



**RIDER**  
UNIVERSITY

2022-23

# Employee Handbook

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## A Welcome from the President

Since 1865, Rider University has sustained a tradition of academic excellence and student success. Over the years, we have helped individuals to realize their educational, personal and professional goals in a learning environment that emphasizes education for life and careers. We believe that you play a significant role in helping our students achieve their goals.

Our purpose is to create a work environment that is collaborative and stimulating. I hope this handbook provides you the information you need as an employee. If you have any questions on its contents, please contact Rider's Human Resources office at 609-896-5140. I offer my personal best wishes for your success at Rider University.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Dell'Omo". The signature is fluid and cursive, written over a light-colored background.

Gregory G. Dell'Omo, Ph.D.  
President

# Important Notice to Employees

This Employee Handbook (“Handbook”) contains information about the employment policies and practices of the University. We expect each employee to read the Handbook carefully, as it is a valuable reference for understanding your job and the University. This Handbook has been prepared to give you general information about some of the work rules, work environment, and policies under which we operate. If you have any questions about the University’s policies, please contact your supervisor or Human Resources.

Some provisions of this handbook will not apply to those that are part of the American Association of University Professors (AAUP) bargaining unit and the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) bargaining unit. Employees in those bargaining units should consult their labor agreement regarding issues related to the terms and conditions of employment. The purpose of this Handbook is to provide information to Rider University’s employees about Rider and about Rider’s employment policies and programs. This is not an employment contract. While many of the policies set out in this handbook are of general application, to the extent that this handbook conflicts with the provisions of either the Collective Bargaining Agreement between Rider University and the American Association of University Professors (AAUP) or the Collective Bargaining Agreement between the University and the American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME), the provisions of the Collective Bargaining Agreements supersede this handbook and control the terms of employment.

The policies outlined in this Handbook should be regarded as guidelines, which in a developing and ever-evolving higher-education environment, will require changes from time to time. The University reserves the right to delete, amend, or modify the policies and benefits contained in its Handbook at any time, as needs may dictate. Generally, information concerning improvements, changes, revisions, amendments, supplements, deletions, and/or modifications that the University makes to this Handbook or the policies contained in this Handbook will be brought to your attention. There may be occasions, however, where the University modifies, alters, changes, or eliminates a policy before it can make its employees aware of such changes. This Handbook supersedes all policies the University has issued previously with respect to the subjects covered.

## **THE CONTENTS OF THIS HANDBOOK DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT.**

## **EXCEPT AS MAY BE PROVIDED BY A COLLECTIVE BARGAINING AGREEMENT, EMPLOYMENT WITH RIDER UNIVERSITY IS ON AN AT-WILL BASIS.**

This Handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or the University may terminate this relationship at any time, for any reason, with or without cause or notice. This at-will relationship remains in full force and effect, notwithstanding any statements to the contrary made by University employees or representatives, or set forth in any other document. The statements contained in this Handbook are intended to offer guidance but do not create an agreement to employ for any specific period of time.

RIDER UNIVERSITY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, EITHER YOU OR THE UNIVERSITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, OR NO REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, LIMITS THE RIGHT TO TERMINATE EMPLOYMENT-AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE UNIVERSITY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL (UNLESS THOSE AGREEMENTS ARE IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT).

This Handbook refers to current benefit plans maintained by the University. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. If there are discrepancies between the benefit contracts and the Handbook, the provisions of the benefit contracts are controlling.

# Official Addresses and Important Phone Numbers

## **Rider University**

2083 Lawrence Road

Lawrenceville, New Jersey 08648-3099

(609) 896-5000

## Important Phone Numbers

» Affirmative Action	ext. 5683
» Benefits	ext. 7284 and 7286
» Compensation	ext. 7286
» Employment	ext. 5225 and 7285
» Employee Relations	ext. 5683 and 7285
» Payroll	ext. 7363
» Personnel Records	ext. 7280 and 7281
» Public Safety - Lawrenceville	ext. 5029
» Public Safety - Westminster	ext. 8315
» Title IX Compliance	ext. 5081

## Diversity, Equity and Inclusion at Rider University

A dedication to diversity, equity, and inclusion is at the core of our institution, and we strive to create a welcoming community in which all individuals are respected and included. We prepare graduates who will be “. . . responsible citizens who embrace diversity, support the common good, and contribute meaningfully to the changing world in which they live and work.” To that end, we engage in candid, meaningful conversations around issues of difference, identity and ideology, and as a result our viewpoints are enriched and our community strengthened. This focus on social responsibility ensures success for a diverse employee and student body. The entire campus community is called upon to play a role in Rider’s commitment to diversity and inclusion.

We are committed to going beyond mere compliance to build a truly aware and inclusive work culture. We understand that in the diverse and interconnected world in which we live, it is essential that we engage and embrace people with different experiences and backgrounds in our work. Our desire is to include, communicate, cooperate and collaborate with all employees. We apply a diverse, equitable and inclusive lens to our policies, procedures, practices and organizational culture so that we may continually better serve our students, colleagues and our community. We endeavor to make Rider University a more supportive and engaging place to work by understanding the perceptual, institutional, and psychological processes that impact the ways people interact with each other.

As an institution striving for inclusive excellence, we ensure success for a diverse employee and student body by:

- » Recruiting and retaining diverse students, faculty and staff;
- » Promoting a safe and welcoming physical environment and campus climate that garners a sense of belonging;
- » Facilitating cultural competency and understanding throughout the University community;
- » Developing equitable policies and practices; and
- » Engaging proactively with the surrounding community.

Complex issues of diversity, equity and inclusion require commitment to continuous learning, personal vulnerability and introspection, openness to others, and dedication to work purposefully to seek remedies to inequities. We will become an even stronger University as we enhance equity at every level of our institution. Rider University will continue to evolve into a more inclusive and equitable campus that is committed to social responsibility through the collaboration of the President, the Diversity, Equity and Inclusion Office, Student Affairs, and the students, faculty and staff.

## Employment Policies

The University is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the University’s supervisors and management. We seek to develop a spirit of teamwork, with individuals working together to attain a common goal.

The University strives to ensure a fair and honest treatment of all employees. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with established policies or practices, they can express their concern by presenting the problem to the Human Resources Department.

## **Equal Employment Opportunity and Affirmative Action**

Rider University is committed to maintaining an environment of nondiscrimination in compliance with the provisions of state and federal Equal Employment Opportunity (EEO) laws as they apply to employees and students. Rider University seeks to create an environment that understands, fosters and embraces the values of diversity among students, faculty and staff. To that end, the University regularly sponsors various diversity-related programs, in which employees and students are encouraged to participate.

Rider University is committed to both Equal Employment Opportunity (EEO) and Affirmative Action (AA). Equal Employment Opportunity refers to the right of individuals to be judged on the basis of relevant training, skills, experience, and previous performance, and not on criteria irrelevant to the performance of their jobs. Affirmative Action requires that special efforts be used to search for qualified female, minority, persons with disabilities, and Vietnam-era veteran candidates and to ensure that they are considered for available positions along with other qualified candidates. Affirmative Action does not require that “quotas” or “set asides” be established for minorities or women; however, where minorities or women are underutilized in a particular job group, hiring/promotional objectives will be established, per the requirements of Executive Order 11246.

This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training.

Rider University does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, or gender identity or expression in employment, or in the application, admission, participation, access and treatment of persons in instructional programs and activities. This policy statement covers all aspects of the employment relationship and admission to, access to, and treatment of employees and students in Rider University’s programs and activities. Additionally, it is the policy of Rider University to provide an environment for each Rider University job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, or gender identity or expression. Human Resources prepares an annual written Affirmative Action Plan that contains specific and result-oriented procedures to which Rider University has committed a good-faith effort.

## **Notice of the Affirmative Action Officer**

The Vice President of Human Resources serves as the Affirmative Action Officer for the University and is the resource available to anyone seeking additional information or wishing to file a complaint related to Affirmative Action and employment-related discrimination. The Vice President of Human Resources is located in Moore Library, Room 108, and can be reached at 609-896-5683.

## **Disability and Accommodation**

Rider University complies with the Americans with Disabilities Act and will provide a reasonable accommodation for the disability-related needs of its employees that are brought to the University’s attention and which do not pose an undue hardship on Rider, as defined by applicable law. All questions about Rider’s policy and requests for accommodation should be addressed to the Vice President of Human Resources. It is your responsibility to notify Human Resources of the need for an accommodation. Upon doing so, when appropriate, we may require your permission to obtain additional information from your physician or other health care professionals so that we may attempt to accommodate your disability.

Accessible parking spaces are located near most of our buildings.

## **Anti-Nepotism Policy**

Nepotism is favoritism in the workplace based on kinship, which ordinarily consists of making employment or other business decisions based on a family relationship. The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism. Nepotism is inconsistent with the University’s longstanding policy of making employment decisions and other business decisions based solely on University needs and individual qualifications, skills, ability and performance.

Employment decisions include the full spectrum of employment or volunteer related actions, including but not limited to: decisions related to hiring, supervision, direction of work, promotion, compensation, work/volunteer hours, performance evaluation, termination and all other terms and conditions of employment or volunteer related actions.

Business decisions include decisions related to the full spectrum of University commercial activities (e.g., buying, hiring, selling, contracting, licensing, leasing) or otherwise involving the expenditure of University funds or the use of University resources.

No University employee may make, participate in, or attempt to influence employment or other business decisions involving a relative or pressure or cause others to do so. Therefore, there can be no direct reporting or supervisory relationship between relatives.

The University has the option to take any action necessary to insure compliance with the spirit of this policy, including transferring either or both employees to minimize disruption of the work group.

Employees must inform their supervisors and the Human Resources Department of potential or existing situations concerning employment of a family member. Each situation will be carefully reviewed to determine how to proceed.

Employees or supervisors who fail to report potential or existing situations concerning employment of a family member or allow an inappropriate situation to continue, will be subject to disciplinary action up to and including termination of employment.

## Promotion and Transfers

The University makes efforts to fill vacancies from within its own community, by giving full consideration to internal candidates. Consideration is based on experience, skills, qualifications, performance reviews, the results of interviews, and references of previous supervisors.

Information on job openings is available for review on the Human Resources website, RiderHires, found at [rider.edu/hr](http://rider.edu/hr). Internal candidates must apply online, supplying all documentation as outlined in the posting notice. Current employees applying for internal positions should have a satisfactory performance standing. Internal hires are subject to internal reference checks.

## University Performance Appraisal Program

Your performance is important to us. Rider's mission and the Strategic Plan reflect the University's commitment to the professional development of its employees. A key component of the development is the evaluation of employee's performance. Annual performance appraisals provide an opportunity for employees and their supervisors, working together; to review past performance, discuss helpful feedback and set goals and expectations for the year ahead. In order to ensure that every employee is evaluated annually, the appraisal completion schedule will occur between July and September each year and will cover the period of July 1 through June 30. Human Resources will work with each division to ensure that all employees receive a review during this period.

A satisfactory performance review does not alter the employment at will relationship between you and the University and does not guarantee continued employment.

Employees are responsible for working with their supervisors on an ongoing basis to develop and maintain a clear performance and development plan, defining performance expectations and their relative priority.

## Resignation

The University requests that departing employees provide a written notice of resignation to their immediate supervisor and Human Resources giving at least 10 working days' notice. The last day of employment must be a working day, not a vacation day or other paid leave.

Employees who voluntarily resign their position or otherwise leave in good standing with a minimum of ten working days written notice of resignation are entitled to be paid for their unused vacation and personal time accruals (if applicable). Unused accrued vacation and personal time will be paid to the employee in the next pay period after the employee's last working day.

It is critical that employees notify Human Resources of their departure so that arrangements can be made for payment of final salary, any unused accrued vacation pay and, if applicable, personal time payout. Human Resources will contact employees regarding their options for the continuation of healthcare under COBRA.

On their last day of employment, all departing employees must return to their supervisor any University property that they have been issued including, but not limited to, University vehicles, keys, books and other library materials, credit cards, employee identification cards, equipment including laptop computers, tablets, cell phones, fax machines, handbooks, manuals and any documents relating to University business. Otherwise, the University may take further action to recoup any replacement costs including withholding of otherwise eligible vacation and personal time accruals and/or seek the return of University property through appropriate legal recourse.

## Exit Interview

If applicable, Human Resources will contact departing employees to schedule an exit interview.

During this session the employee will have the opportunity to discuss their working experiences with the University and seek any transition-related information they may need. These sessions provide information that is useful to Rider in addressing any potential concerns.

# Standards of Conduct

The University has a longstanding commitment to a work environment that respects the dignity and worth of each individual. Inappropriate workplace behavior and unlawful harassment create conditions which are wholly inconsistent with this commitment. Accordingly, we prohibit all harassment in the workplace.

## Notice of the Title IX

As a community of educators and learners, Rider University is committed to fostering an environment dedicated to learning and mutual respect as reflected in the University's mission, Statement of Community Values, Anti-Harassment and Non-Discrimination Policy and Title IX. All students, faculty, administrators and staff at the University have the right to expect an environment that allows them to enjoy the full benefits of their work or learning experience. The University, therefore, does not condone violations of its Anti-Harassment and Non-Discrimination Policy and treats all allegations about violations very seriously. As outlined in the Anti-Harassment and Non-Discrimination Policy, the University prohibits all forms of discrimination, harassment, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking.

Rider University is an Equal Opportunity and Affirmative Action Employer. No one will be denied employment at, admission to, or the opportunity to participate in educational programs and activities at the University on the basis of race, creed, color, religion, handicap/disability, gender, sex, age, marital status, sexual orientation, gender identity, national origin, ethnicity, status as a Vietnam-era qualified disabled veteran or other protected veteran, or status as a member of any other protected class under federal or state law. The University does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty, administrators and staff, and the operation of any of its programs and activities. The Chief Diversity Officer serves as the Title IX Coordinator for the University, and is the resource available to anyone seeking additional information or wishing to file a complaint related to Title IX. The Chief Diversity Officer is located in Moore Library, and can be reached at 609-896-5395.

## University Anti-Harassment and Non-Discrimination Policy

Rider University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected category, and retaliation for engaging in a protected activity. To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Rider University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Rider University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The University's Anti-Harassment and Non-Discrimination Policy (the "Policy"), found at [rider.edu/ahnd](http://rider.edu/ahnd), governs the treatment of harassment and discrimination cases based on protected class status at Rider University including sexual harassment, sexual assault, sexual misconduct, domestic violence, dating violence and stalking. To the extent this policy conflicts with provisions found in the Student Code of Social Conduct or the University Employee Handbook, the terms of this Policy shall apply.

This policy applies to the education program and activities of Rider University, to conduct that takes place on the campus or on property owned or controlled by Rider University, at Rider University sponsored events, and in buildings owned or controlled by Rider University's recognized student organizations. The Respondent (person alleged to have violated the Policy) must be a member of Rider University's community in order for this policy to apply. This policy can also be applicable to the effects of off-campus misconduct that effectively deprive a person of access to Rider University's educational program. Rider University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator (or designee) determines that the conduct affects a substantial Rider University interest.

## Reporting Harassment or Discrimination

Any individual who believes that they are a victim of harassment or discrimination, or retaliation for complaining about harassment or discrimination, is encouraged to report the act immediately.

The complete policy and how to report an incident of discrimination, harassment, and/or sexual violence can be found at [rider.edu/ahnd](http://rider.edu/ahnd).

## STATEMENT ON CONSENSUAL RELATIONS BETWEEN FACULTY AND STUDENTS, ATHLETIC STAFF AND STUDENT ATHLETES AND EMPLOYEES AND SUBORDINATES

Rider University affirms the value of close, caring relationships between members of the University community. At the same time, consensual romantic relationships that might be appropriate in other circumstances have inherent dangers when one person has direct professional responsibility for another — as a faculty member does for a student they teach or advise, a supervisor has for a direct report, or administrators or faculty members may have for one another. In this situation, any romantic relationship is inherently asymmetrical because it involves

one person who, by virtue of his or her role within the University community, holds formal power over the other. Because of this power imbalance, such relationships hold potential for exploitation. Such a relationship may create an impression within the University community of inappropriate or inequitable academic or professional advantage or favoritism that can be destructive of the learning or working environment. Such assumptions can have detrimental effects even if they are untrue. Accordingly, where one person's present role involves grading or otherwise evaluating the work of another, or puts the person in a position to affect the other's present performance or professional future, sexual overtures and sexual relationships, even if consensual, are inappropriate and may be grounds for disciplinary action.

Professionalism requires recognition by faculty that their positions come with authority and stature which convey power over students. In light of inequalities and asymmetries of institutional power, consensual sexual relations between faculty and students may involve unintended advantage-taking and manipulation. Sexual relations potentially compromise judgment and seriously undermine the climate of trust critical to pursuits. Consensual sexual relations can create the perception that faculty preferentially treat one student or category of students over others. As a consequence of sexual relations, students can become mired in conflicts of interest that deprive them of many of the benefits of their University education. Not only can sexual relations with faculty diminish the educational experience of the individual students involved, they disturb the educational environment enjoyed by other students, by raising the possibility or perception of discrimination, bias, and harassment. Because of differences in power and authority, consensual sexual relations between faculty and students risk characterization as non-consensual or coercive, opening the door to allegations of sexual harassment or assault with the threat of liability for faculty and for the University.

### **Retaliation Prohibition**

The University expressly prohibits any form of retaliatory action against any member of the University community who in good faith: (1) files a report, complaint, or grievance under University policy (or with an external entity); (2) opposes in a reasonable manner an action or policy believed to constitute a violation of University policy; or (3) participates in University investigations, compliance reviews, or discipline proceedings under University policy.

Depending on the circumstances referenced above, retaliatory acts may include (but are not limited to): adverse employment action; adverse action relating to participation in an educational or work-related program; intimidation, threats, coercion, discrimination, unreasonably interfering with the academic or professional career of another individual; engaging in efforts to have others engage in retaliatory behavior on one's behalf.

### **Employee Conduct**

Employees are expected to use good judgment, adhere to high ethical standards and conduct themselves in a professional manner at all times. Although there is no way to identify every possible violation of standards of conduct, the following is a list of examples of infractions which may result in disciplinary action, up to and including termination of employment.

- » Violating University conduct policies, including those related to discrimination and harassment;
- » Violating safety rules and regulations;
- » Failure to meet standards for work performance;
- » Insubordinate behavior, including failure or refusal to perform job assignments;
- » Excessive absenteeism or tardiness;
- » Theft;
- » Dishonesty;
- » Falsification of University documents, including time cards;
- » Disclosure of confidential information;
- » Violating drug and alcohol use policy;
- » Misuse or removal of University property;
- » Unauthorized access to or misuse of University computer systems; and
- » Threats or acts of violence.

This non-inclusive list of examples does not modify the University's at-will employment policy. Corrective action may need to be implemented to improve performance and/or to prevent unacceptable behaviors. Because the circumstances differ considerably, the University may respond to employee performance or behavior issues in various ways, including the following, and is not required to follow any set process or sequence:

- » Coaching or counseling
- » Verbal Warning
- » Written Warning
- » Suspension without pay
- » Termination

For example, if circumstances warrant, the University may terminate employment without prior warning and/or without previously requesting the employee to implement corrective action of any kind.

## Personal Appearance

The University is committed to providing employees with the freedom and flexibility to dress comfortably while also maintaining a professional image for students, faculty, staff and visitors. Employees are responsible for ensuring that they are dressed in an appropriate manner at all times. The University simply asks that all employees consider their workday and dress accordingly. For example:

- » If the day includes meeting with a student, visitor, or prospective employee, it may call for business professional attire rather than casual attire.
- » For a day that is focused solely on internal meetings, more casual attire may be an option.

Rider may implement a casual attire policy during specified times of the year, typically, during the flex-time period in the summer. During these periods the University adopts a more casual dress style, but the need for appropriate dress for special events, such as meetings, as noted above, continues to apply. If you have questions regarding personal appearance, please call Human Resources (ext. 5140).

## Promptness

It is expected that employees will report for work on time at the start of the work day. If an employee must be late for work, the employee must call the supervisor as soon as possible. Chronic and/or excessive lateness is a serious matter that may lead to discipline, up to and including discharge.

## Smoke-Free Workplace

The University believes that the rights of students, staff, and visitors to breathe clean air supersedes the individual's right to smoke, and has designated itself a smoke-free workplace in compliance with New Jersey state law (N.J.S.A. 26:3D-17). Smoking is not permitted in any building on either campus.

## Drug and Alcohol Policy

Rider University is committed to providing a healthy environment for all of its employees and students. In order to further this objective and in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law, 101-226), the University takes a firm stand of non-tolerance for alcohol misuse and substance abuse. The Drug and Alcohol Policy regulations cover any individual's actions on Rider's campuses, or as part of any University activity or while conducting University business, on or off campus. Those employees who violate the University's Drug and Alcohol Policy, local ordinances and/or state or federal laws will be subject to appropriate sanctions and penalties, including possible termination, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The possession and use of any regulated beverages must be in compliance with state law and University policy. On the Rider campuses, unauthorized consumption, possession, selling or serving of alcoholic beverages or being under the influence of alcohol in the workplace is prohibited.

The unlawful manufacture, dispensing, possession, use or distribution of a controlled substance of any kind in any amount on University property, or while conducting University business away from campus is prohibited at all times. Employees must notify the University within five days of any criminal drug statute conviction for a violation occurring at the workplace.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the University's policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the University undue hardship.

Employees with questions on this policy should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

## Performance Expectations

It is the responsibility of every employee to be aware of and abide by University policies and procedures. It is also the responsibility of each employee to perform assigned job duties at the expected level of performance.

Employees have the responsibility to perform their duties to the best of their abilities. Employees are encouraged to participate in open communication with their supervisor and seek performance feedback on a regular basis. Supervisors with direct reports are encouraged to provide on-going feedback regarding employee performance including successes and challenges.

In situations where an employee does not meet the standards and expectations of the University employees may be given performance improvement plans to help manage or correct performance deficiencies or receive disciplinary action to address a violation of University policy or procedure. These steps are designed to make employees aware of the importance of meeting performance expectations and adhering to the University's policies and procedures. It is within the University's discretion to determine what action will be taken. The University will consider the nature, seriousness, and frequency of the violation(s). It is the supervisor's responsibility to take immediate steps to address performance issues.

When an employee violates our policies or standards, disciplinary action will be taken. Corrective action may begin at any level, and could move directly to termination of employment.

Rider employment is "at-will," which means that employment may be terminated at any time by either the employee or Rider University for any reason not expressly prohibited by law.

The University may issue oral and/or written warnings to employees regarding their conduct, but the use of warnings will not be required prior to discipline. Sometimes, but not always, disciplinary actions are taken in a progressive manner. In order to provide the employee an opportunity to correct their behavior and to meet work standards, the University in its sole discretion may institute the use of the disciplinary action process to address performance issues. **In some situations, any or all of the discretionary disciplinary steps may be eliminated by the University and the University may choose to immediately terminate the employee.**

In addition, we will consider the facts surrounding an arrest, a criminal complaint, a summons to answer a criminal charge, an indictment, criminal information, or any other criminal charge or conviction of an employee as a basis for disciplinary action. Employees are required to report any arrests, indictments or convictions to Human Resources immediately. If the particular circumstances and the offense charged, in the University's sole judgment, present a potential risk to the safety and/or security of our employees, students, premises or property, or otherwise present an unsafe or disruptive condition, such events may result in disciplinary or other appropriate action.

Each employee has an obligation to observe and follow Rider's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department or work unit, corrective disciplinary measures may be taken. The severity of the disciplinary action depends upon, among other things, the nature and gravity of the offense, its impact on the organization, and the employee's work record.

The University seeks to create an environment that actively practices an "open-door policy." Employees are strongly encouraged to meet with supervisors or other administrators to voice concerns and seek resolution of any work-related problems. If, at any time, an employee is not comfortable or feels that, because of unique or unusual circumstances, it would be unreasonable to talk with a supervisor or other administrator, the employee should call Human Resources (ext. 5683 or 7285) to discuss any issues.

### **Guidelines on Outside Employment for Full-Time Employees**

Full-time employment at the University is considered to be the primary appointment and employment elsewhere should not interfere with this primary job commitment. Outside employment must not conflict with the duties, responsibilities, and regular periods of work of the staff member at the University. The University relies on the judgment and integrity of the staff member to avoid conflicts with the staff member's commitment to the University.

A full-time employee of the University may engage in outside employment only if the outside employment does not:

- » Constitute a conflict of interest.
- » Occur at a time when the employee is expected to perform their assigned duties.
- » Diminish the employee's efficiency in performing their primary work obligation.

All employees must avoid outside employment which creates a conflict of interest. A conflict of interest may exist: [rider.edu/sites/default/files/files/FA\\_RiderCodeofConduct.pdf](https://www.rider.edu/sites/default/files/files/FA_RiderCodeofConduct.pdf).

When a possible conflict of interest exists, an employee must seek written approval from his/her supervisor and the Chief Financial Officer prior to accepting outside employment.

## **Categories of Employment and Pay**

### **Standard Workweek**

Rider's standard workweek is 37.5 hours except for facilities, public safety and certain other hourly-paid employees who have a standard workweek of 40 hours.

## Categories of Employment

### Regular Full-time

Employees who work 30 hours or more per week (32 hours for 40-hour week personnel, cited above) on a 10-to-12-month schedule are considered regular full-time employees.

### Regular Part-time

Employees who are regularly scheduled to work fewer than 30 hours per week (32 hours for 40-hour workweek personnel, cited above) on a 10-to-12-month schedule are considered regular part-time employees.

### Temporary

Employees who work on a substitute basis for a regular employee and when employment is not of a continuing nature are considered temporary employees. A temporary employee may be hired to supplement the work force during peak periods, while an employee is on an approved leave of absence or while the position is being filled. These employees are not eligible for benefits or accrued vacation.

### Fair Labor Standards Act (FLSA) Classifications

The Fair Labor Standards Act regulates pay and work practices. Employees, by law, are classified as either “exempt” or “non-exempt,” and these categories are described briefly here. Different work and pay rules apply relative to the employee’s classification.

#### Exempt

An employee classified as exempt is an administrative or professional employee who is not paid for overtime for hours worked beyond the standard workweek, pursuant to applicable federal and state laws.

#### Non-Exempt

An employee classified as non-exempt is a clerical, support, technical, or service employee who is eligible for overtime for hours worked beyond the standard workweek, as required by applicable federal and state law.

## Work Schedules/Workweek

During the academic year, the regularly scheduled workweek varies from 37.5 to 40 hours, depending on the employee’s job category. For most offices, the work-day begins at 8:30 a.m. and ends at 5:00 p.m.

Employee attendance and punctuality are critical factors to the University’s success and requires that each employee be in their respective work location at their scheduled time and place to perform their job responsibilities. We work as a team and this requires that each person be at work and punctual. Absenteeism or tardiness that is considered unexcused or excessive will result in disciplinary action, up to and including termination of employment.

If you are going to be late for work or absent, please notify your supervisor as soon as possible.

For anticipated or non-emergency absences, employees must inform their supervisor in advance. As a general guideline, two weeks’ notice for planned time off is preferred.

If you are absent for three consecutive days without notifying the University, it is assumed that you have voluntarily abandoned your position and have voluntarily terminated employment with the University (except in cases where family leave laws provide a longer notification period for protected leaves that are not foreseeable). If the result is termination, the effective date of the termination is the last day worked.

To meet operational needs, employees in some departments will have different work schedules. The supervisor will inform the employee of the regular work schedule.

### Daily Breaks and Meal Periods

Facilities employees – full-time employees are provided with a one-hour meal period and one 15-minute break.

Public Safety – full and part-time employees are provided with a one-half hour meal period.

Nurses – full-time employees are provided with a one hour meal period.

Non-bargaining clerical – full-time employees are provided with a one-hour meal period and two 15-minute breaks daily.

Employees must take all meal periods and breaks within their scheduled shift. Meal periods and break times cannot be used to compensate for late arrivals or early departures and break time cannot be used to extend a meal period. A non-exempt employee cannot work more than six hours without a meal period.

The workday for exempt employees includes a one-hour meal period.

### **Summer Hours and Flextime**

Rider's summer flextime program is dependent on the annual approval of the President. The summer flextime program includes reduced daily hours. Specific dates for the summer flextime program, if applicable, are announced annually in early spring.

The standard summer schedule is 8:30 a.m. to 4:30 p.m. with a half-hour lunch. Because of operational needs, some University departments may have schedules that vary from the standard summer schedule. The supervisor will provide information on these schedules.

Additionally, there may be times when office coverage requires an adjustment to the summer schedule. Department heads should meet with staff before the effective dates of this summer policy to discuss department plans for flextime.

Time Reporting, FLSA (Fair Labor Standards Act), Overtime Calculations, Pay Procedures, Direct Deposit, Mileage Reimbursement, Payroll/Disbursement Forms and additional detailed information can be found at [rider.edu/about/offices-services/payroll-disbursements](http://rider.edu/about/offices-services/payroll-disbursements).

### **Emergency Closings**

Occasionally, for the safety of the employees, University officials may determine that the University should close for the day, open late, or close early because of weather or for another unavoidable reason. Employees who are scheduled to work during the hours of the emergency closing should record the hours as closing time. Any elected time taken outside the declared closing period must be taken as vacation or personal time. (For example, if University officials determine that the University will open late at 10:00 a.m. and an employee makes a decision to not come to work until noon, on the time sheet the period from 8:30 a.m. to 10:00 a.m. would be designated as "closing time" and the hours from 10:00 a.m. to noon would be designated as either personal, as appropriate, or vacation time.)

Employees who have previously scheduled vacation time will record any partial day closing time as closing time and record the balance of the day as vacation. If the emergency closing is for an entire day, that day is recorded as emergency closing.

Employees who have called in sick or are on pre-approved disability will record those reasons for the absence on the time sheet and will not be required to record the emergency closing.

It is the responsibility of the supervisor to verify and approve the employee's designation of time used.

### **Administrators Who Teach**

An administrator must seek the approval of the supervisor and the Division Head for their primary job before contracting to teach as an adjunct. The supervisor will determine whether the administrator should take vacation time to teach a class that meets during the normal workday. For some departments, it may be possible to arrange a flexible schedule, such as having the administrator work early or late, or skip the lunch hour, in order to teach during the workday while still performing the requirements of the position. The administrator will not be paid additional wages for teaching duties that are already in the job description of the primary job.

## **Compensation**

Rider utilizes a formal compensation structure that is applicable to all non-bargaining employees. The compensation structure consists of fourteen salary grades and each of the University's non-bargaining positions is evaluated for placement in a grade. This placement is dependent upon a benchmarked figure relative to internal and external market data.

The compensation structure and grade salary ranges are updated annually based on survey data from both academia and general industry. Periodically, the University will evaluate individual positions to ensure that they are competitive to market and that internal equity is preserved within the organization.

# Employee Benefits

Rider University offers a comprehensive Employee Benefits program. This program provides a wide range of benefits, which include a variety of insurance coverage, optional employee-paid benefits, and many no-cost services and activities in which all eligible Rider employees are invited to participate.

This Handbook describes the current benefit plans maintained by the University at the time of publication. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding a benefit plan as these are the governing documents of the plan(s). Rider University reserves the right to modify, change or eliminate any of its benefits at any time, subject to the requirements of collective bargaining agreements where applicable.

Employees can assist in the administration of their benefits by promptly notifying Human Resources of any changes in name, address, marital status, dependents, or beneficiaries that could affect their benefits within 30 days of the change.

**For questions regarding any of the benefits outlined below or to obtain plan summaries, please visit the Human Resources/Benefits page on the Rider University website or contact the Benefits Office at ext. 7284 or 7286 for additional information.**

BENEFIT	REGULAR FULL-TIME	REGULAR PART-TIME	TEMPORARY
SOCIAL SECURITY	YES	YES	YES
UNEMPLOYMENT INSURANCE	YES	YES	YES
WORKERS' COMPENSATION	YES	YES	YES
LIFE INSURANCE	YES	NO	NO
FAMILY MEDICAL LEAVE	YES	YES	NO
SHORT-TERM DISABILITY	YES	YES	YES
LONG-TERM DISABILITY	YES	NO	NO
RETIREMENT PLAN	YES	YES	NO
MEDICAL/DENTAL BENEFITS	YES	NO	NO
FLEXIBLE SPENDING ACCOUNT	YES	NO	NO
EMPLOYEE ASSISTANCE PROGRAM	YES	NO	NO
TUITION REMISSION - SELF	YES	YES	NO
TUITION REMISSION - DEPENDENT	YES	YES	NO
VACATION	YES	YES	NO
SICK LEAVE	YES	YES	NO
PERSONAL DAYS (NON-EXEMPT ONLY)	YES	YES	NO
HOLIDAYS AND FLOATING HOLIDAYS	YES	YES	NO

Brief descriptions of each benefit follow. Full details of the benefits are contained in the Benefit Plan Descriptions provided by each carrier, which are available on the Human Resources website. The terms and conditions of each benefit are governed by documents for that benefit, and the following descriptions are only for overview purposes and do not modify those documents.

## University Paid Benefits

### Social Security Contributions

Rider makes the required employer FICA and Medicare contributions and takes mandated deductions from each employee's paycheck. Rider matches the FICA deductions from each employee's paycheck up to the mandated annual cap. Social Security pays benefits when the employee retires, becomes disabled as determined by Social Security or dies. This coverage includes Medicare, which is the basic hospital insurance for those receiving Social Security benefits.

### Unemployment Insurance Compensation

Upon separation of employment, you may be entitled to unemployment insurance payments. Information about unemployment can be obtained from your state unemployment office or online via your state unemployment website. If you have questions regarding unemployment insurance please contact Human Resources.

## Workers' Compensation Insurance

Rider provides all employees with a comprehensive Workers' Compensation Insurance program that covers the cost of all medical, surgical or hospital treatment and, in some cases, a portion of lost wages for job-related illnesses, injuries and accidents sustained by employees while engaged in work for Rider. The University pays the full cost of this benefit.

Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits commencing on the eighth day of disability or, if the employee is hospitalized immediately. Employees returning to work after a Workers' Compensation injury must provide written verification from their physician as to their fitness to return to work. To the extent possible, employees will be returned to their former position or offered the first available comparable position for which they are qualified.

Any employee who sustains a work-related injury or illness, even if the injury or illness appears to be minor, must immediately inform their supervisor and Public Safety.

We ask for your assistance in alerting Human Resources and your supervisor to any condition which could lead or contribute to an accident.

## Life Insurance

Rider provides group term life insurance coverage for all regular full-time employees who work at least 30 hours per week. Group term life insurance is provided equal in value to two times annual salary to a maximum amount that varies by employee classification. Coverage is effective the first of the month following satisfaction of the waiting period. The premiums are paid by the University. Employees can visit the Human Resources website for information on your employee classification's eligibility requirements and benefit amounts.

**It is the responsibility of the employee to ensure that Human Resources has an up-to-date beneficiary designation.**

## Disability Insurance Benefits

### Short-Term Disability

You may be eligible for short-term disability insurance benefits if you are ill or injured and unable to work. Disability insurance and related benefits are handled by the University in accordance with all applicable federal and state laws.

The University provides disability income protection for all eligible employees in the event they are temporarily disabled from a non-job-related accident or extended illness. Employees are covered from their date of hire. The employee and Rider share in the cost of this benefit. Employees must notify Human Resources immediately or as soon as reasonably possible if they believe they are eligible for disability benefits.

Benefits for accidental injury begin on the day of the injury. Sickness benefits begin on the eighth consecutive day of sickness; but if the disability continues for three or more weeks after the first seven days, the payment is made for the first seven days. The maximum benefit period is 26 weeks.

The weekly benefits are payable by the New Jersey State Department of Labor.

Non-exempt employees must use all available sick leave time during a period of disability. Employees who know in advance that they will be on disability for more than seven days must notify Human Resources as far in advance as possible.

Employees returning to work after a short-term disability leave must provide written verification from their physician as to their fitness to return to work.

### Salary Continuation Plan (Administrative Employees)

Full-time administrative staff have additional coverage through the University's Salary Continuation Plan. The amount of this supplemental benefit varies based on years of service at the time the short-term disability commences. For information about salary continuation schedule, please contact the Benefits Office. Employees must notify Human Resources immediately or as soon as possible if they believe they are eligible for disability benefits.

### Long-Term Disability

Rider provides long-term disability insurance to all employees who work at least 30 hours per week. New hires must have completed one year of service with the University or have had coverage with an immediately previous employer to be eligible.

If approved, Long-Term Disability coverage begins after Short-Term Disability benefits have been exhausted. Long Term Disability coverage provides partial salary to employees who are totally disabled by accident, injury or illness and begins after six months of continuous short term. Premiums for the group policy are paid by Rider University.

The coverage guarantees  $\frac{2}{3}$  of an eligible employee's gross monthly earnings, not to exceed an established monthly maximum, which is reduced by any benefits from social security or workers' compensation. Benefits are payable as long as the long-term disability remains in effect, based upon a schedule up to a maximum of age 70.

Information on eligibility requirements and benefit amounts is available on the Human Resources website. Employees can also refer to the Benefit Plan Summary.

## **Retirement Plan**

To provide supplemental retirement income, Rider has established a defined-contribution retirement plan underwritten by Teachers Insurance and Annuity Association (TIAA). All full-time employees are auto enrolled effective the first of the month following the date of hire (Defined Contribution Plan). Information will be mailed to employee homes from TIAA with details regarding participating or option out of the plan. Employee contributions are fully vested after one year of service. Employees select their contribution and investment options on TIAA's website.

**Voluntary Savings Plan (Tax Deferred Annuity)** – To provide additional savings beyond the Defined Contribution Plan as mentioned above, enrolled participants may contribute in excess to the auto enrolled contribution for additional retirement plan savings. The investment menu is the same for the Tax Deferred Annuity as offered under the Defined Contribution Plan.

All regular part-time employees who work at least 1,000 hours per year are eligible to participate after completing one year of service. All full-time employees are eligible to participate upon the date of hire. You will receive a welcome letter from TIAA with instructions on how to enroll in the TIAA.

For questions regarding the University retirement plan, please contact the Benefits Office.

# **Medical and Dental Benefits**

## **Medical Benefits**

All regular full-time employees become eligible for medical benefits on the first day of the month following the date on which they complete a full month of employment. Medical benefits are combined under Rider's cafeteria plan.

For detailed information on medical plan coverages, employees can refer to the Summary Plan Descriptions and Plan Summaries in the Employee Benefits section on the Human Resources website.

## **Flexible Spending Accounts**

Flexible Spending Accounts provide a way to pay for unreimbursed medical or dependent-care expenses with pre-tax dollars. Medical Expense Accounts or Dependent Care Expense Accounts can be opened to the maximum amounts determined by the IRS. All participants should establish contribution amounts carefully, as unused flexible spending account balances are not returnable to the employee. For detailed information on the plan, employees can refer to the Summary Plan Description.

## **Dental (Voluntary Plan)**

Full-time employees may elect dental insurance for themselves and for their eligible dependents. The employee pays the full premium, which is made on a pre-tax basis, through payroll deduction. Coverage is effective the first of the month following one-full month of employment. For detailed information on this plan, employees can refer to the Human Resources website.

# **COBRA Benefits**

## **Medical Insurance After End of Employment**

University medical and dental benefits expire at the end of the month in which an individual's employment terminates. Rider employees and/or their qualified dependents (spouses or dependent children) can continue group health care coverage for a limited period at their own expense. The cost of COBRA coverage is the group rate plus a two percent (2%) administrative fee. Below are some examples of qualifying life events as specified in the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA):

- » Death of a covered employee
- » Voluntary or involuntary termination of employment (other than for gross misconduct)
- » Reduction in hours worked that results in losing eligibility for coverage
- » Divorce or legal separation

- » Eligibility for Medicare benefits
- » A dependent child ceases to be a dependent child of the covered employee under the terms of the employer's plan

Information regarding COBRA continuation benefits is made available to employees at the time of hire and when they notify Human Resources that they have experienced a qualifying event. Employees and dependents eligible for COBRA coverage will be notified by US mail of their responsibilities to elect COBRA. Action will be required of the employee or member to elect COBRA coverage and these actions are time sensitive. Read COBRA notifications carefully. If an employee does not choose to continue coverage through COBRA, group health insurance eligibility will end at the end of the month in which the termination of employment or other qualifying life event occurred. Contact the Benefits office with any questions regarding COBRA.

## Retirement Benefits

Full-time employees who retire at age 60 or greater with at least 10 years of full-time service will be eligible for University-paid retiree life insurance benefits may continue participation in University medical plan coverage, if they were enrolled in a Rider plan at the time of their retirement. Rider will continue to subsidize a portion of the cost for medical coverage until age 65 when the retiree will be responsible for the full premium.

The amount of life insurance at retirement will be reduced to the lesser of 80% of the pre- retirement insurance, or \$20,000 for non-administrative employees and \$50,000 for administrative employees. This will be further reduced by an additional 20% of the pre- retirement benefit each year to a minimum of \$5,000.

Contact the Benefits Office with any questions.

## Travel Accident Insurance

The Accident Insurance Plan provides all full-time employees with coverage to a maximum of \$200,000 for accidental bodily injury or death.

The plan provides protection while traveling on institutional business but does not provide coverage during the employee's commute to and from work. Coverage begins at the actual start of a trip, whether the point of origin is from the employee's residence or regular place of employment, whichever occurs last. Coverage ends immediately upon the employee's return to the employee's residence or regular place of employment, whichever occurs first.

## Employee Assistance Program

The Employee Assistance Program (EAP) is available to regular full-time employees and their adult family members. The Penn Medicine Employee Assistance Program (EAP) is a resource for counseling services and crisis intervention. Experienced counselors with specialized training provide short-term, confidential counseling for family issues, marital problems, mental health, substance abuse, bereavement, interpersonal problems, stress, eldercare, and more.

Employees can call Penn Medicine 24 hours a day, seven days a week, to schedule an appointment (800-527-0035).

## Tuition Remission Benefits

Rider offers tuition remission for eligible employees and their dependents, including their spouses, eligible domestic partners, and their children attending Rider University as defined below. To be eligible for tuition remission, employees and dependents must meet all admissions standards and academic progress requirements. The benefit is a true remission in that tuition charges are waived, and it is for tuition only, not for room and board, books, or fees. There is no grade- point requirement or requirement that a class be related to the employee's work. Requests for tuition remission must be submitted by June 1st containing the term for which the tuition is charged ([rider.edu/about/offices-services/human-resources/benefits/tuition-remission-eligibility-employee-group](https://www.rider.edu/about/offices-services/human-resources/benefits/tuition-remission-eligibility-employee-group)).

## External Tuition Remission

Eligible children of non-bargaining full-time employees hired before January 1, 1997, are eligible for external tuition assistance for undergraduate study outside Rider University at an accredited, degree-granting institution.

Eligible children of administrative employees receive tuition assistance up to 80% of the cost of Rider tuition towards the cost of net tuition (not room, board or other costs) at accredited colleges and universities. Eligible children of non-bargaining clerical, support and service employees receive external tuition assistance up to 40% of the cost of Rider tuition.

Application for this benefit is required, and there is a requirement that recipients apply for financial aid annually at the institution they attend. Any scholarship aid is subtracted from tuition charged before Rider's external tuition remission award is calculated.

## Tuition Exchange

Rider participates in a tuition exchange program with many other higher education institutions. This program offers employees' children the potential to receive full- tuition scholarships at the participant schools. To receive Tuition Exchange program support, employees must be accepted into the program at another participating College or University. The program is restricted to full-time undergraduate study. Eligible employees must work at least a 10-month work-year and at 80% of full-time.

For further information on this program, please visit the Human Resources website.

## Taking Classes during Work Hours

Employees who attend classes are expected to attend during non-work hours. If there is a compelling reason why an employee cannot attend during non-work hours, the employee can request that an exception be made. Any exception must have support of the supervisor and approval of the Vice President of Human Resources. If desired, class is offered during the work schedule, the employee may request the work schedule be altered to accommodate the class and still include the usual number of work hours per week. The supervisor may make such temporary changes provided department needs do not suffer.

The request must be in writing to the supervisor with a copy to the Vice President of Human Resources. To ensure consistency throughout the University, the supervisor will consult with the Vice President of Human Resources before making an exception.

Employees may take a maximum of nine undergraduate credits or six graduate credits per semester during the fall and spring semesters. For each summer session, employees are limited to six undergraduate credits or three graduate credits.

## Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, changes in beneficiaries, emergency contacts, number of dependents or changes in next of kin and/or beneficiaries should be made in RiderHires or reported directly to Human Resources as needed.

# Paid Time Off

The following chart details, by employee group, the University's Paid Time Off policies:

PAID TIME OFF ACCRUALS						
	AFSCME, Clerical, Support, Nurses, Facilities and Public Safety Employees*			Administrative and Professional Employees		
	AFSCME**	Non-Barg.**	Nurses	Full-time	Part-time*	Acting
<b>SICK DAYS</b>	10 DAYS PER YEAR	10 DAYS PER YEAR	6 DAYS PER YEAR	SEE NEXT SECTION	SEE NEXT SECTION	SEE NEXT SECTION
<b>VACATION</b> AFTER 1 YEAR AFTER 5 YEARS AFTER 10 YEARS	10 DAYS 15 DAYS 20 DAYS	10 DAYS 15 DAYS 20 DAYS	6 DAYS 9.2 DAYS 12.9 DAYS	20 DAYS	PRORATED	NONE
<b>PERSONAL DAYS</b>	4 DAYS PER YEAR	4 DAYS PER YEAR	FT: 3.75 DAYS PT: 20 HOURS	NONE	NONE	NONE
<b>HOLIDAYS</b>	11 PER YEAR	11 PER YEAR	5 PER YEAR	11 PER YEAR	PRORATED	NONE
<b>FLOATING HOLIDAYS***</b>	2 PER FISCAL YEAR	2 PER FISCAL YEAR	1 PER FISCAL YEAR	2 PER FISCAL YEAR	2 PER FISCAL YEAR	NONE

Each year, at the President's discretion, the University may provide a paid closing between Christmas and New Year's. See the [Holiday Calendar](#) for details.

\* Leave amounts are pro-rated for part-time employees.

\*\* Eligible to request paid vacation after six (6) months of university service.

\*\*\*Floating Holidays may be prorated for new hires. See the [Holiday Calendar](#) for details.

Employees accrue vacation, sick time (if applicable) and personal days (if applicable) per pay period, and may use vacation and sick time only up to the amount of time accrued.

Employees who voluntarily resign their position or otherwise leave in good standing with a minimum of ten working days' written notice of resignation are entitled to be paid out for their unused vacation (after 6 months' service for non-exempts) and personal time accruals.

Unused personal days may be accrued for a period of up to two years, with a maximum accrual of 8 days. [Click here](#) for information on maximum vacation accruals. For maximum sick accruals, see sick leave below.

All paid time off must be approved by the employee's supervisor in advance. Failure to report to work without prior approval, or in the case of sick time, notification, is a serious offense for which the employee will be subject to discipline. The University will assume any employee who does not provide notice of illness or otherwise takes unauthorized time has resigned after failure to appear for three days.

Approval of all discretionary time (vacation, personal days, and floating holidays) depends on the operational needs of the department. Certain departments have peak periods during the year when vacation or personal time may not be available because of business needs. The supervisor has the right to deny vacation and personal time requests where the time off would interfere with operational needs.

## **Sick Leave**

Sick leave may be used when an employee is ill or during an illness in the immediate family, including the following: spouse, eligible domestic partner, parents, children, father-in-law, or mother-in-law. "Children" for purposes of paid sick leave shall include the employee's natural, adopted or step-children.

In the event of illness, the employee must contact the supervisor (not a co-worker) within fifteen minutes of the start of the work day. If it is impossible to reach the supervisor or another appropriate administrator, the employee should call Human Resources (609-896-5140).

If you have been absent due to COVID-19 or another contagious illness, or serious condition, you must be cleared by a physician before returning to work.

The employee must contact the supervisor each day the illness persists. The University may require a physician's certification after an employee has been absent for three or more consecutive work days or when the University has reason to believe that the employee may be abusing his/her sick leave privilege.

Although exempt employees do not accrue paid sick leave, the University recognizes that personal or family illness may keep them from the workplace. Exempt employees must follow the same guidelines for contacting their supervisor and abuse of sick time may result in disciplinary action.

All exempt and nonexempt employees must record sick time taken on the time sheets and have that time approved.

## **Holidays**

Employees will receive the following paid holidays, provided they work or have a paid day off on the workdays immediately before and after the holiday:

- » New Year's Day
- » Martin Luther King Day
- » Spring Recess Day
- » Memorial Day
- » Juneteenth
- » Independence Day
- » Labor Day
- » Day Before Thanksgiving
- » Thanksgiving Day
- » Day After Thanksgiving
- » Christmas Day

At the President's discretion, the University may close between Christmas and New Year's Day.

Visit the Human Resources website for additional information about University holidays.

## **Leaves of Absence**

In addition to paid sick leave and disability benefits, the following paid short-term leaves are available to full-time employees who meet the stated requirements. All requests for such leaves must be submitted in writing to the department supervisor and forwarded to Human Resources.

## New Jersey Paid Family Leave (New Jersey Family Leave Insurance)

In accordance with and subject to the provisions of the New Jersey Paid Family Leave Act, effective July 1, 2009, eligible employees may receive from the New Jersey State Plan up to 12 weeks of paid leave in any 12-month period to bond with a newborn or adopted child or to care for a seriously ill family member. The benefit is equal to eighty-five percent of weekly compensation up to the statutory maximum and is payable provided no other cash benefits are paid concurrently. Paid family leave benefits are funded by a payroll tax on employees which became effective on January 1, 2009.

## Jury Duty

Employees called for jury duty will receive their regular salary at the regular rate for up to four weeks. They are, however, expected to report to work on all or part of any regular work day when they are not in court. Presentation of proper evidence of jury service is required and must be provided to their supervisor.

## Bereavement Leave

Time off with pay may be taken in the event of the death of a family member:

FAMILY RELATIONSHIP	BEREAVEMENT LEAVE
SPOUSE, CHILDREN, PARENTS, STEP-CHILDREN, STEP-PARENTS, ELIGIBLE DOMESTIC PARTNER, GRANDCHILDREN, BROTHERS, SISTERS, MOTHER-IN-LAW, FATHER-IN-LAW	5 DAYS
RESIDENT MEMBER OF THEIR HOUSEHOLD	3 DAYS
SISTER-IN-LAW, BROTHER-IN-LAW, GRANDPARENT, GRANDPARENT-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW	2 DAYS

If the death of a family member as described above occurs during the employee's vacation, the employee may charge the appropriate number of days to bereavement leave.

## Military Service Leave

Employees who are called for active military service will be granted an unpaid leave of absence. When the military service is completed, employees are entitled to reinstatement of employment at equivalent pay and level as before if they apply within 90 days of discharge or within one year after a hospitalization. Upon providing a copy of their orders to their supervisor, the supervisor will contact Human Resources for further instructions. [Click here](#) for specific details.

## Unpaid Time Off and Leaves of Absence

In order to retain flexibility in meeting the unique and unexpected needs of employees, the University allows the use of pre-authorized unpaid time on a case-by-case basis when other options are not available and operational needs are not compromised. Authorization for unpaid time requires the approval of both the employee's supervisor and Human Resources. Unpaid time used without prior authorization will be grounds for disciplinary action.

## Federal & Medical Family Leave

There may be occasions in which an employee requests to be temporarily relieved of his/her work responsibilities because of the birth or adoption of a child, a child being placed in the foster care of an employee, the employee's serious health condition, or the serious health condition of a family member. In such instances, the University will grant leaves of absence in accordance with the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and any applicable state and local laws. Specifically, eligible employees will be granted a family or medical leave of up to 12 weeks in any 12-month period, with certain assurances of job security and health insurance benefits during the leave. In addition to the relationships covered under the Federal Family and Medical Leave Act of 1993, the University extends the benefits provided under the Act to employees caring for an eligible domestic partner.

[Click here](#) for the complete policy and for information about eligibility and application procedures or for more information, contact the Benefits Office, ext. 7286.

## Telecommuting Policy

With supervisory approval and based on operational needs, an exempt employee may be allowed to work remotely from home (maximum 3 days a week), on an intermittent basis, with supervisor and HR approval. For further details, please go to: [rider.edu/sites/default/files/2021-10/2021\\_HR\\_TelecommutingPolicy.pdf](https://rider.edu/sites/default/files/2021-10/2021_HR_TelecommutingPolicy.pdf).

# Release of Information

## Policy Governing Public Communication

The University Communications Office is responsible for the dissemination of official University information and statements to the public and the media with regard to the affairs of the University. All queries should be directed to this office at 609-896-5192.

It is the Policy of Rider University that Administrative employees should refrain from identifying their affiliation with Rider University when authoring externally published works or participating in public forums via electronic media (e.g. television, radio, internet, etc.) which express personal opinions on topics of public interest. If the employee is identified with Rider University, or is asked about his/her affiliation, he/she should make it clear that they are speaking for themselves and not representing the views of the University.

The only exception to this policy is with respect to the publication of scholarly articles and other academic works, such as textbooks and articles in scholarly or professional journals, which relate to the employee's responsibilities at the University.

## Employment Information

Any requests for information about employees or former employees should be referred to Human Resources at 609-896-5140. Requests regarding students should be directed to Student Affairs at 609-896-5101, and those about alumni should be transferred to the Alumni Relations Office at 609-896-5340.

Employees should take care when speaking as individuals not to give the impression that the position taken is that of the University.

## Employment Verification

All University personnel must direct any inquiries regarding employment history and/or salary information to [theworknumber.com](http://theworknumber.com). For details you can contact Human Resources at 609-896-5140. Employees should not offer opinions on the performance of former or current employees.

## Confidentiality

University employees often work with privileged or confidential information, some of which is protected by law, and are expected to use discretion and be certain that confidential work matters are not discussed in inappropriate settings or with individuals who are not authorized to know this information.

Employees must treat employee and student (FERPA regulations) records and files with the highest degree of confidentiality.

## Conflict of Interest

Rider employees must avoid conflicts of interest or appearances of conflict between their own personal or professional interests and the interests of the University ([rider.edu/sites/default/files/files/FA\\_RiderCodeofConduct.pdf](http://rider.edu/sites/default/files/files/FA_RiderCodeofConduct.pdf)).

## Use of University Property and Services

University material, property, and the time of University personnel on duty may be used only for purposes directly related to the programs and affairs of the University. Material or property or equipment may not be lent or removed from the premises of the University for personal use by employees or others.

## The Conscientious Employee Protection Act (CEPA) ("Whistleblower Act")

The New Jersey Conscientious Employee Protection Act (1986) provides employees with certain protections and with certain obligations to obtain full benefit of the protections.

Employees may not be subjected to "retaliatory action" (discharge, suspension, demotion or other adverse employment action) for taking any of the following actions:

- a) Disclosing, or threatening to disclose, to a supervisor or to a public body (including legislative, judicial supervisory and administrative bodies of federal, state, county or local governments) any activity, policy or practice of the University that the employee reasonably believes is in violation of a law, rule or regulation; or
- b) Providing information to, or testifying before, a public body conducting an investigation, hearing or inquiry into any violation of law, rule or regulation by the University; or
- c) Objecting to, or refusing to participate in, any activity, policy or practice which the employee reasonably believes is in violation of an applicable law, rule or regulation, fraudulent or criminal, or incompatible with a clear mandate of public policy concerning the public health, safety or welfare.

The protection provided to an employee making disclosure to a public body shall not apply unless the employee first brings the activity, policy or practice to the attention of the University by written notice, and the employee gives the University a reasonable opportunity to correct the

problem. The employee need not give written notice in emergency situations if the employee is reasonably certain that the University knows of the activity, policy or practice or if the employee reasonably fears physical harm as a result of the disclosure. Any written notice described in this paragraph must be delivered to the Vice President of Human Resources.

To report a questionable or unethical act or to report retaliation as described, contact The Rider Hotline, a confidential reporting service, at 1-888-458-6370, or online at [secure.ethicspoint.com](https://secure.ethicspoint.com). If you would like additional information or have any questions regarding your rights and responsibilities under CEPA, please contact the Vice President of Human Resources/Affirmative Action Officer, 108 Moore Library, 609-895-5683.

## Rights and Responsibilities of Users of the Rider University Computer Network

Rider University information technology resources are provided for purposes related to the university's mission. Employees are provided access in order to support their duties as employees, official business with the university, and other university-sanctioned activities.

Employees are provided with a University network ID (Rider Key) as well as an email address for the conduct of University business. Employee passwords are not to be shared with anyone.

Although Rider does not routinely monitor the content of communications or transmissions, at times, legitimate reasons exist for persons other than the account holders to access these services. Examples include, but are not limited to:

- » Ensuring the ongoing operations of systems or business operations; or
- » Responding to valid legal requests or demands for access; or
- » Investigating suspected violations of Rider policies, regulations, or rules.

All technology resources must be used in a manner consistent with all Office of Information Technology Policies ([rider.edu/about/offices-services/technology/policies](https://rider.edu/about/offices-services/technology/policies)).

## Safety

All members of the University community share the responsibility for maintaining a safe environment on each campus. Each individual must exercise sound judgment, be aware of and follow safety precautions and practices, and take a vested interest in the safety of self and others. Any safety hazard or potential hazard should be reported promptly to the immediate supervisor first, who in turn should report the hazard to Public Safety and/or Facilities Management. If necessary, Human Resources should also be advised.

## On-the-Job Accident or Injury Reporting

University employees are covered by Workers' Compensation Insurance. Under Workers' Compensation laws, employees receive payment for required medical expenses and lost time due to injuries that occur on the job.

Any on-the-job accident or injury must be reported promptly to the immediate supervisor first, who in turn should report the accident/injury to Human Resources. Serious accidents/injuries requiring immediate medical attention and/or public safety response should be first reported to the Public Safety, 7777 (emergency number). Off campus callers should dial 609-896-7777 for both campuses.

Failure to submit an accident report promptly may result in loss of payment, or delayed payment of Workers' Compensation benefits.

## Emergency First Aid

First Aid kits for minor injuries are located throughout campus, in the following areas:

BUILDING	OFFICE
MOORE LIBRARY	HUMAN RESOURCES
GENERAL SERVICES	FACILITIES MANAGEMENT
GENERAL SERVICES	PUBLIC SAFETY
BART LUEDEKE CENTER	INFORMATION DESK
ALUMNI GYM	TRAINING ROOM
SCIENCE BUILDING	SCIENCE LAB

Serious injuries requiring immediate medical attention should be directed to Public Safety, extension 7777 (emergency number). Off campus callers should dial 609-896-7777 for both campuses.

## Service Animal Policy

In support of the special access needs of some of our disabled employees, the University recognizes the need for some faculty and staff to utilize service (therapy) animals while on campus and within campus facilities at times. In acknowledgement of this need, the University has established guidelines defining the context, documentation requirements and procedures to follow to introduce a service animal on campus and/or within university facilities. Service animals are typically individually trained to perform specific tasks for people with documented disabilities.

Employees may obtain a copy of these guidelines by contacting Human Resources. The VP of Human Resources is responsible for reviewing employee's service animal requests and for overseeing compliance with this policy.

Other than for these reasons and under these guidelines, employee's pets are prohibited from all campus buildings. However, this prohibition does not extend to outside grounds on our campuses, for well controlled animals.

## Campus Directory

A campus directory is available online from the main University webpage.

Use of the campus directory for private or political mailings or marketing solicitations is not permitted; it is intended for institutional use only.

## Collections and Donations

The University does not permit personal or mail solicitations or requests for contributions for outside charities or other purposes. An exception is made, however, for the Delaware Valley United Way, for which the University sponsors an annual campaign. Employees can choose to donate directly or by paycheck deduction.

# University Services

## Mail Services

The Campus Mail Center is located in the General Services Building. The following services are available: the purchase of U.S. postage stamps, business registered mail, certified mail, return receipt, insured mail, and metering services, and UPS. The window hours of operation are Monday through Friday, 8:30 a.m. to 5:00 p.m. Summer hours follow the University calendar. All mail leaves the campus daily at 3:15 p.m. The Mail Center phone number is 609-895-5477. The mail courier delivers mail and picks up outgoing mail to all departments once each day. Outgoing mail can be processed with cash, debit or credit cards. Any personal outgoing packages must be personally presented to the Mail Center for processing.

Students, faculty and staff enjoy state-of-the-art mail services with high density folders for on campus student mail as well as package lockers located in the BLC for convenient pickup of packages outside of the normal business hours. Students, faculty, and staff are notified by email for letter and package mail. On campus students swipe their Bronc ID to identify mail that is currently held in the mailroom. On campus students are also identified with a four-digit mail code to ensure proper chain of custody. This mail code can be found in their MyRider account under Personal Information.

## Discount Tickets

Discount tickets, including amusement parks, Broadway shows, and other attractions are available to Rider employees in Human Resources. See the HR web page for details.

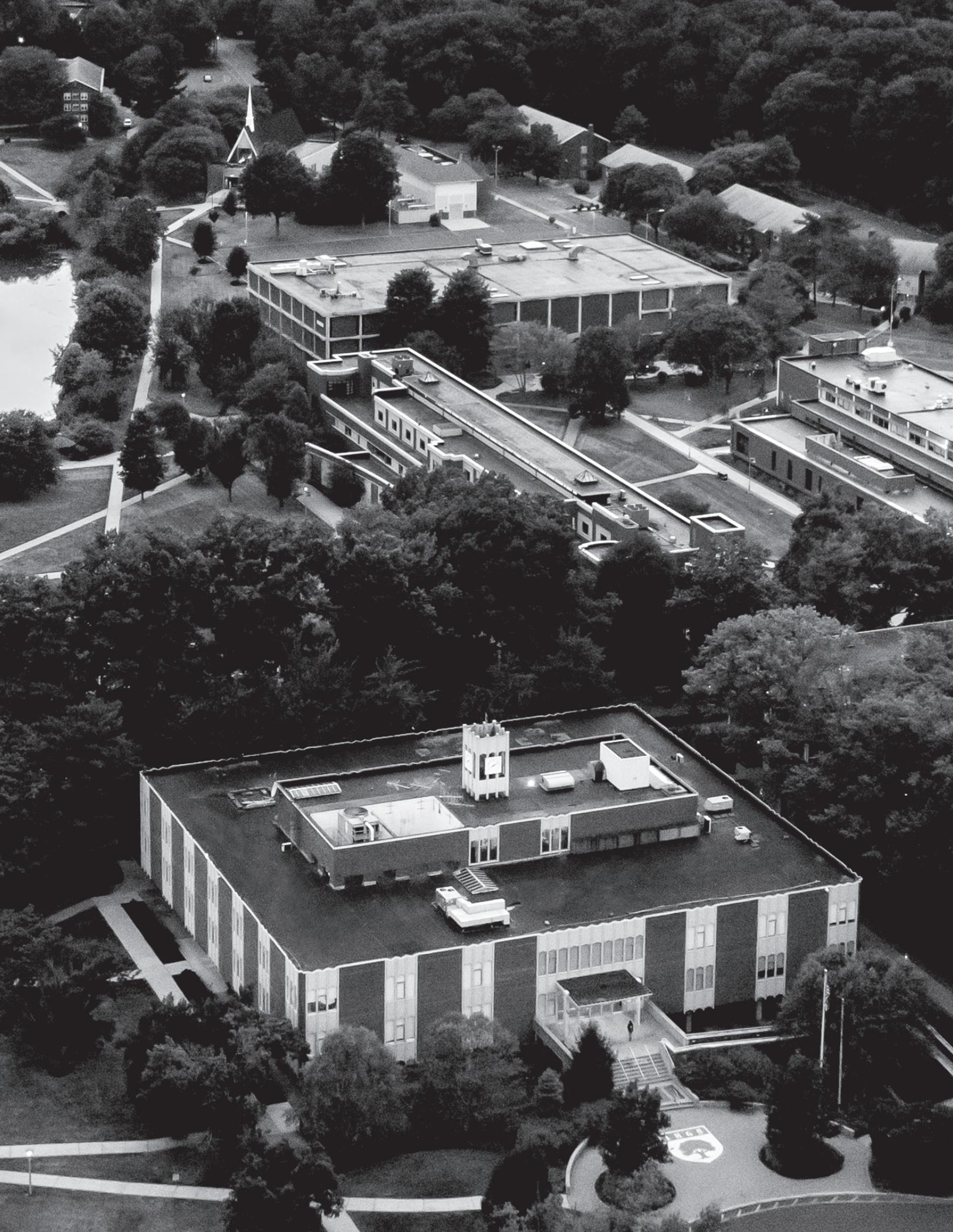
## Chapel Information

Gill Chapel is available to all employees. The Chapel offers a variety of worship services, religious events, recitals and concerts throughout the year.

# Changes to the Employee Handbook

This handbook is based on University operational policies and procedures, policies and procedures required by federal and state statutes, and current employee fringe-benefits programs, all of which are subject to change. Therefore, this handbook must also be subject to change.

The University reserves the right to revise by addition, reduction, correction, deletion, or upgrading, any part or all of the material in this handbook.





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VERSION 1.0