

The Cooper Union
for the
Advancement
of
Science and Art

Staff Handbook

May 1, 1999

I. WELCOME TO THE COOPER UNION

Dear Colleague:

The Cooper Union, an institution of distinguished academic achievement, has been a public trust for over 140 years.

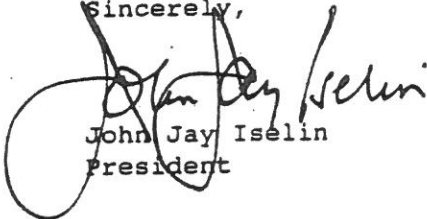
During that time, it has maintained its dedication to merit, exemplified by the award of full-tuition scholarships to every enrolled student. A mutual emphasis on access and on attainment is the vibrant heritage of The Cooper Union and will continue to be its guiding principle in the future.

The Cooper Union's creative vitality, combined with its enduring vision, have enabled the College to remain at the forefront of scholarly distinction. At the very core of its steadfast commitment to quality in higher education is the remarkable calibre of the people who comprise The Cooper Union - faculty, staff and students.

Your role as a staff member in support of the College is critical to its continuing success.

With my best wishes for your career at The Cooper Union.

Sincerely,



John Jay Iselin
President

STAFF ACKNOWLEDGMENT FORM

I have received a copy of The Cooper Union Staff Handbook. I understand that this Handbook states The Cooper Union's policies and procedures which are in effect on the date of publication and that these policies are continually evaluated and may be amended, modified, or terminated at any time. I understand that it is my responsibility to read and comply with the policies contained in the Handbook and any revisions to it.

I understand that my employment with The Cooper Union is "at will" and as such is not for a fixed term or definite period and may be terminated at any time for any reason. I acknowledge that this Handbook does not constitute the terms of a contract of employment and should not be construed as a guarantee of continued employment, a promise of future benefits or as a contract for any other purpose.

Employee's Signature

Date

Employee's Name (print)

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II. OVERVIEW

A. STATEMENT OF PURPOSE

This document is intended to be a helpful guide to The Cooper Union policies and procedures concerning staff, and is essentially a compilation of existing policies and procedures. The policies delineated in this Staff Handbook take precedence over any previously published policies. The policies contained in this Handbook will, from time to time, be updated and modified to reflect the evolving internal and external environment to which The Cooper Union must adapt if it is to remain a viable institution of higher learning and serve its mission.

This Handbook does not constitute the terms of a contract of employment and should not be construed as a guarantee of continued employment, a promise of future benefits or as a contract for any other purpose. Staff employment with The Cooper Union is "at will" and as such is not for a fixed term or definite period and may be terminated at any time for any reason. Any spoken or written representations to the contrary are invalid and should not be relied upon by any prospective or existing staff member.

Some of the subjects described in this Handbook (e.g. Employee Benefits) are covered in detail in official plan and policy documents. Those official texts are the controlling documents and govern over any statement made in this Handbook.

This Handbook is not intended to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions regarding the benefit eligibility or the applicability of a policy of practice to you, you should consult Robert E. Hawks, Vice President for Business Affairs and Treasurer.

Faculty and Librarian employment are not covered under this Handbook.

Part-Time Faculty

Information and guidelines concerning Part-Time Faculty employment at The Cooper Union will be covered under a separate document, the "Part-Time Faculty Handbook". As Faculty members of The Cooper Union, Proportional and Adjunct Faculty will be covered under the guidelines of the "Part-Time Faculty Handbook".

Full-Time Faculty and Librarians

The Full-time Faculty and Librarians of The Cooper Union are subject to the terms and conditions of a contract between The Cooper Union and The Cooper Union Federation of College Teachers (CUFCT). Proportional and Adjunct Faculty are not subject to that contract.

The information contained in this handbook will be reviewed from time to time, and, as applicable, replacement pages or additional material will be distributed.

The Office of the Vice President for Business Affairs and Treasurer should be contacted with questions, comments, suggestions or updates about the information contained in this handbook.

This document is not a contract between The Cooper Union and the individual employee and is not intended to serve nor will it be acknowledged or used as an employment contract.

The Cooper Union reserves the right to change or modify any of the provisions of this document at any time, without notice.

The policies enumerated in this document are current as of May 1, 1999.

B. INTRODUCTION AND HISTORY

The Cooper Union for the Advancement of Science and Art was established in 1859 by industrialist/inventor Peter Cooper. He came from a large family of modest means, and had less than a year of formal schooling. He overcame these limitations to become a successful inventor, industrialist, and, subsequently, philanthropist.

The circumstances of his upbringing, and the traditions of the times in which he lived, denied him the opportunity to further his education. He always regretted his lack of education and was determined to use some of the wealth he amassed through his inventions and business ventures to benefit others who lacked the means or opportunity to pursue a formal education.

His dream was to found an institution where education is "as free as water and air" for people who were eager to learn but did not have the means to pay. By founding The Cooper Union for the Advancement of Science and Art, and constructing its Foundation Building, which opened in 1859, he became the forerunner and model for other great American philanthropists of the late 19th century such as Andrew Carnegie, Ezra Cornell, and Matthew Vassar.

The Institution he founded has evolved into the nation's oldest private college providing the equivalent of full-tuition scholarships to all admitted students. The College is dedicated exclusively to preparing students for the professions of fine arts and design, architecture, and engineering. The professional curricula are supported by a strong program in the humanities and social sciences.

C. COLLEGE ORGANIZATION & STRUCTURE

1. MISSION

The Mission of The Cooper Union, as adopted by the Board of Trustees is:

That, consistent with the Deed of Trust, The Cooper Union will provide the highest quality education in the disciplines of art, design, architecture, engineering and related studies, to those gifted students who may most benefit from its academic scholarships, location, size, and supportive environment, and, in addition, will offer relevant programs to its various publics.

To fulfill this mission, Cooper Union will:

Actively search out students who meet its high admission standards, especially those from all segments of the New York metropolitan area population, to ensure an exceptionally gifted and motivated student body;

Provide the array of appropriate services that respond to the special needs of its diverse student body;

Remain a small, select institution providing full-tuition academic scholarships to all degree students;

Provide high quality degree programs responsive to its gifted students and the professional fields for which they are being prepared;

Offer to all students, knowledge of the humanities and social sciences, especially to further the union of science and art;

Maintain and appropriately compensate and support a faculty and staff of skilled and dedicated professionals, balanced between full-time and adjunct commitments;

Engage faculty and advanced students in research and professional services provided to organizations, business and industry, and governmental agencies in furthering its educational objectives;

Develop programs that complement the existing professional programs that explore the issues of science and art in contemporary society;

Provide programs for alumni, professionals and the general public, to advance their knowledge of art, science, technology and the humanities at costs consistent with their means;

Involve alumni, professionals, parents, students and private organizations in the advancement and support of its education and service programs;

Build cooperative arrangements with other institutions and organizations as appropriate for meeting its objectives;

Develop its campus and cooperate with organizations in its neighborhood so as to enhance the physical environment of Astor Place and Cooper Square;

Utilize its human, financial and physical resources as efficiently as possible;

Increase the public knowledge and clear perception of this unique institution and its mission;

Assure that its Board of Trustees and Administration are so constituted, and financial resources so allocated as available, that these goals may be achieved.

D. BOARD OF TRUSTEES AND ADMINISTRATION

As prescribed by the Charter and Trust Deed of The Cooper Union, the management and control of the property and affairs of The Cooper Union is the responsibility of a Board of Trustees.

The Board consists of up to a maximum of twenty-five (25) members, four of whom are elected by the Alumni Association to serve one four-year term each. Other trustees are also elected for four-year terms, and may be re-elected for consecutive and/or subsequent terms. The Charter provides that the oldest lineal male descendant of Peter Cooper is accorded membership on the Board.

The Board operates under a series of by-laws that define its powers, membership, and manner of self-administration. It meets periodically throughout the year and, as authorized under the by-laws, establishes various committees to address specific areas of institutional or Board business such as finances, facilities, academic or student affairs and nominations. Board members are elected or appointed to serve on the committees, which are convened between meetings of the Board as a whole.

Among the powers of the Board is the ability to create administrative offices. Primary among these are the Office of the President, and the Office of the Vice President for Business Affairs and Treasurer.

The President is the chief executive officer of the corporation, and exercises general supervisory powers over the activities of the corporation and its other offices, subject to the control of the Board of Trustees.

The Vice President for Business Affairs and Treasurer (Chief Financial Officer) has charge of the maintenance and care of all the properties of the institution, all papers and documents pertaining thereto, and is responsible for the accounting and business affairs of the corporation. The Vice President for Business Affairs and Treasurer may also perform the duties of the President in his/her absence.

Other administrative offices at The Cooper Union include those that are responsible primarily for administering the academic programs - the offices of the Deans of the School of Art, the Irwin S. Chanin School of Architecture, the Albert Nerken School of Engineering and the Faculty of Humanities & Social Sciences - and those that administer other programs or provide support for the academic programs.

These include: the Library; the Office of Buildings and Grounds; the Office of Public Affairs; the Office of Student Services, including Financial Aid & Career Counseling, and Recreation, Health & Safety; the Office of Admissions & Records; the Office of Extended Studies & Great Hall Programs; the Computer Center; the Herb Lubalin Study Center for Design & Typography; the Center for Writing & Speaking; the Audio Visual Resources Access Center; The Saturday / Outreach Program; and Office Services.

Each of these offices is headed by a Dean, Director, Manager, or Supervisor and supported by a staff of varying number.

III. EQUAL OPPORTUNITY EMPLOYMENT

A. NOTICE OF NON-DISCRIMINATORY POLICY

Continuing its long-standing policy to support equality of opportunity for all persons, The Cooper Union does not discriminate on the basis of race, religion, sex, color, national or ethnic origin, age, marital status, sexual orientation, veteran status, nor does it discriminate against qualified persons with disabilities or based on any other characteristic protected by law, in the administration of its admission, employment, and educational policies or scholarship, loan, housing, and other school-administered programs.

Rather, The Cooper Union affirms that it admits students and selects employees regardless of their race, religion, sex, color, disability, national or ethnic origin, age, marital status or sexual orientation, veteran status or any other characteristic protected by law, and thereafter accords them all the rights and privileges generally made available to students or employees at the School.

Inquiries in this regard concerning any policy, program or other activity at The Cooper Union may be referred to the following individuals who have been designated by The Cooper Union to oversee the continued application of the School's non-discriminatory policies:

Robert E. Hawks, Vice President for Business Affairs and Treasurer
Equal Opportunity Officer
Business Office
The Cooper Union for the Advancement of Science and Art
30 Cooper Square, 7th Floor
New York, NY 10003

Inquiries may also be referred to:

The Director
Office of Civil Rights
U.S. Department of Education
Washington, DC 20202

Concerns and reports about any type of discrimination at The Cooper Union may be made without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action up to and including termination.

This notice is given pursuant to Section 504 of the Rehabilitation Act of 1973, Revenue Procedure 75-50 dated December 8, 1975, Title IX of the Education Amendments of 1972 ("Title IX"), Part 86 of the U.S. Department of Education regulations promulgated to effectuate Title IX, and other subsequent city, state and federal regulations.

B. CONFLICT RESOLUTION

The Cooper Union encourages communication among office administrators and staff, and anticipates that smooth operation will usually result from such free exchange.

In the event of conflict, however, employees are advised to attempt discussion and resolution of the matter with their immediate superior. If necessary, office administrators will also consult with their own immediate superiors in attempting to resolve such conflicts. If the issue remains unresolved at that level, the Office of the Vice President for Business Affairs and Treasurer can advise the employee and/or administrator about the

next steps.

In the case of any problems that may be covered under the provisions of Title VI (racial discrimination) or Title IX (sexual discrimination or harassment), please contact the Vice President for Business Affairs and Treasurer, who is the Equal Opportunity and Grievance Officer. The following grievance procedure should also be reviewed by each employee.

GRIEVANCE PROCEDURE UNDER THE COOPER UNION'S NON-DISCRIMINATION AND HARASSMENT POLICIES

Any member of The Cooper Union community who believes that he or she has been discriminated against or harassed in violation of any provision of The Cooper Union's non-discriminatory or harassment policies may attempt to resolve such grievance in the following manner.

EMPLOYEES WITH COMPLAINTS IN WHICH THE IMMEDIATE SUPERVISOR IS NOT DIRECTLY INVOLVED SHOULD START AT STEP 1. EMPLOYEES WITH COMPLAINTS WHICH DIRECTLY INVOLVE THE IMMEDIATE SUPERVISOR OR IN WHICH THE EMPLOYEE IS NOT COMFORTABLE PRESENTING THE COMPLAINT DIRECTLY TO HIS/HER SUPERVISOR SHOULD PROCEED DIRECTLY TO STEP 2.

Step 1 - Informal Complaint

The complainant should present the complaint in writing to his or her immediate superior within thirty (30) days from the date on which the alleged act of discrimination or harassment took place, and should also forward a copy of the written complaint in a sealed envelope marked "privileged and confidential" to the Director of Budget and Personnel.

The complainant's immediate superior shall meet with the complainant within five (5) working days of the complainant's original presentation. The immediate superior shall respond to the complaint in writing within ten (10) working days from the date of said meeting, and shall also forward a copy of the response in a sealed envelope marked "privileged and confidential" to the Director of Budget and Personnel. If the complaint is resolved, no further action will be taken, and all records will remain confidential.

If the complaint is not satisfactorily settled or withdrawn at Step 1, it shall be subject to the provisions of Step 2, and shall be recognized as a formal grievance. As stated previously, if the complainant is uncomfortable presenting his/her complaint to his/her immediate supervisor the complainant may immediately proceed to Step 2.

Step 2 - Formal Grievance

Within ten (10) working days from receipt of the Step 1 decision,

or in the case where the complaint directly involves the employee's immediate supervisor, the grievance shall be formally presented by the grievant to the Vice President for Business Affairs and Treasurer, who is the Equal Opportunity Officer.

The grievance shall be written and shall set forth specifically the facts on which the grievance is based. The Equal Opportunity Officer, or an authorized designee, will investigate the grievance.

Within five (5) working days from the receipt of the grievance, the Equal Opportunity Officer shall meet with the grievant to discuss the grievance and the investigation. Within ten (10) working days from the date of said meeting, the Equal Opportunity Officer shall render a determination in writing, and shall make appropriate recommendations to correct any deficiencies, if necessary.

A record of all charges and determinations shall be made by the Equal Opportunity Officer, and copies shall be given to the grievant, and the respondents, if any.

C. HARASSMENT POLICY

The Cooper Union is committed to providing an environment that is free of discrimination and unlawful harassment and expects all members of The Cooper Union community to endeavor to maintain such an environment. Harassment of any kind is prohibited and will not be tolerated.

Sexual harassment is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or acts, and all other verbal or physical conduct or abuse of a sexual nature (including jokes or innuendos) in situations where:

Submission to such conduct is made, either explicitly or implicitly, a term of an individual's employment or education;

An individual's submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with the individual's academic or work performance or creating an intimidating, hostile, or offensive work or educational environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, religion, sex, color, disability, national or ethnic origin, age, marital status,

sexual orientation, veteran status, or any other characteristic protected by law or that of his/her relatives, friends, associates, and that:

Has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment;

Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or

Otherwise adversely affects an individual's employment or education.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on The Cooper Union premises or circulated in the workplace.

Any member of The Cooper Union community who has witnessed, been subject to, or believes that he or she has been the subject of sexual or any other form of harassment by anyone at The Cooper Union should, and is encouraged to, bring the matter to the attention of a supervisory staff member, the Director of Budget and Personnel, or the Equal Opportunity Officer referred to above.

A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential.

The Cooper Union will not in any way retaliate against an individual who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such complaint or report. Retaliation against any individual for, in good faith, reporting a claim of harassment or cooperating in the investigation of same will not be tolerated and will itself be subject to appropriate discipline.

Any individual found to have engaged in sexual or any other form of harassment, or other inappropriate conduct, will be disciplined as appropriate, up to and including discharge.

The Cooper Union will take all appropriate steps to enforce this Policy.

IV. EMPLOYMENT POLICIES, PROCEDURES & BENEFITS

The following pages outline the policies, procedures and benefits of employment at The Cooper Union. Unless specifically excluded, the policies, procedures and benefits apply to all categories of staff

employees (as defined in Section IV-F). As previously stated, however, neither full-time nor part-time faculty, including Proportional and Adjunct faculty or librarians are covered by this Handbook.

A. FISCAL YEAR, OFFICE HOURS, STANDARD WORKWEEK

As is the case in many institutions, The Cooper Union follows a fiscal, rather than calendar year. The Cooper Union's fiscal year begins on July 1 and ends on June 30.

Normally, the operating hours for administrative offices are 9:00 am-5:00 pm Monday through Friday. Variations occur throughout the institution, however, as they pertain to the needs of each office. The normal hours of operation are known as Regular Hours. Please refer to Section IV-F for a description of the hours of the standard full-time workday / workweek.

Regular Hours are in effect from September through mid-June, and modified operating hours known as Summer Hours are generally in place from mid-June through Labor Day. When in effect, Summer Hours are 9:00 am-5:15 pm Monday through Thursday. Additionally, during Summer Hours the normal lunch break of one (1) hour is shortened to forty-five (45) minutes. A notice is circulated each year informing offices about the starting and ending dates of Summer Hours, as applicable.

B. ORIENTATION FOR NEW EMPLOYEES

Every effort is made by office administrators or designees to orient new staff members to the policies, procedures, benefits, and personnel of The Cooper Union.

1. **EMPLOYMENT PAPERWORK:** During his or her first week, the new employee should contact the Business Office to complete necessary paperwork. The timely completion of this paperwork is crucial to insure that the new employee is properly placed on the appropriate Cooper Union payroll. Failure to complete all paperwork in a timely manner may result in the delayed issuance of the employee's paycheck.
2. **EMPLOYEE ID CARDS:** New employees must make arrangements to obtain a Cooper Union identification card by contacting the Office of Admissions & Records. The I.D. card is used for security, Library, and check-cashing purposes.
3. **CHECK CASHING:** Employees may be entitled to cash paychecks at the Chase-Manhattan Bank branch located at Broadway and 8th Street even if a personal account is not maintained there. You must present a valid Cooper Union I.D. card along with the properly endorsed check. Other identification may also be required.

4. **DIRECT DEPOSIT:** A direct-deposit program is available for employees of The Cooper Union. You may have your paycheck deposited directly into your bank account, provided that your bank participates in this service. Anyone interested in this service should contact the Payroll Coordinator in The Cooper Union Business Office to determine if his or her bank participates in this program, and to find out the specific enrollment procedures.
5. **CREDIT UNION:** A credit union is available to all employees. It can be an effective way to both save and borrow money at competitive interest rates. Contributions may be made through Direct Deposit. Please contact the Payroll Coordinator for further information.

If questions or concerns arise about such things which are not covered in this Handbook or during orientations, it is suggested that they be taken up with the new employee's office administrator, designee or Business Office.

C. INTRODUCTORY PERIOD FOR NEW EMPLOYEES

There is an introductory employment period of six months for new employees at The Cooper Union.

After the first three months of the introductory period, the new employee's performance may be reviewed with him or her by the office administrator or designee. At the end of the introductory period, the employee's performance may be reviewed again. The employee may be discharged at any time during this period if it is determined that the employee is not performing satisfactorily. Additionally, under appropriate circumstances, the introductory period may be extended.

An employee's continued employment with The Cooper Union depends upon successful performance during this introductory period. The new employee should discuss the trial period with his or her supervisor early in the introductory employment period so that this important matter will be clearly understood. The fact that an individual completes the introductory period does not create a contract or guarantee of employment. The employee's status throughout his/her employment is that of an "employee-at-will".

D. ANNUAL PERFORMANCE REVIEWS, SALARY INCREASES, PROMOTIONS, AND VACANCIES

A yearly performance review, initiated by the employee's office administrator or designee, may occur during the time of the annual budget formulations, in the latter part of the fiscal year.

Normally, salary adjustments and promotions take effect at the beginning of the fiscal year (July 1).

1. HIGHER EARNED DEGREE

Effective May 1, 1997, any full-time employee who receives an earned degree of higher rank than previously held from an accredited institution of higher learning while in The Cooper Union's employ, shall receive a five (5) percent base salary increase effective at the time the degree was awarded, subject to the employee establishing conclusively that he/she has received such degree.

2. VACANCIES

When a new full-time position becomes available or a current full-time position needs to be filled because of personnel changes, a notice is posted on bulletin boards located outside the Business Office on the 7th floor of 30 Cooper Square, outside the Faculty/Staff Lounge in the School of Engineering, in the Faculty Lounges of the School of Art and the School of Architecture, and in the Library.

Any current employee of The Cooper Union who might be interested in applying for a vacant position is encouraged to do so. Resumes should be submitted to the Director of Budget and Personnel in the Business Office, with indication of the position of interest. Resumes will then be processed and passed along to the appropriate department.

E. PERSONNEL FILES, EMPLOYMENT CONFIDENTIALITY/OUTSIDE INQUIRIES

A personnel file, containing employment forms, appointment letters, and other material relating to the individual's employment record, is maintained for every employee.

The contents of the personnel file are strictly confidential, and are only available for review by the employee and appropriate administrators in the Business or President's Office. Employees may review the contents of their personnel file by making an appointment in advance with the Office of the Vice President for Business Affairs and Treasurer.

If an inquiry about an employee is made by an outside party, The Cooper Union will only confirm the employee's title and dates of service. Other information will not be released without the employee's written permission.

An employee who is expecting outside inquiries and wishes The Cooper Union to release certain information should notify the Business Office in advance, and provide written permission. Any request for references regarding any current or former employee should be referred to the Business Office.

F. TYPES OF EMPLOYMENT, EMPLOYMENT CATEGORIES, TIME REPORTING

The Cooper Union's operations involve basically three types of personnel: **REGULAR STAFF EMPLOYEES, CASUAL STAFF EMPLOYEES, REGULAR BUILDINGS AND GROUNDS EMPLOYEES.** All employees are apprised of the job description, level of responsibility and employment category of their position upon hire.

Unless noted otherwise, the standard full-time workweek from September through mid-June is 35 hours, Monday - Friday. The standard paid workday is seven (7) hours, 9:00a.m. to 5:00 p.m. with an unpaid lunch period of one (1) hour. During the modified summer hours generally in place from mid-June through Labor Day, the standard full-time workweek is thirty (30) hours, Monday through Thursday. The paid workday during summer hours is seven and one-half (7.5) hours, 9:00am through 5:15pm with an unpaid lunch period of forty-five (45) minutes.

REGULAR EMPLOYEES: The Cooper Union categorizes its Regular Employees in two ways: full-time and part-time. A Regular Full-Time Employee is one who is scheduled to work at least the full-time hours set forth above and is employed throughout the fiscal year. A Regular Part-Time Employee is one who is scheduled to work less than the full-time hours set forth above, but who is employed throughout the academic or fiscal year. The specific hours and duration of employment for Regular Part-Time Employees may be defined by an annual appointment letter from the office administrator or designee. Hours worked by Regular Part-Time employees are submitted on monthly time sheets.

CASUAL EMPLOYEES: Casual Employees are employees who are scheduled to work up to 35 hours per week but are not employed for the entire academic or fiscal year. Casual Employees may work varying hours as needed. They usually submit their hours on a miscellaneous payroll voucher. Casual employees may work in various departments throughout the College during the course of the year.

All employees, whether Regular, Casual, Full-or Part-Time, also fall into one of two additional categories as defined by federal and state wage and hour regulations: Exempt or Non-Exempt.

Exempt Employees usually have a varying degree of administrative responsibility, are not eligible for overtime pay and do not report their time on an hourly basis.¹ They are, however, responsible for reporting their attendance on a monthly basis on time sheets which are forwarded to the Business Office. These monthly time sheets indicate days worked and categorize any absences by letter code.

¹ Fair Labor Standards Act

Non-Exempt Employees, submit monthly time sheets, which are approved by the office administrator or designee and forwarded to the Business Office. Time sheets indicate days worked and categorize any absences by letter codes. Moreover, Non-Exempt Employees are eligible for straight-time pay for hours worked in excess of their regular workweek up to forty (40) hours per week and are eligible for overtime pay at a rate of time and one-half for hours worked in excess of forty (40) per week. Requests for overtime pay, including any hours beyond the employee's regular workweek, must be approved by the office administrator and submitted on a Miscellaneous Payroll Voucher.

The employee's office administrator or designee will review the applicable reporting procedure with him or her.

REGULAR BUILDINGS AND GROUNDS EMPLOYEES

Full-time employees of the Buildings and Grounds Department are scheduled for a 45 hour work week. They are paid for forty (40) hours of work with an unpaid lunch of one (1) hour. Any hours worked in excess of eight (8) per day are paid at the overtime rate. The usual hours of work for most Buildings and Grounds employees are 7:00am to 4:00pm. During summer hours, most Buildings and Grounds employees work Monday - Thursday 7:00 am to 4:15pm with an unpaid one-half ($\frac{1}{2}$) hour lunch break.

G. ABSENCES WITH PAY

1. VACATION

The Cooper Union believes that time away from work for annual rest and recreation is an essential component of a healthy working environment, and encourages its eligible employees to take advantage of this benefit, in a manner consistent with the staffing needs of each office.

Vacation entitlement is based on The Cooper Union's fiscal year (July 1 - June 30). Vacation time for all employees subject to this policy is accrued on a monthly pro-rata basis. For each full month worked, the eligible employee accrues an amount equal to the number of vacation days entitled to per fiscal year divided by 12 months. No vacation time will be accrued while the employee is on short-term or long term disability, FMLA leave, or any other type of leave except for leave associated with a Worker's Compensation claim. Vacation time accrues to employees receiving Worker's Compensation during the first six months of absence due to a work-related injury.

If an employee is hired at any time other than the beginning of the fiscal year, the amount of vacation time earned during the first fiscal year will be pro-rated according to the number of full months remaining in the fiscal year. For

each full month worked in that fiscal year, the employee will accrue an amount equal to the pro-rated number of vacation days for the remainder of the fiscal year divided by the remaining number of months in the fiscal year. For new employees, vacation and personal days may be taken only following the first three (3) months of employment.

Regular Full-Time Employees employed on or after January 1, 1996 are entitled to vacation days as follows:

- a. During the first fiscal year of employment, the employee will accrue up to ten (10) vacation days, i.e. approximately 0.83 days per month.
- b. During the second year of employment, the employee will accrue up to twelve (12) vacation days per fiscal year, i.e. 1 day per month.
- c. During the third year of employment, the employee will accrue up to fourteen (14) vacation days per fiscal year, i.e. approximately 1.16 days per month.
- d. During the fourth year of employment, the employee will accrue up to sixteen (16) vacation days per fiscal year, i.e. approximately 1.33 days per month.
- e. During the fifth year of employment, the employee will accrue up to eighteen (18) vacation days per fiscal year, i.e. 1.5 days per month.
- f. During the sixth year and through the ninth year of employment, the employee will accrue up to twenty (20) vacation days per fiscal year, i.e. approximately 1.66 days per month.
- g. During the tenth year of employment and onward, the employee will accrue up to twenty-two (22) vacation days per fiscal year, i.e. approximately 1.83 days per month.

Regular Full-Time Employees, exempt and non-exempt, employed prior to January 1, 1996 will accrue twenty-two (22) days of vacation per year.

For Regular Part-Time and Casual Employees, vacation eligibility is determined by the number of working hours accumulated. Working hours include hours for which an employee is actually at work and does not include any forms of paid or unpaid time off. Vacation eligibility is calculated as follows:

Up to 5,000 Hours:

An employee must accumulate a minimum of five-thousand (5,000) hours over consecutive years to be eligible to earn vacation. Prior to meeting that 5,000 hour minimum, the employee is not eligible for paid vacation.

5,000 Hours:

After working a minimum of five-thousand (5,000) hours in consecutive years, Regular Part-Time and Casual Employees are entitled to five (5) days of paid vacation per fiscal year in which they work a minimum of one-thousand (1,000) hours.

10,000 Hours:

After accumulating ten-thousand (10,000) working hours during consecutive years, Regular Part-Time and Casual Employees are entitled to ten (10) days of paid vacation per fiscal year in which they work a minimum of one-thousand (1,000) hours.

For example, based on a twenty-hour workweek, one, five and ten thousand hours would be attained after working one, five, and ten years respectively. In other words, approximately one thousand hours are accumulated each year worked at this rate.

An employee working a twenty-hour workweek would calculate vacation eligibility as follows: After five (5) years of service (5,000 hours worked) and until ten years of service (10,000 hours worked), the employee is eligible for five (5) paid vacation days per fiscal year in which the employee works a minimum of 1,000 paid hours. After ten (10) years of service (10,000 hours), the employee is eligible for ten (10) paid vacation days per fiscal year in which the employee works a minimum of 1,000 hours.

For vacation days taken when Summer Hours are in effect, please note that because of the condensed workweek, a day off during Summer Hours is considered to be equal to a day and a quarter of vacation time when Regular Hours are in effect. A vacation of four consecutive work days during Summer Hours, therefore, is considered equal to a week of vacation (i.e. five vacation days) taken when Regular Hours are in effect.

Vacation time is to be used within the fiscal year, and is not normally cumulative. If office circumstances warrant, however, and with approval of the office administrator or designee, an employee may carry over the maximum yearly accrual (a maximum of 22 days) into the following year.

Departing employees will be paid for any vacation accrued during the fiscal year, but unused as of their last day of work. Such employees may also be eligible to receive pay for any carryover vacation permitted from the previous year. The maximum number of vacation days that an employee may be compensated for upon termination is forty-four (44) days (a maximum of 22 days that may be earned and accrued in the year of termination plus the maximum of 22 days that may be carried over from the previous year).

2. HOLIDAYS

The Cooper Union observes a number of paid holidays throughout the year. Any Regular Full-Time employee who is normally scheduled to work on a day that the institution is closed for a holiday receives regular pay for that day. A Regular Part-Time employee, employed prior to July 1, 1999 and who is normally scheduled to work on a day that the institution is closed for a holiday receives his or her regular pay for that day. A Regular Part-Time employee, employed after July 1, 1999 and who will have accumulated a minimum of 5,000 hours over consecutive years and who is normally scheduled to work on a day that the institution is closed for a holiday receives his or her regular pay for that day.

In the past, such holidays have included Labor Day, Thanksgiving Day and the day after, a Winter Recess that encompasses a period from just before Christmas Day through just after New Year's Day, Martin Luther King Jr.'s Birthday, Founder's Day, Presidents' Day, Memorial Day and Independence Day.

The Cooper Union follows a two-semester academic system, and the academic calendar typically begins just after Labor Day and ends close to Memorial Day.

An academic calendar and holiday schedule is published each spring for the following year, and appears in the college catalogue.

3. RELIGIOUS OBSERVANCES

The Cooper Union attempts to accommodate reasonably, individual employee religious obligations and practices without penalty, based on a good faith effort and reasonable notice to the office administrator or designee about the anticipated absence for religious observance. Any Regular Full-Time employee who is absent because of a religious observance on a day that he or she is normally scheduled to work receives regular pay for that day. Any Regular Part-Time employee, employed prior to July 1, 1999 and who is normally scheduled to work on a day that he or she is absent

due to religious observance receives his or her regular pay for that day. Any Regular Part-Time employee, employed after July 1, 1999 and who will have accumulated a minimum of 5,000 hours over consecutive years and who is normally scheduled to work on a day that he or she is absent due to religious observance receives his or her regular pay for that day.

4. ABSENCE BECAUSE OF ILLNESS

Employees who suffer a minor illness are encouraged to take the necessary recuperative time away from work. Any Regular Full-Time employee who is absent because of illness on a day he or she is regularly scheduled to work receives his or her regular pay for that day. A Regular Part-Time employee employed prior to July 1, 1999 and who is normally scheduled to work on a day that he or she is absent due to illness receives his or her regular pay for that day. A Regular Part-Time employee, employed after July 1, 1999 and who will have accumulated a minimum of 5,000 hours over consecutive years and is absent because of illness on a day that he or she is normally scheduled to work receives regular pay for that day. Abuse of this policy, however, may subject the employee to discipline, up to and including discharge. The Cooper Union reserves the right to limit the number of paid sick days on a case by case basis.

The employee's office administrator or designee must be promptly notified about any absence caused by illness, so that proper arrangements can be made. A medical note may be required to receive pay for such an absence.

Absence caused by illness for more than seven consecutive days may require that the office administrator or designee be provided some certification of illness from the employee's physician. The employee may also be required to apply for disability benefits. The Benefits Coordinator in the Business Office should be contacted for further information.

In cases of serious, lengthy, and/or debilitating illness that will cause extended absence from work, the employee must apply for disability benefits. In such cases, the office administrator or designee should be alerted to the possibility of a lengthy absence, and the Benefits Coordinator in the Business Office should be contacted about applying for coverage (refer to Section IV "Employment Policies, Procedures and Benefits", Item L, "Other Benefits", Paragraph numbers 3 and 4, about short-term and long-term disability).

Additionally, employees in the Buildings & Grounds department are limited to ten (10) sick days per year. If