALARY AND PAY POLICIES

HR Series 400

The *University* compensation and performance development programs link employees' individual jobs and goals to broader university or department goals. These programs facilitate communication between supervisors and employees. They also encourage employees to identify and develop the skills they need to reach their full potential in their position at the University.

The programs are designed to:

- Provide competitive total compensation packages, within defined markets, to attract and retain a high quality, diverse workforce;
- Promote communication between managers and employees to ensure that employees have a clear understanding of the link between their contributions and the mission, values, and goals of the University;
- Encourage development of skills and behaviors (competencies) necessary for success in our work environment; and
- Establish a consistent framework with flexibility in pay delivery and pay programs to recognize individual performance, teamwork, and competency development.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

WORK HOURS

HR Series 401

Customary Hours: The customary work week at Tufts for full time employees is thirty-five (35) hours, seven (7) hours each day, Monday through Friday. The usual workday starts at 9:00 A.M. and ends at 5:00 P.M. This includes a fifteen (15) minute break during the day for non-exempt staff, and one (1) hour for unpaid lunch. Non-exempt employees who wish to work through a lunch break must seek approval from their manager before doing so. Departments should seek the assistance of Human Resources if there is a need to use a different workweek definition for an employee.

Specified work hours and work week may differ for certain employees depending on the needs of their department. Supervisors will inform employees of the hours they are expected to work.

Exempt employees frequently work beyond the confines of a 35-hour workweek, depending on the needs of their position.

For payroll administration purposes, the work week is considered to begin on Sunday at 12:01 A.M. and end Saturday at midnight unless otherwise defined in writing and approved by Human Resources.

Recording Hours Worked: The University is required by state and federal law to keep accurate records of hours worked by non-exempt employees. Departments are responsible for maintaining attendance records for non-exempt staff and time off records including sick, personal, and vacation time for all employees.

An authorized department staff member will enter the hours worked for non-exempt employees (staff, student workers, and temporary employees) in that department into the University's Time Entry System. This should be completed weekly for hourly non-exempt employees and for salaried non-exempt employees. Access to the time-entry system is obtained through completion of an application and approval of the supervisor.

All employees are expected to accurately report and/or record their time and must understand that failure to do so may result in problems associated with payroll and/or disciplinary action.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

OVERTIME

HR Series 402

There are occasions when a temporary workload or other compelling reason may require that you work more than your regularly scheduled number of hours. Non-exempt employees are eligible for overtime pay. Any hours exceeding your normally scheduled hours must be pre-approved by your supervisor. Exempt employees are not entitled to and do not receive overtime pay.

Non-exempt employees are paid at their regular rate for up to forty (40) hours in one work week. Hours worked beyond forty (40) in one work week must be paid at one and one-half times the regular rate. For hourly nonexempt employees, time paid for, but not actually worked, such as holidays, sick days, paid personal time, or vacation, is counted for the purpose of computing overtime pay. For salaried nonexempt employees, only time actually worked in excess of forty (40) hours in one work week is counted for the purpose of computing overtime pay.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

PAY PERIODS

HR Series 403

Hourly and Salaried Non-Exempt Employees

Friday is payday for non-exempt employees paid weekly. Weekly pay covers the period Sunday through Saturday of the previous week.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

EXEMPT EMPLOYEES

HR Series 404

Exempt employees are paid semi-monthly on the fifteenth (15th) and thirtieth (30th) day of each month.

As required by law, the University withholds federal and state income taxes from an employee's earnings. Tax deduction amounts are determined by the exemption schedule filed by each employee on the W-4 form. In addition, the University will make authorized deductions for health/life insurance premiums, parking fees, credit union, etc.

It is the University's policy and practice to accurately compensate employees for all hours worked and to do so in compliance with all applicable state and federal laws, including the Fair Labor Standards Act ("FLSA"). The University will only make deductions from the wages of its exempt employees as permitted by law.

As such, all University managers are prohibited from making improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative, or professional capacity as defined under the FLSA, and who are exempt from the FLSA's overtime pay requirements.

Despite the University's best efforts to prevent improper deductions, it is possible that mistakes may be made. Any employee who believes that a deduction was improperly taken from his or her paycheck or that his or her pay does not accurately reflect all hours worked during the pay period should immediately report this concern to Tufts Support Services. The University will promptly investigate reports of improper deductions and inaccurate pay. If it is determined that a deduction was improperly taken or that a mistake was inadvertently made, the University will take appropriate corrective action. Employees may file complaints or raise concerns regarding deductions from wages without fear of retaliation.

The University is committed to preventing improper deductions and inadvertent pay errors. Managers and supervisors who are uncertain whether a deduction is proper should seek guidance from Human Resources before making or ordering the deduction. Managers and supervisors who knowingly make or authorize improper deductions are subject to disciplinary action, up to and including termination.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

DIRECT DEPOSIT

HR Series 405

Direct deposit is a condition of hire for regular employees. Accordingly, all employees must maintain a checking or savings account with a banking institution. With direct deposit, the net pay is deposited into a bank of your choice. However, every new hire will receive a check, not direct deposit, for the first week on the payroll. This allows time for the bank to verify the accuracy of the direct deposit information.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Compensation

EMPLOYEE SELF-SERVICE

HR Series 406

Tufts University offers paperless transactions for changes to an employee's personal information and deduction elections through Tufts' Employee Self Service Web Site. Through Self Service, employees may view payroll, benefits, personal information, and time off records. Employees can log into the system to view their paychecks and direct deposit, change tax withholdings, or change a beneficiary. Additional services are continually being added.

Employee Self Service is available through any computer with internet access. The site can be accessed through the [Tufts E-Serve Site](#). You will be required to login with a secure password.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

ALTERNATIVE WORK ARRANGEMENTS

HR Series 324

An alternative work arrangement is any arrangement that differs from the department norm which is implemented to accommodate the needs of the employee and the department. All alternative work arrangements require the approval of an employee's supervisor and job sharing may require following additional guidelines. Please contact your supervisor or manager and your human resource business partner for further information. There are a variety of options that may work for employees and supervisors. These may include flexible scheduling such as:

1. Working an alternate schedule (e.g., 8 A.M. - 4 P.M., instead of 9 A.M. - 5 P.M.)
2. Participating in job sharing or other special arrangements;
3. Working part-time (shorter daily work schedule, or fewer days a week); or
4. Telecommuting (See "Telecommuting" [[Telecommuting Guidelines](#)]).

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

TELECOMMUTING

HR Series 325

Telecommuting can improve employee productivity and performance, enhance employees' work-life balance and support business continuity plans. It can also reduce the university's carbon footprint. When it is appropriate for the person, position, and doesn't adversely affect service or collaboration, the university supports the use of telecommuting. Telecommuting may be used on an on-going or periodic basis.

Eligible employees may only telecommute with prior approval. Despite the suitability of positions or employees to telecommuting arrangements, departments must ensure that sufficient personnel are available on campus to provide service to the campus community during scheduled business hours. As a result, there may be limited opportunities for employees to make use of telecommuting arrangements.

The Telecommuting Agreement

The department and employee should complete a telecommuting agreement. The agreement is intended to capture all of the specifics of telecommuting. Before implemented, the agreement must be approved by the employee's supervisor in addition to the employee's dean, vice president or designee. The [Telecommuting Agreement](#) should be kept on file within the department and also in the employee's personnel file which is maintained by Tufts Support Services.

Ad hoc or infrequent, periodic telecommuting of short durations does not require a Telecommuting Agreement but does require prior supervisor approval.

Terminating the Telecommuting Agreement

The appropriateness of the telecommuting arrangement should be assessed regularly or at least every six (6) months. The [Telecommuting Agreement](#) can be terminated by either the department or the employee with reasonable notice.

See [Telecommuting Guidelines](#) for more information and procedures.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Employment

EMERGENCY INFORMATION

HR Series 328

Information concerning an emergency at Tufts will be broadcast over local television and radio stations. Information is updated as early as 6AM. The Tufts Information Line is 617.627.INFO (4636) for Medford and Boston or 508.839.6124 for the Grafton Campus. In addition, campus closing information is available on Tufts' web page, on "Inside Tufts" and at <http://emergency.tufts.edu/>.

Employees Working in Essential Service Areas

The nature of the university's activities and the complexity of operations require that certain services be provided at all times. Essential services include (not exhaustive): animal farms and hospitals, patient care areas, areas conducting critical research, Facility Services, Tufts Technology Services, Tufts Support Services, Dining Services, and Public Safety. Employees performing essential services are excused from work only with the specific authorization of their supervisors, regardless of other announcements. Supervisors shall inform employees:

- (1) If they are in an essential service position; and,
- (2) If the employee will need to:
 - a. Physically report to campus; or,
 - b. Work remotely if there is a closure.

Supervisors should instruct essential employees beforehand regarding their obligations during emergencies and establish procedures to inform them whether they will be needed to work. Employees in essential service areas who do not report to work during emergencies may be subject to disciplinary action.

Non-exempt employees who are required to work during the closure will be compensated at time and one-half for hours worked on that day. In addition, such employees will receive either another day off in the same pay week or a day's pay at the normal rate.

Employees Working in Non-Essential Service-Areas

In the event of a university closure, exempt employees are encouraged to work remotely in order

to maintain unit productivity or to prepare for reopening. Non- exempt personnel may work remotely only with prior supervisor approval.

Early Release

Early releases are rare but may occur, for example, when poor weather creates hazardous traveling conditions or other problems. Early releases are declared by the Vice President for Operations. The decision may be University-wide or campus specific. A decision to announce an early release will be communicated to the appropriate individuals and areas of the University. Generally, even when early releases have been authorized, classes, clinics, scheduled events, and all related activities are expected to continue. Upon supervisory discretion, some employees may be released early from work, but the business of the department must continue. Staff members released early will be paid for their usual hours, but employees who are required to work will not be paid any additional wages.

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Updated 10-1-18 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

BUSINESS CONDUCT POLICY

Finance Series 600

In conjunction with the policies set forth in this Policies and Procedures, the University has designed a [Business Conduct Policy](#) to serve as a guide to appropriate business behavior. It is the responsibility of each employee to familiarize himself or herself with, and to abide by, the Business Conduct Policy including the confidentiality of personal or business information. All employees are provided with a copy of this policy at the beginning of employment. If you have any questions or need an additional copy of the policy, contact Human Resources or the [Finance Division's website](#).

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Updated 2-21-17 by the Finance Department, 169 Holland Street, Somerville MA 02144

Employee Policies and Procedures

Workplace Expectations

FRAUD INVESTIGATIONS/ETHICSPPOINT

Finance Series 601

It is the responsibility of Audit and Management Advisory Services (AMAS) to investigate financial-related fraud at Tufts University. In addition, AMAS will investigate cases of alleged theft, embezzlement, or misuse of University assets when a violation of policies or procedures may have occurred in order to determine how internal controls can be improved to reduce risk. Where appropriate, such investigations will be coordinated with University Counsel, the Department of Public Safety, and Human Resources.

As a member of the Tufts community, you are expected to report suspected fraud to the Director of AMAS. If the suspected fraud is initially reported to a supervisor, chairperson, director, dean, vice president, or other responsible person, that person must report the instance to the Director of AMAS.

It is the policy of Tufts University that any person is free to lawfully disclose whatever information supports a reasonable belief of suspected employee misconduct. The University is committed to protecting employees from interference when they make such disclosures.

Situations may exist where members of our community feel uncomfortable discussing these matters with their colleagues or supervisors. To assist with these particular situations, the University has an agreement with a third party reporting service, EthicsPoint, Inc., that allows employees to make anonymous complaints. This service maintains a Tufts University internet application and call center for individuals to report any concerns related to financial, regulatory, compliance, environmental health, and campus safety matters. You may access this service by clicking on the [Tufts University Anonymous Reporting Hotline](#) link. You may also access this reporting option by visiting the Finance Division, Office of Equal Opportunity, Environmental Health and Safety, or Audit & Management.

Advisory Services websites and locating the links for anonymous reporting. Access is also available by dialing toll-free 1-866-384-4277.

Suspected research misconduct should be reported to the Associate Provost for Research. Any theft of physical assets should be reported to Tufts Police at 617.627.6911.

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Updated 2-21-17 by Audit and Management Advisory Services (AMAS), Packard Avenue, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

ALCOHOL, DRUGS AND OTHER DANGEROUS SUBSTANCES

HR Series 500

Tufts University recognizes that the abuse of drugs and/or alcohol severely impairs the ability of employees to support our mission of providing the highest quality academic programs. The University supports constructive measures to deal with these problems, and strongly encourages employees with drug and alcohol problems to seek appropriate treatment. However, Tufts cannot and will not tolerate drug or alcohol abuse in the workplace.

In order to assure a safe and efficient work environment, Tufts University has adopted a formal policy. As a condition of employment with Tufts, employees must abide by the terms of this policy.

*** [Tufts Campus & Workplace Policy on Alcohol, Drugs, and Substances](#)

*** <http://publicsafety.tufts.edu/asr/>

Tufts University prohibits the unlawful manufacture, dispensation, distribution, sale, possession, and use of controlled substances, as well as reporting to work or conducting University business under the influence of a controlled substance.

This policy applies on Tufts University property or to university activities off-campus, including university-sponsored field trips and study abroad programs. All faculty members, staff, and students are required to abide by the terms of this policy. In addition, Federal law requires that any employee notify the University if the employee is convicted of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such a conviction. Tufts is required to notify the relevant funding agency, within the ten (10) days of receiving such notice, of any applicable conviction involving employees engaged in work on a federal grant or contract.

As a recipient of Federal program funding, the University must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The foregoing policy is one part of that program.

Federal regulations implementing these statutes also require that this policy and information

about the related program be distributed annually to all campus constituencies. A notice will be sent annually in the fall to all faculty members, students and staff of the internet location of the current version of the program. Paper copies can also be obtained at any Public Safety or Human Resources Department Office on each campus.

This policy is hereby deemed incorporated into the Faculty Policies and Procedures and Student Policies and Procedures of each of the respective schools of the University, as well as the Employee Policies and Procedures of the University. Further changes to or clarifications of this policy may be made to all constituencies by electronic or paper notification.

Employees in need of assistance in dealing with substance abuse issues are strongly encouraged to utilize the confidential assistance and services offered through Tufts' Employee Assistance Program (EAP) provider. They can be reached at 1-800-451-1834.

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Updated 2-21-17 by Tufts University Police Department, Public Safety, Medford MA 02144

Employee Policies and Procedures

Workplace Expectations

WORKING WITH ONE ANOTHER

HR Series 501

Tufts University strives to provide all staff and faculty members with a work environment that is free of harassment or other unreasonable interference with the performance of their University duties. We aspire to be a community of colleagues in which mutual respect guides our day-to-day interactions. While the University respects an individual's right to self-expression, it expects that the rights and concerns of others who work at Tufts are respected as well. At Tufts, there is no place in the work environment for conduct that demeans or belittles another person. For these reasons, harassment of any kind is unacceptable.

For the complete policy please refer to the [Business Conduct Policy](#).

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Updated 2-21-17

Employee Policies and Procedures

Workplace Expectations

HOSTILE WORK ENVIRONMENT/WORKPLACE VIOLENCE

HR Series 502

Racial or ethnic slurs; offensive swearing or use of profanity; sexually harassing remarks; threats of violence; and any other offensive comments, language, actions, or violent physical behavior will not be tolerated. This includes acts such as, but not limited to, intimidating, threatening, or hostile behaviors; harassment (including sexual harassment); vandalism; arson; sabotage; the use of weapons; carrying of weapons onto University property; violent events; or any act that in management's opinion is inappropriate in the workplace. E-misconduct, conduct occurring on the Internet or through other electronic means, is subject to the same disciplinary action as conduct occurring in person or print.

These rules apply to all employees, students, contractors, and guests on University property. Every employee is required to report incidents, threats, or acts creating a dangerous or hostile work environment to his or her human resource business partner, his or her supervisor (or to another supervisory employee if his or her immediate supervisor is not available), and/or to the Tufts Police Department. As necessary, managers and supervisors will receive special training on violence prevention techniques to help them spot potential problems and minimize the occurrence of violent incidents. Tufts University will promptly investigate any physical or verbal attack, threats of violence, or other conduct by employees that threatens the health or safety of other employees or the public. All incidents of physical or verbal attacks are treated as misconduct and may result in disciplinary action, up to and including termination of employment. Pending the results of an investigation, the University may suspend employees who are involved in physical or verbal altercations that result in injuries; create a significant risk of injury; or have an impact on productivity, safety, or morale.

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Updated 2-21-17

Employee Policies and Procedures

Workplace Expectations

PUBLIC SAFETY

HR Series 503

The Department of Public Safety represents a comprehensive approach to increased safety and security awareness by combining the University Police Department, the Office of Environmental Health and Safety, and the Office of Risk Management and Insurance.

Individuals on the Boston, Medford/Somerville, or Grafton campuses in need of emergency police, fire, or medical assistance should call 6-6911. University Police assistance is available twenty-four hours a day. Individuals are encouraged to report any suspicious or emergency activity directly to the University Police.

Individuals needing information or non-emergency assistance regarding a safe work environment are encouraged to contact Environmental Health and Safety staff at 617.636.3615 on the Boston campus, 617.627.3502 on the Medford/Somerville campus and 508.839.5303 on the Grafton campus, to reach staff members during regular business hours. Additional information can be found on the [Public Safety website](#). In case of an emergency after regular business hours, contact the University police at 6.6911.

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Updated 2-21-17 by Tufts University Police Department, Public Safety, Medford MA 02144

Employee Policies and Procedures

Workplace Expectations

CONFLICT OF INTEREST

Finance Series #602

Tufts employees are responsible for performing their duties in good faith and in the best interests of the University. In particular, employees are expected to avoid activities, agreements, business investments or interests, or other situations that materially conflict or appear to conflict with the interests of the University or interfere with the individual's duty to loyally serve the University to the best of his or her ability. This policy applies to both faculty and staff, except as specifically otherwise noted. A conflict of interest exists when an employee or a family member is in a position to benefit personally, directly or indirectly, from his or her relationship with a person or entity conducting business with the University. All employees have an obligation to avoid conflict, or the appearance of conflict, between their personal interests and the interests of the University and to avoid any situation that affects, or potentially could affect, his or her independent, unbiased judgment in the discharge of his or her duties to the University. An employee should recuse himself or herself from making any decision relating to University business when the employee is aware of circumstances that might reasonably cause his or her impartiality to be questioned.

To say that one has a conflict of interest does not necessarily mean that the individual involved acted or is expected to act inappropriately. However, if a competing interest exists that creates a conflict of interest concern, certain actions by the individual is required.

All employees are required to promptly report to his or her direct manager or senior manager any actual or perceived conflict of interest (as defined in accordance with the Business Conduct policy) which arises outside of the annual reporting period. The decision on whether to approve a reported conflict should be made by the Executive Vice President, after consulting with the employee's senior manager and such other University officials as the Executive Vice President may deem appropriate. Conflicts involving the Executive Vice President shall be reported to and approved or disapproved by the President. Additional information can be found in the [Business Conduct Policy](#).

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Updated 2-21-17 by Tufts University Finance Department, Holland Street, Somerville MA 02144

Employee Policies and Procedures

Workplace Expectations

USES OF UNIVERSITY SYSTEMS, RESOURCES AND INFORMATION

TTS Series #XXXX

The University has adopted several policies that provide valuable legal and ethical constraints associated with using University systems, resources, and information, including University computers, computer systems, and networks. These policies, which apply to all members of the Tufts community, include the [Information Stewardship Policy and Supporting Information Policies](#) (the Information Roles and Responsibilities Policy, Use of Institutional Systems Policy, and the Information Classification and Handling Policy), as well as the [Business Conduct Policy](#). Additional policies may also apply to specific units of the University and to any computers, computer systems or networks provided or operated by them.

When using any institutionally-provided resources, employees could legally be deemed to be acting as representatives of the University. Therefore, employees must conduct themselves appropriately when communicating internally and externally, i.e. blogging, MySpace, Facebook, etc. All communication, internal or external, utilizing Tufts resources is considered the property of the University and may be accessed, audited, and disclosed. Therefore, there is no expectation of privacy in emails, instant messaging, Internet searching, etc., exchanged on Tufts systems. They may also be used as a basis for disciplinary action.

Any use of University communication resources in conflict with the values of the University is unacceptable. It is the responsibility of all Tufts employees to respect the highest level of privacy for their colleagues and other members of the Tufts community. Employees deemed to have utilized systems or resources improperly, for example, in the case of on-line gambling or pornographic sexually explicit materials not related to legitimate job functions, will be subject to disciplinary action, up to and including termination of employment.

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Updated 2-21-17 by Tufts Technology Services, 169 Holland Street, Somerville MA 02144

Employee Policies and Procedures

Workplace Expectations

ATTENDANCE AND PUNCTUALITY

HR Series 500

For anticipated absences, such as a scheduled doctor's appointment, you are expected to notify your supervisor with as much notice as possible. For unanticipated absences, such as illness, you must notify your supervisor no later than one hour after your usual work day begins (e.g., no later than 10 A.M. if your work day begins at 9 A.M.). Departments involving patient care and emergency services may have specific call-in procedures that override this procedure. If you are uncertain of the call-in procedure for your department, please check with your supervisor. Absences must be reported daily, unless you have reported a hospitalization, a leave of absence has been determined and approved, or the absence has otherwise been approved by your supervisor.

Unreported and/or repeated unauthorized absences may be considered job abandonment and could lead to disciplinary action, up to and including termination.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

NO SMOKING POLICY

HR Series 501

Tufts University is committed to providing a healthy, smoke-free workplace for employees. In compliance with the Massachusetts Clean Indoor Air Law (1988), a comprehensive law based on the premise that there should be no smoking in certain public places, no smoking is allowed in University buildings. However, there are some designated smoking areas around the campuses. Designated areas do not allow for smoking in doorways or other areas leading immediately into or out of a University building. Failure to adhere to established "No Smoking" guidelines may lead to disciplinary action, up to and including termination of employment.

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Updated 2-21-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

ACCIDENT OR INJURY AT WORK

HR Series 600

You must immediately report any accident or injury occurring while working. An Employers First Report of Injury Report form must be completed immediately so that the University may take appropriate action. The form must be signed by your supervisor and sent to the Office of Insurance and Risk Management on the Medford/Somerville campus. This report must be forwarded to the Massachusetts Industrial Accident Board within forty-eight (48) hours of the incident. Timely reporting is essential as failure to report an accident or injury in a timely fashion may result in a fine to the University and may affect the employee's ability to prove the nature of the injury.

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Updated 2-21-17

Employee Policies and Procedures

Workplace Expectations

WORKERS' COMPENSATION

HR Series 600

An employee who is injured while working may be entitled to benefits provided by Worker's Compensation Insurance. Details of this insurance, accident forms, and general information may be obtained from the [Office of Risk Management and Insurance website](#). If the injury results in the employee being absent for more than three (3) days, his or her human resource business partner should be contacted.

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Updated 2-21-17 by Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

POLICY ON POLITICAL ACTIVITIES

HR Series 600

The University, which is committed to free and open discussion of ideas and opinions, encourages students, faculty members, and staff to exercise their civic rights to participate as individuals in the electoral process. However, because the University is a tax-exempt entity, it is prohibited by law from participating or intervening in campaigns for any elective office. Federal Election Commission regulations expressly restrict political activity of educational institutions. To comply with these and other related legal requirements, the University maintains the following Policy with respect to political activities on campus:

With regard to support of or opposition to candidates for election to public office, members of the University community are free to express their opinions and engage in political activities in their individual capacities but must avoid the appearance that they are speaking or acting on behalf, or with support, of the University.

No person may, on behalf of the University, engage in activity in support of or opposition to a candidate for elective public office (including giving or receiving funds or endorsements), nor shall University resources be used for such purposes. All employees must abide by the following rules in particular:

- The name, seal, insignia, marks, and letterhead of the University or of any of its schools, departments, or programs shall not be used on letters or other materials intended for partisan political purposes.
- No University office shall be used as a mailing address for partisan political mailings, nor shall telephone service that is paid by the University be used for partisan purpose.
- The University title of a faculty member or staff member or other person should be used for identification purposes only and, when there is any prospect that the use of the title could be mistaken as an endorsement by the University, should be accompanied by a statement that the person is speaking as an individual and not as a representative of the University.

- University services, equipment such as copying machines, computers, telephones, and supplies shall not be used for partisan political purposes.
- No University employee, as part of his or her job, may perform or be asked to perform political tasks.
- Invitations, subject to the following principles, may be extended by departments, programs, or recognized organizations to persons who are candidates for elective public office (or their representatives) to speak on campus. Access to the University, if granted, shall be made available on an impartial, non-partisan basis, and:
 - (1) the invited speaker's appearance on campus shall have an educational or informational focus, and not be conducted as a campaign rally or similar event;
 - (2) no fundraising for the speaker/candidate shall occur in connection with the event; and
 - (3) the event must be conducted in a manner that avoids any unauthorized implication that it is sponsored, endorsed, or favored by the University.
- University facilities will not be rented to candidates (or their campaigns) for elective public office.
- Debates and forums may be conducted on campus only in accordance with pertinent legal standards, which require that the activity be conducted in a non-partisan manner, provide access to all qualified candidates, and state that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
- The University reserves the right to cancel any appearances by a political candidate if it is determined that such appearance is inconsistent with this policy.

Questions concerning this policy should be directed to the Office of University Counsel or the Office of Community Relations.

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Updated 2-21-17 by Office of University Legal Counsel, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

SOLICITATION AND DISTRIBUTION POLICY

HR Series 600

In order to minimize distractions and interference with University business, these guidelines have been established regarding employees' solicitation of other employees, the distribution by employees of literature and other materials in University workplaces, and solicitation and distribution by non-employees.

University employees may not use Tufts resources such as mail, email, supplies, or equipment to distribute materials or make solicitations unrelated to their job responsibilities. University employees may not post literature or other materials that are not job-related in University workplaces.

Employees may not solicit for any purpose nor distribute literature or materials within the university's buildings or on university property during the employee's working time or the working time of any employee being solicited or approached. "Working time" shall not include break periods, meal times, and other non-work periods during the day.

Employees may not distribute literature or materials within the working areas of the University at any time.

A violation of this policy by an employee may result in disciplinary action, up to and including termination of employment.

Tufts prohibits any solicitation or distribution in University workplaces by all non-employees.

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Updated 2-21-17 by Office of University Legal Counsel, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

TRAVEL ON UNIVERSITY BUSINESS

HR Series 600

Employees who travel for the University on authorized business will be reimbursed for all necessary and reasonable expenses incurred while traveling, subject to department or project budget limitations or may use a University Travel Card.

All necessary travel approvals must be obtained from the traveler's supervisor, Chairperson, or Dean prior to the business trip.

Employees may not charge personal expenses to a Tufts University P-card. P-cards are for the exclusive use of business expenses. Any employee who misuses a P-card may be subject to disciplinary action, up to and including termination.

Employees are covered by travel accident insurance while away on approved University business trips.

Travel from an employee's home to Tufts and back is not reimbursable. Additional

information can be found on the [Finance Division's website](#).

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Updated 2-21-17 by Finance Department, 169 Holland Street, Somerville, MA 02144

Employee Policies and Procedures

Time Off

HOLIDAYS

HR Series 801

The University observes the following paid holidays throughout the year:

New Year's Day	January 1*
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Patriots' Day	3rd Monday in April
Memorial Day	last Monday in May
Independence Day	July 4*
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11*
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24**
Christmas Day	December 25**

* *When these days fall on a Sunday, the holiday will be observed on the following Monday; when they fall on a Saturday, the holiday will be observed on the previous Friday.*

** *When Christmas Eve and Christmas Day both fall on a weekday, employees will receive both days as holidays.*

The University recognizes the right of employees to observe the holidays of their religion. At the employee's discretion, time taken for this reason maybe considered vacation time, personal days, or absence without pay. Employees should discuss religious holidays with their supervisors well ahead of time, so that the supervisor can prepare for the employee's absence from the workplace.

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Updated 2-21-17 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

HOLIDAY PAY

HR Series 802

Regular, full-time employees receive pay for University holidays, without any waiting period. Regular, part-time employees will receive pay only for the holidays which occur on the days they are regularly scheduled to work.

Non-exempt employees who are required to work on a holiday will be compensated at time and one-half for hours worked on that day. In addition, such employees will receive either another day off or a day's pay at the normal rate.

The policy on holiday scheduling and holiday pay may not be applicable to departments that operate on a six- or seven-day work schedule. You should consult your Department Head if you are employed in a unit with such shift assignments.

If you take an unexcused absence the day before or the day after a holiday, you will not receive pay for that holiday. Exceptions may be made for approved absences. If a University holiday falls during a leave of absence, the employee will not receive holiday pay.

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Updated 2-21-17 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

PERSONAL DAYS

HR Series 803

Based on their regularly scheduled hours, full-time Tufts employees receive two (2) personal days per fiscal year, July 1-June 30. Part-time and part-year employees receive pro-rated personal days based on their regular work schedule. These days must be used each year and do not accrue. Unused personal days are not paid upon termination. When scheduling a personal day, employees are expected to give their supervisor sufficient notice.

During the first year of employment, employees hired between July 1 and December 31 will receive two (2) personal days. Employees hired between January 1 and March 30 will receive one (1) personal day. Personal days may not be utilized during the trial period.

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Updated 2-21-17 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

SYMPATHY DAYS OR BEREAVEMENT

HR Series 804

You may be granted up to three (3) days of paid leave if there is a death in your immediate family or an individual living with you. Immediate family is defined as spouse, domestic partner, children (including stepchildren), daughter/son-in-law, mother/father-in-law, parent (including stepparent), brother or sister (including stepbrother and stepsister), brother/sister-in-law, grandparent, and grandchildren. Upon request, employees may be given sympathy leave of up to three (3) days in the event of the death of a family member of an individual living with them.

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Updated 2-21-17 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

VACATION

HR Series 800

During the first year of employment, employees must complete at least ninety (90) days before taking any accrued vacation time. A vacation day is equal to the designated workweek hours for your position as stated in the HR records, divided by five (5). Employees receive their usual base pay during a scheduled vacation. Full-time, hourly non-exempt employees earn vacation at the rate of 1.25 days per month, which equates to an annual total of fifteen (15) days. After completing ten (10) years of service an hourly non-exempt employee's vacation accrual rate increases to 1.67 days per month, for an annual total of twenty (20) days. Vacation can be taken in partial day, day, or week increments.

Salaried non-exempt and exempt employees earn 1.67 days of vacation per month, or twenty (20) days per year. Those employees who have completed twenty-five (25) years of service begin to accumulate vacation at the rate of 2.08 days per month, or twenty-five (25) days per year. Vacation can be taken in partial day, day or week increments.

Academic year and full-time regular employees accrue vacation at the above rate during the months they work.

Part-time employees receive pro-rated vacation time based on their regular work schedule.

If an employee is hired, or returning to work from an unpaid leave, on or before the fifteenth (15th) day of the month, the employee will receive vacation credit for the month. If an employee is terminating, or going out on unpaid leave, on or after the fifteenth day of the month, the employee will receive vacation credit for the month. Upon completion of the trial period, employees receive vacation accrual retroactive to their first day of employment. Vacation time may be utilized only after the employee has completed ninety (90) days at the University.

Vacation does not accrue during an unpaid leave of absence. Please consult your human resource business partner for additional information.

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Updated 2-21-17 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

SCHEDULING VACATION

HR Series 800

Scheduling Vacation: All vacation schedules must be approved by your supervisor. Whenever possible, vacation time should be requested at least three (3) weeks in advance. The work load in your department and, in some cases, your length of service will be considered when setting up vacation schedules. When you take your vacation, you may request advance payment for earned vacation time if your paycheck is issued weekly or semi-monthly.

Illness during Vacation: If you become sick for more than three (3) days during your vacation, you may use your earned sick time. In some cases, employees may be asked to obtain a written statement from their physician regarding the illness.

When a holiday occurs during a vacation, it is not counted as vacation time.

Carryover: Tufts provides a generous vacation policy and encourages employees to take vacation annually. Vacation provides employees with needed rest and relaxation and allows them to recharge so that they can continue performing at a high rate of productivity.

The University uses a centralized system to track vacation, personal and sick time and enforces a maximum vacation balance accrual. The maximum vacation time that an employee can accrue is equal to the amount of time the employee accrues in two years based on their eligibility. Once the maximum accrual is reached; vacation time will stop accruing until the balance drops below the maximum allowed.

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Updated 2-21-17 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

SICK LEAVE – PAID SICK LEAVE

HR Series 800

The university provides paid and Unpaid Medical Leave for an employee’s illness as outlined by this policy.

Paid Sick Leave

Employees accrue Paid Sick Leave as outlined below, which can be accessed after completion of the employee’s trial period. Accrued Paid Sick Leave is not payable upon separation of employment.

	Non-benefits Eligible	Benefits Eligible**		
		Nonexempt	Salaried Nonexempt	Exempt
Accrual Rate	1 hour for every 30 hours worked	13 days Year*	26 Weeks per 12-month period*	26 Weeks per 12-month period*
Maximum Accrual	40 Hours* per fiscal year (July – June)	26 weeks	26 weeks	26 weeks
Rollover of Unused Accruals	Yes Forfeited if not used within one fiscal year,	Yes	Yes	Yes
When are new accruals awarded?	As earned (1 hour for every 30 hours worked)	On anniversary date	On rolling basis (replenished 12 months from time used)	On rolling basis (replenished 12 months from time used)
Paid Out Upon Separation	No	No	No	No

*=Employees working at least 20 % effort on a federal Service Contract Act-covered contract may accrue up to 56 hours per federal fiscal year (October 1st – September 30th).

**= Prorated for part-time and academic- year employees.

Intermittent Paid Sick Leave Usage

Employees must provide reasonable notice of their need to use Paid Sick Leave. Paid Sick Leave may be used intermittently for full or partial day absences. If an employee's absence requires a replacement worker to cover the absent employee's job functions, the absent employee may be required to cover a full shift with Paid Sick Leave or Unpaid Medical Leave.

Nonexempt Extended Sick Leave

An eligible nonexempt employee who is full-time and employed for greater than one (1) year may make a request for Extended Sick Leave (ESL) upon exhaustion of accrued Paid Sick Leave. ESL is equal to sixty percent (60%) of the employee's base salary (base salary excludes overtime, shift differential, and supplemental pay) and it applies to scheduled work days and University holidays. Employees may choose to apply accumulated vacation, , and personal days to receive up to 100% of their salary. ESL may not be used to supplement Workers' Compensation benefits. An employee shall not receive more than twenty-six (26) weeks of combined paid Sick Leave and ESL in a twelve (12) month period. ESL may not be used on an intermittent basis.

Eligibility

To be eligible for Extended Sick Leave, the employee must have:

- Served at least one (1) continuous year of full-time service;
- Be on approved Sick Leave due to the employee's own serious health condition; and,
- Satisfied a 20-day waiting period from the date of ESL request.

Applying for Leave

Employees requesting Paid Sick Leave for less than three (3) days should notify their supervisor. Employees in need of Paid Sick Leave greater than three (3) days, Unpaid Medical Leave, or Nonexempt Extended Sick Leave should notify the employee's supervisor and Human Resources at Leaves@tufts.edu.

Return from Leave

Upon return from Sick or Medical Leave, most employees will be returned to their original or equivalent position with equivalent pay and benefits. Employees returning from their own Sick Leave may be asked to provide medical certification of their ability to return to work with or without reasonable accommodation(s).

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against an employee for having exercised their rights under this policy. For more information regarding state and federal laws upon which this policy was based, please see:

Federal Family and Medical Leave Act

<https://www.dol.gov/whd/fmla/>

Massachusetts Parental Leave Act

<http://www.mass.gov/mcad/resources/employers-businesses/emp-guidelines-maternity1-gen.html>

Massachusetts Earned Sick Time Act

<https://www.mass.gov/service-details/earned-sick-time>

Massachusetts Small Necessities Leave Act

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/Section52D>

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Policy updated 10-1-18 by Human Resources, 200 Boston Avenue, Medford MA 02155.

Employee Policies and Procedures

Time Off

SICK LEAVE-UNPAID MEDICAL LEAVE

HR Series 800

Provided an employee satisfies the eligibility requirements listed below, the employee is eligible for up to twelve (12) work weeks of Unpaid Medical Leave to allow employees to care for the employee's own serious health condition. Unpaid Medical Leave runs currently with other paid leave to which the employee is entitled.

A serious health condition includes an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents the employee from performing the essential functions of the employee's job. Subject to certain conditions, the continuing treatment requirement may be met by:

- A period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider; or,
- One (1) visit to a health care provider and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic medical condition. Other conditions may also meet the definition of continuing treatment.

Eligibility for Unpaid Medical Leave

An employee is eligible for Unpaid Medical Leave if as of the start date of the requested leave the employee:

- Has worked at least one thousand two hundred and fifty (1,250) hours in the preceding twelve (12) months;
- Has worked twelve (12) months; and,
- Has used less than twelve (12) weeks of Unpaid Medical Leave within the preceding twelve (12) months.

Applying for Leave

Employees requesting Paid Sick Leave for less than three (3) days should notify their supervisor. Employees in need of Paid Sick Leave greater than three (3) days, Unpaid Medical Leave, or Nonexempt Extended Sick Leave should notify the employee's supervisor and Human Resources at Leaves@tufts.edu.

Return from Leave

Upon return from Sick or Medical Leave, most employees will be returned to their original or equivalent position with equivalent pay and benefits. Employees returning from their own Sick Leave may be asked to provide medical certification of their ability to return to work with or without reasonable accommodation(s).

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against an employee for having exercised their rights under this policy. For more information regarding state and federal laws upon which this policy was based, please see:

Federal Family and Medical Leave Act

<https://www.dol.gov/whd/fmla/>

Massachusetts Parental Leave Act

<http://www.mass.gov/mcad/resources/employers-businesses/emp-guidelines-maternity1-gen.html>

Massachusetts Earned Sick Time Act

<https://www.mass.gov/service-details/earned-sick-time>

Massachusetts Small Necessities Leave Act

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/Section52D>

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Policy updated 5-4-18 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Workplace Expectations

GENETIC INFORMATION NONDISCRIMINATION ACT

HR Series 800

GINA

The Genetic Information Nondiscrimination Act (GINA) prohibits employers and other covered entities from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. In order to comply with GINA, the University asks that you not provide any genetic information when responding to requests for medical information under this or any other leave policy.

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Updated 2-1-17 by Human Resources, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

CAREGIVER LEAVE

HR Series 800

Caregiver Leave assists employees with balancing the needs of work and family. The purpose of Caregiver Leave is to assist employees with:

- a. Preparing for or participating in the birth, adoption, or foster placement of their newborn, newly adopted, or foster care child.
- b. Assisting with or arranging for the care of a spouse, domestic partner, parent, step parents, or children with a serious health condition.

Caregiver Leave may be taken consecutively or intermittently within twelve (12) months from the birth, adoption, or foster placement of the employee’s child or from the serious health condition of a qualifying family member. Intermittent leave for the serious health condition of a family member may only be taken when medically necessary for the care of the qualifying family member. Employees needing intermittent leave should coordinate with their supervisor to schedule the leave so as not to unduly disrupt operations.

Benefits Eligible Employees with Less than 1,250 Hours of Service

An employee who has completed ninety (90) days of service as of the start date of the requested leave may take up to eight (8) weeks of Caregiver Leave. Caregiver Leave is unpaid. However, an employee may continue in pay status as outlined below.

Preparing for or participating in the birth, adoption, or foster placement of their newborn, newly adopted, or foster care child	Up to ten (10) days with pay including exhaustion of Sick Leave.
Assisting with or arranging for the care of a spouse, domestic partner, parent, step parents, or children with a serious health condition.	Up to ten (10) days of Sick Leave.

An employee may choose to use accrued vacation or personal days to cover the unpaid portion of Caregiver Leave.

Benefits Eligible Employees Who Have Worked At Least Twelve Months and Have 1,250 Hours or More of Service

An employee who has worked at least twelve (12) months in a benefits-eligible position and has worked 1,250 hours or more may take up to twelve (12) weeks of Caregiver Leave.

An employee may continue in pay status as outlined below.

Preparing for or participating in the birth, adoption, or foster placement of their newborn, newly adopted, or foster care child	Up to twelve (12) weeks with pay including exhaustion of Sick Leave.
Assisting with or arranging for the care of a spouse, domestic partner, parent, step parents, or children with a serious health condition.	May use up to ten (10) days of Sick Leave.

An employee shall not receive more than twelve (12) weeks of Caregiver Leave in a twelve (12) month period.

Meaning of Serious Health Condition and Continuing Treatment

A serious health condition includes an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents a qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:

A period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider; or,

One (1) visit to a health care provider and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic medical condition. Other conditions may also meet the definition of continuing treatment.

Applying for Leave

Employees requesting Caregiver Leave should notify their supervisor and Human Resources at Leaves@tufts.edu.

Benefits While on Leave

An employee already enrolled in may continue health and other insurance coverages during Caregiver Leave subject to the terms, conditions, and limitations of the applicable plans in which the employee may participate and subject to requirement that the employee pay for their portion of benefit costs. If the employee fails to return to work at the conclusion of an unpaid Caregiver Leave, the employee will owe Tufts for any insurance premiums made on their behalf during the leave.

For employees participating in the Dependent Care Flexible Spending Account (DC FSA), payroll deductions will continue during paid leave. However, under federal guidelines, the flexible spending vendor may not reimburse employees for DC FSA expenses incurred during absences greater than two weeks. Employees going on an extended leave of absence may discontinue DC FSA enrollment and deductions and re-enroll in this benefit upon return to work.

Return from Leave

Upon return from leave, most employees will be returned to their original or equivalent positions with equivalent pay and benefits. If the employee is returning from Caregiver Leave taken in conjunction with their own serious medical condition (i.e., pregnancy or childbirth), the employee may be asked to provide medical certification confirming their ability to return to work with or without reasonable accommodation(s).

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against an employee for having exercised his or her rights under this policy. For more information regarding state and federal laws upon which this policy is based, please see:

Federal Family and Medical Leave Act

<https://www.dol.gov/whd/fmla/>

Massachusetts Parental Leave Act

<http://www.mass.gov/mcad/resources/employers-businesses/emp-guidelines-maternity1-gen.html>

Massachusetts Earned Sick Time Act

<https://www.mass.gov/service-details/earned-sick-time>

Massachusetts Small Necessities Leave Act

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/Section52D>

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Updated 8-23-18 by Human Resources Department, 200 Boston Avenue, Medford MA 02155

Employee Policies and Procedures

Time Off

DOMESTIC OR SEXUAL VIOLENCE LEAVE

HR Series 800

Leave Use with Incidents of Domestic or Sexual Violence

An employee is eligible for up to fifteen (15) days of leave in a twelve (12) month period if either the employee or a family member is:

- The victim of abusive behavior (such as domestic violence, stalking, sexual assault, or kidnapping); or
- Seeking medical attention, counseling, legal or other victim services directly related to the abusive behavior against the employee or family member of the employee.

“Domestic Violence” is defined as abuse committed against an employee or the employee’s immediate family member by a:

- Current or former spouse of the employee;
- Person with whom the employee shares a child;
- Person who is residing with or has resided with the employee;
- Person who is related to the employee by blood or marriage; or,
- Person with whom the employee has or had a dating or engagement relationship.

Eligibility for Paid Domestic or Sexual Violence Leave

Under the definition above, an employee is eligible for up to fifteen (15) days of leave in a twelve (12) month period, five (5) of which can be paid through accrued Paid Sick Leave.

Applying for Leave

An employee requesting Domestic or Sexual Violence Leave should notify the employee’s supervisor and Human Resources at Leaves@tufts.edu . This information will be treated confidentially and shared on a need-to-know basis only. Human Resources will provide guidance to the employee about the policy guidelines and pay choices.

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against an employee for having exercised their rights under this policy. For more information regarding the state law upon which this policy was based, please see:

Employment Leave to Address an Abusive Situation

<http://www.mass.gov/ago/docs/workplace/dvla/employment-leave-for-abusive-situations.pdf>

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MILITARY LEAVE – MILITARY SERVICE

HR Series 800

Tufts supports those employees who serve, or have served, in the Armed Forces, National Guard, Reserves and other Uniformed Services of the United States. The university therefore offers Military Leave for military service; military caregivers; and participation in Veteran’s Day and Memorial Day exercises.

Military Service

Employees shall be granted unpaid Military Service Leave when called to active duty in the U.S. Armed Forces, National Guard, or Reserves. Eligible military service may also include service in the commissioned corps of the Public Health Service or in any other category of persons designated by the President in time of war for a national emergency. Employees on Military Service Leave whose military pay is less than their regular university pay will receive the difference in wages for up to two (2) weeks per calendar year; otherwise the leave is unpaid.

With certain exceptions, employees returning from Military Service Leave must either report to work or apply for reinstatement as follows:

- Military Service of 1 to 30 days: The employee must report to work by the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period. If due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work to their supervisor as soon as possible.
- Military Service of 31 to 180 days: A written request for reemployment must be submitted to the immediate manager no later than 14 days after completion of the employee’s military service. If submission of a timely request is impossible or unreasonable through no fault of the employee, the request must be submitted as soon as possible.
- Military Service of 181 or more days: A request for reemployment must be submitted to the immediate manager no later than 90 days after completion of the employee’s military service.

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MILITARY LEAVE – MILITARY CAREGIVERS

HR Series 800

The university provides additional leave benefits for military families and those who provide care and support to injured service members. Employees who have worked at Tufts for at least twelve (12) months and 1,250 hours in the twelve (12) month period prior to the start of the leave are eligible for up to:

- Twelve (12) weeks of unpaid Military Caregiver Leave during a single twelve (12) month period to assist with support of the employee's spouse, son, daughter, or parent who has been ordered to, or is returning from active duty in the Armed Forces, National Guard, or Reserves in a foreign country. Military Caregiver Leave is intended to address the most common issues that arise when a military member is deployed to or returning from a foreign country, including support such as attendance at military events, arranging for childcare, assisting with financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.
- Twenty-six (26) weeks of unpaid Military Caregiver Leave during a single twelve (12) month period to care for the employee's spouse, son, daughter, parent, or other family member for whom the employee is the next of kin, where the military member has a serious injury or illness that was incurred or aggravated in the line of duty. Military Caregiver Leave also extends to veterans with a serious injury or illness incurred or aggravated in the line of duty, so long as the veteran was a member of the Armed Forces, including National Guard or Reserves, at any time during the five (5) years preceding the leave.

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MILITARY LEAVE – PARTICIPATION IN VETERANS’ DAY OR MEMORIAL DAY EXERCISES

HR Series 800

Any employee who is a veteran of the United States Armed Forces (including certain full-time National Guard service), and who wishes to participate in a Veterans’ Day or Memorial Day exercise, parade or service in their community of residence on a date that the employee is scheduled to work, will be given sufficient time off to do so. If the exercise falls on a university holiday, the employee will be paid holiday time for the period of the absence. Otherwise, the period of absence will be unpaid or, if the employee chooses, paid from any accrued vacation or personal time.

In certain circumstances, the university may have to deny such a request if the employee’s services are essential to securing the health and safety of the Tufts’ community and its campuses at that time.

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MILITARY LEAVE – APPLYING FOR MILITARY LEAVE

HR Series 800

Employees shall provide advance notice of the need for Military Leave, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees in need of Military Leave should notify the employee's supervisor and Human Resources at Leaves@tufts.edu.

Interaction with Other Types of Leave

Military Leave runs concurrently with other types of university leave. Employees may use any available paid vacation or Sick Leave days (as authorized by university policy) during Military Leave.

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MILITARY LEAVE – RETURN FROM MILITARY LEAVE

HR Series 800

Upon return from Military Leave, most employees will be returned to their original or equivalent positions with equivalent seniority, status, and pay, as well as other rights and benefits determined by seniority.

Depending upon the length of Military Leave for active duty, Tufts will make reasonable efforts to enable employees to refresh or upgrade their skills to help them qualify for reemployment. If a returning employee is not qualified for the position to which they otherwise would have been entitled, Tufts will work with that employee to identify and place the employee into an available alternative position. Reemployment may not occur if Tufts' circumstances have changed so as to make such reemployment impossible or unreasonable; would impose an undue hardship on the university; or an employee's prior employment with Tufts was for a brief, non-recurrent period (e.g., a temporary employee) and there was no reasonable expectation that such employment would continue indefinitely or for a significant period. In addition, reemployment cannot be guaranteed if an employee's total cumulative Military Leave exceeds five (5) years.

Benefits While on Leave

An employee already enrolled may continue health and other insurance coverages during unpaid leave subject to the terms, conditions, and limitations of the applicable plans in which the employee may participate and subject to requirement that the employee pay for their portion of benefit costs. Alternatively, an employee may waive coverages and have them reinstated upon return from leave.

Retaliation and Discrimination Prohibited

It is prohibited to retaliate or discriminate against an employee for having exercised their rights under this policy. For more information regarding state and federal laws upon which this policy is based, please see:

Federal Family and Medical Leave Act

<https://www.dol.gov/whd/fmla/>

Uniformed Services Employment and Reemployment Rights Act

<https://www.dol.gov/vets/programs/userra/>

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Employee Policies and Procedures

Time Off

WELL TIME

HR Series 800

Use of Paid Sick Leave for Wellness Activities (“Well Time”)

To help employees participate in the university’s wellness initiatives, benefits-eligible employees may use up to eight (8) hours of accrued Paid Sick Leave per calendar year to participate in approved wellness activities (“Well Time”). Well Time hours are pro-rated for part-time employees. The use of Well Time should not result in overtime for non-exempt staff.

For the purpose of this policy, a wellness activity is defined as participation in a university-sponsored health history risk assessment or comprehensive health review, wellness plan development with a university-approved health coach or participation in a Tufts University sponsored wellness activity.

Eligibility to Use Well Time

Employees may use Well Time after completion of their trial period. Employees requesting Well Time are expected to coordinate with their manager or supervisor to ensure business needs are met and any impact to the department is minimized. Well Time provided for wellness activities does not reduce the overall workload or duties of the employee. Typically, to participate in wellness related activities, employees need to take approximately 60-75 minutes of Well Time away from their assigned work unless coordinated with employee breaks or before or after their work schedule.

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Employee Policies and Procedures

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REDUCTION IN FORCE

HR Series 1,000

A reduction in force is the elimination of a position such as a change in a University program, department reorganization, budgetary restriction, or the expiration of a grant or contract. Reduction in force proposals are reviewed by the appropriate Dean or Director as well as by the campus Director of Human Resources, to ensure that the reduction is implemented according to University policy. This policy does not apply to temporary lay-offs.

This policy covers regular employees who work an average of 17.5 hours per week or more. Special provisions apply to employees working under externally funded grants or contracts and to employees who have worked for the University for ten (10) years or more. These provisions are outlined below:

Employees under Grants or Contracts

Persons employed under grants or contracts at the time a reduction in force is implemented are not eligible for severance pay but are covered by the remainder of this policy.

Notice of Reduction in Force

An employee whose position is being eliminated will ordinarily receive at least six (6) weeks written notice of the action. Employees receiving such notices are encouraged to contact a human resource business partner, who can further explain the policy and assist the employee in applying for other positions.

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CONSIDERATION FOR OTHER EMPLOYMENT

HR Series 1000

An employee whose position has been eliminated will receive primary consideration for employment in other positions at the University for which they are qualified and which are at the same or similar level. Primary consideration means that when an individual covered under this policy applies for an open position, he or she will be granted an interview by a human resource business partner. If the qualifications of the individual are deemed to be an appropriate match with the position requirements, a referral to the hiring supervisor may be made. The ultimate hiring decision is left to the hiring supervisor. This consideration remains in effect for one (1) full year from the separation date of the employee. If a reduction is due to the University's decision to purchase the services previously performed by University employees from an outside contractor, the new supplier will be encouraged to employ individuals affected.

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REDUCTION IN FORCE – REHIRE AT TUFTS

HR Series 1000

Rehired employees are eligible for reduction in force benefits, including six weeks' notice and severance pay as of the date of rehire. Reduction in force benefits are based on full or partial years of service beginning with the date of rehire in the current position.

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REDUCTION IN FORCE – SEVERANCE PAY

HR Series 1000

Severance Pay (excluding positions that are grant-funded)

Persons not employed under grants or contracts are eligible for severance pay. If another suitable position is not found prior to expiration of the notice period, eligible employees will receive one (1) week of salary for each full or partial year of service, with a minimum of two (2) and a maximum of sixteen (16) weeks.

Unused vacation time accrued up to the day of separation will also be paid.

An employee who has received notice of a reduction in force may leave the University prior to the expiration of the notice period. For the purposes of salary and record keeping, the date of departure will then become the termination date.

If an employee selected for reduction is offered a comparable job within the University or with a subcontractor or lessee of the University, he or she will not receive severance pay or other benefits under this policy. A comparable job is defined as one at or near the same salary, benefits, and level of responsibility.

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REDUCTION IN FORCE – REVIEW OPTION

HR Series 1000

Review Procedure for Long-term Service Employees

The University has established a policy that long-term service employees may request a review at the highest level of the administration whenever a position held by a long-term service employee is eliminated due to a reduction in the work force, unless such a reduction results from the expiration of a grant or contract.

For purposes of this procedure, a long-term service employee is defined as a non-exempt employee who has completed ten (10) or more years of continuous service at Tufts.

Prior to requesting a formal review under the procedures outlined below, employees should discuss with their supervisor and the campus Director of Human Resources whether comparable jobs are available within the University. If the outcome of these discussions does not meet the employee's satisfaction, he or she may pursue the two-step review procedure which follows.

Step I

Within ten (10) working days of written notification of a reduction in force, the employee must submit a written statement of the reasons for requesting a formal review of the decision to eliminate the position to the Executive Vice President.

The written request will be reviewed and investigated by the long-term service employee reduction in force committee. At the present time, the committee includes the Executive Vice President, the Provost, and a third member of the administration or faculty appointed by the President. The committee will review the decision to eliminate the position to ensure that it is not arbitrary. The committee will also consider whether there are practical alternatives to the reduction, such as whether employment with the University can be found by providing the employee with additional training, or by finding a comparable position within the University. As part of its investigation, the committee may request a personal meeting with the employee to obtain additional information.

Within fifteen (15) working days of submitting the written request, the committee will notify the employee, in writing, of its decision. If the committee requires additional time in order to complete its investigation, the committee may extend the fifteen-day period.

Step II

If the decision by the long-term service employee reduction in force committee does not

meet the employee's satisfaction, he or she may request the President to conduct a final review of the decision. Should the employee choose to do so, within five (5) working days of the committee's decision, he or she must submit a written statement requesting a review of the committee's decision to the President. The President will review the committee's decision and will notify the employee in writing of his or her conclusion. The President's decision is final.

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RETURNING TO TUFTS

HR Series 1000

Employees who leave the University in good standing are eligible for rehire. Past performance will be considered when a former employee applies for rehire.

If you are rehired within one (1) year of your departure date, you will retain your original hire date for the purpose of vacation accrual, retirement vesting, and other seniority based considerations except reduction in force benefits. For all other benefits plans, you will have to contact the Human Resources Benefits Office for specific policy details.

A rehired employee will still be subject to a trial period in his or her new position and no sick, vacation, or personal days from prior employment at the University will be reinstated.

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RESIGNATION

HR Series 1000

The University hopes that employees will develop long-term careers at Tufts that are both fulfilling and successful. However, if an employee feels the need to resign, he or she may do so at any time, for any reason. Employees who choose to voluntarily resign should submit a written notice to his or her supervisor, before leaving the University. This written notification should include the effective date of resignation, specific reason(s) for the resignation, the employee's position and department, and the employee's legal signature.

Whenever possible, advance notice should be approximately equal to the employee's annual vacation accrual.

When leaving employment at Tufts, identification cards, keys, and other University property must be returned to the employee's direct manager.

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RETIREMENT

HR Series 1,000

An employee may retire voluntarily at any time, as there is no mandatory retirement age set by the University. Employees considering retirement should contact the Benefits Office for pre-retirement information and guidance. A Benefits Representative can provide information and literature regarding the University's pension plan, medical insurance, social security, and other related benefits effective during retirement.

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TERMINATION

HR Series 1000

There are various reasons why an employee may be terminated. Some examples include: inability to attain the required level of performance in the job; failure to comply with required policies and procedures or standards of professional behavior applicable to employment; or repeated failure to perform required duties. Any termination must be approved by the Vice President for Human Resources or his or her designee, and must be in accordance with established policies and procedures.

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EFFECT OF SEPARATION ON BENEFITS

HR Series 1000

The Benefits Office will generate the necessary paperwork regarding benefits and typically mails the information to the outgoing employee's home address.

Employees should contact them directly, prior to their last day of work, for information concerning the continuation of certain insurance benefits.

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EXIT INTERVIEW

HR Series 1000

During the employee's notice period, he or she is encouraged to participate in an exit interview with his or her campus human resource business partner. Exit interviews provide an opportunity to discuss the employee's experience at Tufts and provide important feedback.

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VACATION PAY UPON SEPARATION

HR Series 1000

If an employee leaves the University and has completed three (3) months of employment, he or she is entitled to payment for accrued, unused vacation.

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UNEMPLOYMENT BENEFITS

HR Series 1000

In certain circumstances, employees who have left the University may meet eligibility requirements for unemployment benefits. Unemployment benefits are available through the [Massachusetts Department of Labor and Workforce Development](#). Benefit eligibility is determined by Massachusetts Department of Workforce Development based upon specific conditions related to the reason for termination of employment.

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