



Eastern  
International  
College

# Employee Handbook

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Eastern International College is an Equal Opportunity Employer.

## INTRODUCTION:

Welcome to Eastern International College (“College” or “EIC”). We are pleased to have you join Eastern International College and hope that you will enjoy working with us. As an Eastern International College employee, you have certain rights and obligations. Federal and State law as well as College policies cover such important areas as discrimination, safety, violence, harassment, etc. Many common attitudes of the past have changed. Behaviors that were tolerated ten or twenty years ago are no longer acceptable.

Employees have a right to a safe workplace free of discrimination, violence and harassment, and have an obligation to conduct themselves consistent with these policies. The College has a “no tolerance” policy towards workplace wrongdoing.

This Employee Handbook adopted by the College discusses these issues and many other College personnel policies. You are required to read this handbook and become acquainted with its contents. By its very nature, a handbook cannot be comprehensive or address all possible situations. For this reason, if you have any questions concerning any College personnel policy, contact your supervisor, or if you prefer, your Director.

Neither this handbook nor any other College document confers any contractual right; either expressed or implied, to remain employed by the College. Nor does it guarantee any fixed terms and conditions of your employment. The provisions of this handbook may be amended and supplemented from time to time without notice and at the sole discretion of the College.

All employees receiving this handbook are required to sign an acknowledgement of receipt. A copy of this receipt will be maintained in your official personnel file.

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Bashir Mohsen, President

THE CONTENTS OF THIS HANDBOOK ARE GUIDELINES ONLY AND SUPERCEDE ANY PRIOR MANUAL AND/OR HANDBOOK. NEITHER THIS HANDBOOK NOR ANY OTHER GUIDELINES, POLICIES OR PRACTICES CREATE AN EMPLOYMENT CONTRACT.

EASTERN INTERNATIONAL COLLEGE HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, OR WORKING CONDITIONS AT ANY TIME.

NO PERSON IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND IS SIGNED BY THE PRESIDENT.

THE EXECUTION OF AN AT-WILL EMPLOYMENT AGREEMENT DOES NOT ESTABLISH A CONTRACTUAL EMPLOYMENT RELATIONSHIP. ALL EMPLOYEES EXECUTING AN AT-WILL EMPLOYMENT AGREEMENT SHALL REMAIN AT-WILL EMPLOYEES.

THIS NOTICE APPLIES TO ALL EMPLOYEES REGARDLESS OF DATE OF HIRE.

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## **GENERAL PERSONNEL POLICY:**

It is the policy of Eastern International College to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of Eastern International College shall apply to all employees, volunteers, and independent contractors. In the event there is a conflict between these rules and a personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

The Directors and all managerial/supervisory personnel are responsible for implementing College personnel policies and procedures.

As a general principle, Eastern International College has a “no tolerance” policy towards workplace wrongdoing. Eastern International College employees and independent contractors are to report anything perceived to be improper. The College believes strongly in an open door policy and encourages employees to talk with their supervisor or Director concerning any problem.

The handbook adopted by Eastern International College is intended to provide guidelines covering employment of Eastern International College employees and does not constitute a contract. This handbook contains many, but not necessarily all, of the rules, regulations, and conditions of employment for Eastern International College personnel. The provisions of this handbook may be amended and supplemented from time to time without notice and at the sole discretion of the College.

**To the maximum extent permitted by law, the employment practices of Eastern International College shall operate under the legal doctrine known as “employment at will.” Within Federal and State law, Eastern International College shall have the right to terminate an employee at any time and for any reason, with or without notice.**

## **SECTION ONE**

### **Policies Relating to Employee Rights and Obligations:**

#### **Anti-Discrimination Policy:**

Eastern International College is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will Eastern International College discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. Decisions regarding hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer, their Director.

#### **Americans with Disabilities Act Policy:**

In compliance with the Americans with Disabilities Act and the New Jersey Law against Discrimination, Eastern International College does not discriminate based on disability. Eastern International College will endeavor to make every work environment handicap accessible.

It is the policy of Eastern International College to comply with all relevant and applicable provisions of the Americans with Disabilities Act and the New Jersey Law against Discrimination. We will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an undue hardship on the College.

The College Director shall initiate an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodations shall be made by the College Director. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require Eastern International College to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

## **Contagious or Life Threatening Illnesses Policy:**

Eastern International College encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. Eastern International College shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the College.

Eastern International College will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Directors and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action, including possible termination.

## **Safety Policy:**

Eastern International College is committed to providing a safe and healthy work environment. Employees will receive periodic safety training and will be provided with appropriate safety equipment, where necessary. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action, including possible termination. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to a supervisor or Director. Any on-the-job accident or accident involving Eastern International College facilities, equipment or motor vehicles must also be immediately reported to a supervisor or the appropriate Director. Employees are encouraged to discuss safety concerns with the College.



## **Drugs and Alcohol Policy:**

Eastern International College recognizes that the use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or Director to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of same shall be immediately tested and may be subject to discipline up to and including termination. The supervisor or appropriate Director will immediately report any reasonable suspicions to the President.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that such employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Directors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession and use of alcohol or unlawful drugs on College premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug violation in the workplace.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on College property or while performing College business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

## **Workplace Violence Policy:**

Eastern International College will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Eastern International College property, at Eastern International College events or under other circumstances that may negatively affect the College's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;

- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Eastern International College property or while on Eastern International College business; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. Eastern International College will actively intervene in any potentially hostile or violent situation.

## **General Anti-Harassment Policy and Anti-Sexual Harassment Policy:**

Eastern International College has a strong commitment to provide a work environment free from unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers, or other characteristic protected by law (collectively the "protected classifications"). Eastern International College will not tolerate unlawful harassment. Acts or incidents of unlawful harassment should be promptly reported in accordance with the procedures outlined below. Eastern International College will promptly investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

This policy shall apply to all employees of Eastern International College and to any individuals who serve as volunteers, as well as to outside contractors of the College.

### **PURPOSE:**

To ensure all employees of Eastern International College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

### **PROVISIONS:**

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:
  - *Unwelcome remarks and actions based on the protected classifications.* This may include, but is not limited to, inappropriate jokes, comments or posted materials.
  - *Threats or suggestions that an employee's employment status will be adversely affected based upon the protected classifications.*

- *Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.*
- *Engaging in a negative tangible employment action based upon the protected classifications.*
- *Retaliation against an employee who has reported an alleged violation of this Policy or participated in an investigation related to this Policy.*

2. **Sexual Harassment:** An important note must be made with respect to sexual harassment. Sexual Harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is *unwelcome* sexual attention which is demeaning and causes the recipient distress. Comments or behavior which may be intended to be complimentary may be viewed by the recipient as unwelcome and a form of sexual harassment.

3. **Supervisory Personnel:** Every supervisor is responsible for preventing and reporting unlawful harassment. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and Directors whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different rank.

4. **Complaint Procedure:** Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should report the incident directly to his/her supervisor or Director. The Director will report such incident to the College Director, who shall convene the Employee Issues Committee. If circumstances prevent reporting the incident directly to the employee's supervisor or Director, the employee should report the incident to the College Director. One of the designated individuals must be promptly advised of such complaint. If the complaint involves a direct supervisor, the employee is not required to complain to that direct supervisor. The complaint should then be made to any of the other above-mentioned individuals. A complaint of harassment shall be investigated in a timely manner.

- A. The complaint filed must include the following information:
- (1) The name and department of the complainant;
  - (2) The name and department of the charged party;
  - (3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and
  - (4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.
- B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.
- C. The initial complaint may be made orally or in writing. If the complaint is made orally, same shall be reduced to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable making a written complaint, Eastern International College may proceed with its investigation without a formal written complaint.

5. **Investigation Procedure:** Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.

If Eastern International College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include a written warning, suspension, demotion, or termination of employment.

6. **Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. **College Liability:** Since Eastern International College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.
8. **False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

Any employee with questions regarding the College's Anti-Harassment Policy may contact their supervisor or Director.

### **“Whistleblower” Policy:**

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. All complaints will be taken seriously and promptly investigated.

Eastern International College shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Director, the President, or other employee, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.), an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the College. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is an emergency in nature.

Employees are encouraged to complain in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. See Employee Complaint Policy. Under the law, the employee must give Eastern International College a reasonable opportunity to correct the activity, policy or practice.

### **Employee Complaint Policy:**

Employees who wish to complain of alleged harassment should follow the procedures set forth in the College's Anti-Harassment Policy. Employees who wish to register a complaint regarding any other workplace wrongdoing are requested to immediately report the matter to their supervisor, or, if they prefer, to their Director. Employees are encouraged to complain in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. All reports of workplace wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and, if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The employee will be notified of a decision or of the status of the investigation within a reasonable time from the date of the report or incident.

### **Access to Personnel Files Policy:**

The official personnel file for each employee shall be maintained by Eastern International College. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate, secure file. Electronic personnel and medical records must be protected from unauthorized access. Any employee may review his/her file in the presence of their Director upon reasonable notice and with the authorization of the Campus Director. An appointment shall be scheduled to review the personnel file if such a request is made. All personnel files are the sole property of Eastern International College.

## **Conflict of Interest Policy:**

Employees must conduct business according to the highest ethical standards. Employees are expected to devote their best efforts to the interests of the College. Violations of this policy will result in appropriate discipline including possible termination.

Eastern International College recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Eastern International College business. However, business dealings that appear to create a conflict between the employee and the College's interests shall not be permitted and such employee may be requested to cease such dealings or their employment may be terminated.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a Eastern International College decision that may result in a personal gain for the employee or an immediate relative, including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that Eastern International College may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the President to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Eastern International College responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Eastern International College time, supplies or equipment to further their outside employment activities. The President may request employees to restrict outside employment if the quality of Eastern International College work diminishes. Any employees who hold an interest in, or are employed by, any business doing business with Eastern International College must submit a written notice of these outside interests to the College.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Eastern International College duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with Eastern International College or any person or firm seeking to influence Eastern International College decisions. Employees are required to report to the College any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

All employees are required to advise the President before accepting employment with another College, stating the name of the prospective employer, the type of work to be performed and the hours to be worked.

## **Employee Evaluation Policy:**

The Director will complete a written evaluation and appraisal form at least once a year for every employee to measure progress, encourage self-improvement, recognize successful performance, and to assist in determining whether a merit salary increase will be awarded and the amount of such increase, if any. The evaluation will also record additional duties performed, educational courses completed, as well as a plan to correct any weak points. After completing the evaluation, the Director will review the results with the employee and return the form(s) with the signed acknowledgement to the Campus Director. After review by the Campus Director, the form(s) are to be placed into the employee's official personnel file.



## **Employee Discipline Policy:**

An employee may be subject to discipline, including possible termination, for any of the following reasons:

- Falsification of records, including attendance and other personnel records.
- Failing to sign in or out, signing in or out for another employee, or permitting another employee to sign your time sheet for you.
- Failing to keep work areas neat and clean.
- Working overtime without authorization or refusing to work overtime when needed.
- Failure to report absence.
- Harassment of co-workers and/or visitors.
- Theft or attempted theft of property belonging to the College, fellow employees, or visitors.
- Unauthorized, excessive or chronic absences.
- Fighting on Eastern International College property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Eastern International College property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Eastern International College property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Eastern International College premises during work time. This includes, but is not limited to, distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations.
- Careless waste of materials or abuse of equipment or supplies.
- Deliberate destruction or damage to Eastern International College or suppliers' property.
- Sleeping on the job.

- Carrying weapons of any kind on Eastern International College premises, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises during scheduled work hours.
- Defacing walls, bulletin boards or any other property of Eastern International College or a supplier.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential information.
- Gambling on Eastern International College premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Eastern International College premises.
- Deliberate delay or restriction of work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of certain crimes.
- Smoking inside or around Eastern International College facilities.
- Eating or drinking in unauthorized areas.
- Violation of Eastern International College rules, policies, and procedures.
- Unauthorized disclosure of proprietary information.
- Misuse of College property, including motor vehicles.
- Excessive use of College telephones for personal matters.
- Other sufficient cause.

This list merely illustrates examples and does not constitute a complete list of possible violations warranting discipline.

## **Promotions and Transfers:**

The College may consider filling job vacancies with qualified College employees before looking to hire new employees. When a vacancy is not filled from within, the College will seek new employees. Transfers from one department to another will be made when it is advantageous to the College and/or the employee to make such a transfer. Employees may request a transfer once a position is opened. A promotion is a move to a position with more responsibility and shall include a change in title and pay. Promotions shall be made exclusively on merit and qualification.

## **Resignation Policy:**

An employee who intends to resign must notify the Campus Director in writing at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may not use paid time off except paid holidays. The Campus Director will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues, pay due, if any, etc. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return all College property in the employee's possession to the Campus Director.

## **SECTION TWO**

### **Workplace Policies:**

#### **Job Description Policy:**

A job description including qualifications shall be maintained for each position. The Campus Director will make copies available upon request.

#### **Classification of Employment Policy:**

Full-time regular staff members are staff members working at least forty (40) hours a week. Full-time faculty are instructors working at least twenty-five (25) hours per week, teaching 12-15 hours in addition to office hours, which totals 25 hours each week.

Part-time staff members are those staff members working fewer than forty (40) hours per week. Part-time teaching instructors are teaching instructors working fewer than twenty-five (25) hours per week.

#### **Attendance Policy:**

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when a Director gives prior approval. All absences or lateness must be reported to a Director as far in advance as possible prior to the start of the normal workday. If a Director is unavailable, then another Administrator must be notified. If no Director is available you may leave a voice mail message for the Director as well as leave a message with the receptionist. Failure to properly notify the College of an impending absence or lateness may be grounds for disciplinary action, up to and including termination. The Campus Director will maintain accurate and complete time and attendance records.

An employee who is a voicemail subscriber and is out of the office unexpectedly for any reason must change his/her voicemail message remotely to indicate that he/she is out of the office for the day.

If an employee is unable to work because of illness, such employee must notify the appropriate Director within one hour of the employee's regular starting time on each day of absence, unless the employee is granted an authorized medical leave, in which case different notification procedures apply.

Employees must report to their Director after being late with an explanation of the circumstances surrounding their tardiness. The Campus Director has primary responsibility of monitoring the attendance and time off policy, and for reporting any problems to the President. The Director is required to record the information for the employee's file.

When an employee is unexpectedly absent from work, a Director is required to complete an "Absence Report" for that employee. The Campus Director, in conjunction with the President, will determine whether the absence is authorized or unauthorized and the appropriate action to be taken as a result of the absence.

Unauthorized or excessive absences, tardiness and meal periods in excess of prescribed times are not acceptable and may result in disciplinary action, up to and including termination.

The regular work week for full-time employees at Eastern International College is forty (40) hours for staff members and twenty-five (25) hours for teaching staff, depending upon the program. Hours of operation are Monday through Thursday, 8:00 a.m. until 10:30 p.m., Friday from 8:00 a.m. until 5:00 p.m., and Saturday from 9:00 a.m. until 2:00 p.m.

A Director will designate the timing of unpaid meal periods. Meal breaks are to be no longer than the prescribed times. A Director will also arrange all working hours and schedules for part-time employees.

Daily and weekly work schedules may be changed from time to time at the discretion of Eastern International College to meet the varying conditions of our business; i.e., work load, enrollment periods, student services, and specific needs of the department to which each employee is assigned. The personal needs of every employee will be considered in all cases and accommodated whenever possible. Changes in work schedules will be announced as far in advance as practicable.

During the course of the workday, each person takes breaks at some point to get coffee or soda, go to the restroom or have a cigarette. Eastern International College does not deduct any time from your pay for these breaks. Therefore, any break time must be kept to a minimum. Employees who leave the building at any time must notify their supervisor and the receptionist, as well as sign the destination log at the front desk. Employees taking excessive time away from their job or failing to notify their supervisor or the receptionist, or leaving the building without signing the destination log, will be subject to disciplinary action.

### **Recording Work Hours and Absences for College Business Policy:**

It is the policy of Eastern International College to comply with applicable laws that require maintenance of records regarding hours worked by our employees. To ensure accurate records are kept of hours actually worked and to ensure that you are paid in a timely manner, all employees are required to sign in at the start of their regular work day or shift, sign in and out for lunch, and sign out at the end of their work day or shift.

Please be sure that your actual hours worked are recorded accurately. If there is any problem with timesheets, report it to the Campus Director immediately. Employees are not permitted to record overtime hours worked on their timesheets unless prior approval for such overtime hours was obtained from the Campus Director. Additionally, employees are not permitted to record hours on their timesheets in which no actual work was performed.

Employees who arrive at work prior to their scheduled starting time should not sign in until they are ready to begin working.

Lateness will be deducted from total paid hours for non-exempt employees unless such employees have the Director's approval to make the time up. Lateness without prior approval is generally not permitted and shall result in disciplinary action.

Any employee who will be out of the office on any College business, including attendance at seminars, conferences, workshops or courses, must forward a memo to the Campus Director detailing all such absences.

### **Early Closing and Delayed Opening Policy:**

In the event of unsafe conditions, the College may authorize Directors to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the College shall notify Directors of a delayed opening and a new opening time. Each department will have a calling system in place. If an employee chooses not to report to work on the day of a delayed opening, a full flex or vacation day will be charged to the employee. If work is called off for the day, no time will be charged for the day. This provision does not apply to those employees considered to be essential personnel or any personnel who may be required to assist in an emergency.

In the event the College will be closed because of snow or other special circumstances, each employee will receive a telephone call that morning from either a Director, the Campus Director, or President.

### **Dress Code and Demeanor Policy:**

Dress, grooming and personal hygiene must be appropriate for the position. All employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, athletic clothing, jeans, shorts, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Appropriate attire for male employees include slacks, collared dress shirts (tie optional), sport jackets, and dress shoes. Appropriate attire for female employees includes: dresses, skirts, and blouses, dress slacks and blouses, or suits. Friday is a casual day and business casual attire is permitted. Employees not dressed appropriately as required when reporting to work will be sent home, docked for lost time, and asked to return properly dressed and ready to work. The dress code may be relaxed during extreme weather conditions as designated by the President.

Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Tattoos and body piercings may not be visible. With the advance approval of the College, Eastern International College will make reasonable religious accommodations that do not violate safety standards.

Chewing gum, candy or food while on the telephone, with or in the presence of a student, is not acceptable.

## **No Smoking Policy:**

Eastern International College has adopted a smoke-free policy for all buildings. No employee or visitor will be permitted to smoke anywhere in Eastern International College buildings. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

## **Telephone Usage Policy:**

Eastern International College telephones are for official business. Incoming personal calls must be kept to an absolute minimum, unless an emergency exists. In an emergency, if an employee needs to make a personal phone call on the College's phone system, such employee should request permission from the employee's supervisor. Employees are required to have their personal cellular phones turned off during the workday.

## **E-Mail, Voice Mail, Computer and Internet Usage Policy:**

Eastern International College computers, E-mail, voice mail and Internet access are for official business. Use for non-business purposes is prohibited. All E-mail, voice mail and Internet messages are official documents of the College and all hardware and software used at Eastern International College is the sole property of the College. Eastern International College reserves the right to monitor, obtain, review and disclose all E-Mail messages, computer files, websites visited, and voice mail and Internet messages on the computer and communications systems of Eastern International College as deemed necessary and appropriate by the College. By using Eastern International College E-Mail, computer systems, voice mail and the Internet, each user agrees that Eastern International College has unrestricted access and the right to disclose all information communicated or stored on the E-Mail, computer systems, voice mail and the Internet for any reason. **Employees have no privacy rights in any materials reviewed, created, received, sent through or stored in the College's computers, E-mail, internet, and voice mail systems.**

The E-mail system and Internet access may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information of the College or any similar materials to or from any client of the College or any other person or entity without appropriate prior authorization.

The E-mail system may not be used to solicit for commercial ventures, personal, charitable, religious or political causes, outside organizations, or other non-job related solicitations.

As with any communication (electronic, telephonic, or written), care must also be taken to avoid sending e-mail or leaving voice mail messages that could subject the sender and/or the College to a claim for libel. Broadly speaking, an untrue statement of fact which damages the reputation of a person (or a College) is potentially libelous. Such statements could include, for example, a suggestion that a competitor is unprofessional in the conduct of its business.

**Do not open E-mail messages or messages sent through the Internet that contain attachments from unknown parties. These messages may contain viruses or other programs that may corrupt our systems. Failure to follow this policy may result in disciplinary action, up to and including termination. (A message from a client is not an unknown party.**

**Consult with the College's network administrator with any questions about these types of messages.)**

No software programs may be attached as files to E-mail without the prior approval of the President.

Employees may not, without express authorization, retrieve or read any E-mail messages or other information stored on our computer system that was not sent to them. The College will not tolerate the unauthorized access of E-mail by an employee of the College. Notwithstanding the College's right to retrieve and read any E-mail messages, such messages should be treated as confidential by all employees and accessed only by the intended recipient, unless authorized by the President.

Since deleted E-mail messages are backed-up and archived, there is no guarantee that deleting a message will render it irretrievable or erase it forever from our system. The confidentiality of any E-mail message should not be assumed. Further, the use of passwords for security purposes does not guarantee confidentiality.

All passwords and any subsequent changes to your passwords, whether to the computer, voicemail or E-mail system, must be disclosed to the Campus Director and the President. Passwords not disclosed to the College are invalid and cannot be used.

The E-mail system may not be used to harass any person or to create any offensive or disruptive messages. E-mail messages may not contain content that may be reasonably considered offensive, disruptive, defamatory or derogatory, including but not limited to sexual comments or images, gender or race-specific comments, racial slurs or other comments, jokes or images that may reasonably offend someone on the basis of his or her race, color, religion, nationality, creed, sex, national origin, age, disability, mental status, sexual orientation, or other protected classification. Using the E-mail system to harass others or to send anonymous messages is expressly prohibited.

The College reserves the right to listen to the content of voice mail messages. Notwithstanding the College's right to retrieve and listen to a voice mail message, such messages should be treated as confidential by all employees and accessed only by the intended recipient, unless authorized by the President. If an employee is out of the office, that employee's voice mail messages may be retrieved and reviewed by the employee's supervisor (or other designated employee) without the employee's consent. Other than an employee's supervisor, employees may not, without express authorization from the College's administration, retrieve or listen to any voicemail message that was not sent to them. The College will not tolerate the unauthorized access of voice mail by any employee of the College.

The voice mail system may not be used to harass any person or to create any offensive or disruptive messages. Voice mail messages may not contain content that may be reasonably considered offensive, disruptive, defamatory or derogatory, including but not limited to sexual comments, gender or race-specific comments, racial slurs or other comments or jokes that may reasonably offend someone on the basis of his or her race, color, religion, nationality, creed, sex, national origin, age, disability, mental status, sexual orientation or other protected classification.



A person who acts inconsistently with this policy is subject to disciplinary action, up to and including termination of employment. In some circumstances the person may also be subject to potential civil and criminal penalties.

### **Paging System Policy:**

The paging system is to be used only when it is absolutely essential that the person paged must be reached immediately and attempts already were made to contact that person at their direct dial extension.

The paging system is not a toy. It is not to be used in anger or frustration. It is not to be used to convey messages. The only appropriate announcement on the paging system is a request for someone to call a certain number. Except in emergencies, all requests for general announcements to be made over the paging system must be made to the receptionist only.

### **Bulletin Board Policy:**

The bulletin boards located in Eastern International College facilities are intended for official notices regarding policies, procedures, meetings and special events, and for official legal notices. Only personnel authorized by the College may post, remove, or alter any notice.

### **Confidential Information Policy:**

The nature of our business is such that it often requires an employee to work with information concerning its clients that is not publicly available. It is, therefore, the policy of Eastern International College that the general internal affairs and operations of the College shall not be discussed with anyone outside the organization, including former employees, except as may be required in the normal course of business. Internal affairs include, but are not limited to:

1. Student/teacher information;
2. Pre-admission information;
3. Financial information of any type or kind;
4. Marketing strategies or plans;
5. Software development or research data;
6. Trade secrets;
7. Hardware and software configuration or designs;
8. Pricing or cost information; and
9. Any other proprietary information.

Employees violating this policy by disclosing such information to competitors, non-employees or to the public will be subject to discipline, up to and including immediate termination and may also be subject to legal recourse.

Employees are asked to sign a statement of confidentiality at the time of hire and periodically throughout their term of employment to acknowledge their awareness of and reaffirm their commitment to this policy.

Every Eastern International College employee must remain above reproach in speaking with clients about competitors or third parties. All Eastern International College employees should refrain from making disparaging statements about any third party. Such tactics are not only inappropriate, but also wholly unnecessary to sell our strengths as an outstanding accredited training College.

### **Mail Policy:**

Employees are not to use the College's address for receiving personal mail and may not use the College's stationery, postage or express mail accounts for personal mail.

### **Requisitions and Use of Supplies and Equipment Policy:**

Requisitions for ordinary stationery and office supplies are to be made to the Supply Coordinator. Requisitions for equipment and fixtures whether purchased or leased must be approved by the President.

Only authorized employees are issued keys to the premises. At no time should those keys be loaned to other non-authorized individuals, except with the express permission of the President. Lost or stolen keys should be reported immediately.

Items such as computers, facsimile machines, cellular telephones, software, beepers or pagers etc., which are loaned to employees in order that they may conduct business away from Eastern International College premises, must be returned to the College upon demand or at the termination of the employee's employment with Eastern International College.

All employees should handle all College equipment and supplies with care. Damage to College equipment and supplies may result in disciplinary action, up to and including termination. The use of College equipment and supplies for personal use is not permitted.

### **Visitors Policy:**

All visitors must be announced before gaining access to College premises and must be accompanied at all times by an Eastern International College employee. It is the responsibility of the Director to ensure that visitors do not interfere with the work of the College's classrooms, the Financial Aid Office, and Student Services Office without approval from the President or the School Director. This policy applies equally to friends, former employees, family, vendors and clients visiting in the normal course of business or any other time. Strict adherence to this policy is necessary for the College to maintain security and confidentiality. Anyone who violates this Policy will be subject to disciplinary action, up to and including termination.

### **Parties and Events Policy:**

Eastern International College enjoys celebrations and gift giving for staff members in connection with birthdays, marriages, births or adoptions and other events. In order to make these events special, certain guidelines must be followed. Approval for a party must be obtained from the Campus Director so that a room can be reserved without conflict. Parties must take place at the end of the workday or after working hours.

The College will underwrite parties and events organized by Eastern International College. Expenses for all other parties are the responsibility of the organizers themselves.

Planning for events, which are organized by Eastern International College employees themselves, whether or not the College pays, must take place at times other than the employee's regular working hours. This includes, but is not limited to, an employee's participation in sports leagues. In addition, participation in such events outside of College premises is considered voluntary and on the employee's own personal time, and at the employee's own risk. Employees shall not represent that off-campus events are sponsored by the College without the express written authorization of the Campus Director.

### **No Solicitation or Distribution of Literature Policy:**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause. This policy also prohibits solicitations via Eastern International College's E-mail or voice mail systems.

Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time. Non-employees are likewise prohibited from distributing materials or soliciting to employees of Eastern International College on College premises at any time.

### **Faculty Lunch Room Policy:**

Eastern International College's lunchroom may be used during lunch periods, breaks and before and after working hours. Please confine meals to these areas and do not use work areas, hallways, stairwells or desks as eating areas.

Employees using the lunch room or conference rooms for meetings where food is served are responsible for cleaning up immediately after the meeting has concluded.

## **Access to College Premises Policy:**

If you are required to work beyond normal working hours, or on a Saturday, Sunday, or holiday, it is the policy of Eastern International College that at least one other person be on the premises. **As a safety precaution, employees are never permitted on the premises alone, whether or not they have keys to the premises.** Adherence to this policy is strictly enforced and failure to comply will result in disciplinary action including possible termination.

If you are required to work on a day when the building is closed, be sure to arrange with the appropriate Director access to the building and elevators, as well as Eastern International College.

## **Reference Policy:**

It is the policy of the College to limit reference information to the following:

- Dates of employment;
- Position held;
- Salary verification.

Only the Campus Director and/or the President may give the above information. Under no circumstances are supervisors/administrators to provide Eastern International College letters of recommendation. The only persons authorized to issue letters of recommendation are the Campus Director and/or the President. While we generally discourage providing letters of recommendation, supervisors/administrators who wish to provide such letters on behalf of exceptional former employees may provide only letters authored and signed by the Campus Director.

## **Copyright Policy:**

The creation of outlines, guides, exams, other learning and teaching materials, and administrative materials of a printed or other nature shall be a normal part of the content and function of any teaching/instructional or administrative position at Eastern International College. Any such learning, teaching, or administrative materials produced by an employee of Eastern International College in the normal course of his/her work shall be the property of and copyright of Eastern International College. Any copyright applied for and secured in relationship to such materials shall be the property of Eastern International College. Employees are not permitted to use such materials for any reason outside of their employment with Eastern International College. Additionally, upon an employee's resignation or an employee's termination of employment with Eastern International College, such employee is not permitted to use such learning and teaching materials and/or administrative materials created while in Eastern International College's employ. Violation of this policy shall result in disciplinary action, including possible termination, and/or legal action against the employee or former employee, depending upon the circumstances.

## **SECTION THREE**

### **Paid and Unpaid Time-Off Policies:**

#### **General:**

It is the responsibility of each employee to notify the appropriate supervisor without delay if a tardiness or absence is anticipated. Additionally, it is the responsibility of each supervisor to know the whereabouts of every member of his or her department at all times.

Employees are generally entitled to the following Time-Off after **the successful completion of ninety (90) calendar days of full-time regular employment:**

#### **Paid Holiday Policy:**

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Full-time regular staff (working a minimum of 40 hours per week) and full-time faculty (teaching 12-15 hours in addition to office hours, which totals 25 hours per week) shall receive their regular rate of pay for each College-observed holiday. Part-time staff and part-time teaching instructors shall receive holiday pay only for holidays on which they would normally be scheduled to work and only for their regularly scheduled number of hours.

The College recognizes that some employees may wish to observe certain days as periods of worship or commemorate certain days that are not included in the College's holiday schedule. Time off for such occasions must be arranged with advance notice.

Special cases will be considered on a case-by-case basis. The College's decision in one instance shall not be precedent-setting and binding with respect to another.

### **Vacation and Sick Leave Policy:**

Vacation time is fixed for the entire College twice per year: the week following the close of the College's Summer semester and the week from Christmas until New Year's Day. College is closed during these times. This is a paid vacation period for all full time regular staff and teaching instructors. In addition to this time off, full time regular staff members will receive four (4) sick days per year.

All Full –time staff and faculty members who are afforded the benefit of 5 (five) sick days per year, may use them in the following manner.

- A staff / faculty member may use 1 (one) paid sick day, per quarter (every 3 Months) per year, starting in January of each year.
- A staff / faculty member who uses more than 1 (one) paid sick day per quarter, will not be paid for subsequent days during that quarter.
- Any absence due to illness that exceeds 4 (four) days will automatically be charged as a “non-paid” absence.

Sick days may not be used to extend vacation of paid holidays. The College reserves the right to request a doctor's note as a condition of return to work to ensure the staff member is fit to perform the essential duties of their job. Failure to provide a doctor's note upon request will result in disciplinary action, including possible termination.

Once a staff member exhausts their four (4) sick days, such staff member will not be entitled to such days off as required by law (e.g., FMLA, NJFLA, etc.) or pursuant to the Leave of Absence Policy. A staff member who takes unauthorized time off in addition to the four (4) sick days will be terminated.

Eastern International College reserves the right to ask the employee to work on the holiday or the fixed vacation as needed, the employee will be entitled for compensation time during the year. If a staff member wishes to use the compensation time during the year, the staff member must give the Campus Director two (2) weeks advance notice of the date of the vacation and must obtain written approval from the Campus Director in order to take such vacation time off. Generally, compensation time may not be carried over to the next calendar year.

### **Bereavement Leave Policy:**

If an employee wishes to take time off due to the death of an immediate family member the employee should immediately notify the Campus Director.

Up to three days of paid bereavement leave will be provided to all employees for the death of an immediate family member. “Immediate family member” is defined as the employee's spouse, parent, child, grandparent, grandchild and sibling. Requests for bereavement leave must be made immediately to the appropriate Director.

## **Jury Duty Policy:**

The College encourages employees to fulfill their civic responsibilities by accepting jury duty assignments. To accommodate departmental schedules, employees must present a copy of the jury duty notice to the supervisor within one working day of receipt. Regular full-time employees will continue to receive their normal base rate of pay throughout their jury duty assignment, for a maximum of two (2) working days per two-year period.

Proof of service as a juror must be submitted to the Campus Director upon return to work. Employees are required to return to work as soon as jury duty is completed.

## **Family and Medical Leave Policy:**

### **Federal Family Medical Leave Act:**

Eligible employees are entitled to up to twelve (12) weeks of unpaid leave during a twelve (12) month period. Eastern International College will use a rolling twelve (12) month period measured backward from the date an employee uses family or medical leave. An eligible employee will be entitled to unpaid Family and Medical Leave for one or more of the following reasons:

- (i) The birth or placement of a child for adoption or foster care (leave must commence within one year of the birth or placement of the child);
- (ii) To care for the immediate family member (spouse, child, or parent) suffering from a serious health condition which renders the immediate family member unable to work or to care for him/herself; or
- (iii) Due to the employee's own serious health condition which renders the employee unable to perform the functions of his or her job.

A serious health condition is an illness, injury, impairment, or physical or mental condition involving incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility. It also includes treatment by (or under the supervision of) a health care provider involving:

- (i) any period of incapacity requiring absence from work, College, or other activities of more than three days;
- (ii) A chronic or long term health condition which is incurable or so serious that, if not treated, would likely result in incapacity of more than 3 days;
- (iii) Prenatal care.

To be eligible for FMLA leave, you must be an eligible employee as defined by the FMLA. Pursuant to the FMLA, an eligible employee is one who has been employed by the College for at least twelve

(12) months and who has worked at least 1,250 hours during the twelve month period immediately preceding the commencement of leave.

Eligible employees will be entitled to twelve weeks of unpaid leave in any twelve-month period where leave is taken for any one or more of the reasons listed above.

**New Jersey Family Leave Act:**

To be eligible for NJFLA leave you must be an employee as defined by the NJFLA. Pursuant to the NJFLA, you are an employee if you have been employed by the College for at least 12 months and have worked 1,000 hours during the immediately preceding 12 month period.

NJFLA unpaid leave for an employee may be taken to provide care made necessary by reason of:

- (i) the birth of a child of the employee
- (ii) the placement of a child with the employee in connection with adoption of such child by the employee; or
- (iii) the serious health condition of a family member of the employee (family members include parents, in-laws, children, and spouse or civil union partner).

An employee's NJFLA unpaid leave entitlement is limited to a total of 12 weeks in any 24 month period upon advanced notice to the College. Leave taken because of the birth or placement for adoption of a child may commence at any time within one year after the date of the birth or the placement for adoption.

**General:**

In limited circumstances, an employee who is eligible for family or medical leave may be permitted to work a reduced schedule or receive periodic time off from work.

Where the necessity for leave is foreseeable, requests for leave under this policy should be submitted to the Campus Director in writing at least thirty (30) days prior to the date on which an employee wishes to commence leave. If it is not possible to give thirty (30) days notice, then the employee must provide as much notice as possible. Where the necessity for leave is not foreseeable, an employee should notify the Campus Director of the need to take leave as soon as possible.

Where leave is taken for the employee's own serious health condition or to care for an immediate family member suffering from a serious health condition, employees will be required to submit a medical certification from a physician documenting the employee's or the immediate family member's serious health condition. Eastern International College will provide the employee with a "Certification of Health Care Provider" to be used for this purpose. The completed certification must be submitted to the Campus Director within fifteen days of the request for leave, except in unusual circumstances. Failure to provide the required medical certification may result in the denial



of all privileges and benefits under the policy, and result in denial of re-employment upon completion of the leave. If deemed necessary, Eastern International College may require that the employee obtain the opinion of a second health care provider designated by the College, which will be paid for by the College. If there is a conflict between the original medical opinion and the second opinion, Eastern International College may require a third opinion by a health care provider jointly selected by Eastern International College and the employee and paid for by the College. The third opinion, if required by the College, will be considered final and binding. Eastern International College may require an employee who takes leave for the employee's own serious health condition or to care for an immediate family member suffering from a serious health condition to obtain subsequent re-certifications on a reasonable basis, but no more frequently than monthly. Eastern International College also may require an employee returning from leave due to the employee's own serious health condition to submit a medical certification of fitness-for-duty. All family and medical leave under this policy will be unpaid.

Employees requiring leave due to a work-related illness or injury may be eligible to receive workers compensation benefits. In the event an employee is taking a medical leave and is receiving either workers' compensation or temporary disability benefits, accrued paid leave will be paid to make up the difference between the employee's regular base rate of pay and the insurance benefit, until all paid leave time is exhausted.

Employees' health coverage will continue for an employee on leave. The employee will continue to be responsible for payment of the Employee-paid portion of the premium. A failure by the employee to pay the Employee-paid portion will result in a lapse of coverage. An employee failing to return to work after leave may be required to reimburse Eastern International College for the cost of health coverage premiums paid for the employee by Eastern International College during the leave.

An employee returning from leave pursuant to the FMLA and/or the NJFLA will be either restored to his/her former position or placed in an equivalent position with comparable compensation and benefits unless: 1) the employee is unable to perform an essential function of the position because of physical or mental condition, including the continuation of a serious health condition; or 2) the employee would have been laid off or otherwise had his/her employment terminated had the employee continued to work during the leave period as, for example, because of a general layoff. An employee failing to return from leave may be subject to termination of employment.

An employee on family/medical leave for the reasons set forth above may not engage in full-time employment unless such employment commenced prior to the commencement of the family/medical leave and is not otherwise prohibited by law. An employee on family/medical leave for his or her own serious health condition may not engage in any employment while on leave except with the express written permission of the College.

### **Leave of Absence Policy:**

Full-time regular and part-time regular employees who do not qualify for leave under the Family and Medical Leave Policy may request a leave of absence for the reasons set forth in that Policy, subject to the following terms and conditions. Leave requests must be submitted to the Campus Director at least 30 days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as practicable, using the Eastern International College Leave of Absence Request Form. The certification requirements, benefits accrual, and continuation of group health insurance during leave set forth in the Family and Medical Leave Policy apply to all leave used by employees who are not eligible for the leave described in that Policy. In general, leaves will be limited to a thirty (30) day maximum duration except leaves for the employee's own serious health condition. Reinstatement will not be guaranteed to any employee requesting a leave under this Leave of Absence Policy. Nevertheless, Eastern International College shall, in the exercise of its discretion, use its best efforts to place employees returning from leave in positions comparable in status and pay to their former positions.

All questions regarding leaves of absence should be directed to the Campus Director.

### **Military Leave Policy:**

Unpaid leaves of absence for military or reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, such employee must notify the Campus Director and submit copies of military orders as soon as practicable to the Campus Director. An unpaid military leave of absence shall be in accordance with applicable federal and State laws. Eligibility for reinstatement after military duty or training is completed is in accordance with applicable federal and state laws.

Eastern International College and its employees shall comply with all federal and State military leave laws.

## **SECTION FOUR**

### **Compensation & Employee Benefits Policies:**

#### **Salary and Payroll Policy:**

Salary information, including raises, bonuses or other incentive pay is confidential and should not be discussed or shared with other employees.

All Eastern International College employees are paid on a biweekly basis. The pay period begins on a Saturday and ends two weeks later on a Friday. Paychecks are directly deposited in your specified account on payday, the Tuesday following each pay period. If a scheduled payday falls on a College observed holiday you will usually be paid on the preceding day. See the Campus Director for a list of pay periods and pay dates.

Employees may elect to have their paychecks deposited to any bank or credit union of their choice in the continental United States. An authorization agreement form for direct deposit must be signed and sent to Accounting upon hire; for employees without a bank account, a payroll deposit card is available upon request.

#### Benefits of Direct Deposit:

- Convenience: No special trips to the campus to pick up and then deposit checks.
- Freedom: Payments are automatically deposited to your account, even if you are traveling, on vacation or ill.
- Savings: No check cashing fees. Many banks offer free checking and other incentives for employees using direct deposit.
- Peace of Mind: No worries about mail delays or having checks lost or stolen.
- Option of Direct Deposit to Checking or Savings or multiple accounts
- Prompt Payment: Deposits are credited on payday

If an employee changes his or her bank or credit union or closes an account, the employee must complete another Authorization Agreement for Direct Deposit form and submit it to Accounting. It is the responsibility of the employee to notify Accounting regarding any change that affects direct deposit. Direct Deposit remains in force until Accounting receives an Authorization form to change it.

## **Overtime Compensation Policy:**

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Campus Director shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Campus Director's prior approval and at the sole discretion of the College.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is approved by the Campus Director. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees shall receive 1 ½ times the hourly rate for hours worked in excess of 40 hours in a workweek. In computing overtime compensation, the nearest ½ hour shall be the smallest fraction to be reported.

### **Health Insurance Policy:**

Employees are provided health insurance coverage administered by an authorized insurer. Employees may elect to purchase health insurance coverage for their dependents at the employees' option. The complete benefit plan is on file with the Campus Director.

Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the COBRA provision for a period of up to eighteen months. For more information, consult with the Campus Director.

Employees are eligible for all College sponsored health benefits after the successful completion of ninety (90) calendar days of full-time regular employment.

### **Dental Benefits Policy:**

The College currently provides dental insurance as part of its health insurance coverage for all eligible employees. For more information, consult with the Campus Director.

### **Drug Prescription Benefit Policy:**

The College currently provides a prescription drug program as part of its health insurance coverage for all eligible employees. For more information, consult with the Campus Director.

### **Workers Compensation Policy:**

Employees who suffer job-related injuries and illnesses may be entitled to medical expense reimbursement, lost income and other compensation under the New Jersey Workers Compensation Act. Any occupational injury or illness must be immediately reported to the Campus Director. All required medical treatment must be performed by a Workers Compensation Physician. Payment for unauthorized medical treatment may not be covered pursuant to the Act. Questions regarding workers compensation benefits should be directed to the Campus Director.

### **Amendment or Termination of Benefits:**

Eastern International College reserves the right to amend or terminate any of its benefits programs or to require an increase in employee premium contributions toward any benefits with or without advance notice. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of Eastern International College's benefits programs the Campus Director will notify plan participants of all approved amendments or plan terminations in accordance with the requirements of applicable federal and/or State law.

## Acknowledgment of Receipt and Review of Employee Handbook

I acknowledge that I have received and thoroughly reviewed a copy of Eastern International College's Employee Handbook and all of the policies contained therein, including, but not limited to, the General Anti-Harassment and Anti-Sexual Harassment Policy. I understand that Eastern International College is an **"at will"** employer and consistent with applicable Federal and State law, employment with Eastern International College is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of Eastern International College has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. If I executed an At-Will Employment Agreement I understand that my employment relationship with Eastern International College remains **at-will**. In addition, I understand that this handbook states the College's personnel policies in effect on the date of publication. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with Eastern International College for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Campus Director.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_

**Eastern International College Employee Complaint Form**

Date \_\_\_\_\_

Attach additional sheets if necessary to fully complete all questions

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NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

Time period covered by this complaint: \_\_\_\_\_

Individuals who allegedly committed the acts being complained of:

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Describe the nature and dates of the acts allegedly committed by each individual:

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Identify all persons with knowledge of the complained conduct:

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Are there any documents or other evidence that supports the occurrences described above? If so, please list such documents and attach hereto.

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Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

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Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

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**What is your requested remedy for this complaint?**

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**ACKNOWLEDGMENT**

The information provided above is true and correct to the best of my knowledge.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_