



Holy Cross Staff Handbook

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1.0 Welcome and Introduction

Welcome! At the College of the Holy Cross (the “College” or “Holy Cross”), we take pride in our employees and endeavor to provide the best environment possible for the teaching, learning and research that is at the heart of our academic mission. We hope that your employment with Holy Cross will be rewarding.

If you have questions about your employment or any provisions in this handbook, please contact Human Resources.

We wish you success in your employment here at Holy Cross!

1.1 Purpose of Handbook

This handbook is designed as a general guide to, and summary of, the employment policies, practices, and benefits established by the College and applicable to staff and administrative employees. This handbook provides references and URL links to other policies maintained by the College. Policies referenced or linked in this manner are incorporated into this handbook. Please note that policies published and maintained by the College may, by their terms, apply to employees whether or not such policies are referenced, linked, or incorporated herein. For detailed information, employees should review the actual applicable College policy, if any, and consult Human Resources. Because no two employment situations are ever exactly alike, the CHRO, on behalf of the College maintains the discretion to vary from the policies and practices described here should particular circumstances warrant a different approach.

This handbook does not apply to teaching faculty as defined in Chapter I of *The Statutes of the Faculty* except that it shall apply to those teaching faculty who hold administrative positions with respect to such positions and to administrators with faculty status and directors of academic offices.

Neither this handbook, nor any other communication by any manager, supervisor, or other representative of the College, whether oral or written, is intended to or shall be construed to create a contract of employment. No employee handbook can address every situation that might arise in the workplace.

This handbook and all College policies, may be amended, supplemented, restated, or discontinued at any time by the College at any time with or without prior notice.

As a matter of policy and practice, the College complies with all federal, state, and local employment laws. This handbook is intended to comply with all applicable local, state, and federal laws and regulations. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in any applicable federal, state, or local law, or regulation. Likewise, for employees who are covered by a collective-bargaining agreement, this handbook is intended to and shall be construed to be consistent with such collective bargaining agreement, but in the event of any inconsistency, the collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), or any other federal, state, or local agency charged with the enforcement of any laws.

Separate documents describe the College’s benefit plans, which are summarized only briefly here. Specific rights and benefits under those plans are governed by the specific document that describes each individual benefit plan.

1.2 At-Will Employment

Employment with Holy Cross is on an "at-will" basis. This means the College may terminate an employee's employment at any time and for any reason or no reason, with or without prior notice. Likewise, an employee may terminate their employment at any time and for any reason or no reason. While an employee has no obligation to do so, the College asks that they provide with the advance notice set forth in Section 3.10 if they intend to resign from employment.

Nothing in this handbook or any other College policy or statement should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Chair of the College's Board of Trustees, the President and the Treasurer have the authority to make legally binding promises or to otherwise negotiate with regard to guaranteed or continued employment, and any such legally binding commitments shall be effective only if they are in writing and signed by the Chair of the Board of Trustees, President or Treasurer.

This handbook is intended to and shall be construed to be consistent with any signed, written contract between an employee and the College, but in the event of any inconsistency, the signed, written contract will control.

Nothing in this handbook is intended to or shall be construed, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

This handbook does not apply to teaching faculty as defined in Chapter 1 of *The Statutes of the Faculty* except that it shall apply to teaching faculty who also hold administrative positions with respect to such positions.

1.3 Mission

The College's mission statement is available on the College's [website](#). Every employee should be familiar with the Mission Statement.

1.4 Business Code of Conduct

As set forth in the College's mission statement, the College, as a Jesuit, Catholic institution of higher education, seeks to build a community marked by freedom, mutual respect, and civility. It is committed to excellence and integrity and strives to carry out its mission in accordance with the highest ethical standards and in compliance with all applicable laws, rules, and regulations. Inherent in these standards is the expectation employees will carry out their duties in an ethical manner with honesty, integrity and respect for the rights of others.

Consistent with these principles, the College has established a [Business Code of Conduct Policy](#) applicable to all employees. Violation of this policy may result in discipline, up to and including termination of employment.

2.0 Diversity, Equity, and Inclusion

2.1 Diversity Principles & Goals

As a central element of its commitment to excellence, Holy Cross seeks to provide an environment that fosters the recruitment and success of a diverse student, faculty, and staff community.

Diversity Principles

It is important to recognize that power and privilege influence access to opportunities and resources, according to distinctions among people based on race, religion, color, national origin, age, marital or parental status (including pregnancy and pregnancy related conditions), veteran status, sex, disability, genetic information, sexual orientation, gender, gender identity, and social class. Within any given community, people will have multiple and complex social identities that both connect them to and differentiate them from others.

Valuing diversity requires not simply an acknowledgement of differences, but a commitment to overcoming inequities and fostering a hospitable and respectful community that navigates with respect and civility at the forefront of all work.

Diversity Goals

Diversity initiatives at the College

1. to adopt a College wide Inclusive Excellence approach to academics, student development, community engagement, recruitment and retention of a diverse faculty, staff and student community,
2. to foster an inclusive campus culture for students, deepen the understanding and appreciation of inclusion and belonging as core community values, centralize efforts geared toward enhancing students' abilities to communicate across differences and increase awareness and marketing for DEI events already occurring around campus, and
3. finally, to reduce (as much as possible) inequalities and biased thoughts in the College community through collaboration, reflection, and education.

2.2 Non-Discrimination Statement; Sexual Harassment, Sexual Misconduct, and Discriminatory Harassment and Discrimination and Discrimination Policies and Complaint Process

The College has adopted a Non-Discrimination Statement which is available [here](#). All employees must be familiar with it and comply with it. It is the policy of the College to adhere to all applicable state and federal laws prohibiting discrimination. The College does not discriminate unlawfully in admission to, access to, treatment in or employment in its programs and activities on the basis of a person's race, religion, color, national origin, age, marital or parental status (including pregnancy and pregnancy related condition), veteran status, sex, disability, genetic information, sexual orientation, gender identity or any other legally protected status, while reserving its right where permitted by law to take action designed to promote its Jesuit and Catholic mission.

The College complies with all applicable federal, state, and local fair employment practices laws. Unlawful discrimination, harassment (which includes, but is not limited to, sexual violence and sexual misconduct), and retaliation are prohibited and will not be tolerated at the College. Such behavior violates College policies and may result in disciplinary action, up to and including termination or dismissal from the College. All College employees, other workers, and representatives are prohibited from engaging in unlawful discrimination or harassment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

The College's policies regarding discrimination and harassment and related investigation and resolution procedures are available at the following links: [Sexual Misconduct Policy](#) and [Equal Opportunity and Discriminatory Harassment Policy](#).

The College has designated the Director of Title IX and Equal Opportunity to oversee its compliance with state and federal non-discrimination and equal opportunity laws including, but not limited to Title IX of the Education Amendments Act of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act) and the Americans with Disabilities Act of 1990 (Americans with Disabilities Act). Anyone with questions, concerns or complaints regarding discrimination, discriminatory harassment or retaliation may contact the Director of Title IX and Equal Opportunity. Additional [resources](#) and [reporting options](#) are available.

Please contact the College's Director of Title IX and Equal Opportunity for further information or with questions, concerns or complaints about discrimination, discriminatory harassment or retaliation:

Derek DeBobes

Director of Title IX and Equal Opportunity

Hogan Campus Center - Suite 505

508-793-3336

ddebobes@holycross.edu

The College has also designated a Primary Confidential Resource Provider (PRCP): Elizabeth Drexler-Hines, MPH, MCHES, Director of Student Wellness Education. Contact Elizabeth at 508-793-2302 and/or edrexler@holycross.edu for sexual harassment and sexual misconduct matters. The PRCP is not a Responsible Employee and has no duty to report sexual misconduct to the College or to the Title IX coordinator and will not disclose confidential information without an individual's consent, unless otherwise required by law. The PRCP can assist individuals in understanding their rights, reporting options, how to obtain a criminal protection order, a College no contact order, or a College no trespass order, explain criminal and campus-based procedures, refer to counseling and assist with obtaining campus-based supportive measures. The Office of Title IX and Equal Opportunity remains available to also provide this information and support but the PRCP is an alternative option for community members who are unsure if they would like to make the College aware of sexual misconduct.

It is the responsibility of all members of the Holy Cross community to work together to ensure that our commitment to non-discrimination is vigorously promoted.

2.3 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The College is an equal employment opportunity employer. Holy Cross provides equal employment opportunities for all current and prospective employees and takes affirmative action in compliance with law to ensure that employment, training, compensation, transfer, promotion, and other terms, conditions, and privileges of employment are provided without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, veteran status, disability or any other category protected by law.

Holy Cross takes affirmative action in compliance with law to ensure that applicants and employees are treated without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, veteran status, disability or any other category protected by law. Such action includes, but is not limited to, the following: employment; upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; selection for training; leaves of absence, sick leave, or any other leave; fringe benefits; activities sponsored by Holy Cross, including social or recreational programs; and any other term, condition, or privilege of employment.

Employees and applicants are protected from coercion, intimidation, interference, or discrimination for (1) filing a complaint; (2) assisting in an investigation regarding alleged unlawful discrimination; (3) opposing any act or practice made unlawful by Executive Order 11246, the Rehabilitation Act of 1973, or the Vietnam Era Veterans' Readjustment Assistance Act; and (4) exercising any right protected by Executive Order 11246, the Rehabilitation Act of 1973, or the Vietnam Era Veterans' Readjustment Assistance Act. The College has designated the Director of HR/Employee Relations to oversee its compliance with affirmative action laws:

Kristan Coffey

Director of HR/Employee Relations

Smith 101

We are all responsible for upholding this policy. Employees may discuss questions regarding equal employment opportunity with their supervisor(s) or any other member of management.

2.4 Disability Accommodations

In accordance with the Americans with Disabilities Act, the Rehabilitation Act and Massachusetts law, the College provides reasonable accommodations to enable qualified individuals with disabilities and employees who are pregnant or have pregnancy-related conditions to perform the essential functions of their jobs, gain access to the workplace, and enjoy equal benefits and privileges of employment. The College also provides reasonable accommodations to qualified individuals with disabilities during the hiring process in compliance with applicable law.

While each situation is different and requires a case-by-case approach, please refer to the [Reasonable Accommodation Policy for Employees and Job Applicants](#) for information on how to apply for an accommodation and a detailed overview of the accommodation process.

2.5 Pregnant Workers Fairness Act Notice

In accordance with the Massachusetts Pregnant Workers Fairness Act (“MA PWFA”), the College prohibits discrimination against employees due to pregnancy or conditions related to pregnancy. The College also provides reasonable accommodations to employees who are pregnant or have a condition related to pregnancy. Conditions related to pregnancy may include, but are not limited to, morning sickness, lactation, or the need to express breast milk. For more information on the MA PWFA, please see this [notice](#).

The procedures for requesting an accommodation pursuant to this policy are described in the [College’s Reasonable Accommodation Policy for Employees and Job Applicants with Disabilities and Employees Who are Pregnant or Have Pregnancy Related Conditions](#).

2.6 Religious Accommodation

Consistent with its mission, commitment to diversity and inclusion, Nondiscrimination Statement, and [Interim Equal Opportunity and Discriminatory Harassment Policy](#), and while reserving its right where permitted by law to act in accordance with its Catholic, Jesuit mission, the College will, upon request, seek to provide reasonable accommodation of an employee’s or job applicant’s sincerely held religious belief if the accommodation would resolve a conflict between the individual’s religious beliefs or practices and a requirement relating to work or the job application process, unless doing so would create an undue hardship for the College.

The procedures for requesting an accommodation pursuant to this policy are described in the [College’s Religious Accommodation Request Form for Employees and Applicants](#).

3.0 Working at Holy Cross

3.1 Employment Definitions

The following definitions set forth the different classifications of employees at the College:

- **Academic Year Full-Time Employee.** An individual who works at least 35 hours per week for at least 9 -11 months per year.

- **Full Year Full-Time Employee.** An individual who works at least 35 hours per week for 52 weeks per year.
- **Part-Time Employee.** An individual who works anything *less than 35 hours* for 40 weeks during the Academic or Fiscal year.
- **Fully Benefit-Eligible Employees.** An individual who works at least 27.5 hours a week and works a minimum of 40 weeks or 9 months per year. This employment designation begins an employee's benefits eligible date.
- **Partially Benefit-Eligible Employees.** An individual who works between 20 to 27 hours a week and works a minimum of 40 weeks or 9 months per year are eligible for paid time off, prorated based on hour worked. This employment designation begins an employee's benefits eligible date.
- **Non-Benefit Eligible Employees.** An individual who works less than 20 hours a week and/or less than a minimum of 40 weeks per year. These employees are eligible for statutory benefits in accordance with applicable law.
- **Seasonal Employee.** An individual who works for a particular season at the College, this is usually for a short period of time and is not benefit-eligible (such as ticket takers, ushers).
- **Temporary Employee.** An individual who does not have standard or set working hours with the College (such as banquet staff, on call, etc.) and is not benefits-eligible.
- **Non-Employee.** An individual who provides services to the College, but is not paid through the College payroll (such as contractors, volunteers, ROTC staff).
- **Hourly or Non-Exempt.**¹ "Hourly" employees are paid at an hourly rate for the hours they work. Hourly employees receive a weekly paycheck.
- **Non-exempt.** Means that the employee is not exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA). This law requires that non-exempt employees be paid overtime at the rate of time and one-half for hours actually worked over 40 hours in a workweek.
- **Salaried or Exempt.**² "Salaried" employees are paid a predetermined amount each pay period. The amount is not adjusted for fluctuations in the quality or quantity of the employee's work. Salaried employees receive a semi-monthly paycheck. "Exempt" means that the employee is exempt from the overtime provisions of the FLSA.

3.2 Orientation and Review Period

After an employee begins their employment, they will be invited to meet with a representative from Human Resources for review and completion of new hire paperwork and online new hire information. Additionally, employees will be required to complete on-line training courses, including *Harassment Prevention*, *Data Security*, and an introduction to Holy Cross Gmail, among others. New employees will also visit the Department of Public Safety, which will issue them a Holy Cross ID card to be used to access the College facilities and systems, as well as identification for privileges and services that require proof of employment. For employees parking on campus, the Department of Public Safety will also issue a parking decal for an employee's vehicle. If an employee is benefit-eligible, the employee will also be contacted by the HR Benefits Team for an explanation of benefits and enrollment options.

¹ In Holy Cross communications and policy documents, these terms are sometimes used interchangeably.

² In Holy Cross communications and policy documents, these terms are sometimes used interchangeably.

Within the first few months of employment, an employee will be invited to join other newly hired employees and the Human Resources Employment team for a more comprehensive orientation program. This program will provide general information about the College and other resources to help the employee make a smooth transition into their new role.

3.3 New Hires and Introductory Periods

Within the first 90 days of employment for non-exempt employees and within the first 180 days for exempt employees is considered an introductory period. During this period, employees are expected to become familiar with the College, its policies, and their job responsibilities, and the College will have the opportunity to monitor the quality and value of new employees' performance and make any necessary adjustments in their job description or responsibilities. This introductory period with the College may be lengthened as deemed appropriate by management and Human Resources; provided, however, that the introductory period will not extend for more than 6 months in total. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

The introductory period does not apply to on-call employees and other employees who are not regularly scheduled.

3.4 Attendance

It is critically important to the College's operation that each employee regularly and consistently perform their duties as scheduled. Unexcused absences and/or tardiness place an unfair burden on co-workers and may hinder important operations. If an employee is going to be absent or late, the employee must notify their supervisor in accordance with department procedures as soon as possible prior to their start time, or if that is impossible, as soon as possible after their start time. Repeated absences or tardiness without a valid excuse (e.g., sick leave, state or federal leaves of absence, time off covered by workers' compensation) may result in disciplinary action, up to and including termination. Holy Cross reserves the right to apply unused vacation, sick time, or other paid time off to unexcused absences, as applicable, where permitted by applicable law.

3.5 Appearance

An employee's personal appearance reflects on the reputation, integrity, and public image of Holy Cross. An employee's appearance during working hours must meet appropriate standards for the department in which they work. Employees are expected to maintain personal hygiene habits that are generally accepted in the community and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or other products, should be used in moderation and with concern for others who may have sensitivities or allergies.

In accordance with applicable law, the College will consider requests for reasonable accommodations on the basis of a disability or religious belief that may make it difficult for an employee to comply with this expectation. Contact Human Resources to request a reasonable accommodation.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

3.6 Confidentiality

Academic, student, financial, donor, and personnel records of the College are considered confidential and private, in any and all formats. The College will limit access to those records only to authorized individuals as required by law.

Please note that the College may be compelled to release confidential records to comply with legal obligations or may release records where permitted by law as determined by an authorized College official.

There are also other records that are sensitive or that the College is required by contract to maintain as confidential.

All employees with access to confidential data will safeguard the accuracy, integrity, privacy and confidentiality of that data by taking necessary precautions and following established College and office procedures to ensure that no unauthorized disclosure of confidential data occurs. All employees are responsible for complying with the [Written Information Security Plan](#) and the [Business Code of Conduct](#).

For information regarding the privacy of student education records, please refer to the [Family Educational Rights and Privacy Act Notice](#).

3.7 Job Descriptions

Holy Cross endeavors to maintain a job description for each position. If an employee does not have access to their job description, or if an employee believes their job description is inaccurate, the employee should discuss the matter with a supervisor.

Job descriptions prepared by the College serve as an outline only, and may not be comprehensive or up-to-date in all instances. Due to business needs, an employee may be required to perform job duties that are not within their written job description. Furthermore, the College may have to revise, add to, or delete from an employee's job duties in accordance with business needs, whether or not this is reflected in an updated job description. From time to time, the College may revise job descriptions with or without advance notice to employees.

Holy Cross wants its compensation system to be fair and equitable. Equity is achieved by documenting the requirements and responsibilities of each position and evaluating them in accordance with pre-established criteria. In addition to evaluating job content, the College compares the jobs in the Holy Cross community. We attempt to ensure that people who are performing similar kinds of work are compensated within the same pay range. At the same time, we want to recognize differences in education, experience, skill and effort that are required to perform different jobs.

If an employee has any questions regarding their job description or the scope of their duties, they should speak with their supervisor.

3.8 Performance Development

Holy Cross is committed to the growth and development of each staff member, and therefore endeavors to provide a meaningful performance evaluation process in order to advise and support our employees. Throughout this process, supervisors and employees are asked to collaborate with one another to establish performance goals and professional development goals that relate to larger department, division, or College-wide goals. Employees will also be asked to reflect upon the goals set during the previous performance evaluation so progress toward those goals can be assessed.

While performance management is an ongoing process, a formal performance review is expected to occur on an annual basis. The performance review should be a developmental exercise. Managers are expected to help employees perform their best work and find purpose in their jobs. The performance evaluation process is an important tool to accomplish these goals.

3.9 Promotions & Transfers

Holy Cross seeks to support employee career growth and encourages employees to make full use of their talents, skills, and potential. As job openings occur, they typically are advertised on the Human Resources Employment website and openings in Environmental Services and Dining are posted on bulletin boards within those departments.

A promotion is a move from one position to another position at a higher grade. Generally, applications for promotions are not considered until an employee has spent generally six months in their current position. Employees are encouraged to discuss opportunities for advancement with their supervisor.

In some situations, the result of a promotion may not prove to be satisfactory to either the employee or the College. For this reason, there is a 90-day introductory period, during which time the employee and the supervisor have the opportunity to evaluate the new situation. The College's general policy regarding introductory periods applies to this post-transfer introductory period.

Employees who receive a promotion may be subject to additional background check(s).

A transfer represents a permanent change from one position to another within the same department or between departments. A transfer may result from a request made by either the College or the employee for career development or to provide an opportunity to work in an area that may be better aligned with an employee's talents and interests. Occasionally, a job transfer may be available when an employee's position is eliminated or restructured. Under some circumstances, an employee's pay may be reduced to align with a lower salary range applicable to the new role. In any circumstance in which a job transfer is considered, the supervisor and employee should discuss the matter with the Chief Human Resources Officer or her designee before initiating any transfer request.

If an employee becomes a finalist for a promotion or transfer to a position in another department, the employee must notify their current department head or manager. The College's typical practice is for hiring managers to contact the employee's current department head or manager for a reference.

A demotion is a move from one position to another position at a lower grade. In certain circumstances, such as a reorganization, an employee's personal request, or a determination that the employee is unable to perform the job role, the employee or the College may seek to initiate a move to a job at a lower level.

3.10 Resignation Procedure

Holy Cross hopes that an employee's employment with the College will be a mutually rewarding experience; however, the College acknowledges that varying circumstances can cause employees to resign from their employment.

Notice

The College requests that non-exempt employees provide a minimum of two weeks' advance notice of resignation. The College requests that exempt employees provide at least four weeks' advance notice of resignation. The College requests that a resigning employee provide a written resignation letter to their supervisor and Human Resources stating their anticipated last day of employment.

The College may select a sooner final date of employment in its sole discretion.

If an employee is voluntarily terminating their employment for any reason, a member of the Human Resources employment team will contact them to discuss the transition. Once an employee submits their written resignation to Human Resources, the employee should not request to use any available accrued paid time off prior to their last day of employment.

Nothing in this Resignation Policy changes the nature of the "at-will" employment relationship.

Final Pay

The College will pay separated employees in accordance with applicable laws and other applicable sections of this handbook.

Separating employees must notify the College's Finance Department if their address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Separating employees must return all College property at the time of separation or earlier upon the College's request, including, but not limited to, records, uniforms, cellphones, keys, tools, laptops, credit cards, and identification cards. Failure to return College property upon separation or the College's earlier request may result in legal action or the involvement of law enforcement.

3.11 Exit Interview

Employees may be asked to participate in an exit interview when leaving Holy Cross. The purpose of the exit interview is to provide the College with greater insight into the reasons for their decision to leave employment; to identify any matters requiring attention and/or opportunities for improvement; and to assist the College in developing and maintaining effective recruitment and retention strategies. Cooperation in the exit interview process is appreciated.

3.12 Hybrid and Fully Remote Work Arrangements

The [College's Hybrid and Fully Remote Work Policy for Staff](#) applies to full- and part-time employees whose positions have been designated by divisional Vice Presidents as eligible for hybrid and fully remote work arrangements. Employees who have been approved for a hybrid remote work arrangement but live outside of Massachusetts, must work at least 60% of the work week or pay period on campus. Fully remote work arrangements are approved on an exception basis and require the approval of both the divisional Vice President or Senior Vice President and the Senior Vice President for Administration and Finance. All employees who work on a hybrid or fully remote basis must complete and submit a signed [Remote Work Arrangement](#) to Human Resources.

4.0 Workplace Compliance and General Rules

4.1 Employment Authorization Verification

New hires must complete Section 1 of the federal Form I-9 and present [acceptable documents](#) required by the U.S. Citizenship and Immigration Services to prove identity and employment authorization no later than the third business day following the start of employment with Holy Cross.

If an employee is authorized to work in the U.S. for a limited period of time, they will be required to submit proof of renewed employment eligibility prior to expiration of such period in order to remain employed by the College.

4.2 Recording Time

Holy Cross is required by applicable law to keep accurate records of hours worked by hourly employees. To ensure that the College has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all time worked using the College's UKG (also known as Kronos) timekeeping system.

Hourly

Hourly employees must accurately record all of their time to ensure they are paid for all hours worked, and must follow established College procedures for recording hours worked. Time must be recorded on a daily basis as follows:

- Employees must accurately report all hours worked, meal breaks, and leave time taken (e.g., sick leave or vacation) on a daily basis.

- Employees must record their actual hours worked for each and every day they work.
- Each workweek is a seven (7) day period starting at 12:00 AM on Sunday and ending at 11:59:59 the following Saturday.
- Employees are required to approve their timecard on a weekly basis for accurate and timely processing of pay.
- If there are any discrepancies with their timecard, employees are required to report them to their manager prior to noon on Monday.
- All timecards must be reviewed and approved by a supervisor no later than noon (EST) on the Monday following the end of each workweek.
- Employees may not punch in more than 6 minutes before their scheduled start time unless they have supervisory approval to do so.

For employees who are absent or miss part of a scheduled shift because of illness or other reasons, the supervisor or designated timekeeper is responsible for ensuring that such absences are accurately recorded in the electronic timekeeping system. Likewise, when using leave for planned absences (e.g., foreseeable medical appointments, or a personal day, floating holiday, or vacation day), the supervisor or designated timekeeper is responsible for ensuring that such absences are accurately recorded in the electronic timekeeping system.

Employees must promptly notify their supervisors of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntary missed meal periods. Supervisors must contact payroll@holycross.edu to rectify any discrepancies in pay.

Salaried

Time for salaried employees is recorded on an “exception” basis only – i.e., the employee is required to record the use of applicable leave time (e.g., sick leave, vacation, floating holiday, personal time, etc.) when the employee would otherwise be scheduled to work. The anticipated use of any such leave may require advance approval from a supervisor under other applicable College policies. **The use of any such leave must be appropriately submitted to or recorded in UKG (Kronos) before or when it is used.** Supervisors are responsible for ensuring the accurate reporting of such leave time by employees who report to them. Exempt employee leave must be entered into the timekeeping system prior to the end of each payroll period.

4.3 Timekeeping Compliance

As described above, all employees must properly record their time.

The falsification or improper alteration of time records is strictly prohibited. This prohibition extends to any instance in which an hourly employee attempts or is permitted to work “off the clock.”

If an employee does not properly record time or the use of applicable leave time, falsifies or improperly alters their own time records or the time records of co-workers, works or permits another employee to work “off the clock,” or perform work that the employee has not been scheduled to work without the approval of their supervisor, the employee may be subject to discipline, up to and including termination. Immediately make a report to Human Resources if any employee, supervisor, or manager falsifies or improperly alters time records, or encourages or requires an employee or another employee to falsify time records or to work off the clock.

4.4 Meal and Rest Periods

Holy Cross strives to provide a safe and healthy work environment and complies with applicable law and regulations regarding meal and rest periods. Employees should communicate with their supervisors regarding procedures and schedules for rest and meal breaks. The College requires non-exempt employees to take timely meal and rest breaks, and to alert their supervisor of any meal breaks that are missed involuntarily due to work requirements. Supervisors are responsible for adjusting an employee's timecard to reflect the additional time worked due to the missed meal break. If an employee knows in advance that they may not be able to take their scheduled break or meal period, they should let their supervisor know.

- The length of a standard meal period is either a one-half hour or one hour, depending on departmental needs and scheduling. Meal breaks are unpaid; accordingly, employees are to be relieved from all duty during meal breaks. See additional details below.
- Rest breaks are paid and are 15 minutes, one each in the first half and the latter half of a full-time work day. Rest periods count as time worked.
- Meal periods and rest breaks may not be used at the start of the working day (to report for work later than the scheduled start time) or end of the working day (to leave before the scheduled end of the shift). Rest breaks may not be combined with each other or used to extend the meal period.
- Non-exempt employees may not be scheduled for, or actually work, for more than six (6) consecutive hours without a half-hour unpaid meal period. If an employee does work six (6) consecutive hours, the employee must be given a half-hour paid lunch break at the end of the six (6) hours. Rest breaks do not interrupt the consecutive nature of the time worked for the purpose of determining when a meal break is due.

For additional information regarding meal and rest breaks, please refer to the [Hours of Work Policy](#).

4.5 Access to Personnel and Medical Records Files

Holy Cross maintains separate medical records files and personnel files for all employees. The medical records file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations. Files containing medical records are stored in a secure location separate and apart from other personnel records, consistent with applicable law. Records containing protected health information covered by the Health Insurance Portability and Accountability Act (HIPAA) are maintained in accordance with applicable law and may only be accessed in compliance with the College's HIPAA policies.

Supervisors and other administrators and HR personnel may access any employee's personnel file for possible employment-related decisions. Upon written request, the College will provide an employee with the opportunity to review their personnel file or will provide them with a copy of their personnel file in accordance with applicable law. In-person review of a personnel file must occur in the presence of a College representative during normal working hours.

All requests by an outside party for information contained in an employee's personnel file must be directed to the Human Resources or the Office of the General Counsel (with respect to requests by attorneys and governmental instrumentalities), which are the only departments authorized to provide access to or disclose such information.

4.6 Reference Checks

In responding to employment reference requests regarding current or former employees, the College's practice is to confirm dates of employment and job title only but may vary from this policy as determined in the sole discretion of the CHRO. Upon receipt of an executed College written authorization from the employee, the College will confirm compensation. All requests for employment verification must be submitted to Human Resources.

5.0 Salary Administration & Pay Procedures

5.1 Standard Workweek and Paycheck Frequency

The College's workweek begins at 12:00 a.m. each Sunday and ends at 11:59:59 p.m. each Saturday. Non-exempt employees are paid all wages due from work performed in the prior workweek on each Thursday. Exempt employees are paid a prorated amount of their annualized salary on a semi-monthly basis on the 15th and 30th of each month, or the preceding workday if the 15th or 30th falls on a weekend or holiday. Please refer to the [Hours of Work Policy](#) for additional information.

5.2 Direct Deposit

Holy Cross requires all employees to enroll in direct deposit via the [self-service HR](#) online portal. All employees receive their paycheck electronically. Typically, direct deposit will be effective within 15 calendar days after an employee submits their completed enrollment application. Before then, paper paychecks will be available for pick up in the Finance Office, 159 O'Kane during standard working hours on weekdays. You will be asked to show your Holy Cross ID when picking up your check.

5.3 Paycheck Deductions

Holy Cross is required by law to make certain deductions from employee pay each pay period, including but not limited to deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, and other deductions required under law or by court order. The amount of an employee's tax deductions will depend on their earnings and the information they list on their federal Form W-4 and applicable state withholding form. The College may also make deductions where permitted by law for purposes of compliance with applicable retirement plans or policies. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons that are not eligible for paid time off or for certain disciplinary suspensions. An employee may also authorize certain voluntary deductions from their paycheck where permissible under state law, including, for example, deductions made for employee benefits purposes. Deductions from paychecks will be reflected in each wage statement.

The College will not make deductions to an employee's pay that are prohibited by federal, state, or local law. Employees should review their paycheck for errors each pay period and immediately report any discrepancies to payroll.

Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, the employee will receive an adjustment. The College will not retaliate against employees who report erroneous deductions.

5.4 Call-Back Pay Non-Exempt Employees

From time to time, certain employees may be called in by their department and required to report to work in emergency or exigent circumstances. The following pay rules apply to these scenarios.

- Regularly scheduled non-exempt hourly paid employees who are required by their department to be available to respond to requests for service outside the normal regularly scheduled hours of work, and who are called in and report to work, will be paid time-and-a-half for the hours they work, or the equivalent of 3 hours pay at the base rate, whichever is the greater amount.
- Regularly scheduled non-exempt hourly paid employees who are required by their department to be available to respond to requests for service outside the normal regularly scheduled hours of work, and who are called in and report to work on a Sunday or a traditional Holiday, will be paid two times base

rate for the hours they work, or the equivalent of 3 hours pay at the base rate, whichever is the greater amount.

For additional information regarding overtime rules, please refer to the [Hours of Work Policy](#).

5.5 Reporting Time Pay

Holy Cross provides reporting time pay to nonexempt employees in accordance with applicable law. If a non-exempt employee is scheduled to work three or more hours on a given day, but is given no work or less than three hours of work when they report to work on time, the non-exempt employee will be paid for three hours of work. In these circumstances, the non-exempt employee will be paid their regular rate for the hours worked, plus minimum wage for the remaining balance of the three hours.

5.6 Travel Time Pay

Exempt salaried employees are paid a fixed salary amount each pay period irrespective of actual hours worked. Exempt employees are paid their normal salary regardless of travel requirements. However, exempt employees are reimbursed for associated transportation expenses when traveling on College business. For additional information regarding pay for business travel, please refer to the [Hours of Work Policy](#).

Non-exempt hourly paid employees are paid hour for hour for all hours worked. For purposes of calculating working hours while traveling on College business, please refer to the [Hours of Work Policy](#).

5.7 Overtime

A non-exempt employee is eligible for overtime pay in accordance with applicable law. Employees may not work overtime unless it is approved in advance by a supervisor.

If an employee is classified as exempt, the employee is not eligible for overtime pay. If an employee has a question regarding whether they are exempt or nonexempt the employee should contact their supervisor for clarification.

From time to time, the College may require an employee to work overtime. In such cases, the College will attempt to give as much notice as possible. However, advance notice may not always be possible. Refusing to work overtime when requested, or working unauthorized overtime, may result in discipline, up to and including termination.

Unless applicable law or College policy expressly requires otherwise, overtime pay of one and one-half times a non-exempt employee's regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Paid time off such as time used for sick leave, Massachusetts Paid Family and Medical Leave, and/or Family and Medical Leave Act leave does not count as time worked for computing overtime.

For additional information regarding overtime rules, please refer to the [Hours of Work Policy](#).

5.8 Pay Transparency Non-Discrimination Provision

Holy Cross will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Employees who have access to the compensation information of other employees or applicants as a part of their job functions are prohibited from disclosing the pay of other employees or applicants to individuals who do not otherwise have authorized access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the College's legal duty to furnish information.

5.9 Compensation Adjustments

Employee compensation is generally reviewed and adjusted annually following employee performance evaluations, but may be reviewed more or less frequently depending on financial, organizational, economic, departmental, or other factors. All decisions regarding whether, when, and the extent to which the College will implement compensation adjustments are made in the College's sole discretion.

6.0 Professional Standards of Conduct; Conflict Resolution

6.1 Standards of Conduct

Holy Cross wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff, faculty, and students. We all share in the responsibility of ensuring the quality of our work environment.

All College employees are required to conform to professional standards of conduct. These standards presume that employees will not engage in conduct adverse to the interests of the College or that interfere improperly with the rights of other persons, their property, or College property. Failure to adhere to professional standards of conduct or any law or College policy or procedure, or otherwise engaging in unacceptable behavior may be subject to disciplinary action, up to and including discharge.

Although it is impossible to list everything that could be considered misconduct in the workplace, the following non-comprehensive list contains illustrative examples of misconduct that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the College's right to discipline or discharge employees for any reason permitted by law or any employee's at-will status.

Examples of misconduct include, but are not limited to:

- Violation of a law or a College policy or procedure, including but not limited to those set forth in this handbook or on the College's Policies [webpage](#). Illegal conduct occurring outside the workplace that bears upon the employee's fitness for employment by the College may also be considered.
- Possession, use, distribution, sale, or negotiation of the sale or transfer of illegal drugs or other controlled substances (except as specifically authorized by law for an employee's position, such as Health Services medical professionals).
- Being under the influence of alcohol during working hours on College property or on College business, or possessing open alcohol (or any alcohol in College vehicles), except as authorized.
- Inaccurate reporting of the hours worked or failure to report use of leave.
- Misrepresentation or falsification of College documents or information provided to the College.
- Otherwise engaging in dishonesty or fraud.
- Theft of or damage to College or other property, including data or intellectual property.
- Possession of a hazardous or dangerous item or material such as firearms, weapons, chemicals, etc., unless specifically authorized for an employee's position (e.g., duly licensed law enforcement personnel)
- Violation of any College's policy or applicable law with respect to discrimination, harassment, retaliation or sexual misconduct.

- Unauthorized access, use, disclosure or destruction of confidential or proprietary information.
- Refusal or intentional failure to obey orders or perform a job task assigned by any supervisor or authorized College representative.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or unexcused absences.
- Sleeping on the job.
- Working unauthorized overtime.
- Solicitation of fellow employees on College premises during working time.
- Engaging or threatening to engage in violence.
- Engaging in outside employment that interferes with the ability to perform one's job.
- Gambling on College premises.
- Unauthorized or inappropriate use of College informational technology resources.
- Lending keys or keycards or disclosing passwords or access codes to College property or systems to unauthorized persons.
- Unauthorized use of College owned or leased property for the conduct of personal business, including unauthorized use of College credit cards or use of College funds for personal expenses.
- Other unprofessional behavior or behavior that unduly disrupts the College's working, learning or living environment or activities, as determined in the College's sole discretion.

For emphasis, the above items are specific examples of unacceptable employee conduct. The list is not intended to be comprehensive. For emphasis, the above items are specific examples of unacceptable employee conduct. The list is not intended to be comprehensive.

6.2 Open Door/Conflict Resolution Process

Holy Cross strives to provide a comfortable, productive, and ethical work environment. To this end, we want employees to bring any problems, concerns, or grievances that they have about the workplace to the attention of their supervisors and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If an employee believes there is inappropriate conduct or activity on the part of the College, management, its employees, vendors, customers, or any other persons or entities related to the College, they should bring their concern(s) to the attention of one of their supervisors promptly and in manner that will allow the supervisor to effectively understand their concern(s). Most problems can be resolved informally through dialogue between the employee and their immediate supervisor(s).

If the employee has already brought a matter to the attention of their supervisors and the employee does not believe their concern has been effectively addressed, or if they believe that person is the source of the problem, the employee may present their concerns to Human Resources as described in Section 6.4 below. Employees should describe the problem, those persons involved in the problem, efforts made to resolve the problem, and any suggested solution.

Employees may also make certain reports of misconduct anonymously through Ethicspoint at <https://www.holycross.edu/make-a-report>. EthicsPoint is a third-party reporting tool for Holy Cross community members to anonymously report misconduct within the Holy Cross community. The report is sent to a third-party company, EthicsPoint, which is owned and managed by NAVEX Global. EthicsPoint will relay the information to the appropriate College official (generally the Chief Compliance Officer or Title IX Coordinator) who will determine the appropriate response, based upon the information contained in the report and existing protocols. Because these reports go to a third party, the College cannot obtain IP information and reports to EthicsPoint may be fully anonymous. The employee may also choose to identify themselves.

Finally, employees may make reports of misconduct through the College's [Whistle Blower Policy](#).

6.3 Progressive Disciplinary Process

The College may use a progressive discipline process to address job performance concerns or other issues relating to employee conduct. The progressive discipline process is designed to support the enforcement of College policies and to address and correct conduct or performance concerns.

When the College decides to take corrective action under this process, the disciplinary process may include any or all of the following: verbal warning(s), written warning(s), suspension(s) with or without pay, performance improvement plan(s), and/or termination of employment. Supervisors must consult with Human Resources in advance in instances where they believe that a written warning, a performance improvement plan, a suspension, and/or termination of employment may be warranted. Documentation memorializing disciplinary action will be maintained in the employee's personnel file.

The College's progressive discipline process does not require that each or any type of disciplinary action be administered in each case. Depending upon the relevant circumstances, the College has the discretion to take any disciplinary action, up to and including termination. The College reserves the right to terminate the employment of any employee at any time, with or without cause or prior notice. The College's Sexual Misconduct Policy, Interim Equal Opportunity Policy, and Scholarly Misconduct Policy are excluded from this progressive disciplinary process.

For additional information and resources, please visit the [employee relations page](#).

6.4 Grievance Procedures

The College recognizes that problems, complaints, and grievances may arise in the workplace from time to time. The College encourages employees and supervisors to resolve employment-related grievances promptly and on an informal basis. Whenever a grievance cannot be resolved informally, the College will review and make a determination regarding the grievance, and if the grievance is sustained, will seek to implement a fair and timely resolution that effectively addresses the subject matter of the grievance.

Issues That Are Not Subject to Grievance

The grievance procedures set forth in this Section 6.4 do not apply to the following workplace issues:

- Termination resulting from a reduction in force or organizational restructuring or from the expiration of temporary or externally funded grants or contracts.
- Termination, discipline, nonrenewal or other action taken pursuant to the terms of an employment agreement.
- Alleged discrimination or harassment because of race, color, religion, national origin, sex, age, marital or parental status, sexual orientation, gender identity, disability, or any other basis protected by applicable law or other violation of or investigation conducted under the College's Sexual Misconduct Policy and Interim Equal

Opportunity Policy, including, but not limited to, retaliation, or other interim or final action taken under either such policy.

- Denial of a request for a reasonable accommodation. Please refer to the appeals process set forth in the [Reasonable Accommodation Policy for Employees and Job Applicants](#).
- Matters covered by the Scholarly Misconduct Policy.
- The content of published College policies, procedures, and employee benefit plans.
- Matters that are the subject of pending or threatened litigation or arbitration.
- Issues that have been released or resolved by agreement.
- Grievances against students.

Issues Subject to Grievance

The following workplace issues are subject to the grievance procedures set forth in this Section 6.4, except to the extent they are covered in the preceding section.

- An alleged violation, misinterpretation, or inequitable application of a policy or procedure affecting such employee or employees.
- Disciplinary action, including but not limited to a warning placed in such employee's personnel file.
- A concern with respect to working conditions.
- A concern with respect to the behavior of a co-worker or third party that affects employment.

If a question exists as to whether a particular matter is covered by these procedures, the Chief Human Resources Officer (CHRO) or a designee will decide and may consult with other appropriate College administrators in connection with the same.

Procedures for Reporting and Resolving Grievances

- **Step 1:** Employees should report their grievance to their direct supervisor promptly and no later than 10 business days after becoming aware of the matter that is the subject of the grievance. If an employee is not comfortable speaking with their direct supervisor, they should speak to their supervisor's supervisor. The employee and the supervisor to whom the report is made should promptly engage in good faith, reasonable efforts to resolve the matter informally.
- **Step 2:** If the matter cannot be resolved informally at Step 1, the person asserting the grievance may file a written complaint with the Director of Employee Relations ("DER") in Human Resources. Any such complaint must be submitted to the DER, in writing, within 5 business days after the person asserting the grievance reasonably determines that the matter cannot be resolved informally at Step 1. The written complaint may not exceed 10 double spaced pages (12-point font and one inch margins) unless a higher page limit is otherwise determined to be necessary and appropriate in the sole discretion of the DER. If the DER determines that the complaint is not timely or is not within the scope of these procedures, the DER may dismiss the grievance, in which case the DER will so inform the person asserting the grievance in writing. If the DER determines that the complaint is timely and within the scope of these procedures, the DER will provide a copy of the complaint to the person(s) who are, or who are responsible for, the subject of the grievance; review the matter in whatever manner the DER deems appropriate under the circumstances (which

may, but need not, include written communications and/or virtual or in-person meetings with relevant personnel); and attempt to arrive at a resolution that is acceptable to all concerned. If such an agreed resolution cannot be reached, the DER will decide whether and to what extent the grievance has merit and how it should be resolved. The DER will deliver their decision to the person(s) involved in writing.

- **Step 3:** The person asserting the grievance may appeal a decision at the conclusion of Step 2. Any such appeal must be submitted in writing to the CHRO within 5 business days after delivery of the Step 2 decision. The CHRO will select an Associate Vice President in Administration and Finance (AVP A&F) to consider the appeal. The written appeal may not exceed 10 double spaced pages (12-point font and one inch margins) unless a higher page limit is otherwise determined to be necessary and appropriate in the sole discretion of the AVP A&F. The AVP A&F will provide a copy of the appeal to the person(s) who are, or who are responsible for, the subject of the grievance and the Step 2 decision maker. The AVP A&F will review the matter in whatever manner the AVP A&F deems appropriate under the circumstances, including but not limited to using internal or external resources. The AVP A&F may affirm or modify the Step 2 decision in whole or in part, in which case the AVP A&F's decision is final shall not be subject to review under any other grievance procedure in effect at the College, except as otherwise required by applicable law. Alternatively, the AVP A&F may remand the matter to the Step 2 decision maker, or another designee, for additional consideration and a further decision, in which case that decision may be appealed in accordance with this paragraph. The AVP A&F may appoint a designee to act in the AVP A&F's stead in connection with the foregoing Step 3 procedures.

Conflicts and Recusal: Advisors: Variance

In the event a grievance is asserted against or otherwise cannot be addressed by the DER in Step 2, the CHRO may act in the DER's stead, or the DER or CHRO may appoint a different designee. In the event a grievance is asserted that cannot be addressed by an AVP A&F, the SVP A&F or President will designate another College official to serve in the role under Step 3 of these procedures.

Advisors are not permitted to attend any meeting with respect to the grievance process except a union representative of a union-represented employee. Recordings are not permitted.

The College retains the right to determine, in its sole discretion, if it will address a grievance administratively and outside the process described in this section if the material facts are undisputed, there are extenuating circumstances involving a party, or the CHRO determines, in their sole discretion, in consultation with appropriate administrators, it is in the best interest of the College and/or the community to do so.

6.5 Retaliation

It is a violation of College policies to retaliate intentionally against anyone *because of* (a) their good faith report of alleged misconduct or legal noncompliance to the College; (b) their good faith participation in an investigation undertaken by the College; or (c) their engaging in a legally protected activity.

All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation. Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure or influence any individual to participate, not participate, or provide false or misleading information in any investigation or inquiry by the College, and may include actual or threatened abuse or violence, harassment, and/or making false statements about another person with intent to harm their reputation.

Legally protected activities include, but are not limited to:

- Making a good faith internal report to the Title IX and Equal Opportunity Office, Human Resources, or management regarding unlawful discrimination or harassment or violations of wage and hour or workplace safety laws;

- Filing a good faith complaint of unlawful discrimination or harassment with the US Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination, or in court.
- Participating in or supporting another employee's complaint of unlawful discrimination or harassment;
- Filing a good faith complaint with the U.S. Department of Labor, the Massachusetts Attorney General or in court about wage and hour violations or unfair pay practices, or participating in a wage and hour investigation or audit conducted by them.
- Requesting an accommodation on the basis of a disability or sincerely held religious belief;
- Requesting or taking a legally protected leave (FMLA, PFML family, medical, parental, etc);
- Filing a workers' compensation claim,
- Other legally protected activity.

Retaliation is prohibited and will not be tolerated at the College. Any employee, regardless of position or title, who is determined to have engaged in retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

6.5 No-Call-No-Show

An absence of 3 consecutive scheduled work days without notification or other communication from the employee (or a representative, such as a spouse or relative) may be considered job abandonment and voluntary resignation from their employment at Holy Cross. An employee whose employment terminates on this basis will typically be ineligible for rehire.

6.6 Drug and Alcohol Policy

Holy Cross is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment and federal law, the College maintains a drug and alcohol-free workplace. The College prohibits the unlawful manufacture, cultivation, distribution, dispensation, use or possession of any illegal drug (including marijuana) or drug paraphernalia and the unauthorized possession, use or transfer of any alcoholic beverage by any employee while on College premises or while performing any job-related activity, whether on or off College premises. Employees are also prohibited from reporting to work or performing any job-related activities, whether on or off College premises, while under the influence of or impaired by alcohol or an illegal drug. For more information, please review the College's [Employee Drug and Alcohol Policy](#).

6.7 Smoking

All buildings and facilities at the College, including residence halls, are smoke free. Smoking and use of tobacco are not permitted in any area of buildings and vehicles. Smoking is prohibited outside, except in designated smoking areas.

For purposes of this policy, smoking tobacco includes but is not limited to conventional smoking devices (cigarettes, cigars, pipes, etc.), snuff, chewing tobacco, vaping devices, electronic cigarettes, and other nicotine delivery devices (other than medical devices, e.g., nicotine patches). In addition, marijuana is not permitted on College property consistent with applicable federal law.

Please review the College's [Smoking Policy](#) for additional information.

6.8 Workplace Violence

The College is committed to working with our community members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The College has a zero tolerance regarding workplace violence. The College will not tolerate acts or threats of violence, either physical or verbal, that occur in the workplace or other areas owned or controlled by the College, during College events or activities, or that impact the workplace. This applies to all employees and non-employees such as contractors, customers, and visitors.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Intentionally damaging a person's property.
- Threatening to physically injure a person or damage their property. This includes threats by any means, including physical gestures, verbal, written, direct, or indirect threats, including, but not limited to, by electronic means.
- Possessing, brandishing, or using a firearm or other weapon on College property or during any College event, activity or business, except as expressly permitted by state law and authorized by the College (e.g., legally authorized law enforcement).
- Violating a restraining order, order of protection, injunction against harassment, or other court order.
- Intentionally taking any action which would place a person in reasonable fear of injury, as determined by the College in its sole discretion.

Reporting Potential Behavior Which May Violate This Provision of the Handbook

Employees should report to the Department of Public Safety and Human Resources any behavior that may violate or implicate this policy. All reports will be reviewed and investigated where appropriate. The College may take interim action to address any alleged violation during any investigation, including, but not limited to, interim paid or unpaid leave. The College will act with discretion with respect to the confidentiality of the reports. Employees are expected to cooperate in any investigation of workplace violence.

Please also note that the College maintains a Threat Assessment Group ("TAG"). The TAG receives reports of individuals whose behavior is perceived as threatening to others, evaluates the level of risk the individual may present, engages in threat management, and conducts follow up, as appropriate, to promote the continued safety of the College community. We encourage any member of the College community to forward concerns regarding individuals to this group for consultation and review.

Learn more about the TAG and its threat assessment process [here](#).

Violation

Violating this policy may subject an employee to criminal charges in addition to College disciplinary action, up to and including immediate termination of employment.

7.0 Benefits

Benefit plans offered by the College are defined in legal documents such as insurance contracts and summary plan descriptions. The formal language of the plan documents governs, not the informal wording of this Handbook. Plan documents, if applicable, are available for [inspection](#). The College reserves the right to amend, change, modify, or discontinue any benefit at any time, in accordance with applicable law.

7.1 Health Benefits

Holy Cross offers group Medical, Dental and Vision Care and Health insurance benefits to all fully benefited employees, i.e., those regularly scheduled to work at least 27 ½ hours per week, 40 weeks per year. Fully benefited employees become eligible to participate in Medical, Dental and Vision Care benefits the first day of the month on or after their first day of work. New employees of the College are eligible to enroll in a plan **within 30 days of their date of hire**. Employees who do not sign up for these benefits within 30 days of their date of hire must wait until the next open enrollment period (typically in November) to enroll, which enrollment will then take effect the following January 1. Employees may also be eligible to enroll prior to open enrollment upon the occurrence of a qualifying event, such as a spouse's loss of coverage, marriage, divorce, birth of a child, etc. Documentation will be requested when enrolling eligible dependent(s).

The College and employees share in the cost of medical and dental benefits, and a large portion of the benefit is paid by the College. Vision care benefits are paid for by employees. The employee contributions for health benefits are paid through payroll deductions on a pre-tax basis.

If an employee or their dependent becomes ineligible for benefits due to a change in work hours or through a life event, or an employee is no longer employed by the College, they may have the right to continue their health benefits under federal or state law. In such an event, the College's COBRA Administrator will provide information about rights to continue benefits coverage. Please view the COBRA section of this handbook for additional details.

7.1.1 Medical, Dental & Vision Benefits

All fully benefited employees at Holy Cross are eligible for the College's medical, dental and vision coverage. Plan benefits are described in detail in the Summary Plan Descriptions (SPDs). Updated plan documents are available [here](#).

7.1.2 Flexible Spending Accounts (FSAs)

Holy Cross provides Flexible Spending Accounts (FSAs) for fully benefited employees. FSAs provide tax-free reimbursement to employees for eligible health care and/or dependent care expenses. Eligibility to participate in these accounts, eligible expenses, and annual maximums are defined by the [IRS](#). A Health Care FSA provides full-time employees the opportunity to pay for medical expenses on a pretax basis that are not reimbursed by an insurance plan. Both the amount an employee contributes and the amount an employee is reimbursed from their Health Care FSA are income tax free.

A Dependent Care FSA provides full-time employees the opportunity to pay for dependent care expenses for a child, disabled spouse, or dependent parent, on a pretax basis. Both the amount an employee contributes and the amount an employee is reimbursed from their Dependent Care FSA are income tax free.

If eligible, an employee may elect an annual amount to contribute, which will be divided and deducted from the employee's pay each pay period, and may be used to pay for eligible expenses. Annual elections are limited by established plan maximums and are subject to applicable IRS forfeiture and rollover provisions.

Fully benefited employees may elect a Health Care FSA and/or Dependent Care FSA at the time that they enroll in a medical or dental plan. Per IRS rules, this may be done at the time of hire, during Open Enrollment for a January 1 effective date, or any time during the year if an employee has experienced a qualifying life event.

7.1.3 Health Savings Account (HSA)

Fully benefited employees may enroll in a Health Savings Account (HSA) if they are enrolled in one of the College's High Deductible Health Plans and meet IRS eligibility requirements. The HSA is a tax-advantaged savings account that can be used for current or future qualified health expenses. Holy Cross makes an annual contribution to employees' HSA accounts and employees can also contribute voluntarily, up to the maximums defined by the IRS.

Additional information about tax advantages and the College's contribution can be found [here](#).

7.1.4 Group Life and Accidental Death and Dismemberment (AD&D) Insurance

Fully benefited employees participate in the College's group life and accidental death and dismemberment ("AD&D") insurance plan at no cost to the employees. Employees hired after November 1, 2021 are eligible for coverage on their date of hire.

The amount of group life benefit is based on the employee's age and salary.

The AD&D coverage provides benefits in the event of an insured employee's death or loss of limb or eyesight caused solely through external, violent, and accidental means. Benefits are payable to the employee's beneficiary in the event of their death or to the employee for loss of limb or eyesight in accordance with the terms of the plan.

Additional voluntary life and AD&D insurance is available. Specific coverage details and forms are available [here](#).

If an employee leaves the College, the employee may elect to convert all or a portion of their group life insurance to an individual policy within thirty-one days from the date of separation.

7.1.5 Long Term Disability (LTD) Benefits

Fully benefited employees participate in the College's Long Term Disability plan at no cost to the employees.

Long Term Disability insurance generally pays a monthly benefit to an employee if the employee cannot work because of a covered illness or injury (not work-related). The benefit replaces a portion of the employee's income, thus helping to meet the employee's financial commitments in a time of need. Employees hired after November 1, 2021 are eligible for coverage on their date of hire. Specific coverage details are available [here](#).

7.2 Retirement Benefits

There is a normal retirement date of the last day of the month in which an employee attains their 65th birthday set forth in certain of the College's retirement plans in compliance with applicable law. An employee may apply for retirement benefits at an earlier or later date by contacting the Human Resources Department. It is recommended that employees do so at least 120-days prior to retirement.

Plan documents are available [here](#). The following descriptions are subject to the provisions of the applicable plan documents.

1. Non-Exempt Employees

Holy Cross maintains a defined benefit retirement plan for non-exempt employees at no cost to the employee. A non-exempt employee who works a minimum of 1,000 hours and is at least 21 years of age may participate in

the plan after one year of continuous service. If an employee participates in the plan, their benefit is at least 2% of their average base salary times their years of service.

The plan requires that a non-exempt employee complete five years of service in order to become vested and entitled to receive a retirement benefit in accordance with the terms of the plan. The benefits under the plan are based on an employee's years of service and pay history during those years, in accordance with the plan document.

2. Exempt Employees

Exempt employees are required to participate in the College's defined contribution 403(b) retirement plan. Contributions by exempt employees and the College are mandatory. The exempt employee contributes 2% and the College contributes 10% of the employee's base pay up to the social security maximum for that tax year (set annually by the IRS). Base compensation above the Social Security wage base is subject to a mandatory employee contribution of 5% and an employer match of 12%. Upon commencing employment, there is a one-year waiting period before the employee can participate in the 403(b) plan, unless previous employment circumstances meet the criteria for earlier eligibility set forth in the plan document.

Supplemental Retirement Annuity (SRA)

Holy Cross offers employees the opportunity to set aside additional money for their retirement through supplemental retirement annuities. The contributions an employee makes to their SRA are deducted from their pay and are not subject to federal and state taxes until the employee withdraws the money. Certain restrictions and penalties apply if an employee withdraws the money before age 59 1/2.

7.3 Educational Benefits

7.3.1 Dependent Tuition Remission

Full-time employees with at least seven years of continuous full-time active employment before any semester in which the benefit is sought are eligible for the tuition benefit for their dependent children who are matriculated, degree-seeking students at Holy Cross. Dependents must meet the admissions requirements for acceptance to the College.

Students must be formally admitted, enrolled full-time and maintain good standing at Holy Cross in order to continue to receive this benefit. The tuition benefit is available for a maximum of eight semesters. The benefit covers the cost of tuition, but it does not cover the cost of housing, books and other fees.

7.3.2 Employee Tuition Assistance

Fully benefited employees who have completed 3 months of employment, are eligible to receive tuition assistance to improve their job performance and/or enhance their career opportunities at the College.

The College will reimburse qualifying employees for up to 75% of the cost of tuition, up to a maximum reimbursement of \$2,500 per fiscal year, for courses taken at other colleges. Registration fees and other education-related fees are reimbursable, subject to the maximum limit. The course must be either job-related or a requirement under the degree program in which the employee is currently enrolled and the employee must obtain a grade of "C" or better to be eligible for reimbursement.

Tuition Assistance Applications are available in the Human Resources department. An application must be completed, submitted and approved by the Director of Workforce Development and Talent prior to enrollment in the course for which reimbursement will be sought.

Fully benefited employees may enroll in one course per semester free of charge at Holy Cross, provided there is space in the class, the instructor has granted permission, and their supervisor has given written approval detailing how the employee will make up any release time. Courses must be approved by the Chief Human Resources Officer and the Registrar. Applications are available in the Human Resources department.

7.4 Employee Assistance Program (EAP)

The EAP is a 24/7 confidential assistance, short-term counseling, consultation and referral service for emotional and work-life balance issues. The College has contracted with KGA to provide these EAP services. KGA's services are free of charge to College employees, their spouses, and adult household members. KGA professional counselors are experienced and knowledgeable and assist employees and their families to access the services they need. For counseling, they will provide a number of counseling sessions with their staff and, if indicated, will coordinate further sessions through the employee's healthcare provider.

In certain circumstances, an employee may be provided information about the EAP by their supervisor or Human Resources.

More information on KGA's services is available [here](#).

7.5 Parking

Free parking is available for all College employees in designated areas as described in the Parking and Traffic Regulations. Each employee must register their vehicle with the Public Safety department. Employee requests for handicapped parking must be made in writing to Human Resources. Please refer to the Faculty & Staff Parking section on the [website](#) for more information

8.0 Time Off and Away

It is the responsibility of managers/supervisors to approve and track the usage of employee time, using the Kronos system. All leave shall be approved by the manager/supervisor prior to use and entered into the Kronos system. Employees who are managers and supervisors also need to have their leave approved by their supervisor (e.g., the Department Head, Director, or Vice President, as appropriate).

Employees must request approval to take time off in advance and all approved time off requests must be entered into Kronos prior to the employee taking the time.

8.1 Holidays

Holy Cross employees observe traditional holidays and floating holidays each year. An updated Holiday Schedule can be viewed [here](#).

8.1.1 Traditional Holidays

In order to be eligible for traditional holiday pay, hourly employees must be regularly scheduled to work on that day and in a pay status (e.g., at work, or using vacation, personal time, sick time, or jury duty or military leave) on the scheduled work day before and after a holiday. Employees who are in their introductory period are eligible for traditional holiday pay. If an employee is required to work on a traditional holiday, they will be paid their regular pay based on their regularly scheduled hours for that day. In addition, the employee will also be paid for all hours actually worked on the holiday at their regular base pay, plus overtime, if applicable. (Generally, this will amount to the employee receiving twice their pay for hours worked on a traditional holiday where they work their regular schedule.)

If a holiday falls on a Saturday, it will be observed the preceding Friday. Similarly, if a holiday falls on a Sunday, it will be observed the following Monday.

8.1.2 Floating Holidays

The College is open on floating holidays, and all departments are required to be staffed accordingly. Employees can take floating holidays on the day they occur, on the first day of the month in which they occur, or any time thereafter with the prior approval of their supervisor. Employees must be actively employed on the first day of the month in which the floating holiday occurs in order to be eligible for the floating holiday. Floating holidays cannot be carried over from one fiscal year to the next fiscal year. If an employee's employment is terminated for any reason, they will be paid for any unused floating holidays.

When requesting a floating holiday, an employee must give their supervisor sufficient notice and obtain their supervisor's approval to take the time off.

8.2 Personal Days

All full-time staff members are eligible for three paid personal days each fiscal year (July through June). Unused personal days may not be carried over to the next fiscal year, may not be taken after notice of termination or resignation is given, and are not paid upon separation.

When requesting personal time, employees should give their supervisor sufficient notice, and the employee must have their supervisor's approval to take the time off. It is the responsibility of supervisors to approve and track the usage of employee personal time in advance of the date taken, using the Kronos system, following approval. Employees who are supervisors must have their leave approved by their supervisor (the Department Head, Director or Vice President, as appropriate).

The award of personal days for new hires will be available to use after 90 days of employment. Also, personal days are prorated according to hire date:

3 days if hired prior to October 1

2 days if hired between October 1 and December 31

1 day if hired between January 1 and February 28

0 days if hired between March 1 and June 30

8.3 Vacation

All full-time and part-time Holy Cross employees accrue paid vacation on a monthly basis. The College encourages all employees to use their vacation time.

Newly hired, or newly eligible, employees may not use accrued vacation until they have completed 90 days of eligible employment.

Please review the College's full vacation leave policy, which is available [here](#).

Vacation Time Accruals

Hourly Employees

Please refer to the tables below for vacation accrual amounts for hourly employees.

Full-time Hourly Employees	
Time in Benefits Eligible Position	Annual Vacation Cap Amount (Prorated)
0-7 Years	10 days per year ³
7-15 years	15 days per year
15 years and Beyond	20 days per year

Part-Time Hourly Employees	
Time in Benefits Eligible Service	Annual Vacation Cap Amount (Prorated)
0-5 Years	5 days per year
5 years and Beyond	10 days per year

Salaried Employees

All eligible salaried employees will accrue 1.66 days of vacation for every month worked, up to a **maximum** accrual of 20 days.

Separation of Employment

Upon separation of employment for any reason, a departing employee will be paid their accrued but unused vacation and floating holiday time in their final paycheck.

8.4 Attendance; Sick Time

Regular attendance is necessary for the successful operation of the College and an essential function for all positions. All employees are expected to be at work when scheduled or assigned to work, unless there is a qualifying reason for absence.

Absence for a qualifying reason may sometimes be unavoidable. Therefore, the College has adopted a sick leave plan to help prevent income losses in these instances. Please review the College's full [Sick Leave Policy](#).

³ Kronos computes time in hours, not days. Hours are allotted based on standard weekly hours divided by 5 and the number of weeks the employee is scheduled to work each year.

Eligibility

All employees are eligible for paid sick leave benefits. As of the start of each calendar year, sick leave balances are determined as follows:

- Fully benefited-eligible employees will start the year with the greater of their existing balance or 7 days.
- Partially benefited-eligible employees will start the year with the greater of their existing balance or 40 hours.
- New employees are allotted a prorated amount of sick time based on the date of hire, pursuant to a schedule established by the College and consistent with applicable law.

Regardless of how much sick leave an employee uses throughout the year, the employee will begin each future January 1 with the sick leave balances set forth above.

Employees must notify their supervisors if they are going to take sick time. In those situations, employees must provide notification of their use of sick time as soon as possible. An employee may also be requested to provide a certification that sick time was used for a permissible purpose, consistent with applicable law and College policy.

Unused sick leave is not paid out on termination; provided, however, that hourly paid employees who are aged 55 or older and have 10 or more years of consecutive full-time service, and are thus eligible for early retirement or retirement, will be paid out their accrued and unused sick leave at time of termination, on the following schedule. However, no payout will be made in the case of an employee terminated involuntarily or for cause (e.g., termination for a disciplinary reason, job abandonment, etc.).

Consecutive Years of Service Prior to Retirement⁴	Accrued but Unused Sick Leave Payout Up To & Including
10 -14 years	20 days
15-19 years	30 days
20-24 years	40 days
25+ years	60 days

⁴ The consecutive years of service begin on the date of the employee's benefit eligible service date.

8.5 Summer Hours and the Condensed Work Week

The College values the hard work and dedication of its employees. Pursuant to the [Summer Hours and Compressed Work Week Policy](#), during select weeks in July and August, the College offers certain employees an additional half day of paid time off on a weekly basis to use on Friday afternoons. Employees must work a compressed work week in order to take an additional half day off on Friday mornings. This benefit applies to full year full-time benefits eligible employees.

8.6 Bereavement

Holy Cross recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the College will provide paid bereavement leave as follows:

An employee may be absent without loss of pay for up to three days if someone in their immediate family or household dies. Members of their immediate family or household are considered to be their spouse, domestic partner, child, siblings, parent, grandchildren, grandparent, or spouse/domestic partner's parents, children, siblings, grandchildren, grandparents or other relatives living in the immediate household. The purpose of this benefit is to allow employees, in a time of personal loss, the opportunity to travel (if needed) and to grieve. Time away from work for bereavement for anyone other than those persons listed above must be charged to vacation, floating holiday or personal time, and is subject to supervisor approval.

Employees must provide notice of the need for bereavement leave as far in advance as possible. The College may require documentation supporting their need for bereavement leave.

9.0 Leave Plans

9.1 Massachusetts Paid Family and Medical Leave (MA PFML)

Holy Cross provides time off to eligible employees who qualify for paid family and medical leave (PFML) benefits under Massachusetts law. At Holy Cross, PFML benefits are funded through a private insurance policy approved by the state.

Eligibility

To be eligible for PFML, an employee must be a Massachusetts-based employee at the time of their requested leave, and meet financial and other eligibility requirements established by the state.

For additional information please refer to the Paid Family and Medical Leave (PFML) overview and benefits webpage available at: <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-overview-and-benefits>.

The College has created an employee [leave guide](#) to provide additional information about available leaves.

The College has created a [supervisor's checklist](#) for supervisors to prepare for an employee to take and return from leave.

Please review the College's Massachusetts Paid Family Leave and Supplemental Medical Leave Policy, which is available [here](#).

9.2 Supplemental Medical Leave

Full-time, benefit-eligible staff members on an extended leave of absence due to a personal health condition may be eligible for the College's Supplemental Medical Leave. This plan is administered by Sun Life and, combined with Massachusetts Paid Family & Medical Leave (MA PFML), and provides eligible employees:

- o 100% base pay replacement for weeks 2-8 of MA PFML
- o 80% base pay replacement for weeks 9-20 of MA PFML
- o 60% base pay replacement for weeks 21-26 of MA PFML

The College has created an employee [leave guide](#) to provide additional information about available leaves.

The College has created a [supervisor's checklist](#) for supervisors to prepare for an employee to take and return from leave.

Please review the College's Massachusetts Paid Family Leave and Supplemental Medical Leave Policy, which is available [here](#).

9.3 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If an employee is injured on the job while working, regardless of severity, the employee must report the incident immediately to their supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim for benefits.

All injuries, regardless of severity, should be reported to the College via the [Injured Incident Report Form](#) within 24 hours of the incident. Supervisors are also required to submit the [Supervisor Incident Report Form](#) within 24 hours of the injury.

Medical Attention

If immediate medical attention is needed, please contact the Department of Public Safety at (508) 793-2222. For injuries requiring non-emergency medical attention:

- Employees should seek initial medical treatment through [CareWell Urgent Care](#).
- Students should contact Health Services to schedule an appointment.

For more information and to access the reporting forms, please go to the [Incident and Injury Reporting](#) webpage.

An employee must submit to Human Resources a certification of fitness to work from their medical provider before returning to work following an absence because of a work-related injury.

9.4 Parental Leave

Full-time, benefit-eligible staff members are eligible for enhanced income protection immediately following the birth, adoption, or foster care placement of a child. This plan is administered by Sun Life and, combined with MA PFML, ensures that an employee receives 100% base pay replacement for the first 8 weeks immediately following the arrival of the child. Additional paid leave beyond the initial 8 weeks is also available; these additional weeks of child bonding leave are subject to the maximum time periods and applicable benefit amounts established by MA PFML.

The College has created an employee [leave guide](#) to provide additional information about available leaves.

The College has created a [supervisor's checklist](#) for supervisors to prepare for an employee to take and return from leave.

Please review the College's Parental Leave Policy, which is available [here](#).

9.5 Family and Medical Leave (FMLA)

FMLA is a federal law that entitles employees to take unpaid leave for family and medical reasons during which their job and medical benefits remain protected. Eligible employees can use FMLA to take 12 weeks of leave in a 12-month period. To be eligible for FMLA, an employee must be actively employed with the College for at least 12 months, with at least 1,250 hours worked during that time. However, if the employee is eligible for MA PFML and/or the other paid leave benefits available at the College, the employee will receive pay during any period of otherwise unpaid FMLA leave. However, because FMLA runs concurrently with any such paid leave benefit, the employee will still need to complete FMLA paperwork when they initiate their leave.

Please review the College's full FMLA policy, which is available [here](#).

The College has created an employee [leave guide](#) to provide additional information about available leaves.

The College has created a [supervisor's checklist](#) for supervisors to prepare for an employee to take and return from leave.

9.6 Crime Victim and Witness Leave

Occasionally, employees may be the victim of a crime or legally compelled to attend a criminal judicial proceeding as a witness. In these circumstances, employees may take unpaid leave to:

- Respond to a subpoena to appear as a witness in any criminal proceeding;
- Attend a court proceeding or participate in a police investigation related to a criminal case in which they are a witness or a crime victim (or a deceased family member was a victim).

Employees must notify their supervisor prior to the date of leave (and the College requests as much advance notice as possible) if they need to take leave under this policy. An employee may be required to provide documentation supporting such leave.

This policy does not apply to employees who have committed or are alleged to have committed a crime.

9.7 Domestic Violence Leave

Holy Cross provides up to 15 days of unpaid leave per rolling 12-month period to victims of abusive behavior, domestic violence, sexual assault, kidnapping, and/or stalking, and certain family members, for purposes directly related to the abusive behavior. These purposes may include seeking legal or medical services, counseling, or victim's services; securing housing; obtaining a protective order; appearing in court or before a grand jury; meeting with a district attorney or other law enforcement official; attending child custody proceedings; or addressing other issues directly related to the abusive behavior against the victim or family member of the victim.

An employee may take domestic violence leave if they are a victim of abusive behavior, or due to the abuse of a covered family member, including the employee's spouse/partner, parent, child, sibling, grandparent or grandchild, or persons in a guardian relationship. Perpetrators or accused perpetrators of abuse are not entitled to domestic violence leave.

Before taking domestic violence leave, an employee must have exhausted all of their accrued paid time off, including, but not limited to, MA Paid Family and Medical Leave, sick time, vacation days, and personal time. An employee must provide advance notice of their need for leave whenever possible; however, this requirement does not apply if the employee or a covered family member faces imminent danger to their health or safety. Should the employee be unable

to provide advance notice based on a risk of imminent danger, the employee must notify their supervisor or Human Resources within three business days that the time off was related to domestic violence. If the employee is unable to notify the College, a family member, counselor, clergy, or assisting professional may do so on their behalf.

The College may require documentation supporting an employee's claim for domestic violence leave. Such documentation can consist of a protective order or other court document, a document under the letterhead of a court, provider or public agency that the employee attended for the purpose of obtaining assistance regarding the abusive behavior, police report, police witness statement, documents reflecting the perpetrator's conviction or admission of guilt, documentation of medical treatment, and/or a victim advocate, counselor, social worker, health care worker, member of the clergy, or other assisting professional's sworn statement. In lieu of these documents, an employee may also submit their own sworn signed statement. Any documentation supporting the need for domestic violence leave must be submitted within 30 days of their last date of absence.

While the leave may not be paid, an employee is entitled to return to the same or a substantially equivalent position once their leave has ended. An employee will not be terminated, retaliated against, or receive a reduction in benefits based on their use of domestic violence leave. All information related to the leave will be maintained confidentially, unless disclosure is expressly required by law, requested in writing by the employee or necessary to protect the safety of the employee or other employees.

The College's Domestic Violence Leave policy is available [here](#).

9.8 Jury Duty

If an employee is required to serve on a jury, they will continue to receive their regular wages or salary for the first three days of juror service or any part thereof. For any additional days, time spent on jury duty will be unpaid. An employee may opt to use available vacation or other available paid time off in place of unpaid leave. However, while on the jury, an employee is expected to be at work for any days, or parts of days, that the employee is not required for court attendance.

Holy Cross encourages employees to fulfill their civic duties related to jury duty. If an employee is summoned for jury duty, they must notify their supervisor as soon as possible to make scheduling arrangements.

The College reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

9.9 Small Necessities Leave

Pursuant to the Massachusetts Small Necessities Leave Act, Holy Cross will provide eligible employees with up to 24 hours of unpaid leave during any 12-month period for the following reasons:

- To participate in school, Head Start, and day care activities directly related to the educational advancement of their child, including parent-teacher conferences or interviewing for a new school.
- To accompany their child to routine medical or dental appointments, including check-ups or vaccinations.
- To accompany their elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, including interviewing at nursing or group homes.

Leave may be taken intermittently or on a reduced leave schedule.

An employee is eligible for small necessities leave if the employee has worked for College for 12 months, either consecutively or nonconsecutively, and worked at least 1,250 hours in the previous 12-month period.

For more details, please find the Massachusetts law about the Small Necessities Leave Act [here](#).

9.10 Benefits While on Paid Leave and Upon Return to Work

Employee health insurance coverage will be maintained by the College during paid leave on the same basis as if the employee was still working, with the College deducting applicable benefits premiums from amounts paid to the employee. If the employee is on an unpaid leave, the College will pay their share of the premiums and recover the costs of this insurance upon their return to a paid status. If the employee does not return to work at the end of leave, the College may require reimbursement for benefits premiums paid during the unpaid leave.

Extension of Leave

Employees are required to return from a leave of absence on the originally scheduled return date. If an employee is unable to return, the employee must request an extension of the leave in writing at least 2 weeks in advance of the return date. Leave extensions will be considered on a case-by-case basis in compliance with applicable law. Because the College's operational needs may make it difficult or impossible to hold an employee's position open until their return, if the extension request is denied, the employee must return to work on the originally scheduled return date or such other date as the College may designate, or the employee may be deemed to have voluntarily resigned from their employment.

Alternative Employment

While on a leave of absence, an employee may not work or be gainfully employed either for themselves or others unless express, written permission to perform such outside work has been granted by the College. If an employee is on a leave of absence and is found to be working elsewhere without permission, the employee may be subject to disciplinary action, up to and including termination.

9.11 Voting Leave

If their work schedule prevents an employee from voting on Election Day, Holy Cross will allow an employee a reasonable time off to vote. Employees who have less than two consecutive hours between the time their polling location opens and the time their scheduled shift begins may arrive late to work so that they have a total of two consecutive hours after the polls open to vote. The time off will be unpaid. Employees must provide reasonable advance notice of the need for time off to vote.

9.12 Military Leave (USERRA)

Holy Cross complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. The employee must provide verbal or written advance notice of the employee's intent to enter into the military for a period not to exceed five years to Human Resources. An employee may elect to use any accrued paid vacation while on leave but is not required to do so. When returning from military leave of absence, the employee will be reinstated to their previous position or a similar position, in accordance with state and federal law. An employee must notify their supervisor and Human Resources of their intent to return to employment, and follow pertinent reemployment application procedures, which differ depending on the length of the leave consistent with applicable law. For more

information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

9.13 Personal Leave of Absence

Holy Cross recognizes that an employee may need time off from work in certain circumstances that other leave policies may not address. In such cases, an employee may request a personal leave of absence.

Eligibility

All regularly scheduled employees employed for at least one year are eligible to apply for a 2-week unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted, with advance notice, in writing and approved by the employee's supervisor(s) and Human Resources. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates an employee expects to begin and end the leave.

Job performance, absenteeism, and departmental and operational requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason as determined in the College's sole discretion.

An employee will be required to use all available paid leave balances, excluding sick leave if it would otherwise be applicable, prior to taking an unpaid personal leave of absence. Vacation time will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

The College will attempt to return an employee to their former position or a comparable position upon return from a personal leave of absence, at its discretion. Given changing business needs, however, no guarantee of reinstatement can be made.

Benefits while on an unpaid leave of absence

During the period an employee remains on unpaid leave, the employee will remain enrolled in all applicable health and welfare benefit plans in which the employee then participates, to the maximum extent permitted by law and/or by the applicable insurer or vendor. For any health or welfare benefits that are paid for in whole or in part by an employee deduction, the College will advance the employee contribution on the employee's behalf during the leave. If the employee returns to work, the amount of the arrears will be withheld from the employee's pay, in equal installments, over a number of pay periods equivalent to the duration of the leave. If the employee does not return to work after their personal leave of absence, those costs remain the former employee's responsibility and the College may require reimbursement of the same.

Extension of Unpaid Leave

The employee is required to return from any unpaid leave on the originally scheduled return date. If the employee is unable to return, the employee must request an extension of the leave in writing as soon as the employee becomes aware of the need for an extension and, in any event, no later than five business days in advance of the return date. Leave extensions will be considered on a case-by-case basis and may be approved or denied in the sole discretion of the College. If the College denies the extension request, the employee must return to work on the originally scheduled return date or the employee may be deemed to have voluntarily resigned from employment.

10.0 Use of Information Technology Resources

College information technology resources are provided to enable employees and students to advance the mission of the College in their academic and administrative activities and to allow employees to perform their job duties. Information technology resources are to be accessed and utilized in an ethical manner that does not compromise the integrity of the College's or third parties' technology systems. All users of information technology are to adhere to high moral, legal and professional standards, and to act in the best interests of the College.

Please review the [Use of Information Technology Services Policy](#) for detailed information and requirements relating to the use of such resources.

11.0 General Policies

11.1 Conflicts of Interest

As an academic institution, Holy Cross and the individuals representing it must conduct their affairs according to the highest possible ethical and moral standards. Administrators are leaders of the College both on campus and in the community in which the College participates, and as such must lead by example. There may be instances where administrators have real or perceived conflicts of interest with decisions or transactions involving the College. In order to avoid situations which may cause the College to be subject to reputational injury, litigation, or other negative consequences, administrators of the College must review and carefully adhere to the principles set forth in the [Conflict of Interest Policy](#).

11.2 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of an employee's work performance or availability at Holy Cross is prohibited. The College recognizes that an employee may seek additional employment during off hours, but in all cases expects that any outside employment will not adversely affect the employee's attendance, job performance, productivity, work hours, scheduling, or their ability to effectively perform their duties, and will not in any way create a conflict of interest. Any outside employment that may conflict with an employee's duties and obligations to the College should be reported to their supervisor or department head. In appropriate circumstances, the College may, in its sole discretion, require employees to enter into written agreements regarding outside employment to ensure compliance with this and other College policies and applicable law. Failure to adhere to this policy may result in disciplinary action, up to and including termination.

11.3 Personal Data Changes

Each employee must provide Holy Cross with their current contact information, including current mailing address and telephone number. In addition, each employee must inform the College of any changes to their marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, use the employee [self-serve portal](#).

11.4 Personal Cell Phone/Mobile Device Use

While Holy Cross permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, no employee may allow the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. Please be sure to use devices in a manner that is courteous to others in the area. Employees are required to comply with College policies regarding the security and confidentiality of confidential and proprietary information when using personal devices. Employees must preserve College information and provide their mobile devices that are used for work purposes to allow the College to respond to discovery requests in connection with litigation.

11.5 Security

All employees are responsible to make Holy Cross a secure work environment. Upon leaving work, each employee must lock all desks, lockers, and doors protecting valuable or sensitive material in their work area and report any lost or stolen keys, passes, or similar devices to their supervisor immediately. Refrain from discussing specifics regarding College security systems, alarms, passwords, etc. with those outside of the College or with those inside the College who do not have a need to know.

Employees must immediately advise their supervisor, DPS and/ or the ITS Information Security department of any known or suspected security risks and/or suspicious conduct of employees, students, or visitors of the College. Safety and security is the responsibility of all employees and the College relies on them to help keep its premises secure.

In accordance with federal regulations, a copy of the College Annual Security and Fire Safety Report, which provides information about campus security programs and policies and relevant campus statistics for the past year, is available on the College Department of Public Safety [webpage](#).

11.6 Employment of Relatives, Members of Household

The College, in its sole discretion, may determine to permit or deny the employment, or engagement for services, of a relative or unrelated member of an employee's household. In no case will such employment or engagement occur without the prior approval of the Senior Vice President of Administration and Finance in circumstances in which:

- hiring, engagement, promotion, or transfer places related people or household members in subordinate or supervisory roles within the same department.
- influence could be exerted on decisions concerning the status of employment, engagement, promotion or compensation. actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, productivity, or morale.
- The arrangement may be subject to disclosure under the College's conflict of interest policy.

It is each employee's obligation to inform Human Resources of any such potential conflict so the College can determine how best to respond to the particular situation. For the purpose of this policy, a relative is any person who is

related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

In situations where two employees become close relatives by marriage and one has supervisory responsibility for the other or makes employment decisions pertaining to the other, the College may require one of the individuals to effect a transfer or termination within ninety (90) days of the marriage.

Requests for exceptions to this policy must be approved by the appropriate Senior Vice President and submitted with written justification to the Chief Human Resources Officer before an offer of employment is extended.

An offer of full-time employment to a member of the immediate family of a trustee or senior officer is subject to prior review and approval by the President of the College.

11.7 Employment of Minors

No person under the age of fourteen (14) may be employed by the College.

Minors between fourteen (14) and eighteen (18) years of age must submit an employment permit issued by a local school authority to Human Resources at the time they apply for employment at the College.

Human Resources is responsible for ensuring compliance with federal and state laws concerning hours and conditions of employment for individuals between fourteen (14) and eighteen (18) years of age. departments employing such individuals must consult with Human Resources when considering changes in hours of work and conditions of employment for such individuals.

11.8 Use of Volunteers

The College welcomes and appreciates the assistance of volunteers who wish to help the College achieve its mission and help with College activities. However, use of volunteers must occur within the requirements imposed by the federal and state laws regulating employment and immigration and must be consistent with the College's risk management requirements.

A volunteer is an individual who willingly performs unpaid service for the College for civic, charitable or humanitarian reasons or, in some instances, to gain practical experience in connection with academic programs. Volunteers must perform such services without promise, expectation or receipt of compensation, including future employment, deferred payment, or any other tangible benefit. Such services must be offered freely and without pressure or coercion, direct or implied. Volunteers may not be used to substitute for tasks normally performed by College employees or in a way that would displace College employees. Volunteers may not be used to circumvent the College's hiring processes or requirements that govern work authorization for foreign nationals. All volunteers must be supervised at all times to protect the College's interests and ensure a successful experience.

Employees may not volunteer in departments that employ them or in capacities that are substantially similar to their work roles.

Any department wishing to utilize a volunteer must contact Human Resources in advance for approval and provide information with respect to the specific tasks to be performed, all training requirements, the duration of the volunteer arrangement, any remuneration, and naming the College employee responsible for supervising the volunteer. Human Resources will determine whether it is permissible to engage a volunteer for the particular task in question and whether the volunteer will be subject to a background check prior to volunteering. If the volunteer is a foreign national, Human Resources will determine whether volunteering is consistent with the volunteer's immigration status.

11.9 Contracts and Agreements

No employee is authorized to sign a contract or agreement on behalf of the College without an express signed delegation of authority from the Chair of the Board, the President or the Treasurer. All contracts and agreements must be submitted for review to contracts@holycross.edu prior to signing.

11.10 Personal Use of Employer Property

No employee may use Holy Cross property for personal purposes during working or non-working time, except where such use is de minimis and in compliance with other College policies, or is expressly authorized (e.g., the use of approved facilities/equipment in the recreation center or where use is approved by a Department Head). Each employee is responsible for maintaining and returning College property in good condition. Employees are responsible for repairing or replacing any property damaged as the result of personal use. This includes use of copy machines, computers, College products, or office supplies for personal use without prior authorization.

11.11 Right to Inspect; No Expectation of Privacy; Loss of Personal Property

Holy Cross property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the College and is subject to inspection at any time, without notice to any employees, and without their presence.

No employee should have any expectation of privacy in any of these areas.

The College assumes no responsibility for the loss of, or damage to, employee property maintained on College premises.

11.12 Pets on Campus

To protect the members of the Holy Cross community and to reduce the College's potential liability exposure, pets are not allowed on campus, except in certain limited circumstances as approved in advance by the President or Senior Vice President of the division.

The College will provide reasonable accommodations with respect to service and assistance animals in accordance with applicable law. Please review the [Service Animal and Assistance Animal Policy](#) for more details.

11.13 Visitors in the Workplace

Visitors of any age who are not engaged in Holy Cross business, should not be in work areas for an extended period of time.

11.14 Personal Work

Employees are hired by the College to perform College business. Employees cannot be required to perform personal work or services on behalf of another College employee, including a manager or supervisor. Any violation of this policy by a manager or supervisor should be reported to another supervisor, the Department Head, or the Chief Human Resources Officer, and may result in disciplinary action, up to and including termination.

11.15 Copyright

Copyright is a form of protection the law provides to the authors of “original works of authorship” for their intellectual works that are “fixed in any tangible medium of expression,” both published and unpublished (Title

17, United States Code). It is illegal to violate any of the rights provided by the law to the owner of a copyright. The College respects the ownership of intellectual material governed by copyright laws. All members of the College community are to comply with the copyright laws and the provisions of the licensing agreements that apply to software, printed and electronic materials, graphics, photographs, multimedia, and all other information technology resources licensed and/or purchased by the College or accessible over network resources provided by the College. Individual author, publisher, patent holder and manufacturer agreements are to be reviewed for specific stipulations.

11.16 Third Party Disclosures

From time to time, Holy Cross may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, unauthorized employees should not speak on behalf of the College and should immediately refer the person making the contact to the Chief Communications Officer. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact the Chief Communications Officer.

11.17 Inclement Weather Policy

Severe weather is not uncommon in Massachusetts. To the extent possible, the College will continue to operate as normal during inclement weather conditions. When the College is open, all employees are expected to work as scheduled. The [Inclement Weather Policy](#) applies when the College announces a closure, including a delayed arrival and/or early release, during severe weather.

This policy applies to all exempt and non-exempt (hourly) employees, except on-call employees, including faculty, regardless of whether the employee is deemed emergency or non-emergency personnel. Supervisors and department heads have the authority and autonomy to determine how to staff the operational needs of their departments during an inclement weather closure. Accordingly, employees may be asked to report to work, or stay at work, during inclement weather based on their job function and/or operational needs of the department.

11.18 Safety

Your personal diligence in matters of safety and health is of the greatest importance, and we urge you to play an active role in making Holy Cross a healthy and safe place for all. In an ongoing effort to assure the safety of our employees, and to reduce the number of accidents attributable to workplace injuries, the College meets regularly with our Workers Compensation carriers to identify workplace hazard injuries and attempt to mitigate the causes of any accidents or injuries. One loss control measure to come out of these meetings is a subsidized Safety Shoe Program. Under this program, the College will contribute a set amount of money each year towards the purchase of safety shoes for a designated group of employees who are required to wear safety shoes as a condition of employment. Any balance over the College's contribution is the employee's responsibility. You may purchase shoes from Holy Cross-approved vendors. Employees not wearing safety shoes, as required, will be subject to the College's progressive discipline procedure.

11.19 Transportation Policy

The purpose of the [Transportation Policy](#) is to set forth the conditions by which faculty, staff, students, and volunteers may operate a College owned, leased or rented vehicle, or a personal vehicle for College-Related

Travel. All faculty members, staff members, students, and volunteers are responsible for reviewing and complying with this policy, as the same may be amended, changed or replaced from time to time by the College's sole discretion.

Faculty and staff members may not transport any student under any circumstances in any vehicle unless such faculty or staff member is a Certified Driver, as defined in the Policy. Students may not drive other students for College-related travel unless they are a Certified Driver.

11.20 Solicitation and Distribution

For the purposes of these rules the following definitions apply:

- a. "Soliciting" includes approaching any person or persons for any of the following purposes: offering anything for sale, asking for donations, collecting funds, canvassing, or seeking to promote, encourage or discourage (i) participation in or support for any organization, activity or event or (ii) membership in any organization. Handing out or delivering membership cards or applications for any organization is considered soliciting.
- b. "Distributing literature or materials" includes handing out or delivering to any person or persons any literature or other materials, including circulars, notices, papers, leaflets, or any other printed written matter (except that handing out or delivering membership cards or applications for any organization is considered soliciting).
- c. "Soliciting" and "distributing" includes using the College's electronic communications systems.

1. Non-Employees.

Persons who are not employed by the College are prohibited from soliciting and from distributing literature and other materials, for any purpose and at any time, within the College's buildings or property.

2. Employees

- a. Working Time - Employees are prohibited from soliciting during their working time or during the working time of employees being solicited. Employees are prohibited from distributing literature or other materials during their working time or during the working time of employees to whom distribution is made.
- b. "Working time" does not include meal periods, coffee breaks or rest periods, and other specified periods during the work day when employees are properly not engaged in the performance of their work tasks.
- c. Any Time - Employees are prohibited from distributing literature or other materials in working areas of the College. Individuals may use Cross-Listings to sell non-commercial items, offer opportunities to car-pool, seek items, services or charitable support; however, individuals may not advertise commercial products, such as Avon or Tupperware, or commercial services such as electrical work or computer repair. Fundraising activities such as the sale of Girl Scout cookies or candy bars are allowed. All Postings are subject to the Cross-Listings Terms of Use.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment. Violations of this policy should be reported to an employee's supervisor.

11.21 Staff Protest Statement

Staff Protest Statement

As we read in our [Mission Statement](#), “Holy Cross pursues excellence in teaching, learning, and research. All who share in its life are challenged to be open to new ideas, to be patient with ambiguity and uncertainty, to combine a passion for truth with respect for the views of others.”

During working hours, staff members may engage in protests and demonstrations sponsored by students and faculty with prior consultation and confirmation from their supervisors and in compliance with applicable laws and College policies, including, but not limited to, the [Interim Protest and Demonstration Policy](#) applicable to student-led protests and demonstrations.

In all cases, protests and demonstrations on campus must be reviewed by the College and only held in accordance with College policies and procedures. If staff members have any questions regarding protests or demonstrations, they should be directed to the Vice President for Human Resources, or designee.

Any member of the College community who engages in disruptive conduct or violates College policy may be subject to disciplinary action, including, but not limited to, restitution costs for damage. Nothing set forth in this Employment Handbook limits the right of employees to engage in conduct protected under Section 7 of the National Labor Relations Act, which includes the right to form or join a union, engage in collective bargaining and other protected, concerted activities. Please also see Holy Cross Employee Handbook Section 11.20, Solicitation and Distribution.

For additional information please see [FAQs](#) related to this Statement on Ignite.