

College Unbound

Employee Handbook

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Welcome!

Welcome to COLLEGE UNBOUND (CU). We are happy to have you join the CU Community and wish you every success in your new role.

At COLLEGE UNBOUND, we believe that each member of our staff and faculty contribute to the growth and success of CU. Everyone plays a critical role in helping us to manifest the College's vision and mission, and, most importantly, help us to support the success of CU students. We hope you will take pride in being a member of our team, a team committed to a bold vision and an inspired mission.

College Unbound Vision

College Unbound models the possibilities of higher education for adults where lifelong learning is valued and enables people to be fuller participants in creating the lives to which they aspire.

College Unbound Mission

College Unbound's mission is to reinvent the higher education experience for underserved adult learners, using a student-driven model of rigorous and engaged scholarship.

Student Community

College Unbound believes everyone has a right to postsecondary education. CU looks to serve adult learners who have not yet completed their degree and are able to participate fully in the curriculum with the necessary technology, language, writing, and other systemic support. CU's program is designed for adults looking to advance in their current careers, move into new vocations, or spark change that improves the quality of life for themselves and others.

This handbook was developed to share CU culture, policies, expectations and to outline programs, and benefits available to eligible employees. In addition, this guide will help you to better understand our vision for the College as well as the challenges that might be ahead as we advance a bold vision for what higher education can be.

New employees should become familiar with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with COLLEGE UNBOUND.

We hope that your experience at CU will be rewarding, enjoyable, and provide opportunities for personal and professional growth and development. Welcome to College Unbound!

An Inclusive Working and Learning Environment

College Unbound works to create a working and learning environment that is grounded in diversity, equity, and inclusion. We value diversity of background, thought, and experience, and encourage the exchange of ideas across race, national origin, gender, gender identity and expressions, sexual orientation, documentation status and abilities.

Equal Employment Opportunity

COLLEGE UNBOUND is an equal opportunity employer and makes all employment decisions without regard to race, color, age, religion, sex, marital status, disability, national origin, sexual orientation, gender identity or expression, or military or veteran status. In addition, we comply with all applicable state and local laws governing non-discrimination in employment in every location in which we operate.

Decisions concerning employment are based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of the other applicants or employees, and/or the individual's past performance within the organization. Employment decisions include, but are not limited to: recruitment, hiring, promotions, salary or other compensation, benefits, transfers, discipline, layoffs, termination and training.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, the matter should be brought promptly to the attention of Human Resources. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Non Discrimination

COLLEGE UNBOUND seeks to foster and actively promote a diversified workforce. We acknowledge that equal employment opportunity encompasses equal terms and conditions of employment as well as a congenial working atmosphere in which employees of different races, creeds, colors, religions, sexual preferences, veteran's status, national origins, ages, genders, disabilities, gender identity or expression, and marital status are equally respected, consulted, valued and served. Employees will not be discriminated against in matters of compensation, fringe benefits, promotional opportunities, access to training and educational programs or other terms and conditions of employment on the basis of race, creed, color, religion, sexual preference, veteran's status, national origin, age, gender, disability, gender identity or expression, and marital status or any other basis prohibited by law.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

As an equal opportunity employer, COLLEGE UNBOUND prohibits any form of discrimination against people with disabilities. This is in accordance with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against persons with disabilities in hiring as well as in all terms and conditions of employment.

COLLEGE UNBOUND will make every effort to implement reasonable accommodations to ensure equal opportunity in the application process, to enable employees to perform

essential functions of the job and to enjoy the same level of benefits and privileges of employment as are enjoyed by employees without disabilities.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from Human Resources and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The College then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Professional Development and Advancement

COLLEGE UNBOUND is committed to facilitating lifelong learning for all members of our community. As such, we seek to provide meaningful professional development experiences for employees, and encourage staff to discuss their career goals with their supervisors. Supervisors are expected to support employees' efforts to gain experience and advance within the organization. This is particularly important for College Unbound's alums who are employed by the College.

COLLEGE UNBOUND full-time employees in good standing are eligible for a variety of professional development opportunities including free COLLEGE UNBOUND tuition for staff and their families.

Employees interested in opportunities will receive a [Professional Development Request Form](#) from Human Resources for submission.

Job Posting and Employee Referrals

COLLEGE UNBOUND provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although COLLEGE UNBOUND reserves its discretionary right to not post a particular opening. Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Job openings will be posted on the COLLEGE UNBOUND website, and normally remain open for 15 days. Each job posting notice will include the dates of the posting period, job title, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently in their current position. Employees who have a written warning on file, or are on probation

or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a letter of interest and resume to the appropriate hiring manager listing job-related skills and accomplishments.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

COLLEGE UNBOUND also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or verbal promises of employment.

Employment Policies

Immigration Law Compliance

COLLEGE UNBOUND complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify their right to work within three days of hire, COLLEGE UNBOUND must terminate employment.

Harassment and Complaint Procedure

It is COLLEGE UNBOUND's policy to prohibit intentional and unintentional harassment based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender, gender identity or expression, sexual orientation, marital status, military service, and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by College Unbound.

Harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. COLLEGE UNBOUND will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

- COLLEGE UNBOUND takes allegations of sexual harassment seriously and will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please refer to COLLEGE UNBOUND's Title IX policy for complaint procedures.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Unlawful Harassment

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of Sexual Harassment

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, and is generally defined under state law and the Federal Equal Employment Opportunity Commission to include as unwelcome sexual advances or requests for sexual favors, or any other verbal or physical conduct of a sexual nature when:

- submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct or advances or requests by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct or advances or request has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in

exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

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

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

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

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

Complaint Procedure

If employees believe they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor, Human Resources, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above. In addition to this, if comfortable, employees can report a claim via the [CU Incident Report Form](#).

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, COLLEGE UNBOUND will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Complaints of Sexual Harassment & Investigation

Individuals who believe that they have been discriminated against on the basis of protected qualifications, including sex discrimination, sexual harassment and sexual violence may file a complaint with the College. Any concerns of sexual harassment, sexual assault, and/or sex discrimination, regardless of the identity of the accused, may be brought to the Title IX Coordinator. Please refer to College Unbound's Title IX Policy. Allegations of discrimination made against students, including sex discrimination, sexual harassment and sexual assault may be directed to the Title IX Coordinator or the Provost.

COLLEGE UNBOUND's Title IX Coordinator monitors compliance with this law and centrally coordinates the institution's response to complaints of discrimination based on sex. The Title IX Coordinator will ensure complaints of this nature are addressed by the appropriate College entities and will assist complainants in receiving any medical, mental health or other services that may be warranted. The Title IX Coordinator will also facilitate any interim measures that may be necessary to protect the complainant in the institutional setting. Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance, may contact the Title IX Coordinator for more information:

Guernsey Myrna Jean
Title IX Coordinator
Director of Payroll Benefits and Student Accounts
College Unbound
201 Rouse Blvd
Philadelphia, PA 19112
guernsey.jean@collegeunbound.edu
(215) 258-4111

State and Federal Discrimination Enforcement Agencies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

Boston Office (covering Rhode Island)
Office for Civil Rights
US Department of Education
5 Post Office Square, 8th Floor

Boston, MA 02109-3921
(617) 289-0111
OCR.Boston@ed.gov

Philadelphia Office (covering Delaware & Pennsylvania)
Office for Civil Rights
US Department of Education
Wanamaker Building
100 Penn Square East, 515
Philadelphia, PA 19107-3323
(215) 656-8541
OCR.Philadelphia@ed.gov

New York Office (covering New Jersey)
Office for Civil Rights
US Department of Education
26 Federal Plaza, Suite 31-100
New York, NY 10278-9991
(646) 428-3800
OCR.NewYork@ed.gov

Washington DC Metro Office (covering South Carolina)
Office for Civil Rights
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
(202) 453-6020
OCR.DC@ed.gov

Seattle Office (covering Washington)
Office for Civil Rights
US Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
(206) 607-1600
OCR.Seattle@ed.gov

Conflict Of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which COLLEGE UNBOUND wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Vice President for Institutional and Student Sustainability for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and

controlled by the executive level of COLLEGE UNBOUND. Business dealings with outside firms should not result in unusual gains. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

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

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

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which COLLEGE UNBOUND does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving COLLEGE UNBOUND.

Substance Abuse

Substance abuse affects the lives of millions of people in the United States. Not only are individuals, families, and communities deeply affected by substance abuse, but the workplace can also be impacted. COLLEGE UNBOUND recognizes alcohol and drug abuse as potential health and safety concerns. COLLEGE UNBOUND expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

COLLEGE UNBOUND prohibits employees from the unlawful manufacture, possession, use, distribution or purchase of un-prescribed drugs and intoxicants on College Unbound's premises and from working under the influence of alcohol, illegal drugs or intoxicants during working hours. While we cannot control your behavior off the premises, on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. Should an employee display behaviors that suggest that they may be impacted by substance abuse, College Unbound will work to assist employees in gaining access to appropriate support services.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

The Drug-Free Workplace Act of 1988 imposes certain obligations upon employers to respond to substance abuse problems.

Problem Solving

Informal Resolution

From time to time, employees may have differences of opinion or disagreements over work related matters. Employees are encouraged to resolve minor issues among themselves whenever possible. Employees should feel free to seek support and guidance from their supervisors in resolving minor issues. As long as the solution is agreeable to both parties and is in the best interests of the College and those we serve, the issue may be resolved at this level informally.

Formal Resolution:

If the problem has not been solved informally as outlined above or is more serious in nature, the employee should discuss the problem with their immediate supervisor, who will work to resolve the matter. If the supervisor is the person about whom the concern has been, employees may seek out the supervisor's supervisor.

If the problem is not resolved with the supervisor, the employee should outline the nature of the problem in writing and discuss it with Human Resources. The employee may expect a meeting within seven (7) calendar days from the receipt of the written request.

If the problem is still not resolved, Human Resources will submit the matter to the President. After conducting a review of information concerning the problem, a final decision will be made and employees will be notified.

Progressive Discipline

COLLEGE UNBOUND wants all employees to be successful and effective in their roles. We also recognize that there may be instances when employees may not be meeting expectations or when employees may have acted in a manner that violates a College policy. In those instances, College Unbound agrees to use progressive and corrective discipline, except in unusually serious cases, such as, stealing or violence. In an effort to address performance deficiencies, College Unbound may issue a Performance Improvement Plan.

Termination is always a last resort. Once a measure of discipline is determined and imposed, COLLEGE UNBOUND shall not increase it for the particular act of misconduct unless new facts or circumstances become known. Employees may be terminated from employment at any time without notice.

The following list includes but is not limited to acts which are considered to be cause for severe disciplinary action or discharge:

- time recording violations
- failure to work scheduled hours
- chronic absence or tardiness
- disclosure of confidential or client information

- refusal or failure to carry out assigned duties
- sub-standard work
- falsification of records
- fighting or creating a disturbance
- theft
- substance abuse

The following progressive disciplinary process will be the norm unless circumstances indicate otherwise:

- A verbal warning is issued and noted in the employee's file, at which time the supervisor makes reasonable effort to resolve the problem with the employee.
- A second warning for the same offense is put in writing, signed by both the supervisor and the employee, and forwarded to COLLEGE UNBOUND President and Human Resources. Misconduct by the employee unrelated to any prior offense may also merit a first written warning without a preceding verbal warning. A written warning will be removed from the employee's personnel file one year after the date of offense if no further warning for the same offense has occurred.
- Termination may take place if the verbal and written warnings do not result in improved performance. Serious misconduct may result in suspension prior to the verbal or first written warning.
- At any point in the disciplinary process an employee may appeal a decision to Senior Leadership.

Life Threatening Illnesses

It is important to COLLEGE UNBOUND to allow employees with any life threatening illness to continue working provided they are able to perform the essential functions of their jobs satisfactorily and provided the best available medical evidence indicates that their continued employment does not present a health or safety threat to themselves or others.

Employees who are affected by any life threatening illness should be treated with compassion and understanding in their personal crisis. Co-workers who are aware of any employee's illness should be sensitive to the needs of a critically ill colleague and to recognize that continued employment can be both physically and mentally beneficial.

Each situation will be evaluated on an individual basis so as to ensure maximum support and protection for the workforce. COLLEGE UNBOUND will follow the normal procedure for reviewing situations of illness and/or disability. Any actions taken will be in compliance with the laws pertaining to public health practices and to individual rights of privacy and confidentiality.

Attendance and Punctuality

It's important for each employee to report to work on time and to maintain a good

attendance record. COLLEGE UNBOUND recognizes that circumstances beyond your control may cause you to be absent from work for all or part of a day. However, unauthorized absence or tardiness may result in disciplinary action.

You are expected to report to work when scheduled. If you are unable to report for work, your immediate supervisor must be notified in advance, or as soon as possible. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. Staff members are also expected to submit time off including sick, personal, vacation, etc. using ADP. Unreported absences or delays may result in loss of compensation.

You will be compensated for authorized absences according to the provisions described in this Handbook. Authorized absences beyond the time allowed under that policy are authorized without compensation.

Political and Advocacy Interests

We encourage employees to take an active interest and participate in political and advocacy affairs. However, political and advocacy activities may not be conducted on facility premises. Employees should not identify themselves as a representative of College Unbound in any political or advocacy activity, nor in any letter, social media, and to any news source. CU staff are encouraged to consult with College leadership about instances where public advocacy might unintentionally undermine the College's ability to provide educational opportunities.

Employee

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the Fair Labor Standards Act (FLSA).

The definitions of the employee classification categories can be summarized as follows:

Exempt

Management, supervisory, professional, sales or administrative employees, whose positions meet FLSA standards, are exempt from overtime pay requirements.

Non-exempt

Employees whose positions do not meet the FLSA exemption standards are paid overtime. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities.

In addition, each employee's status is defined as one of the following:

Full-time

Employees who work a minimum of 35 hours per week are considered to be full time. Full-time employees are eligible for benefits upon hire.

COLLEGE UNBOUND supplements its regular work force with temporary or part-time employees to help compensate for workload, employee absences, or other situations. Management will determine which positions are regular part-time and which are considered temporary or seasonal.

Part-time

Employees who work less than 35 hours per week are considered to be part-time.

Employee Status & Records

Orientation and Training

To help you become familiar with COLLEGE UNBOUND, your assigned responsibilities, and the skills required for efficient job performance, we may periodically conduct orientation and training programs. In order to keep you informed and up to date on changes that may affect your position, additional continuing education and/or training programs may be encouraged and/or required.

Review Period

Employees are on review for the first three months of employment. During this period both the employee and COLLEGE UNBOUND are free to discontinue employment without prior notice or obligation. At the end of the review period, each employee's supervisor will discuss progress with the employee and the employee will have an opportunity to discuss any problems they may be experiencing.

During an employee's review period, they accrue vacation time but are ineligible to take vacation days (unless a special agreement is made at the time of hire). At the conclusion of an employee's initial review period, they will receive one or more written evaluations of performance.

Transfers and Promotions

Job openings may be filled from within and will be shared with COLLEGE UNBOUND staff via internal communications and will be posted to the College Unbound website.

Your eligibility for transfer or promotion is determined by the requirements of the new job. Another condition of transfer or promotion is satisfactory performance of your current job for a period of six months prior to your request for transfer.

Job Descriptions

COLLEGE UNBOUND makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a basic objective/job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a section indicating any direct reports responsibilities, a qualifications section (including education and/or experience, communication skills, mathematical skills, reasoning ability, and any certification required), a report to/job evaluator section, and a work year/terms/conditions of employment section.

COLLEGE UNBOUND maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Human Resources and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact Human Resources if you have any questions or concerns about your job description.

Annual Evaluation

COLLEGE UNBOUND employees will receive annual written performance evaluation.

Continuing Evaluation

COLLEGE UNBOUND's supervisory staff reserves the right to give employees additional written evaluations at such times as outstanding performance or unsatisfactory performance warrants. Such evaluations may be above and beyond the three month new employee probationary period and annual written evaluations.

Inspection of Personnel Files

Employee files are maintained by Human Resources and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. An employee shall not be permitted to make any copies of nor remove his or her personnel file from Human Resources; however copies of specific documents can be requested by the employee. Inspections by employees must be requested in writing to Human Resources and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed with Human Resources. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

This section does not apply to records of an employee relating to the investigation of a possible criminal offense or records prepared for use in any civil, criminal, or grievance proceedings, any letter of reference, recommendations, managerial records kept or used only by COLLEGE UNBOUND, confidential reports from previous employers, and managerial planning records.

Personal Data Changes

It is the responsibility of each employee to promptly notify COLLEGE UNBOUND of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, please notify Human Resources.

Timekeeping

Compensation

Consideration for salary adjustments based on budget are given annually on October 1 thereafter. There may be special consideration given at other times during the year depending on performance, required changes to the role, and budget availability.

Pay Periods and Payroll Distribution

The regular payday will be the fifteenth and the last day of the month, however if the payday falls on a weekend you will be paid the Friday before. Payment is for the period ending on the day of payment.

Salary Deductions

All mandatory deductions and withholdings, such as federal income tax, Social Security, and state, city and/or local income tax and disability, as applicable, as well as all authorized voluntary payroll deductions, such as for health insurance, other employee benefits and other deductions, as arranged with Human Resources, will be withheld automatically from your paycheck. Deductions taken from your paychecks are for the same period as time worked.

Hours of Work

We are an organization that operates with flexibility, sets the goal of doing whatever it takes to get a job done, and supports employees in the quest for a balanced life. If an employee requires work arrangements that differ from the normally scheduled hours of operations, they should discuss this with their supervisor and, if appropriate, an agreement will be put in writing and signed by both the employee supervisor and Human Resources.

Overtime

Because of the nature of our business, your job may require overtime work. Non-exempt employees, whose positions do not meet the FLSA exemption standards, may be eligible for overtime pay. (See “Employee Classification” below.) Departments that operate on a 24-hour a day, 7-day/week basis may have separate compensation and overtime practices, as allowed by applicable law.

Generally, overtime for eligible employees is paid at 1½ times the regular rate of pay for all hours worked in excess of 40 hours in a payroll week. Overtime eligible employees must seek approval from their supervisor prior to committing any overtime hours. Unapproved absences and unpaid time off are not considered when calculating time worked for overtime. Since overtime laws vary by state, non-exempt employees will be paid in accordance with their applicable state laws. Overtime will not be paid to exempt employees, as occasional overtime is inherent in the duties of exempt positions.

Your base salary is just one component of your total compensation package. COLLEGE UNBOUND has established a generous benefit program for its employees, including

vacation time, health care coverage, and additional employee benefits.

Holidays

COLLEGE UNBOUND observes the following (nineteen and a half) paid holidays each year*:

- New Year's Day (Friday before or Monday after if Holiday falls on a weekend)
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- 4th of July (Friday before or Monday after if the Holiday falls on a weekend)
- Summer Holiday (previously Rhode Island's Victory Day)
- Labor Day
- Indigenous People's Day
- Election Day (1/2 day)
- Veteran's Day
- Fall Harvest Day (previously Thanksgiving) and the Friday after (2)
- Holiday Break (Christmas Eve (Friday before or Monday after if Holiday falls on a weekend through New Year's Day)

If you are a full time employee you are entitled to the holidays listed above.

*The Holiday dates may change in the future and the Holiday Break from Christmas Eve through New Year's Day is at the President's discretion.

**Should an employee, due to the nature of their work, be required to work on a CU holiday, that employee may request flexible time to make up for hours worked on that CU holiday.

Vacation

Unless otherwise stipulated by contract, full time employees may earn up to 18 days of vacation per year, earned and accrued on a monthly basis (1.5 days/month) beginning the first full month of employment.

Vacation time may not be taken until after three months employment except under unusual circumstances approved by the employee's supervisor. Employees earn vacation time on a July 1-to-June 30 schedule. All accumulated vacation for the current year ending June 30, must be taken prior to the following December 31.

Vacation time must be requested using ADP and approved by the employee's supervisor.

COLLEGE UNBOUND will not pay cash in lieu of vacation time unless an employee terminates employment with unused accrued vacation time.

*

Personal / Sick Time

Full time employees are entitled to eleven working days for personal or sick leave time at the beginning of the fiscal year. Personal time may also be used to observe religious holidays not provided by CU.

COLLEGE UNBOUND will not pay cash in lieu of personal/sick time.

Personal/Sick time does not accumulate past the fiscal year in which it is accrued. In addition, COLLEGE UNBOUND requires that each employee inform their supervisor that they will be absent.

Bereavement

COLLEGE UNBOUND will provide employees with up to five days leave without loss of pay when death occurs within the immediate family. The immediate family includes spouse or spousal equivalent, children, mother, father, step-parent, brother, sister, parent-in-law, and grandparent.

Jury Duty

If an employee is called for jury duty or summoned to attend court they are granted leave of absence with pay and with benefits for a period not to exceed two weeks only when documentation is provided. The employee will be expected to perform their duties, in so far as is practical, before court convenes or after it adjourns each day.

Family Medical Leave of Absence

The Federal Family and Medical Leave Act ("FMLA") guarantees eligible employees the right to unpaid leaves of absence for the birth of, the placement for adoption, or foster care of a child the "serious health condition" of the employee or his or her spouse, child, or parent or an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member.

FMLA leave is available for up to 12 weeks in any 12-month period. Employees who have been employed a total of 12 months and have actually worked a total of 1,250 hours in the 12 months preceding the beginning of the leave qualify for FMLA leave. The Employer must pay the employer's share of health insurance premiums during the leave, but the employee may be required to reimburse the employer if he/she fails to return at the end of the leave. In addition, FMLA provides certain exceptions for "key employees," those who are among the highest paid 10% in the organization. Also, FMLA allows "reduced schedule" and "intermittent" leaves.

An employee is assured reinstatement to his or her old job or an equivalent position, without loss of seniority or any benefits earned before commencement of the leave, if the employee returns within the legal time limits

Our Policy

This policy is intended to encompass employees' FMLA and State law entitlements. Leaves qualify under these policies and FMLA and / or State Law will run concurrently. In the event any questions arise as to the meaning or application of these policies, the following rules shall apply:

1. If the question involves FMLA and /or State Law rights of the employee

or the employer, those laws will decide the issue; and

2. All other issues will be resolved by us, at our discretion.

Who is eligible?

In order to be eligible for family or medical leave you must (1) have been employed by us for at least 12 months and (2) have actually worked at least 1,250 hours in the 12 months preceding your leave.

What Reasons Qualify for Leave?

You may take leave for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement of child for adoption or foster care;
3. To care for your spouse, child or parent ("family member(s)" because of a "serious health condition";
4. For a serious health condition that makes the employee unable to perform their job.

Military Leave Entitlements:

Eligible employees with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserve in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualified exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness up to a total of 26 weeks of unpaid leave during a single 12 month period to care for the service member. A covered service member is a current member of the armed forces including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is outpatient status; or is on the temporary disability retired list, for a serious injury or illness.

What is a "Serious Health Condition"?

Entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical- care facility, including any period of incapacity (*i.e.*, inability to work, attend COLLEGE UNBOUND, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**
2. Continuing treatment by a health care provider, which includes:

- (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:
 - treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); unless there are extenuating circumstances **or**
 - one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); **or**
- (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**
3. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or** (5) any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Some examples may prove helpful. Typical colds and flu would not normally qualify, even if you are out of work for more than 3 days, unless your condition required at least 2 visits to a doctor, clinic or emergency room, and follow-up treatment. Chronic conditions that are not potentially incapacitating, such as minor dermatological, orthopedic or dental problems, would not qualify. The phrase “health care provider” includes M.D.’s, D.O.’s, podiatrist, dentists, clinical psychologists, optometrists, chiropractors (under certain limited circumstances), nurse practitioners and nurse midwives. Certain Christian Science practitioners are also included.

What Relatives are Covered?

“Spouse” means a legal wife or husband. (An unmarried domestic partner is not a “spouse”). COLLEGE UNBOUND recognizes domestic partners as well as common law marriages in its FMLA policy.

“Child means a biological child, a stepchild, a legally adopted child, a foster child (pursuant to an agreement with the state), a legal ward or a child for whom you have the day to day responsibility for care and financial support (“in loco parentis”). A child must be under the age of 18 unless he or she is incapable of self-care because of a mental or physical disability. In case of military care leave this would include adult children.

“Parent” means a biological parent or a person who was in loco parentis to you when you were a child.

“Next of Kin” means the nearest blood relative other than the immediate family. This only applies in the case of military caregiver leave.

How Much Leave Can I Take?

You have a legal right, FMLA, to take up to a total of 12 weeks of leave for the reasons described above in any 12 month period or 26 for military leaves. These entitlements are in the aggregate. For example, under FMLA you would not be able to take 12 weeks of maternity leave and additional weeks of disability leave in the same 12 months period. In order to make it easier to keep track of how much FMLA leave you have available we will measure FMLA entitlements on a calendar year basis.

Please remember that the number of weeks of leave to which you are legally entitled includes all types of statutory leave and that leave that qualifies under both FMLA and State Law will be counted towards your entitlement under both laws.

What Is “Intermittent Leave” and “Reduced Schedule Leave?”

FMLA permits employees to take “intermittent leave” or “reduced schedule leave,” under certain circumstances, because of their own or a family member’s serious illness. “Intermittent Leave” involves leave taken in separate blocks of time for the same illness. Normally, it would be used for doctor’s appointments or for periodic treatments (e. g., physical therapy or chemotherapy.) “Reduced schedule leave” involves a reduction in your daily or weekly hours of work, and would usually be available only when your physician so requires.

If you request intermittent or reduced schedule leave, we may require you to transfer temporarily to an alternative position, for which you are qualified and which provides equivalent pay and benefits, in order to accommodate your schedule to our needs.

Leaves of this type will be counted (pro rata based on your regular schedule) towards statutory entitlements and are not available for birth, adoption or foster care. We will pay our share of the premiums for your health insurance for any FMLA qualifying absence; provided that you continue to pay your share of those premiums.

When your leave is approved, you will receive instructions on how to pay your share of health insurance premiums. We reserve the right to deduct your share of health insurance premiums from any pay that may be due you during, or at the end of, your leave. If you fail to pay your share during your leave, within 30 days of the due date, we will cancel your insurance, after 15 days’ notice and after notifying you of your COBRA rights.

If you fail to return to work at the end of your leave, you will be liable to us for any health insurance premiums paid on your behalf unless your failure to return is due to the continuation, recurrence, or onset of a serious health condition or to other circumstances beyond your control. You may be required to reimburse the employer for expenses.

May I Use Vacation, Sick Pay and Personal Days During My Leave?

FMLA affords you the right to use earned vacation and personal days for any type of qualified leave and paid sick leave for leaves due to your own or a family member’s

serious health condition, if the employer's leave plan allows such use. The law also allows the employer to require the use of paid time during statutory leaves. We have selected the following rules.

If a leave involves your own or a family member's serious health condition (including periods of disability caused by pregnancy and/or delivery) and it is unpaid, we may require the use all your available paid sick time, as well as vacation and personal days, during that leave.

What are Your Reinstatement Rights?

Under FMLA, you are entitled to reinstatement to your old job, or a comparable position.

Reinstatement will include full seniority, to the date your leave began, as well as all other benefits accrued at that time, but you will not earn additional seniority or accrue other benefits while you are on an unpaid leave.

Your reinstatement rights will be determined by aggregating the amount of leave for all purposes (disability, family and parental) in each calendar year.

Failure to return to work at the end of your leave will result in termination of your employment.

What Procedures are Required to Qualify for Leave?

You must request a leave of absence under these policies for any period of absence that exceeds, or will exceed, 3 scheduled days of work. Your request should be made to your immediate supervisor, either verbally or, if you prefer, in writing. Be sure to explain the reasons for your leave and the anticipated duration. Your supervisor will then notify (the personnel/human resources department) and you will be asked to sign a form explaining the nature of your leave and your rights and obligations if the leave is approved. You will be informed in writing whether your leave has been approved.

If the need for your leave is foreseeable, you must make your request at least 30 days before the leave is to begin. If 30 days' notice is not possible, you must make your request as soon as practicable, within one or two work days of the time you discover the need for leave. You must follow our normal call-in procedures.

Requests for extensions of leaves should be made directly to (the personnel/human resources department) and must be made within one or two workdays after the need for the extension is known and, in any event, prior to explanation of your approved leave.

Failure to request a leave in a timely fashion may result in denial of the leave and termination of employment. Prior to approval of any leave for your own serious health condition or for the serious health condition of a family member you will be given and must submit a medical certification form signed by a health care provider. This certification must be submitted as soon as possible. A delay of more than 15 days may result in denial of your leave. We reserve the right, to require certification from a provider of our own choice, and, in the event of a disagreement, to refer the matter to a third provider for a final resolution.

Note, your state may have their own Family Leave act in addition to FMLA. Please refer

to those laws as needed.

Military Service

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay, and benefits.

Employees are requested to notify their supervisors as soon as they are aware of the military obligation.

Insurance

COLLEGE UNBOUND recognizes domestic partners as well as common law marriages in its benefits policy.

Medical/Dental

Medical and dental coverage is currently provided at no cost to employees working at least thirty five hours per week. This is subject to change and employees will be notified in advance of changes.

Life

Insurance coverage which includes; life insurance, long term disability, and short term disability is provided at no cost to employees working at least thirty five hours per week. This is subject to change and employees will be notified in advance of changes.

Retirement Support

Full-Time Employees who began working at COLLEGE UNBOUND October 2, 2024 and before were grandfathered into the retirement support plan. At that time, after six months of full-time employment, each employee working at least thirty-five hours per week received a stipend in the amount of five percent (5%) of their base salary. This stipend was intended to be invested by the employee to support their retirement goals however, COLLEGE UNBOUND cannot regulate its use. Therefore, this stipend is paid to the employee as a taxable benefit. If the employee chooses to invest these funds into retirement savings, it is recommended that they seek professional services for investment and tax advice. The retirement support plan will end on June 30, 2025.

401K Plan

Beginning July 1, 2024 COLLEGE UNBOUND is offering a 401K Plan. Employees who've worked six (6) months consecutively with COLLEGE UNBOUND have the opportunity to enroll in the 401K plan. COLLEGE UNBOUND will match up to 5% of employees' contributions.

Temporary Disability Insurance (TDI)

If a Rhode Island employee is absent due to illness for five or more consecutive

workdays, they may apply for TDI. This plan pays a portion of an employee's normal weekly pay. Employees will not receive compensation greater than 100% of their normal weekly salary during sick or vacation time.

Worker's Compensation

COLLEGE UNBOUND provides, as required under the law, worker's compensation insurance for each employee in order to cover work-related injuries. COLLEGE UNBOUND requires all employees who believe they have suffered an incident while in the performance of their work to notify Human Resources immediately to complete and submit an incident report and a Worker's Compensation First Injury Report.

General Information

Behavior of Employees

COLLEGE UNBOUND maintains certain rules regarding employee behavior. We provide a pleasant, professional work environment for our staff. Each employee must do their part to act in a professional manner and treat co-workers with respect. Conduct that interferes with the operation of COLLEGE UNBOUND, brings discredit on COLLEGE UNBOUND or is offensive to clients or fellow employees is not tolerated. Actions of this nature will result in disciplinary action up to and including discharge.

Grievances

From time to time, disagreements over interpretation of these policies or other work-related matters may arise. In general, employees are asked to use the following procedures to resolve grievances among themselves or with supervisors:

Employees are encouraged to resolve minor issues among themselves whenever possible. As long as the solution is agreeable to both parties and is in the best interests of the students, the responsibilities may rest at this level. For more serious issues, or if a solution cannot be reached among the parties, employees should seek out the aid of the supervisor.

If the problem cannot be solved as outlined above or is more serious in nature, the employee(s) may request, in writing, a meeting with the President to discuss the matter. The employee may expect a meeting within seven (7) calendar days from the receipt of the written request. The President, with support from the Provost/Vice President for Lifelong Learning and Vice President for Student and Institutional Sustainability, shall make best efforts to hear the issue at the next meeting. After conducting an investigation concerning the problem, the President will make a final decision. To all degrees possible, the matter will be kept confidential.

Dress Code

The current dress code is business-casual. Please keep in mind, however, that COLLEGE UNBOUND is a professional business office, where community members and others often visit. Generally, clean, neat clothing is acceptable. However, torn jeans and/or

other articles of clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire. As always, please use common sense in your choice of business attire.

Non-Smoking Environment

COLLEGE UNBOUND maintains a non-smoking policy within the area leased by the landlord of the facility. This policy is strictly enforced.

Work Space

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. A photo or two of those who are special to each employee are encouraged, however employees should keep in mind that their workspace is part of a professional environment that portrays COLLEGE UNBOUND's overall dedication to providing quality, accurate service to its clients.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job. That equipment can include items such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of COLLEGE UNBOUND. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Internet, Email, and Computer Networks

This policy is incorporated as part of the terms of employment by COLLEGE UNBOUND. Subject to the requirements of the law, violation of this policy may result in a range of sanctions; from restriction of access to electronic communication facilities, to disciplinary action, up to and including dismissal.

It applies to all employees and other individuals who use COLLEGE UNBOUND workstations, enterprise systems, and network/Internet access. This includes the College's student information system, electronic mail, document storage, and learning management system. It also includes any data access through those systems.

By accessing the Internet, Intranet, and electronic mail (email) services through facilities provided by COLLEGE UNBOUND the user acknowledges that we can monitor and examine all individual connections and communications. Passwords are designed to maintain the confidentiality of COLLEGE UNBOUND business related information and to give employees access to all or part of COLLEGE UNBOUND computers and email as part of their work functions. Passwords are not designed to provide confidentiality of any personal messages or documents.

The use of any software and business equipment including, but not limited to facsimiles, computers, and copy machines for private purposes, without permission, is prohibited.

Access to the Internet is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect a user's performance

of employment related activities.

COLLEGE UNBOUND, itself, or through its Internet Service Provider may, from time to time, monitor, log, and gather detailed statistics on employees' Internet activity and email may be accessed in the normal course of system administration and in the course of problem resolution.

COLLEGE UNBOUND expressly reserves the right to access, intercept, review, and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, and telephone systems.

Internet access and/or email must not be used to view or transmit material and statements that are:

- Illegal or fraudulent or part of an unlawful activity;
- Slanderous, libelous and/or defamatory;
- Offensive, obscene, pornographic, or in bad taste;
- Abusive and/or threatening of violence;
- Incitement to break the law;
- Harassment based on sex, race, disability or other protected status;

Copyright laws and intellectual property rights must be respected and honored at all times.

Appropriate attribution and citation of information used from the Internet must be made.

Only authorized software may be loaded on devices connected to COLLEGE UNBOUND's communications network. Copying of licensed software is prohibited.

In all circumstances, use of Internet access and email systems must be consistent with the law and COLLEGE UNBOUND policies.

Highly sensitive personally identifiable information for individuals (students, faculty, or staff) cannot be stored or shared on a COLLEGE UNBOUND system not approved for sharing or storing that information. The College currently defines highly sensitive personally identifiable information as:

- a) social security number
- b) bank account information
- c) credit card information

These data can only be stored in fields explicitly designated for them in the College's enterprise systems.

Social Media Policy

College Unbound encourages employees to share information with coworkers, students

and community members for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on social networks is available to the public, and therefore, the College has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and TikTok, Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, CU considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Respect. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge College Unbound confidential information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the company’s policies.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Media Use Policy

Overview

COLLEGE UNBOUND expects that all employees will treat each other, and clients and vendors with fairness and respect, consistent with all policies. Employees engaging in publicly available communications must keep this in mind.

Client, partner, future professional and vendor sensitive information

All employees are required to respect and maintain the confidentiality of all proprietary or confidential information to which the employee has access both during and after employment. Unless otherwise authorized or necessary to perform a job function, employees are prohibited from disclosing confidential or proprietary information. The posting or publication of proprietary or confidential information, or that of its partners, future professionals, vendors and clients, on personal blogs or social networking Internet sites is strictly prohibited.

Employee or workplace information

Employees are strictly prohibited from disparaging COLLEGE UNBOUND, its partners, vendors, employees, future professionals and clients on publicly available websites, blogs or other publicly available internet, electronic or other media. If you have concerns about your workplace, co-worker, or future professional issues, you should seek to resolve those concerns through discussion with appropriate personnel, and/or with the individuals directly and appropriately.

Questions to ask yourself before communicating publicly

“Would this public expression, if discovered, impair my ability to work with my colleagues or future professionals on a friendly basis? Would it cause others outside the COLLEGE UNBOUND to unfavorably view us? Would it upset, insult, or otherwise make our partners, vendors or clients unhappy?”

If the answer to any of these questions is yes, or if you have any doubt whatsoever, then you should refrain from this communication.

Failure to follow these policies may result in disciplinary action, up to and including discharge.

Issues to Consider Before Communicating

Here are some guidelines you may wish to follow for your own protection when engaging in publicly accessible communications on the internet or elsewhere.

1. Remember that you are not anonymous. Even if you write anonymously or under a pseudonym, your identity can still be revealed. You should communicate as if you are doing so under your own name. Indeed, it is recommended that you do communicate using your real name.
2. You will probably be read or heard by people who know you. Post as if everyone you know reads or hears every word.
3. You are personally legally responsible for any content you publish. Be aware of applicable laws regarding publishing your content or regarding the content itself before you post. This includes adhering to applicable copyright laws.

Cell Phone

It is a requirement of all COLLEGE UNBOUND staff to have a cell phone for the purpose of accessibility. COLLEGE UNBOUND will provide full-time staff members a bi-monthly phone stipend to cover a portion of their phone bill. Student facing staff members will receive a \$40 bi-monthly stipend and non student facing staff members bi-monthly stipend is \$25. To receive this benefit, the [cell phone stipend form](#) provided by COLLEGE UNBOUND will need to be completed and signed off by the staff member, supervisor, and Human Resources.

COLLEGE UNBOUND will accept the use of the cell phone for all phone calls, whether business or personal, due to the demands on its employees for travel and accessibility.

Expense Payments and Reimbursements

In advance of any payments needed, a purchase order form will need to be completed and supervisor's approval received. After this is completed, the completed purchase order form along with any invoices or back-up needed for payment to the form. Once the form and back up documentation are available, the documents will need to be scanned and uploaded to the Asana system's project "Accounts Payable". Instructions on how to use the projects are located within Asana [here](#).

To purchase items, seek reimbursement, have travel booked, or seek consultant or contractor payments a purchase order request form and/or reimbursement request form needs to be completed.

Travel Guidelines

1. Submission Deadline:

To facilitate seamless coordination, kindly submit your travel request form at least three weeks in advance. This lead time allows time to plan and execute your travel arrangements precisely.

2. Booking Class:

In alignment with our commitment to responsible resource management, we reserve all travel in economy class. This decision reflects our dedication to optimizing organizational resources.

3. Per Diem Rates:

We adhere to the General Services Administration (GSA) standard per diem rates for accommodation and meals during official travel. This standardized approach ensures fairness and fiscal prudence.

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=RI&city=&zip=

4. Communication on Alternative Arrangements:

If it isn't possible to accommodate your preferred travel window, our travel coordination team will quickly contact you to find an alternative plan. This proactive approach ensures that our travel arrangements align with organizational policies and constraints.

5. Link to Submit Travel Requests here

Please use the expense report form provided by COLLEGE UNBOUND, and submit this report with all receipts within 5-7 days of your return. All expense reports forms should clearly indicate the grant/account for which these expenses are to be charged. If expense reports and receipts are not submitted within this time parameter then COLLEGE UNBOUND reserves the right to not issue reimbursement for the expenses.

All expenses charged to a COLLEGE UNBOUND credit card should be clearly marked with the expense category for which these expenses are to be charged (i.e.: parking, meals, etc.). These receipts should NOT be attached to the expense report form. Attach only those receipts for which you are to be reimbursed.

PLEASE NOTE: "Detailed" receipts need to be provided whether on the COLLEGE UNBOUND credit card or not.

Receipts required for reimbursement include any of the following:

- An original itemized receipt, original e-ticket receipt/statement, or Internet receipt/statement.
- The receipt must show the method of payment and indicate that payment was made.

If you are not sure whether an expense is reimbursable, please check with your immediate supervisor before you travel.

Meal Allowances

Receipts must be submitted for all meals purchased while traveling. The meal allowances are as follows:

- Breakfast \$14.00
- Lunch \$18.00
- Dinner \$34.00

If any meals exceed these allowances, the additional cost is at your own expense. COLLEGE UNBOUND cannot reimburse for alcohol, so if alcohol is purchased, please deduct these amounts from your reimbursements. It is recommended that any alcohol be placed on a separate check to facilitate this process.

If your meal receipt is for more than one person, please list all names on the receipt. If you will be entertaining guests for dinner and anticipate an extraordinary expense, prior approval will be necessary. Please contact your immediate Supervisor for approval and list the names of all guests on the receipt.

Mileage

Mileage reimbursement, for work-related travel only, is based on the current Federal guidelines. For 2023 the rate is \$.66 per mile. Rates can be verified by clicking on the following link:

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile>

Business Expenses

Business expenses including faxes, photocopies, and internet charges can be reimbursed. Original itemized receipts are required.

Parking

Original receipts for parking fees (including airport parking) are reimbursable. Hotel receipts can be used as a receipt when charges are included as part of an overnight stay.

Miscellaneous Transportation

Original receipts are required for taxi, bus, subway, metro, ferry, and other modes of transportation while traveling.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by COLLEGE UNBOUND:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class of all flights
- Child care, house-sitting, or pet-sitting/kennel charges
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Laundry and dry cleaning
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.

It is the policy of the College Unbound to arrange travel in the most cost effective manner. We will try to arrange the shortest flight at the most reasonable price and reserve a cost efficient hotel. If you choose to request an airline or hotel that is more expensive, you may pay the difference if you want to proceed with that airline/hotel.

If you are not sure whether an expense is reimbursable, please check with the Controller before you travel.

Thank you for your cooperation in following this policy.

Travel Expenses

It is the policy of College Unbound (COLLEGE UNBOUND) to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company, after the travel has been completed. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with COLLEGE UNBOUND funds must comply with company expenditure policies.

All COLLEGE UNBOUND staff are encouraged to arrange travel with the Office Manager as far in advance as possible; ideally at least thirty (30) days in advance, to avoid premium pricing. All travel request arrangements made within less than 10 days require prior approval from your immediate Supervisor and VP for Institutional and Student Stability.

Airfare

Airline tickets should not be changed once ticketed, unless there are compelling, extenuating circumstances. Airline rebooking fees have increased and rules are constantly changing, negatively impacting travel budgets when changes are made. If tickets need to be changed, prior approval from your immediate Supervisor and VP for Institutional and Student Stability is required. If you decide to change your ticket without prior approval, you will be responsible for any fees associated with that change.

If your trip gets canceled for any reason, you are to notify the Office Manager immediately.

Rail Transportation

COLLEGE UNBOUND will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Hotel

If you are booked at a hotel, and cancel for any reason, you are to notify the Office Manager as quickly as possible, so that your reservation can be canceled immediately. If you leave the hotel before the end of your reservation, you are responsible for canceling any additional reserved nights so that COLLEGE UNBOUND does not have to pay a “no show” fee.

If you chose to use Airbnb, and you have to cancel for any reason, and a refund is not issued, the cost of the non-refundable deposit will be at your expense.

Car Rental

Car rentals should be for compact cars only (or any other model at the cheapest available rate). If you choose to upgrade, you will be responsible for paying the difference with personal funds. The car needs to be refueled before returning the rental, if it isn't, COLLEGE UNBOUND will only pay for the amount owed if the car had been fueled properly.

It is not necessary to obtain insurance on the rental car as COLLEGE UNBOUND has coverage for the rental car and the car hit by the rental car of \$1 million for each car. If you should have the unfortunate experience of being in an accident while driving a rental car on company business there is an insurance hotline to call to report the accident.

Hilb Group: Mary McCoy 401-336-2162 or Chad Bjorklund 401-499-1747.

Please also report the accident to the Vice President of Institutional &

Student Sustainability and Human Resources accounts immediately

Hiring Process Data

COLLEGE UNBOUND relies upon the accuracy of information contained in the employment hiring process, as well as the accuracy of other data presented throughout

employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment At-Will

Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration. Unless you have entered into an Employment Agreement that supersedes this document, either you or COLLEGE UNBOUND may terminate the employment relationship at any time, with or without cause or prior notice. A two-week notice prior to resignation, however, is customary as a matter of general business practice.

Note: No agreement shall be enforceable unless it is in writing and signed by College Unbound and the employee.

Separation from Employment

To ensure fairness and consistency throughout our company, terminations are handled in accordance with the following provisions.

Types of Terminations

Termination refers to either voluntary resignations initiated by the employee or involuntary terminations initiated by the company.

Resignations

Employees resigning voluntarily are expected to give a written notice to their supervisors at least 10 working days in advance of the last day of work so the proper replacement can be made. 10 days must be actual working days. Holidays and personal/vacation time will not be counted towards the 10-day notice. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with COLLEGE UNBOUND at a later date.

Unused Vacation Time

Eligible employees will be paid for earned but unused vacation upon termination.

Unused Personal Time

Employees will not be paid for unused personal time upon termination.

Company Property

College laptops must be returned to:

CIO

115 Cedar Street

Providence, RI 02903

All COLLEGE UNBOUND work files must remain on the computer.

Travel Expense

Any unreimbursed travel and business expenses should be submitted and will be promptly paid after submission of expense reports.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if you are terminated from employment, you are entitled to continue participating in the company's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.) COBRA coverage is not extended to employees terminated for gross misconduct.

Please see Human Resources for more detailed information.

If you leave COLLEGE UNBOUND in good standing, you may be considered for re-employment. However, in the case of rehiring, you may be considered a new employee with respect to vacation time, benefits, and seniority.

Unemployment Insurance

If employment is terminated, you may be eligible to receive unemployment insurance. The insurance provides financial assistance to employees who become unemployed through no fault of their own. Consequently, when employees are at fault, such as resigning voluntarily or being discharged for unprofessional conduct, they may lose eligibility for unemployment benefits. In order to receive unemployment benefits, a claim must be filed at the local office that administers the state's unemployment insurance law.

Release of Information

Unless you provide COLLEGE UNBOUND with written authorization, release of information to a prospective employer or other person requesting verification of your employment is restricted to: dates of employment, last position held, date of termination (for former employees). Under certain circumstances, as deemed appropriate by COLLEGE UNBOUND and where authorized by applicable law, additional information will be released. Such situations may include subpoena, court order or government agency request.

Exit Interview Procedure

A meeting between a COLLEGE UNBOUND employee and Human Resources will be scheduled prior to the last day of employment for staff who voluntarily leave. The [Exit Interview form](#) will be issued to the employee prior to the meeting and reviewed during this time. The form will then be signed by the employee and Human Resources and placed in the employees' personnel file.

Receipt of College Unbound (COLLEGE UNBOUND) Employee Handbook

The College Unbound Employee Handbook is designed to introduce new employees to the College, familiarize you with CU policies as they pertain to you as an employee, provide general guidelines on work expectations, compensation and benefits, performance review processes, and other matters related to your employment. In addition, we hope this handbook will help answer many of the questions that may arise in connection with your employment.

The CU Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at COLLEGE UNBOUND.

College Unbound reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this Handbook, at any time. We may notify you of such changes via email, posting on the company's intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this Handbook, but may, in its discretion, make such changes at any time, with or without notice.

The Handbook is intended solely to describe the present policies and working conditions at COLLEGE UNBOUND. The Handbook does not attempt to include every possible situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state and/or local regulations will take precedence over COLLEGE UNBOUND policies, where applicable. This Handbook is not a contract. Only the President and Board of Trustees or other authorized representative of COLLEGE UNBOUND has the authority to enter into an agreement offering employment for a specific term.

By signing below, you acknowledge that you have received a copy of COLLEGE UNBOUND's Employee Handbook, read the Handbook, and understand that it is your responsibility to comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge that this Handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

Please sign and date one copy of this notice and return it to:
College Unbound
115 Cedar Street
Providence, RI 02903

Retain a second copy for your reference.