



Employee Handbook

January 16, 2018

A Welcome from the President	1
IMPORTANT NOTICE TO EMPLOYEES	1
Official Addresses and Important Phone Numbers	2
Important Phone Numbers	2
History of Rider University	3
History of Westminster Choir College.....	3
Rider Today	4
Vision, Mission Statement, PROMISE and Strategic Themes	5
Rider’s Vision.....	5
Rider’s Mission Statement and the Rider PROMISE.....	5
Rider’s Strategic Themes.....	5
Rider’s Statement of Community Values.....	5
Rider University Organization Chart	7
Employment Policies	7
Equal Employment Opportunity and Affirmative Action Policies	7
Notice of the Title IX Coordinator	8
Disability and Accommodation	8
Nepotism.....	9
Promotion and Transfers	9
University Performance Appraisal Program	9
Resignation.....	10
Exit Interview.....	10
Standards of Conduct	10
University Anti-Harassment and Non-Discrimination Policy	10
Notice of the Title IX Coordinator.....	10
University Anti-Harassment and Non-Discrimination Policy	11
Statement on Consensual Relations between Faculty and Students, Athletic Staff and Student Athletes and Employees and Subordinates	13
Statement on Relationships Between Student Affairs/Public Safety Staff and Students	13
Employee Conduct	13
Disciplinary Action	14
Categories of Employment and Pay	15
Standard Workweek.....	15

Categories of Employment	15
Regular Full-time	15
Regular Part-time	15
Temporary.....	15
Acting.....	15
Fair Labor Standards Act (FLSA) Classifications	15
Exempt	15
Non-Exempt.....	16
Work Schedules/Workweek	16
Daily Breaks and Meal Periods	16
Summer Hours and Flextime	16
Overtime	17
Time Sheets	18
Emergency Closings	19
Administrators Who Teach	19
Compensation	20
Pay Procedures	20
Automatic Direct Deposit	20
Credit Unions	21
Mileage Reimbursement	21
Employee Benefits	21
University-Paid Benefits	23
Social Security Contributions	23
Unemployment Insurance Compensation	23
Workers' Compensation Insurance	23
Life Insurance	23
Disability Insurance Benefits	24
Retirement Plan	25
Medical and Dental Benefits	25
Medical Benefits	25
Waiver.....	26
BeneSave Flexible Spending Accounts	26
Dental (Voluntary Plan)	26
COBRA Benefits	26
Medical Insurance After End of Employment	26
Retirement Benefits	27
Travel Accident Insurance	28
Employee Assistance Program	28
Tuition Remission Benefits	28
External Tuition Remission	29
Tuition Exchange	29
Taking Classes during Work Hours	29
Paid Time Off	30
Sick Leave	31
Holidays	32
Leaves of Absence	32
Paid Family Leave	32

Jury Duty	33
Bereavement Leave	33
Military Service Leave	33
Unpaid Time Off	33
Family Leave	34
Responsibilities of Employees	34
Release of Information	34
Policy Governing Public Communication	34
Employment and Credit References	35
Confidentiality	35
Conflict of Interest.....	35
Use of University Property and Services	36
The Conscientious Employee Protection Act (CEPA)	36
Use of University Telephone Services	36
Rights and Responsibilities of Users of the Rider University Computer Network	37
Personal Appearance.....	40
Promptness.....	40
Smoke-Free Workplace.....	40
Drug and Alcohol Policy	40
Safety	41
On-the-Job Accident or Injury Reporting.....	41
Emergency First Aid.....	41
Service Animal Policy.....	42
Campus Directory.....	42
Collections and Donations.....	42
University Services.....	43
Mail Services	43
Dining Locations	43
Discount Tickets.....	44
Chapel Information	44
Changes to the Employee Handbook	44

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 896-5140. I offer my personal best wishes for your success at Rider University.

Sincerely,

Gregory G. Dell'Omo
President

IMPORTANT NOTICE TO EMPLOYEES

This handbook is intended for all employees of Rider University except 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 the AAUP bargaining unit 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 contents of this handbook summarize Rider University's programs and policies and are intended as guidelines only. Employees should be aware that these programs and policies can be amended at any time and that, depending on the circumstances of a particular situation, the University's actions may vary from written policy. The University reserves the right to revise by addition, reduction, correction, deletion, or upgrading, any part or all of the material in this handbook.

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.

Rider recognizes that you would be interested in a long-term relationship with the University and it is certainly our hope and expectation that such a relationship would develop. However, please know that **employment at the University is on an “at-will” basis**. This means that employment is for no defined period of time and can be terminated by either you or the University, with or without cause or advance notice. Of course, as a professional courtesy, we would appreciate advance notification from you of any intended change in your employment status. Likewise, we would attempt, where appropriate, to provide reasonable notice of any intended change in your status. Nothing contained in this Handbook should be construed as a guarantee of continued employment. Any oral or written statement to the contrary by a supervisor, corporate officer, or other agent of Rider University is invalid and should not be relied upon by any prospective or continuing employee.

The rules and policies in this Handbook supersede all previous Handbook versions.

Official Addresses and Important Phone Numbers

Rider University
2083 Lawrence Road
Lawrenceville, New Jersey 08648-3099
(609) 896-5000

Westminster College of the Arts and Westminster Choir College
101 Walnut Lane
Princeton, New Jersey 08540-3899
(609) 921-7100

Important Phone Numbers

Affirmative Actionextension 5683
Benefits.....extensions 7284 and 7286
Compensationextension 7286
Employment.....extensions 5225 and 7285
Employee Relations.....extensions 5683 and 7285
Payroll.....extension 7363
Personnel Recordsextensions 7280 and 7281
Public Safety – Lawrenceville.....extension 5029
Public Safety – Westminsterextension 8315

History of Rider University

As the Civil War was coming to an end, Trenton, New Jersey was becoming an important business and industrial center as well as the state capital. These factors caught the attention of Henry B. Bryant and Henry D. Stratton, who operated a chain of business schools across the country. On October 1, 1865, The Trenton Business College, located in Temperance Hall at the corner of South Broad and Front Streets, was established. Andrew Jackson Rider became its first president. In 1897, the school was incorporated under the name “The Rider Business College.”

In 1913, Rider established the School of Education after the New Jersey Department of Education requested that the institution consider creating a teacher education program in addition to its business offerings. In 1921, the institution officially changed its name to Rider College, and its first baccalaureate degree was awarded in 1922. Rider College achieved Middle States Accreditation in 1955. Two years later, Rider introduced liberal studies leading to a Bachelor of Arts degree. Following the purchase of property on Lawrence Road in Lawrence Township, groundbreaking for a new campus took place in April 1957. By 1964, Rider was completely relocated to its new Lawrenceville campus.

Four separate schools emerged as a result of reorganization in 1962. The well-established schools of Business Administration and Education were joined by two new schools – Liberal Arts and Science and the Evening School. The schools of Business Administration and Education have each since added a division of graduate studies, and the Evening School was reorganized into the School for Continuing Studies in 1978. In 1988, the School of Education was renamed the School of Education and Human Services to reflect the scope of the curricula. In July 1992, Westminster Choir College merged with Rider.

In 1994, the New Jersey Board of Higher Education designated Rider a teaching University; and Rider’s name was officially changed to Rider University. The 353-acre Lawrenceville campus is located in a suburban area 60 miles south of New York City, 30 miles north of Philadelphia and adjacent to New Jersey’s capital city of Trenton. The grassy, tree-lined campus includes academic and administrative buildings, athletic fields and attractive drives and footpaths, all surrounding Centennial Lake.

History of Westminster Choir College

In the belief that a choir of volunteer singers could be trained to perform on a professional level, John Finley Williamson established the Westminster Choir in 1920 at the Westminster Presbyterian Church of Dayton, Ohio. The national prominence achieved by this choir and Dr. Williamson’s conviction that churches could best be served by dedicated, professionally trained musicians led him to found Westminster Choir School at the Dayton church in 1926. Graduates of the original three-year program were called “ministers of music,” a term of reference recognized nationally today.

In 1929, the college moved to Ithaca, New York, and became associated with what is now Ithaca College, where a four-year program leading to a Bachelor of Music degree was instituted. Relocated to Princeton, New Jersey, in 1932, it added a master’s program in 1934 and

became known as Westminster Choir College in 1939. The move to Princeton was motivated by a desire to provide ready access to the great metropolitan centers and orchestras of the eastern seaboard. Since then, the Westminster Symphonic Choir has performed hundreds of times and made many recordings with the principal orchestras of New York, Philadelphia, Washington, Pittsburgh, Boston and Atlanta. Conductors of the choir have included Bernstein, Ormandy, Steinberg, Stokowski, Toscanini and Walter as well as such contemporary figures as Leinsdorf, Levine, Macal, Masur, Muti, Ozawa, Sawallisch, Shaw and Wolff.

In 1992, Westminster Choir College merged with Rider University. The residential college of music is located on a 23-acre campus in Princeton, New Jersey. Westminster programs of study are career-oriented and designed to prepare students for careers in music leadership in churches, schools, and communities. Students are trained to achieve technical mastery in their art and have unparalleled access to some of the finest musical centers in New York, Philadelphia and around the world. Westminster offers concentrated performance study in voice, organ, piano and conducting to more than 400 undergraduate and graduate students.

The most distinctive feature of Westminster is the choral experience. Daily rehearsals, supported by intensive musical skills development and the study of voice and conducting, form the foundation of the choral program. Westminster has eight major choral ensembles: Westminster Chapel Choir, Westminster Symphonic Choir, Westminster Choir, Westminster Jubilee Singers, Westminster Kantorei, Westminster Williamson Voices, the Westminster Concert Bell Choir and the Westminster Schola Cantorum.

Westminster Choir College of Rider University lies eight miles north of the Lawrenceville campus in the heart of Princeton. A Georgian Revival quadrangle, built in 1932, is the center of the campus, which includes ten other structures.

Rider Today

Today, the University's five academic units include the College of Business Administration; College of Education and Human Services; College of Liberal Arts and Sciences; College of Continuing Studies; and Westminster College of the Arts.

Rider's student body totals more than 5,000 students enrolled in undergraduate and graduate programs on both campuses.

Rider's full-time faculty numbers more than 245, about 99 percent of whom hold doctoral or other appropriate advanced degrees.

Rider University is accredited by the Middle States Commission on Higher Education.

Vision, Mission Statement, PROMISE and Strategic Themes

Rider's Vision

Rider University will be a premier, forward-looking university known for its Engaged Learning Program that, together with dynamic academic programs, enriching co-curricular experiences and a vibrant living and learning community, challenges students, excites their imaginations and instills in them excellence in thought and action, preparing them for highly engaged and fulfilling professional and personal lives.

Rider's Mission Statement and the Rider PROMISE

Rider University welcomes students from throughout the region, across the nation, and around the world who seek to be challenged and supported as active members of our inclusive and vibrant living and learning community. Committed to student growth, transformation and leadership, we connect rigorous academic, artistic and professional programs of study with a rich array of learning experiences that engage students inside and outside the classroom. We prepare graduates to thrive professionally and to be lifelong independent learners and responsible citizens who embrace diversity, support the common good, and contribute meaningfully to the changing world in which they live and work.

Our students, alumni, faculty, staff and administrators live the **RIDER PROMISE** by being forever:

Prepared to contribute meaningfully to the changing world in which they live and work

Respectful of all people, rights, freedoms and individual differences

Open to a life of independent learning

Motivated to be responsible citizens who support the common good

Innovative, creative and resourceful

Skilled and thriving professionals, educators, artists and performers

Engaged in their communities as leaders and role models

The Rider Promise is offered as a representation of the new mission in response to feedback from students during the strategic planning process. It is inspired by Rider's recent 150th anniversary which embraced the tagline, Fulfilling the Promise. This tagline was, in turn, inspired by Andrew J. Rider himself as discussed in the historical books written by Dr. Walter A. Brower '48, former Dean of the School of Education. Andrew J. Rider declared in 1183 that Rider's future was full of promise.

Rider's Strategic Themes

The University has identified five strategic themes that are guiding our path forward. Each approaches the future from a different perspective but together they converge into a single path: building a greater sense of engagement and purpose as we transform the student experience and chart a new course for the University. The themes are:

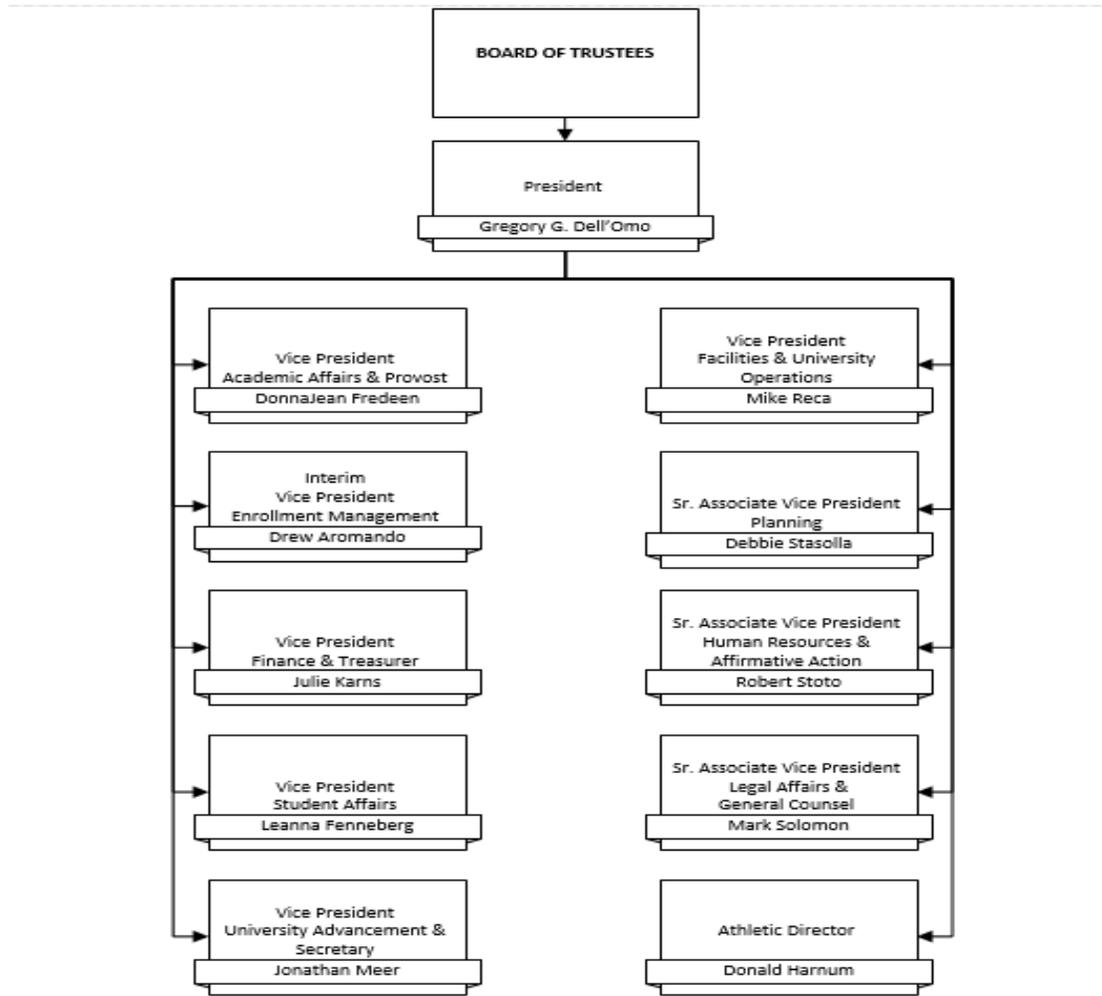
1. Our unwavering focus on student growth and development
2. Promoting our image and value to the outside world through branding and marketing
3. The importance of our people
4. Cultivating, managing and investing our resources
5. Our commitment to planning, implementation and continuous improvement

Rider's Statement of Community Values

In our endeavor to make Rider University a just community, we commit ourselves, as caring individuals, to the following principles:

- that our rigorous intellectual life nourishes our minds and spirits
- that no person roams these halls as a stranger
- that integrity of word and deed forms the foundation of all relationships
- that we recognize that real leadership is derived from service to others
- that we celebrate our differences for they are our strength
- that we are proud of this special place, entrusted to us by past generations, nurtured by us for future ones
- that we share not one Truth, but respect our common pursuit for understanding
- and through the time we spend here, we are forever joined to each other and to Rider University

Rider University Organization Chart



Employment Policies

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. Any individual may review a written copy of Rider University’s Affirmative Action Plan. Copies are placed in the Human Resources Department, the President’s office, in each Dean’s office, in each Division Head’s office, and in the Libraries.

Notice of the Title IX Coordinator

The Sr. Associate Vice President for Human Resources serves as both the Affirmative Action Officer and 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 Affirmative Action and discrimination. The Sr. Associate Vice President of Human Resources is located in Moore Library, Room 108, and can be reached at (609) 895- 5683.

Disability and Accommodation

Rider University complies with the Americans with Disabilities Act and will seek 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 Sr. Vice President for Human Resources.

Parking spaces for the disabled are located in all University parking lots.

Nepotism

In order to avoid any adverse effect on supervision, safety, security or morale, and to avoid any potential conflict of interest, the University may hire relatives of persons currently employed by the organization only if they will not be working directly for, or supervising, a relative, or will not occupy a position in the same line of authority within the organization. For the purposes of this policy, a relative is defined to include spouses, domestic partners, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, grandparents and grandchildren, stepparents, stepbrothers, stepsisters and stepchildren or any other family member or individual who might present a conflict of interest. This policy also applies to individuals who are not legally related but who reside with another employee.

If already employed by the University, an individual cannot be transferred into a reporting relationship with a relative as defined above. If the relative relationship is established after employment, the individuals concerned must inform management of such relationship and may express a preference as to which of the parties will be transferred. In all cases, however, management retains the right to transfer either employee. In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment at the discretion of the Sr. Associate Vice President of Human Resources. In situations where skills or content of the job affect the University's ability to transfer, dismissal may be considered. Any supervisory employee involved in such a relationship is required to report the relationship to his or her supervisor and to Human Resources.

Promotion and Transfers

When appropriate, the University attempts to fill vacancies from within its own community. Consideration is based on experience, skills, qualifications, the results of interviews, and references of previous supervisors.

Information on job openings is available for review on the Human Resources website <www.rider.edu/hr>, **RiderHires**. Internal candidates must apply online, supplying all documentation as outlined in the posting notice.

University Performance Appraisal Program

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.

Resignation

The University requests that departing employees submit a letter of resignation to their immediate supervisor and Human Resources giving at least ten 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.

Exit Interview

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. These sessions provide information that is useful to Rider in addressing any potential concerns.

Standards of Conduct

University Anti-Harassment and Non-Discrimination Policy

Notice of the Title IX Coordinator

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 Sr. Associate Vice President for Human Resources serves as both the Affirmative Action Officer and 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 Affirmative Action and discrimination on the basis of race, creed, color, religion, handicap/disability, gender, sex, age, marital status, sexual orientation, gender identity or expression, 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 Sr. Associate Vice President for Human Resources is located in Moore Library, Room 108, and can be reached at 609-895-5683.

University Anti-Harassment and Non-Discrimination Policy

Rider University prohibits all forms of discrimination, harassment, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking.

The University's Anti-Harassment and Non-Discrimination Policy (the "Policy") governs the treatment of harassment and discrimination cases 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 University Student Code of Conduct or the University Employee Handbook, the terms of this Policy shall apply.

The Policy applies to conduct described above that occurs on University premises, at University sponsored activities, and off-campus conduct that violates the Policy and the University believes poses a threat to the health, safety or welfare of any members of the University community or any residents of neighboring communities. The Policy applies to all students and employees, and to third-parties on University premises or at University sponsored activities. The complete policy may be found on the University website at <https://www.rider.edu/offices-services/human-resources>.

Retaliation Prohibition

Rider University prohibits retaliation (including, but not limited to, intimidation, threats, coercion or discrimination) against any individual who complains of a violation of the Policy or assists in providing information about a complaint of discrimination or harassment including, but not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking.

Definitions

Discrimination involves unfair treatment of a person or group based on prejudice regarding their personal characteristics. Rider University does not discriminate on the basis of race, creed, color, religion, gender, sex, sexual orientation, gender identity, handicap/disability, age, marital status, 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, in employment or in the application, admission, operation, participation, access and treatment of employees and students, in any of the University's programs and activities as specified by federal law and regulations. Additionally, it is the policy of Rider University to provide an environment for prospective and current students, job applicants, employees and other third parties that is free from harassment and intimidation on account of an individual's race, creed, color, religion, gender, sex, sexual orientation, gender identity, handicap/disability, age, marital status, 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.

Harassment is any action that may reasonably be expected to (a) threaten, coerce, or intimidate an individual or a class of individuals or (b) substantially interfere with an individual's work or education experience. Where the alleged harassment involves a potential violation of federal or state anti-discrimination laws, the University's Affirmative Action Officer (or designee) will be called upon to investigate the allegations, using procedures outlined in the Policy. Nothing contained in this policy shall be construed either to (1) limit the legitimate exercise of free speech, including but not limited to written, graphic, electronic or verbal expression that can reasonably be demonstrated to serve legitimate education, artistic, or political purposes, or (2) infringe upon the academic freedom of any member of the University community.

Sexual Harassment is defined as unwelcome sexual advances (including, but not limited to, sexual assault and sexual misconduct), requests for sexual favors, and/or physical, verbal or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in University programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual's work, education, or participation in University programs or activities.

In the educational setting within the University, as distinct from other work places within the University, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Conduct, including pedagogical techniques, that serves a legitimate educational purpose does not constitute sexual harassment. Those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants.

Statement on Consensual Relations between Faculty and Students, Athletic Staff and Student-Athletes and Employees and Subordinates

Consensual romantic and/or sexual relationships between employees (including faculty and athletic staff) and students with whom they also have an academic, supervisory or evaluative relationship, or between an employee and their subordinate, is fraught with the potential for exploitation and may compromise the University's ability to enforce its policy against sexual harassment. Employees must be mindful that the authority that they exercise in their interactions with students and subordinates may affect the decision of a student or a subordinate to enter into or end a romantic or sexual relationship. Even when both parties initially have consented, the development of a sexual relationship renders both the employee and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students, athletic staff members and student-athletes or supervisors and subordinates.

In their relationships with students and subordinates, faculty, athletic staff and supervisors are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual or romantic relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student or subordinate.

Statement on Relationships Between Student Affairs/Public Safety Staff and Students.

Because of the unique role that members of Student Affairs and Public Safety have with all students at Rider University, any dating or other romantic relationship between these employees and students will compromise the University's ability to enforce University policy and treat students in a consistent manner. Thus, all full-time and part-time staff members of the Student Affairs Division and Public Safety are prohibited from dating or having any romantic involvement whatsoever with any Rider University student. Because this is an extremely serious matter, any violation of this policy can be grounds for dismissal.

Employee Conduct

Rider University expects its employees to follow certain rules of conduct that will ensure orderly operations, provide the best possible work environment, and protect the interests and safety of all Rider employees and students. Recognizing that it is not possible to list all the types of behavior that Rider considers unacceptable in the workplace, the following list identifies examples of misconduct that may result in discipline. This list is merely a sampling and should not be construed as complete:

failure to comply with University rules and policies;

poor performance of duties;

theft or unauthorized removal, use, disclosure or possession of Rider or employee property, information, services, equipment or facilities;

intentionally misusing or damaging Rider property or the property of another employee;

dishonesty, including falsification of personnel or any other records;

working, or reporting to work, under the influence of alcohol or illegal drugs;

possession, distribution, sale, transfer or use of alcohol or illegal drugs anywhere in the workplace, while on duty or while conducting business on behalf of Rider;

fighting or threats of violence in the workplace, including possession of weapons, such as knives, clubs or firearms or other dangerous materials, such as explosives, on Rider property;

gambling on Rider time or premises; failure to report an injury or accident;

conflicts of interest or unreported appearances of conflict between personal or professional interests and the interests of the University;

insubordination such as failure to follow instructions of your supervisor or disrespectful treatment of your supervisor;

excessive absenteeism or tardiness; sleeping on duty;

violation of or failure to comply with safety rules;

failure to maintain valid driver's license for positions requiring use of personal or University vehicle;

failure to cooperate with a University investigation;

retaliation against an individual for his or her good faith compliance with any Rider policy;

soliciting or sales on behalf of any outside organization that is not approved by the University; and discourteous treatment of students, other personnel or visitors.

Disciplinary Action

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.

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 (extension 5683 or 7285) to discuss the issues.

Categories of Employment and Pay

Standard Workweek

Rider's standard workweek is 37.5 hours except for nurses, 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.

Acting

Exempt employees who are hired from outside the University on a temporary basis to assume responsibilities of a vacant position are termed acting employees. They 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.

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.

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. For information about summer hours and the University flextime program [click here](#).

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 fifteen minute break.

Public Safety – full and part-time employees are provided with a non-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 fifteen 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. It normally begins in May after Commencement and runs through the first week in August. The summer flextime program includes reduced daily hours and early dismissal on Fridays. Specific dates for the summer flextime program are announced annually in early spring. This schedule is applicable to both the Lawrenceville and Princeton campuses.

Flextime is a work concept that divides the day into segments of "core time," when all employees are expected to be at work and "flexible time," usually at the beginning and end of the day, when employees may adjust arrival and departure times with supervisory approval. A weekly period of 35 hours must be established. This schedule will include, on Fridays, the hours

of closing.

The standard summer schedule is 8:30 a.m. to 4:30 p.m. with a one 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 policy to discuss department plans for flextime.

The core time is 9:00 a.m. to 3:30 p.m. All employees must be in attendance during this period. Schedules must be coordinated within working units so that department coverage continues to be provided for the entire business period of 8:30 a.m. to 4:30 p.m. Flexible hours are from 8:00 a.m. to 9:00 a.m. and 3:30 p.m. to 4:30 p.m., and employees can adjust start and end times in those ranges with supervisory approval.

Time sheets, where applicable, must accurately reflect hours worked. A lunch time of at least 30 minutes must be taken each day. The base period of the standard work day is 7 hours. Hours worked in excess of the weekly base period of 35 hours (after 37.5 hours for facilities service employees) are paid as overtime for all non-exempt employees.

Part-time employees are not affected by this policy.

Overtime

The regularly scheduled workweek is 37.5 or 40 hours, depending on the job category. For most offices, the work day begins at 8:30 and ends at 5:00 p.m. Some departments have different working schedules to accommodate specific departmental needs. The supervisor will inform employees in these areas of their regular work schedules.

The FLSA (Fair Labor Standards Act) pertains to non-exempt employees and requires that their positions be subject to a minimum wage and that they be paid overtime for any work completed beyond the employee's normal workweek hours.

Rider's workweek begins on Monday at 12:01 a.m. and ends Sunday at midnight. Overtime is calculated on hours worked per week, not hours worked per day. Overtime is paid for any hours worked over 37.5 hours per week for AFSCME or semi-monthly employees and for any hours worked over 40 per week for facilities, public safety and for some bi-weekly employees. Overtime calculations for the summer are based on the University's reduced summer work schedule. During the summer flex time period, overtime is paid for hours in excess of 35 or 37.5 hours worked – 2.5 hours less than the usual workweek – depending on job classification. "Hours worked" include all paid hours – vacation, holiday, emergency closing, jury duty, personal time and sick time – and count toward overtime calculations. Overtime must be pre- approved by the supervisor.

Overtime is paid at one and one-half times the regular rate of pay for non-exempt positions in the employee groups noted below. (Assistant coaching staff are paid for overtime based on provisions in the AAUP Faculty Contract.) There are circumstances under which an employee in the groups below would receive more than one and one-half times the regular rate

of pay, for example, when working on a holiday. Please refer to the following chart:

Overtime Calculation	Facilities	Nurses	Public Safety	Clerical & Support
Overtime starts for hours worked beyond	40.00	40.00	40.00	37.50
Hours worked during:				
Regular Overtime – No special circumstances	1.5X	1.5X	1.5X	1.5X
Closing Week	2.0X	N/A	2.0X	2.0X
Non-Emergency Closing	2.0X	2.0X	2.0X	2.0X
Emergency Closing	2.5X	2.5X	2.5X	2.5X
Official Holiday	2.5X	2.5X	2.5X	2.5X
Non-Regularly-scheduled Sunday if such Sunday is the 7th consecutive full day worked.	2.0X	2.0X	N/A	2.0X

An employee cannot be awarded time off in a later week in lieu of overtime pay, even if the time given is one and one-half times the number of overtime hours worked. An employee, with supervisory permission, can work an hour (or another increment of time) extra one day and leave an hour (or the comparable amount of time) early the next day, as long as the hours are all in the same workweek.

Exempt employees are not covered by the FLSA and are required to work the number of hours (37.5 during the school year and 35 during the summer flex time period) in the University's standard workweek. Among those kinds of positions that are exempt from coverage under the FLSA are executive, administrative and professional employees. Exempt employees will not be paid additional compensation for working additional time beyond the institution's normal workweek.

Exempt employees are paid for the job they do and are expected to work, as necessary, until the job is finished, even beyond the regular workweek. They do not receive pay for extra hours worked or compensating time off for the extra hours worked.

Exempt employees are expected to take responsibility for their own schedules and can, on occasion, adjust their schedule in order to meet personal needs. Any adjustment must be approved in advance by the supervisor and must not conflict with office operations

Consult the [Web FAQ page](#), or call the Disbursements Department (extension 7363) if you have questions regarding overtime.

Time Sheets

Non-exempt employees record their time worked on individual time sheets and on a departmental recap sheet for each pay period. The non-exempt employee must sign the time sheet and the recap sheet and the supervisor must review and sign the recap sheet verifying it accurately reflects the time worked.

Exempt employees record only time not worked on the department recap sheet. Although

exempt employees do not accrue sick leave, they are eligible to take time for personal or family illness and must record sick time taken on the recap sheet. The exempt employee must sign the recap sheet and the supervisor must review and sign the recap sheet if approved.

Employees will receive information about completing their applicable time sheet/recap sheet and procedure during New Employee Orientation. For questions regarding time sheet or recap sheet completion, please ask your supervisor or call the Disbursements Office, extension 7363.

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 12 noon, on the time sheet the period from 8:30 a.m. – 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 entitled 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 for his 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 as per 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.

Pay Procedures

Depending on their job group, non-exempt employees are paid on a biweekly or semi-monthly basis. Most exempt employees are paid on a monthly basis.

The employment letter specifies the pay cycle. Employees are paid by direct deposit or check with all deductions and taxes detailed on the pay stub. In addition to compulsory deductions required by law, such as federal, state and local income taxes and Social Security, employees may authorize deductions for such items as health coverage, United Way, the Rider Annual Fund, credit union deductions, pension contributions, Rider Student Recreation Center fees, and union dues.

Payment in advance can be arranged for semi-monthly and biweekly employees in only two situations. Employees who will be on vacation during the entire pay week can receive their pay before they leave for vacation. A request form for this exception is available from the Disbursements Office, and it must be signed by the supervisor and filed in the Disbursements Office at least one pay period before the early payment is to be made.

In an emergency situation, employees may also receive their pay after 3:00 p.m. on the day before the regular payday. Contact the Disbursements Office (896-7363 or extension 7363) to request the appropriate form, which must be signed by the supervisor and submitted in advance. The pay date will be that of the regular payday.

Automatic Direct Deposit

All employees are encouraged to participate in the automatic deposit process provided their financial institution is part of the ABA system. Employees may authorize direct deposit by completing and signing a [Direct Deposit Form](#) and returning it to the Disbursements Office, Moore Library 106.

The entire net pay must be in direct deposit format but may be split among as many as four accounts at the same or separate banking institutions.

Credit Unions

For employees' convenience, the University partners with two credit unions: the ABCO Public Employee Federal Credit Union, and the Princeton University Employee Federal Credit Union (PUEFCU). For information regarding credit union benefits, contact:

ABCO – office located in the Bart Luedeke Center
<http://www.goabco.org>

Princeton University Federal Credit Union – office located in the Carnegie Center on Route 1
<http://www.princetonfcu.org>

Mileage Reimbursement

Employees will be reimbursed for use of personal automobiles on a per-mile basis when the University requires such usage and the mileage in any single day exceeds their base mileage (normal commuting distance). The reimbursement is calculated as follows:

- determine the total number of business-related miles traveled during the day, beginning and ending at your residence;
- subtract from that total your base mileage (normal commuting distance) when making a round trip between your residence and your assigned office; and
- the difference is your allowable reimbursed miles. Documentation for reimbursed mileage amounts must include the above calculation, destination and business purpose.

The mileage reimbursement rate is based on the I.R.S. standard business mileage rate and is intended to cover all transportation and operating costs including insurance. The cost of buying gas is included in the mileage reimbursement rate, and should not be separately charged when requesting reimbursement from the University for mileage. Actual toll charges and parking fees will be reimbursed if itemized with original receipts.

Current IRS standard business mileage rates for transportation expenses paid or incurred are available on the [Rider website](#).

The only recognized exception to the above reimbursement rate is for Admissions Counselors. See the [website](#) for current reimbursement information.

Employee Benefits

This Handbook provides only a general description of the benefit plans and programs that are in effect at the time of publication. 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 they apply. Descriptions of benefits and eligibility requirements are included in specific Summary Plan Description documents, which are available on the [Human Resources web site](#) or in the Human Resources Office.

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 Rider employees are invited to participate.

<i>Benefit</i>	<i>Regular Full-time</i>	<i>Regular Part-time</i>	<i>Temporary</i>	<i>Acting</i>
Social Security	yes	yes	yes	yes
Unemployment Insurance	yes	yes	yes	yes
Workers' Compensation	yes	yes	yes	yes
Life Insurance	yes	no	no	no
Family Medical Leave	yes	yes	no	no
Short-Term Disability	yes	yes	yes	yes
Long-Term Disability	yes	no	no	no
Retirement Plan	yes	yes	no	no
Medical/Dental Benefits	yes	no*	no	no
Flexible Spending Account	yes	no	no	no
Employee Assistance Program	yes	yes	no	no
Tuition Remission – Self	yes	yes	no	no
Tuition Remission – Dependent	yes	no	no	no
Vacation	yes	yes	no	no
Sick Leave	yes	yes	no	no
Personal Days (non-exempt only)	yes	yes	no	no
Holidays	yes	yes	no	yes

* Some Regular Part-time Employees may buy in to the HMO plan at their own expense.

Brief descriptions of each benefit follow. Full details of the benefits are contained in the Summary Plan Descriptions provided by each carrier, which are available from Human Resources. 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.

Employees can assist in the proper 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.

University-Paid Benefits

Social Security Contributions

Rider makes the required employer FICA and Medicare contributions and takes the 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 or dies. This coverage includes Medicare, which is the basic hospital insurance for those receiving Social Security benefits.

Unemployment Insurance Compensation

Rider shares the cost of New Jersey's Unemployment Insurance Compensation Program. Unemployment Insurance provides a percentage of wages if the employee becomes unemployed through no fault of his/her own.

Workers' Compensation Insurance

Rider provides all of its 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.

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.

Check 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 designation of beneficiaries.

Additional term life insurance, at employee cost, is also available through Teachers Insurance and Annuity Association (TIAA).

Disability Insurance Benefits

Short-Term Disability

The University provides disability income protection for all regular full- and part-time employees in the event they are temporarily disabled from a non-job related accident or extended illness. Employees are covered from the date of hire. The employee and Rider share in the cost of this benefit.

Pregnancy and childbirth are treated for benefits purposes as a temporary disability. When, in the opinion of a physician, an employee is unable to perform her duties and responsibilities because of medical reasons related to pregnancy and childbirth, the short-term disability plan takes effect.

Benefits for accidental injury begin on the day of the injury. Sickness benefits begin on the 8th 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 at 2/3 of the gross pay, with a maximum weekly amount determined by the New Jersey State Disability Office. If any subsequent period of disability is due to the same cause or a related cause and separated by less than 14 consecutive days of work, it will be considered one period of disability.

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 immediately so that the necessary claims forms and instructions may be provided.

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.

It is the University's policy to hold the job or an equivalent position open only to the expiration of the 26-week disability period.

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 the salary continuation schedule, see [the website](#) or contact the Benefits Office (896-5224 or extension 5224).

Employees must notify Human Resources immediately or as soon as reasonably possible if they believe they are eligible for disability benefits. An insurance application certifying the disability must be completed by the employee, Human Resources, and the employee's physician.

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 the employee's claim is approved, long-term disability coverage begins after short-term disability benefits have been exhausted. This coverage provides partial salary to employees who are totally disabled by accident, injury or illness and begins after six months of total disability. Premiums for the group policy are paid by Rider University.

The coverage guarantees 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 Summary Plan Description.

Retirement Plan

To provide supplemental retirement income, Rider has established a defined-contribution retirement plan underwritten by Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF). All regular employees who work at least 1,000 hours per year are eligible to participate after completing one year of service. This waiting period is waived for new employees who have completed one year of service with another employer maintaining a 403(b) plan.

Rider holds two open enrollments (October and April) when eligible employees may enroll in the plan. Eligible employees must contribute a minimum of 5% of their base pay in order to participate and the University provides a matching contribution for each participant. Employee contributions are fully vested and may be directed to fixed-income, equity vehicles, and TIAA-CREF Lifecycle accounts. Supplemental Retirement Annuities, which have flexible provisions with regard to loans and hardship withdrawals, are also available. In the event the employee becomes totally disabled and is enrolled in this plan at the time of disability, the employee's required contribution is waived and University will provide both the employee minimum and the employer matching contribution to the annuity contracts as long as the employee remains totally disabled.

For any questions regarding the University retirement plan, please contact the Benefits Office at extension 5224 or 7286.

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 called BeneFlex, in which employees receive benefit credits each month that can be used to purchase medical or dental insurance. If medical benefits are provided through some other source, such as a spouse's employer, unused credits can be taken as taxable pay or can be deposited in a flexible spending account.

All premium payments are made by pre-tax salary deduction, lowering the taxable income for the participant. Employee contributions are based on employee classification, coverage selected and salary. Rates are in effect for twelve months and are set each January.

For information on eligibility and cost please contact the Benefits Office at extension 5224 and 7286. For detailed information on medical plan coverages, employees can refer to the [Summary Plan Descriptions](#).

Waiver

Full-time employees have the option of waiving out of the medical plans if they can provide evidence they have alternate medical coverage. Employees who waive coverage will receive a monthly stipend, which they may choose to add to monthly taxable pay, deposit into a flexible spending account, or purchase dental coverage through Rider's voluntary plan.

BeneSave 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 with a maximum of \$5,000 for each account. Neither the contributions nor the reimbursements are taxable for Social Security or Federal income taxes. Not all states exclude employee contributions to flexible spending accounts from taxable income. Please check with the Director of Disbursements if you would like to know how your state treats these contributions for tax purposes. Employees are eligible for an annual supplemental University contribution for the plan year beginning January 1. New hires must complete one year of service prior to January 1 to receive this benefit. All participants should establish their contribution amounts carefully, as unused flexible spending account balances are not returnable to the employee by law. For [information on eligibility and plan coverage](#), please contact the Benefits Office at extension 5224 and 7286. For detailed information on this 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 further information on [eligibility and plan coverage](#), please contact the Benefits Office at extension 5224 and 7286. For detailed information on this plan employees can refer to the Summary Plan Description.

COBRA Benefits

Medical Insurance After End of Employment

University medical 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 under the following qualifying 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; or

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 new employees at the time of hire and to employees when they notify Human Resources that they have experienced a qualifying event. The employees or a family member must notify Human Resources within sixty (60) days following a qualifying event of the intention to continue medical coverage without interruption. 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.

The cost of COBRA coverage, which is paid fully by the individual, is the group rate plus a two percent (2%) administrative fee. Eligible employees and/or dependents may continue coverage for 18 months or, under certain circumstances, have extended coverage to 36 months. Call Human Resources, 896-5000, extension 7284 for details on the specific provisions and limitations of COBRA legislation and regulations.

Retirement Benefits

Full-time employees who retire at age 60 with at least 10 years of full-time service will be eligible for University-paid retiree life insurance benefits. Employees who retire at age 60 with at least ten years of service will be eligible to continue participation in University medical plan coverage, assuming 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.

For further information on eligibility, and plan coverage, contact the Benefits Office at extension 5224 or 7286.

Travel Accident Insurance

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

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.

Refer to the Summary Plan Description document for this benefit or, for more information, contact the Benefits Office at extension 7286 or 5224.

Employee Assistance Program

Employees may experience personal concerns that could affect their work performance. The Employee Assistance Program (EAP) is available to regular full-time and regular part-time employees and their families free of charge through Business Health Services (BHS), 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, and eldercare.

BHS brochures are available in Human Resources located on the bottom floor Moore Library, Room 108. Employees can call BHS 24 hours a day, seven days a week, to schedule an appointment (800-765-3277).

Tuition Remission Benefits

Rider offers tuition remission for eligible employees and their dependents, including their spouses, eligible domestic partners, and their children as defined below. To be eligible for tuition remission, employees and dependents must meet all admissions standards and academic progress requirements applicable to other students. 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 of the fiscal year (July to June) containing the term for which the tuition is charged.

For the purposes of this policy, a "dependent" is defined as a spouse, eligible domestic partner, widow, widower or child.

A "child" is defined to mean an unmarried person under age 24, who is the natural child, stepchild or adopted child. In the case of a stepchild or adopted child, the employee must have

assumed parental responsibility before the child's 13th birthday.

“Eligible domestic partner” is defined [here](#).

Visit the HR [website for additional information on eligibility, course limits, and application procedures](#).

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 and nurses 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 over 585 other institutions. This program offers to employees’ children the potential to receive one of a limited number of full-tuition scholarships at the participant schools. To receive Tuition Exchange program support, employees must qualify for one of Rider’s export slots, and also 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.

Employees eligible for external tuition assistance for attendance at other schools are not eligible for this benefit. For further information on this program, [click here](#).

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 Associate Vice President of Human Resources. If a 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 Associate Vice President of Human Resources. To ensure consistency throughout the University, the supervisor will consult with the Associate 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.

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
Sick Days	10 days per year	10 days per year	6 days per year	see next section	see next section	see next section
Vacation after 1 year after 5 yrs after 10 yrs	10 days 15 days 20 days	10 days 15 days 20 days	6 days 9.2 days 12.9 days	20 days	prorated	none
Personal Days	4 days per year	4 days per year	FT: 3.75 days PT: 20 hours	none	none	none
Holidays	8 per year	8 per year	5 per year	8 per year	prorated	none
Floating*** Holidays	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 pro-rated 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 call 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).

The employee must call 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 calling their supervisor and abuse of sick time may result in disciplinary action.

All exempt and non-exempt employees must record sick time taken on the time or recap sheets.

All non-exempt employees may accrue sick time to a maximum of 48 days. These employees will be compensated for unused sick leave. Based on sick leave accruals at the end of the fiscal year (June 30th), unused sick leave in excess of the maximum accrual will be paid off at 75 percent of the employee's regular rate of pay. These payments are made in the first pay in December.

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
- Independence Day Labor
- Day Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

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

[Click here](#) 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.

Paid Family Leave

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 six 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 two-thirds 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.

The University will require employees who are eligible for the New Jersey Paid Family Leave benefit to use up to two weeks of sick, vacation or other paid time off as part of the six weeks of paid leave. If an employee does not have two weeks of sick or vacation accruals, the leave benefits will commence when the accruals are used. Employees will continue to earn any applicable vacation and sick accruals while on paid leave which will be added to the accruals earned before the paid leave upon the employee's return to active work. If the employee does not return to work when the paid leave ends, only the accruals earned before the leave will be credited to the employee.

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 attached to the submitted time sheet.

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	5 days
Brothers, sisters, mother-in-law, father-in-law, or 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 a 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. [Click here](#) for specific details.

Unpaid Time Off

In order to retain flexibility in meeting the unique and unexpected needs of employees, the University allows the use of pre-authorized unpaid time 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.

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

Responsibilities of Employees

Release of Information

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.

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

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

Policy Governing Public Communication

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 and Credit References

All University personnel must direct any inquiries regarding employment and/or credit reference or employment verification on present or former employees to Human Resources at 896-5140. It is University policy to respond to telephone inquiries by verifying only dates of employment and positions held. 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. Any requests for information outside the normal course of business should be referred to Human Resources (extension 5140).

Employees must treat employee and student 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. A conflict of interest may occur if an employee:

- has an existing or potential interest, financial or non-financial, which may impair, or may appear to impair, the employee's independent judgment when performing University responsibilities; or
- receives or may receive a financial or other benefit from knowledge of confidential or proprietary University information; or
- if either of the above situations exists involving a member of the immediate family or household of an employee, or an organization with which the employee or family member has a significant management, ownership or material association.

If an employee believes he or she is involved in a matter or is engaged in an activity in which a conflict of interest may exist, the employee must promptly and fully disclose the conflict to the Vice President of Finance, refrain from further participation in the matter until it is resolved and follow directions given by the University concerning the matter.

Questions regarding activities that might violate this policy or questions regarding this policy should be directed to the Vice President of Finance (609-896-5016 or extension 5016). Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

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)

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:

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

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

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 give 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 Associate 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 <https://secure.ethicspoint.com>. If you would like additional information or have any questions regarding your rights and responsibilities under CEPA, please contact the Associate Vice President of Human Resources/Affirmative Action Officer, 108 Moore Library, (609) 895-5683.

Use of University Telephone Services

Rider employees making personal phone calls are asked to reimburse the University for the cost of those calls. Since quick phone calls can be necessary to check on family matters,

calls costing less than \$1.00 each are exempt from the reimbursement requirement. Employees receive a monthly statement of phone usage and must reimburse the University for any personal call that exceeds \$1.00.

Rights and Responsibilities of Users of the Rider University Computer Network

This policy governs the use of computer systems, networks and other equipment provided by Rider University for electronic communication and for data and record retention. All University related persons who are provided with access to any of these resources, including employees and students, through the use of any of these facilities, agrees he or she will comply with this policy and understands and agrees with the conditions and limitations described below. The University reserves the right to change or supplement this policy in accordance with applicable University procedures.

Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is much like access to books in the library, and requires that individual users act responsibly.

Rider University is committed to protecting the rights of students, faculty, and staff to freedom of expression and to free academic inquiry and experimentation. Concomitantly, users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Because electronic information is both volatile and easily reproduced, users must exercise special care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

The facilities are owned by the University, which has made them available to the University students, faculty and staff for use in University matters (including academic and business matters). The University permits personal use (i.e., for matters not involving the University), of electronic communications tools provided that the personal use does not interfere with the rights of others, does not threaten the integrity of the systems or related physical resources and complies with all other applicable laws, regulations and contractual obligations. Information received, transmitted or stored by a University employee is considered in the first instance to be private information belonging to that individual. The University does not routinely audit or inspect individual accounts. However, the University reserves the right to monitor an individual's use of the system or enter and retrieve user's files (a) to the extent necessary to correct system problems in order to address issues that it has reason to believe may adversely impact the integrity, security, or effective operation of university computer systems; (b) to respond to a court order, subpoena or valid discovery request as part of an ongoing litigation, (c) when access is required as part of an investigation by federal, state or administrative authorities, (d) when access is otherwise necessary in order for the University to comply with the law, or (e) whenever the University reasonably anticipates being subject to litigation and access to files is necessary to evaluate and assess the risks of litigation. In the event of an order by a court, or a governmental agency with subpoena authority, the user of that file will be notified of that order prior to the University providing

access to those files to the extent permitted by applicable law and subject to Article XXV of the collective bargaining agreement between the University and the AAUP. Copies of all user files stored on the network may be routinely backed up for disaster recovery purposes. Such copying shall not be considered to be in violation of this policy as long as such operations are purely mechanical and do not involve the viewing of those files. However, ultimate responsibility for the back-up of files in personal accounts, local disks, and personal computers, lies with the account holder.

Examination of user files, email, network transmission content or other University provided electronic / telephonic communications, for reasons other than protecting network integrity, must be authorized by the Associate Vice President of Human Resources (in the case of employees) or the Dean of Students (in the case of students), in conjunction with the appropriate Division head or the University President, and in the case of members of the Rider University Chapter of the AAUP, an individual designated by the AAUP Chapter Executive Committee.

Nothing contained in this policy shall be construed either to (1) limit the legitimate exercise of free speech, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve legitimate educational, artistic or political purposes, or (2) infringe upon the academic freedom of any member of the University community.

Computer users are free to utilize University computers to communicate to and read from public computer facilities (e.g. usenet, BBS's, etc.) with no greater restrictions than would apply if they were communicating in any other public forum (e.g. newspapers, talk radio, public meetings). When communicating in such facilities users must avoid any implication that they speak for Rider University when they do not. Use of the University's computer resources to transmit unofficial communications does not constitute University approval or endorsement of such communications.

While Rider University is committed to intellectual and academic freedom and to the application of those freedoms to computer media and facilities, the University is also committed to protecting the privacy and integrity of computer data belonging to the University and to individual users.

Computer facilities and infrastructure are provided for meeting academic goals and to provide access to local, national, and international facilities to aid in the achieving of those goals. Those using these facilities and services must respect the intellectual and access rights of others locally, nationally, and internationally.

Students should be aware that any use of the facilities or infrastructure that is in violation of the guidelines listed below may be considered a violation of the Code of Social Regulations.

The general standards of conduct expected of members of the University community also apply to the use of University computing resources. These resources include:

- Hardware: All the physical equipment used for or related to information processing or data communications.
- Software: Programs, programming languages, instructions or routines which are used to perform work on a computer.
- Data: Information such as records or textual material stored on or accessible through a computer.

Individuals will be held no less accountable for their actions in situations involving computers and information resources than they would be in dealing with other media. Though some of these resources are intangible they are the property of the University and the same rules applying to vandalism and theft apply to them as well as other forms of University property. Conduct which violates the University's property rights with respect to computing resources or the use of computing resources to violate University regulations is subject to the same University discipline as would be applied if that conduct did not involve computer resources. Such conduct includes but is not limited to:

1. The giving or gaining of unauthorized access to computing resources.
2. The unauthorized use of computer space.
3. The unauthorized duplication or distribution of copyrighted software and/or related materials such as documentation, manuals, reference cards, etc., beyond those allowed by "fair use."
4. The unauthorized removal of any computing resources from computing facilities.
5. The deliberate, unauthorized alteration or destruction of any computing resource or the deliberate unauthorized attempt to destroy any computing resource.
6. Knowingly using or installing on any University computer system or network a program intended to damage or to place excessive load on the computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
7. Using the University network to gain unauthorized access to any computing resource.
8. Unauthorized attempts to circumvent the security measures of any computing resource, any data protection schemes and/or decrypt secure data.
9. Knowingly violating terms of applicable software licensing agreements or copyright laws.
10. Monitoring or tampering with or attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the express agreement of the owner.
11. Forging electronic communications to make them appear to originate from another person.
12. Using electronic mail to harass or threaten individuals.
13. The use of computer resources for commercial solicitation and/or personal economic benefit unconnected to the user's University role.

Violation of these policies will be handled through the University's existing disciplinary procedures. Uses of computer resources that are also violations of law may be referred to the appropriate civil authorities.

Other organizations operating computing and network facilities that are reachable via the Rider network may have their own policies governing the use of those resources. When accessing remote resources, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations. Use of the computer service of the University is solely at your own risk and is subject to all applicable laws.

Personal Appearance

The University expects that attire will be clean, neat, and suitable to the environment in which the employee works and/or the events of any work day.

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. Clothing such as T-shirts, tank or halter tops, and shorts is not appropriate. If you have questions regarding personal appearance, please call Human Resources (extension 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 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 termination.

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 statue conviction for a violation occurring at the workplace.

Counseling for drug and alcohol problems is available through [Business Health Services](#).

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:

<i>Building</i>	<i>Office</i>
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 Robert Stoto, Associate Vice President of Human Resources and Affirmative Action, at (609) 895-5683. The AVP 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 Lawrenceville Campus Mail Center is located in the General Services Building. The window hours of operation are Monday through Friday, 8:30 a.m. to 3:30 p.m. Summer hours are 8:30 a.m. to 3:00 p.m. All mail leaves the campus daily at 3:15 p.m. The Mail Center phone number is 895-5477. The mail courier delivers mail and picks up outgoing mail to all departments at least once each day. Stamped personal outgoing mail is accepted for delivery to the local post office. Any personal outgoing packages must be personally presented to the Mail Center for processing. The following services are available: the purchase of U.S. postage stamps, business registered mail, certified mail, return receipt, insured mail, metering services for exact U.S. postage, and a wide variety of mailing supplies and packing materials are available for purchase.

The Princeton Campus Mail Center is located in Williamson Hall. The hours of operations are Monday thru Friday 7:30 a.m. to 4:00 p.m. Summer hours are 8:00 a.m. to 4:00 p.m. The Mail Center phone number is 921-7100 x8317. U.S. mail is received and sent out once a day. Campus mail is sorted throughout the day. There is no campus delivery of mail and all mail must be picked up in the Mail Center. Staff are notified by email or notification slip when an overnight delivery or a package is received. Outgoing mail with the department's return address should be placed in the appropriate department slots next to the metering equipment. Stamped outgoing mail should be deposited in the white mail bin located in front of the clerk's desk. Faculty mailboxes are assigned each semester.

There are two copiers in the WCC Mail Center, each requiring a five-digit department code to operate. All copy costs are charged back to the department. A shredder and fax machine are available in the Mail Center for University business.

Dining Locations

The Westminster Dining Commons on the Princeton campus and Daly's Dining Hall on the Lawrenceville campus are the main student dining locations. Faculty and staff are welcome to eat in these locations which offer fixed-price buffet service. The faculty-staff dining room on the ground floor of the Bart Luedeke Center also offers fixed-price buffet service.

In addition there are 5 retail locations:

- Cranberry'sGround floor of the Bart Luedeke Center
- Do Ti-Latte CaféGround floor of the WCC Student Center
- Starbucks.....Student Recreation Center
- Pod Express (Coffee bar)Sweigart Hall
- C-Store (Convenience store).....Ground floor of the Bart Luedeke Center

Cost saving meal plans can be purchased at the cashier's window on the second floor of the Bart Luedeke Center. [Click here for details.](#)

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

Both Gill Chapel on the Lawrenceville campus and Bristol Chapel on the Westminster campus offer a variety of worship services, religious events and concerts throughout the year. Bristol Chapel is also the site of many student and faculty recitals which are open to the public. See the [Campus Ministry web site](#) for additional details.

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.

Any changes in the materials now covered or in those that may be covered in the future will be brought to the immediate attention of all relevant employees through:

employee meetings, and/or

notice by campus electronic or regular mail, and/or

corrections in the employee on-line handbook.