Subject: 7.01 University Statements

Section: 7.0 Policy Statements

Issuance Status and Effective Date: Revised November 2002.

The Office of Human Resources Development updates, posts and/or distributes the following statements and policies as required under federal law:

- Equal Employment Opportunity
- Invitation for Persons with Disabilities to Self Identify
- Invitations for Veterans and Special Disabled Veterans to Self Identify
- Sexual Harassment
- Drug-free Workplace
- AIDS
- Accommodations in the Workplace
- Nondiscrimination
- Electronic Monitoring
- Conflict of Interest

Samples of each of the above statements are included on the following pages. If you require an official version of the statement or policy, please contact HRD.
Federal and state law prohibit employment discrimination. It is the policy of the University of Hartford to try to comply with those laws which prohibit discrimination in regard to protected class status in employment decisions including recruiting, hiring, training, promotions and terminations.

This policy has the full backing and support of senior management and the cooperation and support of all employees is expected. To implement this plan of action, Andrew M. Buonano, Director of Human Resources Development has been appointed Equal Employment Opportunity Officer. He may be reached at telephone number (860) 768-4154.

This notice is a general statement of policy and no more. It does not constitute a term or provision of any contract of employment or implied contract of employment between the University of Hartford and any individual employee nor does it create contractual obligations on behalf of the University of Hartford to any person. No person at the University of Hartford has the authority to make a commitment of guaranteed or continuing employment, and neither this notice nor any other University of Hartford publication should be understood to make any such guarantee.
INVITATION FOR PERSONS WITH DISABILITIES TO SELF IDENTIFY

Section 503 of the Rehabilitation Act of 1973 requires government contractors, including the University of Hartford, to take affirmative action to employ and advance in employment qualified individuals with disabilities. If you have such a disability and would like to be considered under the Affirmative Action Program, please contact the office of Human Resources Development. Submission of this information is voluntary and will be kept confidential. Failure to provide such information will not subject you to disciplinary treatment or discharge. The Affirmative Action Plan for individuals with a disability may be viewed during regular business hours in the office of Human Resources Development. An appointment must first be made with Andrew M. Buonano, Equal Employment Opportunity Officer, (860) 768-4154.

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INVITATION FOR VETERANS AND SPECIAL DISABLED VETERANS TO SELF IDENTIFY

The Vietnam Era Veterans Readjustment Assistance Act of 1974 requires government contractors, including the University of Hartford, to take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era.

If you are eligible and would like to be considered under the Affirmative Action Program, please contact the office of Human Resources Development. Submission of this information is voluntary and it will be kept confidential. Failure to provide such information will not subject you to disciplinary treatment or discharge. The Affirmative Action Program for Veterans may be viewed during regular business hours in the office of Human Resources Development. An appointment must first be made with Andrew M. Buonano, Equal Employment Opportunity Officer, (860) 768-4154.

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The University of Hartford affirms its commitment to ensure an environment for all employees and students which is fair, humane, and respectful - an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which assert sexuality as relevant to employee or student performance are damaging to this environment. Such behaviors are prohibited by federal and state law and violate our policy.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as well as State of Connecticut law. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when:

a.) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

b.) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c.) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The University of Hartford applies the same protection to students in the academic learning environment. The Office for Civil Rights, U.S. Department of Education's memorandum "Title IX and Sexual Harassment Complaints" of the U.S. Department of Education, Office for Civil Rights defines sexual harassment as follows:

Sexual harassment consists of verbal, nonverbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.

The University of Hartford deplores such conduct as an abuse of authority, and thus it is an official University policy that sexual harassment on or by either employees or students will not be tolerated. The University accepts the proposition that sexual harassment, like any civil right violation, generates a harmful atmosphere. The University will act positively to investigate alleged harassment, and to affect a remedy, including appropriate disciplinary action up to and including termination, when an allegation is determined to have validity. Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee or student of the institution as a result of that person's seeking redress under University procedures or participating in any proceedings under University procedures is prohibited by law as well as University policy.

Complaints about sexual harassment should be registered with either the office of Human Resources Development or the Dean of Students. Other options include the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, MA 02109 and the Commission on Human Rights and Opportunities (CHRO), 90 Washington Street, Hartford, CT 06106. Filing with the latter must be done within 180 days of the date when the alleged sexual harassment occurred.
The University of Hartford fosters health and safety as fundamental to an effective workplace environment. Individuals who use, possess, or sell illegal drugs or alcohol pose a serious health and safety risk not only to themselves but to the wellness of others on campus.

The federal government has joined in its concern over the use of illegal drugs by issuing the Drug-free Workplace Act of 1988. The use, possession, manufacture, purchase, distribution, sale or transfer of illegal drugs is a violation of the law and individuals found in non-compliance are subject to criminal prosecution. Under the Act, any person convicted of a drug offense in the workplace must notify the University within five days. The University can sanction neither the abuse of alcoholic beverages by any person nor the use of alcoholic beverages by those who are underage according to Connecticut Code. In addition, disciplinary action up to and including termination, will be taken for the use, manufacture, distribution, sale, possession or transfer of illegal drugs or alcohol while at work or on campus premises. Therefore, it is our policy to have employees at work drug-free and not under the influence of alcohol.

The University encourages the use of the Employee Assistance Program. This service ensures confidentiality in its counseling and referrals. It is one way of helping employees and their families with problems associated with the use of illegal drugs and alcohol. Early intervention can prevent potential problems from developing and interfering with work and life.
Because HIV\(^1\) infection is a public health problem, a disease which has no cure and one which is spreading throughout the world with life-threatening implications, it is prudent to establish guidelines. These guidelines are based on recommendations of the American College Health Association, the Centers for Disease Control and Prevention, the U.S. Public Health Service and the American Council on Education.

Since it is transmitted only by intimate sexual contact or by blood contact as with HIV contaminated needles or blood transfusion, there is no risk of acquiring AIDS by ordinary social or occupational contact. Ever mindful of the sensitive nature of the topic, the University of Hartford supports the ongoing, comprehensive education of the University community about the transmission and prevention of AIDS, high-risk behavior and the importance of confidentiality.

Therefore, the University will not tolerate any discrimination or harassment against persons with HIV infection or persons who are at high risk or perceived high risk for HIV infection.

The University will not require HIV antibody tests as a condition of employment, or use of any campus facility, attendance in class, participation in any campus activity or eligibility for University housing.

In compliance with Sections 503 and 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, people living with HIV shall enjoy all rights of access to University life as those engaged by uninfected community members. These include, but are not limited to, all conditions of employment, regular academic, social, cultural and athletic activities, and student support services. The University will make reasonable accommodations for people living with HIV for such needs as conditions of employment, scheduling of classes, required course load and housing. To decrease and prevent transmission of infectious diseases, including HIV, through occupational exposure, the University of Hartford adheres to standards established by the federal Occupational Safety and Health Administration.

Employees with HIV shall maintain employment with the University as long as they are able to perform their work satisfactorily and as long as medical evidence indicates that their condition or situation is determined not to put others at risk. Decisions will be made on an individual and confidential basis by a committee composed of a representative of the administration, the patient's private physician and/or Health Services physician, and a public health official, if appropriate. Employees with questions or concerns are encouraged to call the University's Employee Assistance Program (1-800-676-HELP) or Human Resources Development (860-768-4666).

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\(^1\)Human Immunodeficiency Virus, also called the "AIDS virus", causes ARC and AIDS.
The University of Hartford values its employees and establishes policies for their protection and benefit. Since the University does not discriminate but makes its employment decisions based on qualifications for each position and job requirements, some disabled individuals may need special arrangements or accommodations in their workspace.

As the University is committed to providing a safe environment for all employees, reasonable accommodations will be made, if necessary, for employees who are physically or mentally disabled.

If you are currently disabled or at some point in the future become disabled during your employment at the University, you are invited to contact your supervisor to express your needs. Only at your request can we work with you, either through your supervisor or Human Resources Development, to make accommodations that are reasonable and necessary to help you do your job.

You may be assured that this procedure is private. Any information you choose to provide regarding your disability will be held in strictest confidence and not disclosed to anyone without your written permission, except when required by law.
UNIVERSITY OF HARTFORD
NONDISCRIMINATION POLICY STATEMENT

The University of Hartford has long maintained a policy of providing equal employment opportunities to all qualified persons. This is a reminder to all University officials, managers and employees of our abiding commitment to equal employment opportunity.

The University is committed to nondiscrimination in employment as necessary for the fulfillment of the University's role in the social and economic life of the community in which we operate. Furthermore, sound human resource practices dictate that we conform to the letter and spirit of all applicable laws and regulations in this very important area.

All University managers and employees in both the instructional and non-instructional spheres of our institution must understand and share the commitment, and carry out policies in a manner consistent with this commitment. More specifically, every University manager is charged with the responsibility of ensuring equal opportunity in the administration of decisions affecting recruitment, selection, placement, training and development, promotion, transfer, separation, compensation and benefits, educational, social and recreational programs, and all other terms and conditions of employment.
UNIVERSITY OF HARTFORD
ELECTRONIC MONITORING POLICY STATEMENT

Connecticut Public Law 98-142 (An Act Requiring Notice to Employees of Electronic Monitoring by Employers) requires that every employer who collects information on the activities or communication of employees on premises using electronic means such as computer, telephone wire, radio, camera, electromagnetic, photo-electronic or photo-optical systems, notify employees in writing of the types of monitoring which may be used.

Notice is not required for monitoring for security purposes in common areas of the employer’s premises where used by the public or where it is prohibited under state or federal law.

Additionally, notice is not required when an employer has reasonable grounds to believe that employees are engaged in conduct which violates the law, violates the legal rights of the employer or co-workers or creates a hostile environment where such monitoring may produce evidence of this misconduct.

This policy statement serves as notice to employees that The University may engage in monitoring practices, both electronic and non-electronic. Such practices may include, but are not limited to, those for the purpose of recording the hours of work, monitoring of the nature and quality of our services, and monitoring security and the conduct of people on our premises.

All employees should recognize that University facilities, equipment and time are to be used in furtherance of legitimate University purposes. The University reserves the right to engage in monitoring activities, both electronic and non-electronic, at its sole discretion and without further notice unless otherwise restricted by law.

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It is the University of Hartford's policy, initiated by the Board of Regents and currently in full force and effect, to respect the rights of its employees to invest in private enterprise and engage in outside activities of a private nature with the understanding that, in all facets of their duties with the University, employees are expected to act in the best interest of the University, to the exclusion of considerations of personal preference and private gain. To ensure conformity with this policy, the Senior Officers have concluded it is proper to set forth in writing the University's policy regarding conflict of interest.

A potential conflict of interest exists whenever an employee or any member of his/her family has a financial interest in, or any connection with, an enterprise that does business with the University if the employee is in a position, either directly or indirectly, to make or influence decisions concerning transactions with such outside enterprise. Good judgment is the key to the effective and fair implementation of any conflict of interest policy.

This is a statement of University policy as established by the Board of Regents in regard to conflicts of interest and business ethics. It is not intended to cover detail, but is only a general guide. Every employee is responsible for being aware of the importance of personal conduct and the University places its basic reliance on the integrity, good judgment and high ethical standards of the employee. Management reserves the right to determine when an employee’s activities bring about a conflict with the University’s best interest and to take whatever action is necessary to resolve the situation. That action can include progressive discipline up to and including termination.

Presented below are some, but not all, of the cautions and concerns University employees must consider:

a. An employee should not be in a position to gain from the present or potential dealings of the University with suppliers, contractors or service organizations.

b. Buying, renting or selling property, facilities, equipment or services to the University by employees of the University must have prior approval from the appropriate senior officer.

c. No University employee should accept, either directly or indirectly through his/her family or friends, gifts (other than those of nominal value) or other considerations from firms or individuals doing or seeking to do business with the University.

d. Outside activities of University employees should not interfere with their University duties, time schedules or normal participation in appropriate University events.

e. All compensation of University employees for any and all services rendered to the University, and in recognition of past, present or future services to the University, is the responsibility of the direct supervisor of the employee in question. No gift (other than those of nominal value), gratuity or additional compensation may be given to, or accepted by, a University employee without the knowledge and express advance approval of that individual’s direct supervisor and such other officials as would normally be involved in compensation decisions relating to the individual in question.

Where there is any question of interpretation of the above policies, employees should first consult with their supervisor. If there is still any reasonable doubt as to the proper action, the full situation should be presented to HRD for review and further action.