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CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU)

HUMAN RESOURCES POLICIES

FOR

MANAGEMENT & CONFIDENTIAL

PROFESSIONAL PERSONNEL

CSCU Connecticut State Colleges & Universities

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ARTICLE 1 – PURPOSE AND DISCLAIMER

1.1 Purpose

The Board of Regents for Higher Education established under Connecticut General Statutes section 10a-1a adopts and sets forth these policies as the terms and conditions of employment for Management and Confidential Employees under the Board of Regents' jurisdiction pursuant to Connecticut General Statute section 10a-20. These policies supersede and cancel all prior practices and agreements, whether written or oral unless expressly stated to the contrary herein.

1.2 Disclaimer

Nothing contained herein shall constitute a contract of employment and the Board reserves the right to alter, amend, revise, or repeal these policies from time to time in whole or in part. Nothing contained in these policies constitutes a promise or guarantee of continuing employment or of benefits or policies described herein will not be modified in the future. This booklet simply describes current benefits and policies, subject to change from time to time.

1.3 Interpretation, Application and Modification of Human Resources Policies

If there are any questions or disputes regarding the application, interpretation of meaning of the Human Resources policies contained within this manual, those questions or disputes must be reduced to writing and submitted to the CSCU Vice President for Human Resources. The HR VP or their designee will convene a meeting to hear the questions and disputes and provide the parties with an opportunity to present information and respond to questions. The HR VP or designee will make a written recommendation on the disposition of the complaint to the System President within thirty (30) calendar days of receipt of the dispute. The System President shall either accept or reject the written recommendation. If the System President rejects the written recommendation, the issue will be remanded to the HR VP or designee for further review, and they must submit a revised written recommendation to the System President within thirty (30) calendar days.

When the System President accepts the written recommendation from the Vice President for Human Resources or designee, it shall be final and binding. Said recommendation shall be forwarded by email to the Complainant.

Periodically, these policies are revised or modified. Employees may make suggestions for alterations to these policies to their respective Human Resources Director.

ARTICLE 2 – DEFINITIONS

2.1 Professional Personnel

The term "professional personnel" includes all unclassified personnel, excluding those who are covered by a collective bargaining agreement. These employees, or personnel, are referred to as Management or Confidential Professional Personnel.

2.2 State Universities

The words "state universities" refer to the Connecticut State Universities described under Connecticut General Statutes 10a-1(2)(A) and include Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University all of which are Institutions of higher education within the Connecticut State College and University system.

2.3 Community Colleges

The words "community college(s)" refers to the regional community-technical college(s) described under Connecticut General Statutes 10a-1(2)(B) and includes the following locations: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College and Tunxis Community College. The above locations shall be considered separate Institutions until July 1, 2023, at which time all locations will become campuses of the Connecticut State Community College, a single Institution within the Connecticut State Colleges and Universities system.

2.4 Charter Oak

The words Charter Oak refer to Charter Oak State College established under Connecticut General Statutes 10a-1(2)(C) which is an Institution within Connecticut State College and University system.

2.5 Institution

Institution refers to the institutions of higher education within the Connecticut State College and University system.

2.6 College & University Personnel

The term "college & university" personnel exclude personnel in the System Office and refers to persons assigned to an Institution within the Connecticut State College and University system.

2.7 Institution President

The term "Institution President" refers to the presidents of the state universities, the president of Charter Oak State College, and the president of Connecticut State Community College. The term "Institution President" shall apply to community college presidents/campus CEOs only until June 30, 2023.

2.8 System President

As used herein "System President" refers to the President of the Connecticut State Colleges and Universities as described in Connecticut General Statutes section 10a-1b. This term is interchangeable with President of the Board and CSCU President and describes the chief executive officer for the Connecticut State Colleges and Universities.

2.9 System Office

The term "System Office" means the organizational unit comprising the staff of the Connecticut State Colleges and Universities (CSCU) and employed by the System President (also referred to "President of the CSCU") under Connecticut General Statutes 10a-1b(b).

2.10 The System

The system refers to the System Office along with all the Institutions.

2.11 Management and Confidential Professional Employees

The term "Management and Confidential Professional Employees" includes unrepresented non-union personnel classified as Professional, Manager or Executive in accordance with the Classification and Compensation Procedures as such may be designated by the System President or an Institution President.

2.12 Full-Time/Part-Time

As used herein "full-time" means a position or an employee in said position whose regularly assigned hours of work are at least 40 hours per week. "Part-time" employees or positions are those that are less than full-time.

2.13 Non-temporary Employee/Appointment

A non-temporary employee is any individual whose appointment is without term and may be terminated pursuant to Article 8.

2.14 Temporary Employee/Appointment

A temporary employee is any individual whose appointment is limited in duration, grant-funded, or whose letter of appointment indicates that employment ends on a specified date. A temporary appointment may also be terminated pursuant to Article 8.

2.15 Employer

As used herein the employer shall mean the Board, System President, Institution Presidents, or their designees as appropriate.

ARTICLE 3 – PROFESSIONAL RESPONSIBILITIES

3.1 Non-discrimination, Affirmative Action & Sexual Harassment

It is the legal, intellectual, and moral responsibility, but more importantly, the policy of the leadership of the Board of Regents to advance social justice and equity by exercising affirmative action to remove all discriminatory barriers to equal employment opportunity and upward mobility.

Accordingly, the System will, with conviction and effort, undertake positively to overcome the present effects of past practices, policies, or barriers to equal employment opportunity, and to achieve the full and fair participation of all protected groups found to be underutilized in the workforce or adversely impacted by system policies and practices.

Similarly, it is the policy of the System that sexual harassment is prohibited. This policy is a strong statement of our institutional commitment to have a community in which individuals can work and learn in an environment which fosters dignity and mutual respect, and it reaffirms the System's commitment to fair and equal treatment for all.

All employees are expected to discharge their affirmative action responsibilities, in word and deed, consistent with the System's objective of establishing and implementing affirmative action and equal employment opportunity.

Complaints alleging discrimination and sexual harassment will be investigated according to the complaint procedures adopted at each of the constituent units or at the system office. Complaints must be filed with the individual responsible for affirmative action at the appropriate location and in accordance with the procedures located in the respective affirmative action plan.

3.2 System President

The President of the CSCU, also referred to as the System President is established under Connecticut General Statute's 10a-1b and is the chief executive officer for the Connecticut State Colleges and Universities (CSCU). The System President has the authority to implement the policies, directives and rules of the Board and any additional responsibilities as the Board may prescribe. The System President is responsible for the operation of the System and supervises the work of the staff in the System Office. The work of the System Office includes, but is not limited to academic affairs, student affairs, budgeting, financial management, legal affairs, communications, public policy, human resources (including affirmative action and collective bargaining), institutional research, telecommunications, facilities planning and construction, innovation and outreach, and information technology.

The System President shall keep the Board fully informed on all aspects of the System. He or she prepares the agenda for Board meetings, provides adequate notice of meetings as required by state statute and Board policy, and maintains records of the Board's actions. The System President or his/her designee acts for the Board and represents the Board and the institutions to other units of state government and to the community and citizens at large.

In the absence of a Board policy, the System President determines appropriate action and need for policy. The System President or his/her designee is empowered to issue administrative directives and to call for reports as may be needed. The System President may direct transfers of funds among the System (in accordance with state appropriation rules and regulations), whenever such transfers in the System President's judgment provide the best management and operation of the System.

Institutional Presidents report to the System President and are responsible for the effective management of theirinstitutions.

The System President or his/her designee may define categories of students to insure appropriate designation for purposes of fee payment and uniform enrollment reporting.

When applicable, the System President or his/her designee may establish and/or manage compensation classification systems for employees whenever he/she determines said classifications provide for the best management and operation of the System and are in accordance with collective bargaining policies and procedures.

This section should not be construed to limit other duties and responsibilities of the System President described in section 10a-1b of the Connecticut General Statutes.

3.3 Institution Presidents

Each Institution President is the Chief Executive Officer of the college or university to which they have been appointed and each report to the System President. Institution Presidents are responsible for meeting stated missions, serving as the executive management of the college or university, and promoting the development and effectiveness within approved Board policy. In addition, the Institution Presidents are responsible for the welfare of all students and employees at their college or university.

3.4 The Management and Confidential Professional Staff of the System Office

The professional staff of the System Office shall be the Management and Confidential Professional staff to the System President. The duties and responsibilities of the System President shall be as assigned by the Board of Regents. The duties and responsibilities of management and confidential professional staff shall be assigned by the System President or his/her designee.

3.5 The Management and Confidential Professional Staff of the Constituent Units

Each institution shall have an Institution President and such other Management or Confidential Professional employees as are required by that Institution President. Duties and responsibilities of the institution President shall be assigned by the System President. Duties and responsibilities borne by institution Management and Confidential Professional employees shall be as assigned by the Institution President or his/her designee in conformance with the compensation classification established by the System President.

3.6 Special Responsibility of Institution Presidents and the System President

The management and operation of the System depend on the leadership and oversight exercised by the Presidents. When the System President is to be absent from the office and inaccessible for a period of more than a day, except for an absence which occurs because of a state holiday, then he or she shall inform the Board Chairman of the planned absence, as well as who has been assigned the responsibility for the management of the System Office. When an Institution President is to be absent from the office and inaccessible for a period of more than a day, except for an absence which occurs because of a state holiday, then he or she shall inform the System President of the absence, as well as who has been assigned the responsibility for the management of the college or university.

3.7 Reporting Attendance

Management and Confidential Professional employees are required to report their work attendance in the manner as prescribed by the System President or his/her designee or by the appropriate Institution President or his/her designee, as appropriate.

3.8 Address and Telephone Number

Management and Confidential Professional employees have specialized skills and knowledge essential to the operation of the System. For this reason, it is essential to be able to contact such persons in case of emergencies or other unusual circumstances.

All Management and Confidential Professional employees shall file home addresses, telephone numbers (including cell phone numbers) and emergency contact information with their respective human resources office. Whenever an address or a telephone number is changed, the new address or telephone number must be reported immediately to the employee's human resources office.

3.9 Code of Ethics

All state officials and employees, including all Management and Confidential Professional employees of the System, must comply with the State Code of Ethics. The Code is intended to prevent one from using his/her position or authority for personal financial benefit.

3.9.1 Financial Disclosure

Certain public servants (all personnel who exercise policymaking, regulatory or contractual authority) in the Legislative and Executive Branches of State Government and the State's Quasi- Public agencies must file statements of financial interest (interests held during the previous year) annually with the Office of Governmental Accountability by May 1.

Additionally, any "necessary expense" payments received in the capacity of a state employee if lodging and/or out-of-state travel is included, unless provided by the Federal Government or another state government must be disclosed to the Office of Governmental Accountability (Office of State Ethics) within thirty (30) days of the trip.

3.9.2 Questions about the Ethics Code

Anyone subject to the Code may request the Office of State Ethics advice (advisory opinion) as to how the Code applies to a situation. The Office's staff also provides informal advisory letters when the question posed is unambiguous or has been previously addressed by a previous opinion. Finally, staff are available to discuss application of the Code to a particular issue on a confidential basis.

Questions about the above information or requests for more information about the Ethics Law or Code of Ethics, may be addressed to:

Office of State Ethics
18-20 Trinity Street
Hartford, CT 06106-1660
Main Phone Number: 860-263-2400
The full guide for Public Officials & State Employees may be viewed at: http://www.ct.gov/ethics

3.9.3 Political Activity and Employment

Political activity of state employees is governed by the Federal Hatch Act and Connecticut General Statutes. To avoid conflicts with the law, employees who are considering running for public office must notify their human resources office prior to initiating a campaign to determine if the state or federal laws apply and to determine whether an accommodation will be needed or possible.

ARTICLE 4 – PROFESSIONAL DEVELOPMENT

4.1 Professional Development

The Board recognizes that professionals must have the opportunity to keep abreast of developments in their fields, to sharpen their skills and to increase their knowledge. The various types of leaves are provided in Article 6.

Employees may be granted reimbursement for course work, seminars, and conferences, provided this request is made and approved by either the System President or Institution President or their designee in advance of scheduling the anticipated participation and that participation in the seminar, conference, or other skill development training, increases an employee's value to the Board by improving professional skills.

4.2 Travel

Travel is an important ingredient in the development of professional skills. The Board requires the System President to set reimbursement standards and rates for Management and Confidential Professional Employees that shall be consistent with state travel policy and shall not be less than the most favorable granted to any employee of the Board who is covered under a prevailing collective bargaining agreement.

4.3 Business-Related Expenses and Accommodation Allowances

Upon the submission of satisfactory documentation in accordance with a process proscribed by the System President or designee, the President of Charter Oak State College and those employees whose appointment agreement/ letter specifically provide for reimbursement of up to $12,205 in business-related expenses incurred in the performance of their duties in each fiscal year. For the purposes of this policy, the term "business-related expenses" shall specifically include auto expenses, any premiums paid to purchase optional employee benefits including, but not limited to, long-term care insurance, supplemental life insurance and short-term and long-term disability insurance. Business- related so reimbursed shall be paid from the budget of each campus. Such expenses shall not be considered as ordinary income and, therefore, will be excluded from each president's taxable income in accordance with relevant federal and state tax regulations.

The System and Institution Presidents shall be provided accommodation allowances in lieu of campus housing. In each fiscal year, this allowance is intended to fund the cost of gatherings and meetings that further the institutions' missions, as well as for community outreach, building donor support, continuing connections with alumni, and similar matters. This allowance shall continue to be paid from the budget of each institution and reported as ordinary income to these Institution Presidents in accordance with relevant federal and state tax regulations.

ARTICLE 5 – APPOINTMENTS

5.1 President of the Connecticut State Colleges and Universities ("System President")

The President of the Connecticut State Colleges and Universities (CSCU), also referred to as the "System President" is appointed by the Board of Regents and shall serve at the pleasure of the Board. Temporary appointments as defined in Section 2.13, end on the date specified. Non-temporary appointments are subject to the terms and conditions that are provided in the Employment Agreement between the System President and the BOR.

5.2 Institution Presidents

Institution Presidents are appointed by the System President who, upon authorization by the Board of Regents, will conduct reasonable searches, negotiate offers and appoint Institution Presidents as well as extend temporary appointments for interim Institution Presidents, whose appointment will not exceed one year. Temporary appointment as defined in Section 2.14, end on the date specified. Non-temporary appointments may be terminated by the System President pursuant to Article 8 unless modified by the terms and conditions which may be provided in an Employment Agreement between the Institution President and the System President, in which instance the Employment Agreement will supersede Article 8 of this policy.

5.3 Management and Confidential Professional Employees Assigned to the System Office

Management and Confidential Professional Employees in the System Office are appointed by the System President. Temporary appointments, as defined in Section 2.14, end on the date specified. Non-temporary appointments may be terminated pursuant to Article 8.

5.4 Institution Management and Confidential Professional Employees

Institution Management and Confidential Professional Employees are appointed by the President of the Institution. Temporary appointments, as defined in Section 2.14, end on the date specified. Non-temporary appointments may be terminated pursuant to Article 8.

5.5 Faculty Appointed as Management or Confidential Professional Employees

When full time faculty are appointed to a Management or Confidential Professional Employee position at a time other than the beginning of the academic year, they may be paid a lump sum for any prior service completed, if applicable.

5.6 Interim Appointments

When a Management or Confidential Professional position becomes vacant because of resignation, retirement, illness, sabbatical leave, or any other cause, the respective Institution President or System President may appoint a qualified individual to fill the position on an interim basis. A current employee who accepts an interim appointment may receive a non-temporary appointment to that position, provided such non-temporary appointment is made in accordance with existing Board and human resource policies, as well as in accordance with all affirmative action rules and procedures governing the CSCU System.

Any right to return to the previous position must be negotiated and memorialized in the letter of appointment.

5.7 Temporary Appointment to Management or Confidential Professional Position from a Bargaining Unit

When a member of a bargaining unit is temporarily appointed to a Management or Confidential Professional position, their salary shall be expressed as what they would receive had they remained in their bargaining unit position plus any additional biweekly amount received for the period served in the Management or Confidential position in conformance with the Compensation and Classification Policy. However, faculty who do enter into a temporary Management or Confidential Professional position will receive vacation and sick time accruals until the end of the appointment. At the end of the appointment, the vacation time will be paid out to the faculty employee should they have any remaining balance.

5.8 Consultants and Temporary Workers

Institution Presidents and the System President are authorized to employ consultants and other temporary workers, provided such employment does not violate an existing collective bargaining agreement or other state regulation and the necessary funds are within the budgetary provisions approved by the Board.

5.9 Faculty and Administrative Bargaining Unit Ranks

As part of an employment package, a prospective employee may be offered academic department status following appropriate faculty consultation procedures followed by confirmation by the Institution Provost and/or Institution President. Employees shall not seek assignment of faculty rank, promotion from a former faculty rank or assignment to administrative rank, while under the aegis of these policies.

5.10 Emeritus Status

When an Institution President or the System President believes it is appropriate, emeritus status may be conferred upon Managers and Confidential Professional employees. Ordinarily, emeritus status will be conferred only upon persons who have ten (10) years or more of service to the CSCU (or one of the Board of Regents' colleges or universities), or its predecessor organization who are 55 years of age or older, and who have retired from service to the State of Connecticut. The employee must have distinguished service, accomplishments and length of service which provide evidence of advancing the mission of the Board of Regents. Such recognition shall be deemed to be an honor of the highest order and shall not be conferred as a matter of due course, but rather reserved for those whose service is most exemplary. The following privileges are provided for emeriti: use of the emeriti title, library privileges, and course privileges as provided in Article 6.9, and email access.

5.11 Senior Advisor Fellow Status

In lieu of retirement or resignation in accordance with Article 8.8 or non-continuation in accordance with Article 8.1, a Management Confidential Employee classified as Executive 3 or above may be extended a Fellowship as a final and terminal period of employment. Fellowship status is conferred only by Institution President or System President. The specific terms and conditions of the Fellowship are negotiated on a case-by-case basis with the approval of the System President.

ARTICLE 6 –EVALUATION, PERSONNEL FILES AND COMPENSATION

6.1 Evaluation of the System President

The System President shall be evaluated in conformance with Board policy.

6.2 Evaluation of the Institution Presidents

The Institution Presidents shall be evaluated by the System President in conformance with Board policy.

6.3 Evaluation of Management and Confidential Professional Employees

The Institution Presidents shall evaluate those employees who report directly to their offices. Designees of the Institution President(s) shall evaluate the performance of Management and Confidential Professional employees who report to them. Such evaluations shall take place annually, except that more frequent evaluations may occur at the discretion of the evaluator. Evaluations will be based upon objectives established for the period since the last evaluation and upon the individual's accomplishments and areas for development during that period of time. The evaluation schedule and instrument shall be determined by the System President.

Each employee shall be shown the original evaluation and shall sign and date such evaluation indicating that the document has been reviewed. Employees may append statements to evaluations within a ten (10) day period following their signature on the evaluation.

6.4 Personnel Files

Personnel files shall be maintained in accordance with all applicable laws and regulations. Personnel files shall be located in the Human Resources Office in a secure location. These files shall include, but not be limited to, the application for employment and supporting documentation, recommendations, evaluations, disciplinary actions, payroll, and benefits- related forms and correspondence reasonably related to an employee's personal status. These files shall be maintained under the direction of the Human Resources Director.

Each employee file shall contain a log of every instance of access to that file except by the Institution President, Human Resources Director or the staff charged with Human Resources responsibilities.

Employees shall have access to their personnel file at the mutual convenience of the Human Resources Office staff and the employee. Nothing may be added, removed, or altered in a personnel file by the employee except upon the written agreement of the Human Resources Director or his/her designee.

Upon an employee's request, a copy of any document (s) within the file shall be given to the employee within a reasonable period of time.

Employees wishing to contest the accuracy, completeness, or relevancy of documents in the personnel file shall submit a request for addition, deletion or correction, in writing to the Human Resources Director. The dated request shall provide detailed reasons for the proposed change. The decision in the matter by the Human Resources Director shall be final, binding and issued within thirty (30) days of the initial written request. Contents of the Chief Human Resources Officer's file may only be changed upon the agreement of the respective President.

An employee's file may be opened to an outside party pursuant to and in accordance with the Freedom of Information Act and other relevant laws. An affected employee shall be promptly notified of any such request.

6.5 Salary Ranges revised 2/6/20

Each Management and Confidential Professional title is assigned to a salary range[1]. The assignment of new titles to ranges and the reassignment of existing titles to new ranges shall be pursuant to the Classification and Compensation Policy.

A. Salary Ranges for New Hires
Salary Ranges are governed by the Classification and Compensation Procedures for Management and Confidential Employees.

B. Salary Adjustment Policy
Salary Adjustments are governed by the Classification and Compensation Procedures for Management and Confidential Employees.

C. Salary Adjustments for Management and Confidential Professional Employees
Salary Adjustments are governed by the Classification and Compensation Procedures for Management and Confidential Employees.

D. Reporting Salary Adjustments
Salary Adjustment reporting requirements are governed by the Classification and Compensation Procedures for Management and Confidential Employees.

6.6 Overpayment Recovery

When the System Office or an institution determines that an employee has been overpaid, the Human Resources Office shall give reasonable notice to the employee of the fact and reasons, therefore. Overpayments or other unauthorized payments may be involuntarily recovered by payroll deduction. Such biweekly recovery deduction(s) shall not exceed the amount of the overpayment(s). The deduction shall begin promptly provided:

- The individual employee has not agreed, in the opinion of the Human Resources Director, to an alternative reasonable payment schedule;
- There is no pending litigation related to the issue; and
- The recovery rate shall not exceed five (5) percent of the employee's gross biweekly salary.

[1] **Appendix A – MC Salary Range Plan effective 7/1/2022**

6.7 Overpayment Recovery

When the System Office or an institution determines that an employee has been overpaid, the Human Resources Office shall give reasonable notice to the employee of the fact and reasons, therefore. Overpayments or other unauthorized payments may be involuntarily recovered by payroll deduction. Such biweekly recovery deduction(s) shall not exceed the amount of the overpayment(s). The deduction shall begin promptly provided:

- The individual employee has not agreed, in the opinion of the Human Resources Director, to an alternative reasonable payment schedule;
- There is no pending litigation related to the issue; and
- The recovery rate shall not exceed five (5) percent of the employee's gross biweekly salary.

6.8 Course Privileges

System Office

Subject to the approval of the College or University offering the instruction, a full-time non- temporary System Office employee hired under these policies or their spouse and unmarried dependents under the age of 25 may take courses at either the Community Colleges or the State Universities on a space available basis without payment of tuition. Upon making an election of either university or college, System Office employees may not change their election. System Office employees hired prior to the adoption of this policy shall be allowed course privileges in accordance with the policy that was previously in effect for their respective employer.

Community Colleges and State Universities

Full-time non-temporary Community College employees or their spouses and unmarried dependents under the age of 25 may take courses at any of the colleges or universities with the exception of Charter Oak State College.

Effective January 1, 2019, full-time non-temporary Community College employees or their spouses and unmarried dependents under the age of 25 may apply the cash value of their community college in-state tuition and fees to universities throughout the CSCU System with the exception of Charter Oak State College. The cash value of a Community College tuition and fee waiver will equate to the total number of registered credit hours. The maximum cash value per semester will equate to a full-time load of twelve (12) or more credit hours. The cash value equivalent for Community College tuition and fee waivers will be adjusted to align with changes in community college in-state tuition and fees.

The cash value of the Community College tuition and fee waiver can be applied to graduate level courses for those Community College employees, their spouses, and dependents who are academically eligible for graduate classes.

Full-time non-temporary State University employees or their spouses and unmarried dependents under the age of 25 may take courses only at any of the state universities.

If attending a state university, the following fees may be waived: State University Fee or General University Fee for full-time students and Extension Fee and Registration Fee for part-time students. If attending a community college, the following fees may be waived: application fee, program enrollment fee, college services fee and student activity fee. Course privileges do not include waivers for credit extension course work.

Charter Oak

Full-time Charter Oak employees may take one free course per calendar year at Charter Oak State College.

The course privileges above may be granted provided that participation in courses does not interfere with the employee's professional obligations. This benefit shall also be available to the above- mentioned spouse and dependents surviving a deceased employee (death having occurred on or after July 1, 1990, during the employee's active service) who had accumulated ten (10) years of State service.

6.9 Moving Expenses

The System and Institution Presidents are authorized to offer reimbursement for out-of-state moving expenses for prospective employees when, in their judgment, such offer would be in the best interests of the Board of Regents. Such offers must be in writing and conform to current Board Policy.

6.10 Consulting

Management and Confidential Professional employees may be compensated for performance of research, consulting or similar activities which are beyond the scope of their normal duties provided:

- Notification and approval have been granted by the direct supervisor and the Human Resources Director.
- That no conflict-of-interest results, and that such activities can be accomplished on personal time in such a way as not to conflict with normal duties; and
- That payment is made directly to the employee.

6.11 Teaching

Management personnel may teach courses within the CSCU system of institutions so long as the course does not interfere with their normal duties and that compensation for such course is in accordance with collective bargaining rates for the affected institution. Internal or external teaching assignments may be undertaken only with prior approval of the appropriate Institution President.

ARTICLE 7 – VACATIONS, HOLIDAYS, COMPENSATORY TIME OFF AND LEAVES OF ABSENCE

7.1 Vacation

Vacation days do not accrue in any month in which an employee is on leave of absence without pay for an aggregate of more than five (5) working days during that month. Full- time employees employed on a 10-month basis are entitled to a total of 18.33 working days of vacation per calendar year accrued at the rate of 1.833 days per calendar month of service. Full- time employees employed on a 12-month basis are entitled to a total of 22 vacation days each calendar year accrued at the rate of 1.833 days per calendar month of service.

Part-time employees who work twenty (20) or more hours per week and are eligible for benefits shall receive vacation, sick and personal leave on a pro rata basis. Proration of benefits shall be measured by the length of the part-time employee's work week, divided by the length of the work week for full-time employees.

Employees may accumulate vacation days with pay from year to year to a maximum of 120 such days (960 hours). The Human Resources Office will notify an employee before the maximum limit is reached and for employees who are at the limit, balances will be adjusted to remove the overage to such employee's record once a year in January or at the time of separation from State service.

Upon separation from State service, an employee shall be compensated for unused vacation days (to a maximum 120 days) at the daily rate of pay at the time of separation. In the event of death, the compensation shall be paid to the employee's estate.

7.2 Personal Leave

In addition to annual vacation, each full-time employee shall be granted up to three (3) days of personal leave with pay in each calendar year. Such leave shall be for the purpose of carrying out important personal matters, including the observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Except in emergencies, employees who desire to use personal leave are expected to give reasonable advance notification to their immediate supervisors.

If at any time a part-time Management or Confidential Professional employee is changed to full- time status, they shall receive the remainder of the personal leave time given a full-time employee for the year. Any individual commencing employment in the first four months of the calendar year is eligible for three (3) personal days; in the second four months, two (2) days; and in the last four months no days. Personal leave days not taken within the calendar year may not be carried over to the next year.

7.3 Sick Leave

Full-time employees shall accrue sick leave with pay at the rate of one and one-quarter (1.25) working days per completed calendar month of continuous full-time service commencing with the date of initial employment. No such leave will accrue for any calendar month in which an employee is on leave of absence without pay an aggregate of more than five (5) working days. Part-time employees shall accrue sick leave monthly on a pro-rated basis.

There shall be unlimited accumulation of sick leave. Upon retirement, however, an employee shall be compensated for one-quarter (.25) of the accumulated sick leave up to a maximum of 60 full days. Payment for accumulated sick leave shall not be included in computing retirement income. Upon the death of an employee who completed ten (10) years of satisfactory state service, the employee's estate shall receive the sick leave compensation which would have been provided to the employee had he/she retired on the date of the employee's death.

7.4 Purposes of Sick Leave, Medical Certificate

Earned sick leave is granted for the following reasons

- Temporary incapacitation for duty;
- Avoidance of the exposure of others to contagious diseases;
- Dental, medical or eye examination or treatment which cannot be scheduled outside of working hours;
- In the event of death in the immediate family when as much as five (5) working days' leave with pay shall be granted (immediate family means husband, wife, father, mother, sister, brother, child or any other person who is domiciled in the employee's household);
- If critical illness or severe illness or severe injury in the immediate family
- creates an emergency which requires the attendance or aid of the employee, when up to five (5) working days' leave with pay shall be granted;
- In the event of the death of a non-immediate family member or friend of the employee, the employee may be authorized to use of sick leave not exceed in the aggregate a total of five (5) working days' leave per calendar year, to fulfill the obligations of traveling to, attending and returning from funerals.
- Up to three (3) days paid leave will be provided to a parent at the time of birth, adoption, or taking custody of a child.

Medical certificates are required before sick leave will be granted for the following reasons

- Any period of absence ofmore than five (5) consecutive working days;
- When absence recurs frequently or habitually (as determined by the Human Resources Director); or to
- Adjust vacation leave to sick leave in the event that employee becomes ill while on vacation.

Occasionally, the Human Resources Director may require a second medical certificate from a physician of his/her choosing selected from a list of state-approved medical providers.

7.5 Sick Leave Bank

There shall be a Sick Leave Bank established for use by full-time Management and Confidential Professional employees who have been employed at least one year, exhausted their own sick leave and who have a catastrophic and extended illness. Each employee shall make a mandatory contribution of four (4) sick leave days during their first year of service. (For current employees who have not previously made the mandatory contribution, upon adoption of these policies four (4) sick leave days will be taken immediately from their sick leave accruals).

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee whose membership will be made up of volunteers from the Council on Employee Relations and will be chaired by the CSCU Vice President of Human Resources or designee. The Sick Leave Bank Committee shall determine the eligibility for the use of the Bank and the amount of leave to be granted. The following criteria shall be used by the Committee in administering the Bank and determining the eligibility and amount of leave:

- Adequate medical evidence of catastrophic and extended illness; and
- Prior utilization of all available sick leave, including prior sick leave patterns and usage.

The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) working days. Upon completion of the 30-workday period, the period of entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant. In normal circumstances, such grants from the Sick Leave Bank Committee shall not exceed a total of 120 consecutive workdays per occurrence. If the sick leave bank is exhausted, it shall be replenished by the contribution of up to four (4) additional sick days from each employee covered by these Policies. The Sick Leave Bank Committee shall determine the time when it becomes necessary to replenish the sick leave bank. The decisions of the Sick Leave Bank Committee, with respect to eligibility and entitlement, shall be final and binding with no appeal. When an employee has a catastrophic and extended illness that has exhausted their sick leave, a request for use of the sick leave bank may be made to the CSCU Vice President of Human Resources or his/her designee.

7.6 Holidays

If these holidays fall within their working year, employees shall be granted time off with pay for the following thirteen (13) holidays:

Community Colleges

New Year's Day
Lincoln's Birthday
Good Friday
Juneteenth (beginning in 2023)
Independence Day
Columbus Day
Christmas Day
Martin Luther King Day
Washington's Birthday
Memorial Day
Labor Day
Veterans Day
Thanksgiving Day

State Universities and Charter Oak

New Year's Day
Lincoln's Birthday (observed the Friday preceding Washington's Birthday)
Washington's Birthday
Memorial Day
Juneteenth (beginning in 2023)
Labor Day
Veterans Day (observed the Friday after Thanksgiving)
Martin Luther King Day
Day of Prayer
Independence Day
Columbus Day
Thanksgiving Day
Christmas Day

If a College or Universities' classes are in session on a scheduled holiday, a substitute day may be subsequently taken with the agreement of the Institution President.

If these holidays fall within their working year, the CSCU System Office employees shall be granted time off with pay for the following eleven (11) holidays:

New Year's Day
Washington's Birthday
Memorial Day
Independence Day
Columbus Day
Christmas Day
Martin Luther King Day
Day of Prayer
Juneteenth (beginning 2023)
Labor Day
Thanksgiving Day

System Office employees shall also be granted two (2) floating holidays. The first floating holiday shall be taken on either Lincoln's Birthday or the Friday preceding Washington's Birthday while the second floating holiday shall be taken on either Veterans Day or the Friday after Thanksgiving.

If any of these holidays fall on a Saturday or Sunday, employees shall be excused from work in accordance with state practice.

7.7 Inclement Weather

The System President may close the System Office and Institution Presidents may also close their institutions due to inclement weather or emergency if they deem that appropriate and excuse management and confidential personnel. However, those management and confidential personnel who requested and were granted a telework agreement are expected to follow the provisions of those agreements which may require the performance of work despite office or institution closures.

7.8 Compensatory Time

The Board recognizes that Management and Confidential Professional positions are demanding and often require work beyond that normally expected of other employees. Compensatory time off will be based upon the individual's FLSA status.

- Travel-related functions (e.g., conferences, seminars, etc.) do not qualify for compensatory time.
- Personnel who are required to perform extended service beyond the normal workweek to complete a special project, participate at a university function on a weekend (e.g., orientations, graduation, conference, etc.) or meet specific deadlines due to unusually heavy, peak-period workload, may claim compensatory time provided they have written pre- approval from their supervisor and the Human Resources Director.
- In other circumstances, compensatory time for work on a legal holiday, a Saturday or Sunday may be granted at the discretion of the System President or Institution President or designee as appropriate, provided they have received written pre-approval from the System President or Institution President or designee.
- Use of compensatory time is subject to supervisory approval which shall not be unreasonably withheld.

Such compensatory time earned must be taken by December 31st of the year earned. Compensatory time will not be used as the basis for additional compensation. Employees may not aggregate more than 15 days (120 hours) of compensatory time. With written approval from the System President or Institution President or designee an employee may aggregate more than 15 days, but in no case shall the aggregate exceed 20 days (160 hours).

7.9 Sabbatical Leave

Sabbaticals are granted to increase an employee's value to the System by improving professional skills and thereby enriching the employer. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value. Such leave shall be available as a matter of privilege rather than a right and shall be granted to an eligible employee only in those cases where the criteria set forth below are met.

Upon completion of six (6) years' full-time service, an employee may be considered for sabbatic leave. After a sabbatical, a person does not again become eligible until the completion of an additional six (6) years of full-time service. The number of sabbatic leaves available each year is limited and depends upon the availability of funds. Leaves are granted without regard to seniority or to the number of years a person has been eligible for a sabbatical. Proposals for such leaves must be submitted to an Institution President or System President, as appropriate. The proposal must include:

1. A full description of the activity to be undertaken;
2. A detailed explanation of how this activity will improve professional skills and is mutually beneficial to the Institution/CSCU and the individual;
3. The period for which the leave is requested; and
4. A description of the individual's role, his/her prior service to the institution/Board of Regents, and other contributions to the System.

The Institution President or System President, as appropriate, will evaluate the request for sabbatic leave based on the following criteria:

1. The merits of the project to the Institution and System;
2. The merits of the project to the professional development of the individual;
3. The feasibility of completing the project within the timeframe stated in the proposal; and
4. How the leave would impact the functioning of the unit.

Leaves approved by the Institution President or System President shall be reported to the Board.

Payment for employees on sabbatic leave shall be at the rate of full pay for leaves of six (6) months or less or half pay for leaves of more than six (6) months, but not to exceed twelve (12) months. An employee on sabbatical shall continue to accrue sick leave, vacation leave and retirement credit. An employee on a half-pay sabbatical shall be credited with one full- year service (but not salary) for purposes of retirement.

Management or Confidential Professional Personnel on sabbatic leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for purposes related to the leave, and part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research, or other educational purpose, in addition to the partial salary from the constituent unit, provided that the total compensation from all sources does not exceed full salary. The leave may not be used to accept paid employment during the period of the leave except as provided above. Upon completion of the sabbatic leave and within three (3) months of returning from the leave, the employee will submit a written report to the Institution President or System President that details the professional activities and accomplishments attained in pursuit of the objectives set forth in the original proposal report (a dissertation may be substituted if completed while on the sabbatic leave). Employees accepting and completing sabbatic leave are expected to return to on-site work for one (1) year following expiration of the leave unless specifically exempted from this provision in writing by the Institution President or System President.

7.10 Leaves Without Pay

The System President or Institution President, as appropriate, may grant an employee an unpaid leave of absence for periods lasting up to one (1) calendar year. Unpaid leaves of absence may be extended for up to no more than one (1) additional year at the discretion of the System President or Institution President. During an unpaid leave, an employee may exercise the option of continuing all benefits normally provided by the state by paying all the required premiums for such benefits. While on unpaid leave, an individual shall remain an employee; however, the period of any such leave shall not be considered a period of service for purposes of salary and fringe benefit calculation, retirement, seniority, or eligibility for sabbatic leave. Any family or medical leave taken pursuant to Article 7.14 shall count toward the one-year limit.

7.11 Short-Term Military Leave

Short-term military leave shall be granted in accordance with state and federal statutes.

7.12 Court Leave

An employee who serves on a jury or is subpoenaed to testify to matters which arose out of the course of state employment, shall be entitled to receive full pay and benefits for the duration of such duty in return for relinquishing to the state all fees received for such jury duty.

7.13 Leave With Pay

In extraordinary circumstances, the System President, with the approval of the Board, may grant leave with pay for not more than six (6) months if it is in the best interest of the System. Such leave should serve the operational needs of the System and would be granted solely for that purpose. During said leave, the individual on leave will be assigned projects or tasks that the System President deems beneficial to the System or its Institutions. Such leaves may also be granted at the Institutions on the recommendation of the Institution President and with the written approval of the System President.

7.14 Family and Medical Leave and Connecticut Paid Leave

FMLA

All eligible members, upon written request, shall be granted Family and Medical Leave, including Maternity and Adoption leave, as prescribed under the Federal and State Family Medical Leave Acts, Pregnancy Act, Connecticut General Statutes 5-248a; Americans with Disabilities Act, Connecticut Fair Employment Practices Act and any other Federal and/or State family and/or medical leave acts as enacted.

CT Paid Leave

Also as mandated by Public Act 19-25, Connecticut's Paid Leave program launched in January 2021. Beginning in January 2022, Management and Confidential Professional Employees are able to apply to the CT Paid Leave Authority for income replacement benefits when they take leave from work due to their own serious health condition, to care for a seriously ill family member, to bond with a new child, to take military family leave, or to address family violence.

7.15 Return to System Employment

A person who terminates employment for reasons other than retirement and who returns to the employment of the System within one (1) year of the date of such resignation or termination shall be credited with the number of unused days of sick leave that were available to them on the last workday. Unused personal leave shall be reinstated to the employee if they return within the same calendar year. No credit will be given for vacation days.

7.16 Leave Privileges for Transferred Employees

Employees of the state who are transferred into or within the System shall carry with them all accrued sick, vacation, and personal leave previously earned elsewhere in the service of the state or the Board.

7.17 Separation Because of Incapacity

When a Management or Confidential staff member has become physically or mentally incapable of or unfit for the efficient performance of duties of his/her position, the Institution or System President may separate that person from state service in good standing, after the staff member has exhausted the sick leave or other leave to which he/she is entitled. The Vice President for Human Resources or their designee may require that the Management or Confidential employee receive a physical or mental examination by a competent medical professional.

7.18 Administrative Leave

The System President or Institution President may place an employee on administrative leave with pay if the employee constitutes a threat of harm to him or herself or others or is awaiting the findings of an investigation of conduct for which discipline may be appropriate. Issuance of and placement on an administrative leave is not a form of discipline under Article 8.2 and is not subject to appeal.

ARTICLE 8 – NON-CONTINUATION, DISCIPLINE, REPRIMAND, SUSPENSION AND TERMINATION

8.1 Non-continuation

Institution Presidents are employees at will and may receive notice of non-continuation of their employment for any lawful reason without cause, explanation, or advance notice. Non-continuation is not discipline and is not subject to process, recourse, or appeal. Notice of non-continuation typically takes the form of a notice period providing a terminal date of employment. Institution Presidents may be non-continued by the System President as their appointing authority, with the consent of the Chair and Vice Chair of the Board of Regents. The length of notice period for Institution Presidents will be the time period provided in their appointment letters/agreements. Institution Presidents are not entitled to progressive discipline. During the notice period the Institution President is expected to continue working professionally and satisfactorily for the CSCU System in a capacity and location as determined by the System President. An Institution President who has received a notice of non-continuation may be eligible to receive payment in lieu of work during the notice period if the Institution President executes a separation agreement and general release in a form acceptable to the System President.

All other management and confidential professional employees are also employees at will and may receive notice of non-continuation of their employment for any lawful reason without cause, explanation, or advance notice from their appointing authority. Non-continuation is not discipline and is not subject to process, recourse, or appeal. Notice of non-continuation typically takes the form of a notice period providing a terminal date of employment. During the notice period, the Management/ Confidential professional employee is expected to continue working professionally and satisfactorily within the CSCU System in a capacity and location as determined by their appointing authority. A Management/ Confidential employee who has received a notice of non-continuation may be eligible to receive payment in lieu of work during the notice period if the employee executes a separation agreement and general release in a form acceptable to the CSCU System Office.

Non-temporary employees hired on or after January 1, 2013, are eligible to receive three (3) months' notice, however, campus academic positions at the level of Manager 3 or management positions at the level of Executive 1 or higher may be eligible to receive up to twelve (12) months' notice as established in their initial appointment letters or approved by their appointing authority.

Non-temporary employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g., BOR/DHE, CCC, CSU or Charter Oak).

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension, or termination. Discipline does not include counseling.

Cause is defined as any conduct for which an employee may be disciplined e.g. suspended, demoted, or dismissed and includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one-year anniversary of the date of its issuance unless, during that one-year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of either the System President or Institution President, as appropriate, and Chief Human Resources Officer, and the employee.

8.4 Suspension

An Institution President or System President, or their designee, may suspend an employee with or without pay for cause as specified in section 8.2. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension prior to the imposition of the penalty.

8.5 Appeals of Discipline (not applicable to those non-continued based on 8.1)

To discipline an employee (per 8.2) the following steps shall be followed:

A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties' discussion may be continued to a mutually agreed time.

B. After the employer has issued discipline, the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee.

C. A hearing shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources, then the System President may appoint a different hearing officer of his/her choosing.

D. Hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal.

E. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.

8.6 Abandonment

Failure to perform assigned duties for five (5) consecutive working days without prior approval of the appointing authority is abandonment of one's appointment/position. The employee who has abandoned his/her position will then be separated from State service and be deemed to have resigned not in good standing.

8.7 Layoff

In the event of a reduction in the ranks of Management and/or Confidential Professional employees resulting from retrenchment, reorganization or fiscal exigency, the notice provisions for non- continuation in 8.1 shall apply.

8.8 Notice of Retirement or Resignation *(08/21/14)*

It is recommended that employees planning retirement provide three (3) months of notice and employees resigning provide at least four (4) weeks of notice when possible. Scheduling of the last day at work should be discussed with the employee's supervisor or other designated individual to work out the best arrangement for all concerned.

APPENDICES

A. MC Salary Range Plans

CSCU FY25 Management-Confidential Range Plans Effective 6/28/2024

Classification Level	Minimum	1/4	Midpoint	3/4	Maximum
Executive 5	$ 268,300	$ 301,837	$ 335,374	$ 368,912	$ 402,449
Executive 4	$ 228,231	$ 256,760	$ 285,289	$ 313,817	$ 342,347
Executive 3	$ 194,253	$ 218,535	$ 242,816	$ 267,098	$ 291,379
Executive 2	$ 165,083	$ 185,717	$ 206,353	$ 226,989	$ 247,624
Executive 1	$ 140,721	$ 158,311	$ 175,901	$ 193,492	$ 211,082
Manager 3	$ 119,245	$ 134,150	$ 149,056	$ 163,961	$ 178,866
Manager 2	$ 101,935	$ 114,676	$ 127,418	$ 140,160	$ 152,902
Manager 1	$ 86,869	$ 97,727	$ 108,586	$ 119,444	$ 130,303
Professional 3	$ 73,940	$ 83,182	$ 92,426	$ 101,668	$ 110,910
Professional 2	$ 62,829	$ 70,681	$ 78,535	$ 86,389	$ 94,241
Professional 1	$ 53,532	$ 60,224	$ 66,915	$ 73,607	$ 80,297

CSCU FY26 & FY27 Management Confidential Range Plans Effective 7/1/25 -Annualized					
Level/System Classification Title	**Minimum**	**1/4 Mark**	**Midpoint**	**3/4 Mark**	**Maximum**
Professional 1	$55,941	$62,935	$69,927	$76,920	$83,911
Professional 2	$65,657	$73,862	$82,070	$90,277	$98,482
Professional 3	$77,268	$86,926	$96,586	$106,244	$115,901
Manager 1	$90,779	$102,125	$113,473	$124,819	$136,167
Manager 2	$106,523	$119,837	$133,152	$146,468	$159,783
Manager 3	$124,612	$140,187	$155,764	$171,340	$186,915
Executive 1	$147,054	$165,435	$183,817	$202,200	$220,581
Executive 2	$172,512	$194,075	$215,639	$237,204	$258,768
Executive 3	$202,995	$228,370	$253,743	$279,118	$304,492
Executive 4	$238,502	$268,315	$298,128	$327,939	$357,753
Executive 5	$280,374	$315,420	$350,466	$385,514	$420,560

INCREASED BY 4.5% - Consistent with past practice

CSCU FY26 Presidential Range Plans Effective 7/1/25 -Annualized					
CAMPUSES	**Minimum**	**1/4 Mark**	**Midpoint**	**3/4 Mark**	**Maximum**
SMALL UNIVERSITIES					
Eastern & Western	$336,035	$356,195	$376,357	$413,993	$451,629
LARGE UNIVERSITIES					
Central & Southern & CT State	$367,250	$389,285	$411,320	$452,453	$493,584
Charter Oak State College*					
70% of Small Universities	$235,225	$249,339	$263,451	$290,030	$316,141