



**LESLEY UNIVERSITY  
EMPLOYEE HANDBOOK  
2016-2017**

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## Section I WELCOME

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### **1.1 President's Letter (revised 1/19/17)**

Dear Colleague,

Our strong foundation of excellence began with our founder, Edith Lesley, in 1909. Our mission is clear—we prepare socially responsible graduates with the knowledge, skills, understanding, and ethical judgment to shape a more just, humane, and sustainable world. We do this by engaging students in transformative education that leads to meaningful careers and lifelong learning. We welcome, and will continue to welcome, all students, faculty, and staff to Lesley. We are committed to creating a fully inclusive campus, one that respects and values diversity and inclusion in our community.

Our award-winning faculty and talented staff are dedicated to making the Lesley experience excellent and ensuring that we are challenging ourselves to do our best and to be the best at what we do. You are an integral part of our students' experience at Lesley and the work you do teaching, providing support services, managing programs or offices, stewarding resources, maintaining the campus, and advancing the university's mission matters every day. What we do together, and how we go about doing it, shapes the experience of our students, our community, and our impact beyond Lesley.

Undergraduate and graduate students across Lesley are engaged in exploration, inquiry, experimentation, and problem-solving every day. They bridge theory and practice and work to develop themselves as intellectually curious learners. Whether our graduates serve their communities as educators and school leaders, environmentalists and entrepreneurs, visual artists and writers, counselors and therapists, or in countless other ways, they carry with them the knowledge, discipline, and experience to help strengthen the lives of individuals, families, communities, and organizations.

Thank you for what you do and the expertise and passion you bring to your work. I encourage you to take full advantage of opportunities to get to know your colleagues; attend lectures, exhibits, and events; and enjoy all that Lesley has to offer. If you have ideas for how we can better serve our students, community, or mission, please let me know.

Sincerely,

Jeff A. Weiss

President

## **1.2 Introduction (revised 1/1/07)**

This Employee Handbook has been prepared to inform you of Lesley University's employment practices, policies, and services. It also describes the benefits provided to you as an employee.

While much of the information provided in this Handbook is general, and applies to all employees (Staff, Administrators, and Faculty), the Faculty has its own [faculty handbook](#) that provides guidance on matters relating specifically to Faculty, and it is that document that Faculty members may wish to consult first.

The Handbook is a general resource to be used by the employees of Lesley University for informational purposes only. The contents of this handbook are not intended to create a contract or agreement between you and the University. Lesley University retains the right to change information in this Employee Handbook at any time and for any reason. Please note that the information contained here is the most current at this time and supersedes all prior Handbooks.

All changes to this Handbook or exceptions to the Policies contained in this Handbook must be in writing and approved by the Director, Office of Human Resources. Approved changes will be reflected in the Handbook published on the Human Resources website.

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## **1.3 At-Will Employment (revised 1/16/17)**

While Lesley hires individuals in the hope that the employment relationship will be mutually satisfying, all employees (except core and adjunct faculty) are employed at-will and both Lesley and Lesley employees are free to terminate the employment relationship at any time with or without cause or notice. For more information relating to employment for core faculty click on the [Lesley University Core Faculty Collective Bargaining Agreement with SEIU](#) or adjunct faculty click on [Lesley University Adjunct Collective Bargaining Agreement with SEIU](#).

No representative of Lesley University may enter into an agreement with an employee guaranteeing employment for any specific period of time unless such agreement is set out in writing signed by the Chair of the Board of Trustees, President, Provost, or Vice President for Administration.

We hope that you find the Employee Handbook helpful. If you have any questions or need assistance please contact the Human Resource Department at 617.349.8787, or visit the Human Resources website at <http://intranet.lesley.edu/human-resources/>.

For [faculty handbooks](#), please see the Office of the Provost's faculty information page at <http://www.lesley.edu/provost/>.

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## **1.4 Emergency Telephone Numbers (revised 1/1/15)**

<b>Police, Fire, Medical Emergency</b>	<b>911 in Massachusetts</b>
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<b>Lesley University Office of Public Safety</b>	617-349-8888
<b>Cambridge Hospital Main Number</b>	617-6655-1000
<b>Cambridge Hospital -Emergency Room,</b>	617-665-1430
<b>MA Poison Center</b>	617-232-2160
<b>Mount Auburn Hospital – Main Number</b>	617-492-3500
<b>Mount Auburn Hospital – Emergency Room</b>	617-499-5025
<b>Doble Campus</b>	617-349-8888 617-491-4444
<b>Porter Campus</b>	617-349-8390 617-349-8888 617-491-4444
<b>Brattle Campus</b>	617-871-6029 617-349-8888
<b>College of Art and Design/Lunder Art Center</b>	617-349-8888 or 617-491-4444
<b>Employee Assistance Program</b>	1.800.538.3543 or visit <a href="#">CIGNA</a> (Healthy Rewards username: <b>rewards</b> ; password: <b>savings</b> )

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### **1.5 Lesley University History (revised 1/1/15)**

Lesley University was founded in 1909 (as the Lesley School) to train young women to become kindergarten teachers. In 1941, the School was incorporated as Lesley College, a non-profit institution of higher education. The College offered programs leading to the bachelor's degree, and was granted authority to award the master's degree in 1953, and the Certificate of Advanced Graduate Studies in 1976. In 1986, the University received approval from the Massachusetts Board of Regents to award the Ph.D. degree. The College of Art and Design, formerly the Art Institute of Boston, became part of Lesley in 1998. In 2000, Lesley College changed its name to Lesley University. The College of Art and Design moved from Boston to Cambridge into the new Lunder Arts Center building that opened January 2015.

Today, Lesley is a diverse co-educational university, located in Cambridge, Massachusetts. there are several schools that comprise the University: College of Liberal Arts and Sciences, College of Art and Design, Graduate School of Education, and Graduate School of Arts and Social Sciences.

Lesley also offers the Threshold Program, a comprehensive, non-degree campus-based program for highly motivated young adults with diverse learning disabilities and other special needs.

Lesley's Center for the Adult Learner offers different delivery models for our bachelor's degree completion programs to accommodate the needs of adult learners.

The University Centers and Institutes at Lesley were established to encourage the development of innovative professional development training models beyond the traditional course model. The Centers serve as important links between practitioners, policymakers and educators. The Centers and Institutes,



housed primarily in the School of Education, employ alternative models of delivery, and provide opportunities for faculty to explore innovative ideas and policy development, and conduct evaluation and research.

Lesley began partnering with community colleges in FY14 to provide a path for students to work toward their bachelor's degree completion. Classes take place right at the local community college campus, with some classes being offered online. Lesley offers three Bachelor's Degree Completion Programs at Bunker Hill Community College. Lesley has articulation agreements with several other Massachusetts-based community colleges, including with North Shore Community College in which Lesley agrees to accept the program in its entirety, or a major portion of the program, into the Bachelor level of a comparable program toward a B.S. in Human Services.

Lesley University's Urban Scholars Initiative (USI) was created in FY14 to help talented and dedicated students fulfill their dream of completing a college degree through courses on campus and on-line. Several community-based organizations have partnered with Lesley to provide youth with academic support, mentorship, scholarships, and other services.

For more information [click here](#).

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### **1.6 Lesley University Campus (revised 1/1/15)**

Lesley University's three Cambridge campuses each possess unique characteristics in both the history of and the vibrancy of the community, and are all easily accessible by public transportation. The Doble Campus, the historic home of Lesley College, blends with a vibrant neighborhood of Victorian homes; the Brattle Campus is comprised of 18th century gothic architecture in a historic district; the Porter Campus is centered by University Hall in the heart of Porter Square and the Lunder Art Center, the new home for Lesley's College of Art and Design.

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### **1.7 Lesley University Mission Statement (revised 5/30/13)**

Lesley University engages students in transformative education through active learning, scholarly research, diverse forms of artistic expression, and the integration of rigorous academics with practical, professional experience, leading to meaningful careers and continuing lifelong learning. Lesley prepares socially responsible graduates with the knowledge, skills, understanding and ethical judgment to be catalysts shaping a more just, humane, and sustainable world.

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### **1.8 Lesley University Core Values (revised 5/30/13)**

**Inquiry:** Lesley University is devoted to academic excellence through active teaching, engaged learning, and individual student development. We design and deliver innovative, interdisciplinary academic

programs that value inspired teachers, curious learners, relevant scholarship, and real-life application.

**Community:** Learning is an individual and collective endeavor that involves students, educators, families, and communities. We believe in the power of collaboration and its impact on personal and social development.

**Diversity:** Our community respects, values, and benefits from the individual, demographic and cultural differences of our students, faculty, and staff. As an academic community, our creativity, critical thinking, and problem-solving approaches are shaped by this diversity. Through their varied learning experiences, Lesley students develop the tools to effectively interact with diverse populations and strive for social justice and equity.

**Citizenship:** Higher educational institutions have a responsibility to prepare their graduates to participate in the cultural, political and economic life of their community, nation and world. This democratic ideal is reflected in Lesley's academic environment that encourages scholarship, freedom of expression, and the open exchange of ideas.

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### **1.9 Lesley University Brand/Use of Master Logo (revised 1/1/17)**

The Lesley brand is an authentic representation of our institution, our core areas of expertise, and the students, faculty, staff and alumni who make up the Lesley family. It differentiates us from other institutions, and celebrates what makes Lesley unique.

Our brand comes to life through the way we talk about the university and the visuals we use to represent the institution. Through written word, color, fonts, design, photography, video, and other media, we create an identity that is uniquely Lesley.

A guide to the Lesley brand, helping all university community members to speak with a unified voice and providing the assets you'll need to bring the brand to life in any documents you create can be found by [clicking here](#).

#### **Master Logo Usage**

Deliberate, consistent placement of the logo will establish the university's name and institutional credence without distraction from your message. There are very specific guidelines regarding the use of the master logo, [click here for more information](#).

If you have any questions about how best to represent the university, please contact University Marketing.

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### **1.10 Office of Human Resources (revised 1/1/07)**

Reporting to the Vice President for Administration, the Office of Human Resources provides leadership, guidance and service to the University and the Lesley Community on Human Resources matters in the

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areas of benefits, compensation, employee relations, employment, management consultation, performance management, and training. Human Resources manages the development and application of Human Resources Policies and Procedures. In addition, the HR Office also provides assistance and counseling to University employees upon request.

Please visit the Human Resources website at <http://intranet.lesley.edu/human-resources/> for information on benefits, downloadable forms, how to reach the appropriate Human Resources Staff and more.

If you have any questions or comments on the services provided by the Office of Human Resources, please send an email to the Director of Human Resources [hr@lesley.edu](mailto:hr@lesley.edu) or call the Human Resource's main number at 617-349-8787.

**1.10 Contact Numbers (revised 1/1/07)**

<b>Telephone Directory</b>	Search using <a href="#">Lesley University Faculty and Staff Directory Search</a>
<b>Campus Contact Information</b>	University Switchboard 617-868-9600
<b>Hours of Operation</b>	School and Administrative offices are open from 9 AM - 5 PM (EST) Monday through Friday, excluding holidays.
<b>Mailing Address:</b>	Lesley University 29 Everett Street Cambridge, MA 02138-2790
<b>Toll-free number, main number</b>	1-800-999-1959 (University Switchboard)
<b>Individual Extension</b>	To access an individual extension, dial the toll-free numbers and enter the four-digit extension when prompted.
<b>Office of Human Resources Main Number</b> <b>To contact a member of the Office of Human Resources directly use this link</b>	617-349-8787 <a href="mailto:hr@lesley.edu">hr@lesley.edu</a>
<b>To access voicemail from off campus</b>	617-868-9600 When you hear the recording begin, press # sign (or dial 2222) and then follow prompts.
<b>To access email from off campus</b>	<a href="#">access e-mail</a>

## Section II GENERAL POLICIES

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### 2.1 Acceptable Use Policy (revised 2/2/16)

The Acceptable Use Policy consists of the following sections:

- A. Purpose and Scope
  - B. University Business Only
  - C. Applicable Policies and Laws
  - D. Authorized Access
  - E. Data Security, Confidentiality, Access, and Retention
  - F. Network and System Integrity
  - G. No Warranty/No Liability
  - H. Social Media
  - I. Email Messages
  - J. Questions; Reporting Violations
- A. **Purpose and Scope:** The purpose of this Acceptable Use Policy is to describe the permitted use of the digital environment at Lesley University. For purposes of this Policy, the “digital environment” includes, but is not limited to, the use of products, services, and resources such as computers, tablets, computer networks, the Internet, third party products and services made available by the University to the Lesley community, online services of the University, databases, software, and electronic communication (e.g., electronic mail, telephones, smart phones, cell phones, social media, voice mail, scanned images, and faxes). This policy applies to personal and University-owned devices, equipment, networks, and the like that are used in the Lesley community.

This Acceptable Use Policy applies to any user of the University's digital environment, whether initiated from a computer located on or off-campus. This Policy applies equally to current and former faculty, students, staff, alumni/ae, contractors, and invited guests who utilize the Lesley digital environment.

Lesley University is committed to active learning, scholarly research, critical inquiry and diverse forms of artistic practice and values freedom of expression and an open exchange of ideas and information. To preserve that freedom, the community relies on the integrity and responsible, ethical, and legal use of University resources by each of its members and guests. The availability and use of the digital environment at Lesley are essential for studying, research, instruction, and administration; they also come with the obligation to use the digital environment in accordance with University policies and applicable laws.

Use of the digital environment is a privilege and this privilege can be revoked by the University at any time. Violations of this Policy may result in sanctions including revocation of access to University email and dismissal from the University.

- B. **University Business Only:** The digital environment must be used by members of the Lesley community solely for the purpose of their role at Lesley University. While the University permits limited personal use of the digital environment, that limited use may not consume significant resources or interfere with the user's job or responsibilities.

Lesley University reserves the right to prioritize and limit digital resources (i.e. wireless, network, and Internet bandwidth) for personal use if that usage supersedes or impedes the University's ability to provide these resources for legitimate University business purposes.

Those using the Lesley digital environment do not have a right of privacy in communications, data use, or equipment use of University resources. Lesley University reserves the right to investigate, limit, stop, retain, and copy any use of technology and the Lesley digital environment in the Lesley community, with or without the prior consent of the user, as reasonably necessary or desirable for enforcing University policies and applicable laws, and for health and safety reasons.

Users are prohibited from deleting emails or data, or tampering with Lesley's digital environment, with the intent to hinder University operations or to hide important information.

Use of the University's technology resources is strictly prohibited for commercial activities, personal gain, and non-University private business or fundraising. This includes soliciting, promoting, selling, marketing, or advertising products, services, or organizations, or selling University resources.

When creating and sending messages through the Lesley digital and network environment, users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University unless appropriately authorized to do so.

- C. **Applicable Policies and Laws:** Despite the unique attributes of the digital environment, all Lesley policies which apply elsewhere in the Lesley community, including but not limited to the terms of all handbooks and catalogues, apply in full force to use of the digital environment. Most university-wide policies can be found on the internet at <http://www.lesley.edu/policies/> or on the intranet at <http://intranet.lesley.edu/>

A few of the Massachusetts and federal laws that are applicable to the use of the digital environment at Lesley University and that present particular concerns in the digital environment are identified here; note that the laws of other jurisdictions may apply in certain cases as well:

#### **Political Advocacy**

It is illegal for individual employees to use University resources to engage in political advocacy in election campaigns. This includes, but is not limited to, the use of Lesley email accounts. For questions about the appropriate use of University resources, please contact Lesley's General Counsel at [legal@lesley.edu](mailto:legal@lesley.edu).

This provision does not apply to political activities related to on-campus student government, including the conduct of student elections, or student club activities and sponsored events conducted with prior approval of the University. It does not apply to individual student activities which constitute free speech. Such activities must comply with all other provisions of this Policy, including the section on digital and network communications, when using University resources.

### **Harassment and Stalking**

Harassment and stalking of others using the digital environment is prohibited under Massachusetts General Laws Ch. 265, Sections 43 and 43A, other applicable laws, and University policies.

### **Defamation**

The use of the University digital environment to defame another person is prohibited. Under Massachusetts state law, defamation of a person is illegal. Defamation is the "publication" of a false statement of fact that harms another person's reputation. A defamatory statement is "published" whenever it is communicated to a third person; this includes email message and social media.

### **Invasion of Privacy**

The use of the University digital environment to invade another's privacy is prohibited. Under Massachusetts state law, invasion of privacy occurs when highly personal information about an individual is disclosed when the person had chosen not to make it public and the public had no legitimate need or reason to know about it. Unlike defamation, invasion of privacy includes true statements. See Massachusetts General Laws Ch. 214, Section 1B.

### **Obscenity, Pornography, and Sexually Explicit Material**

The use of the University digital environment to send, receive, store, stream, or print any pornography, sexually explicit, or obscene material is prohibited. Pornography is the depiction of sexual behavior that is intended to arouse sexual excitement in its audience. All child pornography is explicitly not protected by -and is illegal under - state and federal law. Obscenity is not protected by free speech. Obscenity means material that has no literary, artistic, political, or other socially redeeming value.

### **Copyright, Fair Use of Copyright Works, and Music/Video Downloads**

Copyright law generally gives authors, artists, composers, and other such creators the exclusive right to copy, distribute, modify, and display their works or to authorize other people to do so. These works are protected the moment they are created regardless of whether they are registered with the U.S. Copyright Office or whether they are marked by the symbol ©. File-sharing, duplication and distribution of text, software, or sound recordings, and other actions may violate federal copyright law. This law apply to all forms of information, including digital and network communications, music, and entertainment videos. Please review the University's Copyright and Fair Use Policy before reproducing or distributing copyrighted works:

<http://www.lesley.edu/policies/copyrighted-works/>

Unauthorized sharing of peer to peer file copyrighted works, including music, pictures, and movies, is a violation of this Acceptable Use Policy. It is also illegal. Violating copyright law is a serious offense. Use of a University computer or personal computer utilizing the University server to illegally download or upload audio, video, or other questionable copyrighted material, including unauthorized peer to peer file-sharing, will constitute a violation of this Policy and will be referred to the Dean of Student Life and Academic Development, the Director of Human Resources, or the Provost. Possible University sanctions include probation, removal from accessing the university network, and disciplinary action. Court and government sanctions may include criminal prosecution and criminal or civil penalties, including but not limited to injunctions and actual and statutory damages.

#### **Trademarks**

Unauthorized use of trade secrets and trademarked names or symbols is prohibited. Use of Lesley University's names and symbols must comply with University policy.

- D. **Authorized Access:** The following persons are granted access to the Lesley digital environment, subject to this Policy:
1. Core Faculty: Eligible upon acceptance of a contract;
  2. Adjunct Faculty: Eligible upon acceptance of a contract;
  3. Students: Eligible upon admittance to a degree program;
  4. Administrators & Staff: Eligible on date of hire;
  5. Alumni/ae;
  6. Emeriti/ae Faculty;
  7. Retired Administrators & Staff who meet eligibility criteria;
  8. All others and any requests for exceptions to this Policy are subject to the prior written approval of the University's Chief Information Officer.

All employee (faculty and staff) accounts will expire and access will end with the termination of the user's relationship with the University, except that certain retired faculty and staff who meet the eligibility criteria will maintain access to their current Lesley email account. There are certain situations with approval from the appropriate Dean/Administrator that would allow retired faculty continuation of relevant accounts. Systems administrators may, without additional prior notice, delete computer accounts and files after the termination of a person's qualifying Lesley affiliation.

#### **E. Data Security, Confidentiality, Access, and Retention**

Lesley University users are responsible for protecting the confidentiality and appropriate use of institutional data to which they are given access, ensuring the security of the equipment where such information is held or displayed, ensuring the security of any accounts issued in their name, and abiding by related rights of students, faculty, staff, and others concerning the use and release of personal information, as required by state and federal law or existing University policies. Lesley University users must follow the Data Security Policy:

<http://www.lesley.edu/policies/data-security/>

In the ordinary course, digital files and information must be retained in accordance with the University's Record Retention Policy. Please review the Record Retention Policy to understand

the University's protocols for keeping certain types of records:

<https://intranet.lesley.edu/finance/policies/?terms=record%20retention%20policy>

Digital files and information, whether or not created and stored on University resources, may constitute a University record subject to disclosure under federal, state, or local laws, or as a result of an investigation or litigation. In such cases, the University and certain relevant users will be required to store and may not delete certain files, messages, or other records. In some cases, as with paper records of the University, digital files and information must be searched and disclosed to third parties in response to legally issued subpoenas or court orders. In addition, in the event of a University investigation for alleged misconduct, digital files and information such as email messages may be viewed, locked, or copied as needed for the investigation or to prevent destruction and loss of information. On occasion, the actions described in this paragraph may be taken by the University without prior specific notice to the person whose account, files, or equipment are being searched. The University may report evidence of misconduct to the appropriate authorities.

#### **F. Network and System Integrity**

All use covered under the scope of this Acceptable Use Policy must comply with state and federal laws, including, but not limited to, the Federal Computer Fraud and Abuse Act, 18 U.S.C. 1030, and other federal law, state law, and University policies.

The University reserves the right to limit access to its resources when policies or laws are violated and to use appropriate means to safeguard its resources, preserve network/ and system integrity, and ensure continued service delivery at all times. This includes, but is not limited to, monitoring routing information of communications across its network services and transaction records residing on University resources, scanning systems attached to the Lesley network for security problems, disconnecting systems that have become a security hazard, and restricting the material transport across the network or posted on University systems.

Activities and behaviors that threaten the integrity of the computer networks or systems are prohibited on both University-owned and privately-owned equipment operated on or through the University resources. These activities and behaviors include but are not limited to:

- a. Interference with or disruption of computer systems and networks and related services, including but not limited to the propagation of computer worms, viruses, Trojan Horses, malware and other harmful content;
- b. Intentionally or carelessly performing an act that places an excessive load on a computer or network to the extent that other users may be denied service or the use of digital and network networks or information systems may be disrupted;
- c. Any action that might be harmful to the University digital and network environment, the network, or the data stored on or transported by them or other computers connected to them;



- d. Failure to comply with authorized requests from designated University officials to discontinue activities that threaten the operation or integrity of computers, system or networks;
- e. Negligently or intentionally revealing passwords or otherwise permitting the use by others of University-assigned accounts for computer and network access. Individual password security is the responsibility of each user. The user is responsible for all uses of their accounts, independent of authorization;
- f. Altering or attempting to alter files or systems without authorization;
- g. Unauthorized scanning of ports, computers and networks;
- h. Unauthorized attempts to circumvent data protection schemes or uncover security vulnerabilities;
- i. Attempting to connect to or alter any University computing or network components without authorization or beyond one's level of authorization, including but not limited to bridges, routers, hubs, wiring and connections;
- j. Using campus resources to gain unauthorized access to any computer system and/or using someone else's computer without permission;
- k. Registering a Lesley IP address with any other domain name or registering a Lesley domain name without written authorization from Information Technology.

#### **G. No Liability/ No Warranty**

Lesley University is unable to warrant that its digital and network environment is virus-free; that users with Lesley email accounts will not receive unsolicited email; or that all hardware and/or software used to access the digital and network environment will be compatible with the Lesley systems. Use and access to Lesley's digital and network environment does not entitle the user to seek indirect, consequential, special, punitive, peremptory, or similar damages from Lesley University in connection with use and access.

#### **H. Social Media**

Blogs, digital media, and social networks, such as Facebook, Twitter, Flickr, YouTube, LinkedIn and iTunes U, offer new and exciting opportunities for Lesley University faculty, staff, students, and alumni to share knowledge, express creativity, and connect with people who have common interests. Social media are being used more and more in teaching and online learning. When participating in social media it is important to always be upfront and honest about who you are and what you represent, use common sense before you post or comment, and respect the values and etiquette of communities you join. And just as in the use of other Lesley-provided technology, users of Lesley's digital and network environments must be aware of the policies and laws that apply to social media, including University policies and federal and state law.

Users should be aware that information posted online or otherwise made available through social and digital media, including pictures and text, may become very difficult to completely remove from the internet or elsewhere even after deleting the material. Also, any pictures and text placed online can become the property of these sites once they are posted or otherwise

made available. To help gauge information appropriate to post, users need to consider what information they want available to the world not just now but in the future. Potential employers, scholarship committees, graduate school admissions committees, or even potential roommates often perform "background checks" by searching the web. So, although the material may be legal, it still may ruin potential career or personal prospects.

#### I. **Sending Email Messages**

Lesley University reserves the right to send email to its own users, on an individual and mass basis.

Either the President, a member of the President's Cabinet, or the Director of the Office of Communications must approve in advance any mass email announcement.

#### J. **Questions: Reporting Violations**

Please submit any questions about this Acceptable Use Policy or concerns about violations of this Acceptable Use Policy to the University's Chief Information Officer at [cio@lesley.edu](mailto:cio@lesley.edu).

*This Acceptable Use Policy is not intended to create a contract between Lesley University and its students, employees, or other persons. Lesley reserves the right to amend or revoke this and other policies at any time without notice.*

Revised February 2, 2016

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### **2.2 Americans with Disabilities Act (revised 1/1/09proba)**

Lesley University complies with the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against qualified individuals with disabilities in employment decisions including but not limited to job application process, hiring, promotions, transfers, terminations, layoffs, training, compensation, and fringe benefits.

As part of Lesley's compliance efforts, the University offers a reasonable accommodation for an employee's disability. If you believe that you need a reasonable accommodation in order to perform the essential duties of your position, please contact Human Resources. It may be necessary for you to provide medical documentation regarding your disability, and you may be asked to cooperate in an evaluation of your work site so that a reasonable accommodation can be found.

If you need further information, please contact Human Resources at 617-349-8787.

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### **2.3 Community Standards of Conduct (revised 6/30/16)**

**Purpose:** To establish minimum standards of behavior for all members of the Lesley University community.

**Scope:** This policy applies to all members of the Lesley University community, including faculty, adjunct faculty, staff, students, alumni/ae, vendors, contractors, consultants, guests, and visitors. This policy applies to any activity related to Lesley University, either on or off campus, and to any off-campus conduct that may have an effect on the Lesley University community.

**Policy Statement:** Lesley University respects the dignity of every individual and expects members of the Lesley University community to:

Conduct themselves in a respectful and professional manner.

Conduct themselves in a manner compatible with the University's mission as an educational institution.

Refrain from behavior that substantially disrupts the educational and working environment at the University.

Refrain from illegal activity, and understand that the University may take action regardless of the outcome of any criminal investigation or prosecution.

Understand that conduct, occurring either on or off campus, that adversely affects or has the potential to adversely affect, the University or members of the University community, may violate the Community Standards of Conduct.

Refrain from injuring, threatening to injure, or attempting to injure another person, whether in person, through electronic or digital communications, or otherwise. This includes physical action, non-physical action, intimidation, and threats.

Refrain from damaging or threatening to damage property.

Avoid any activity that poses a significant risk to the health or safety of any member of the University's community or a member of the public.

Comply with University policies and procedures. Examples of University policies include:

Discrimination, Harassment, and Sexual Violence Policy  
Unequal Consensual Relationship Policy

Student Alcohol and Illegal Drug Use Policy  
Acceptable Use Policy

Most University policies are available at this link: <http://www.lesley.edu/policies/>

Student handbooks are available at this link <http://www.lesley.edu/policies/academic/> and program-related handbooks are available from each program.

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The [faculty handbook](http://www.lesley.edu/provost/) is available at this link <http://www.lesley.edu/provost/>

The Employee Handbook is available on the Human Resources Department's intranet site at this link <http://intranet.lesley.edu/>

**Reporting:** It is the obligation of the members of the Lesley University community to report violations of these Community Standards of Conduct to one of the people listed below. Any reported violation will be promptly investigated.

**Investigation and Sanctions:** The University will investigate all good faith reports of violations of these Community Standards of Conduct. Reports of discrimination, harassment, and sexual violence will be investigated pursuant to the Discrimination, Harassment, Sexual Violence Policy and the Discrimination and Harassment Resolution Procedures. The University's investigations and sanctions may proceed even if the persons involved are on leave from or not currently engaged with the University.

Depending on the circumstances, the University may take immediate, interim action pending the conclusion of an investigation. The University may immediately remove anyone from the campus or any University-sponsored event if the person's behavior is disrupting any classroom or educational environment, work environment, or any University-sponsored event, is threatening to the health or safety of any person, or may damage property. The University, at its discretion, may also remove someone from campus or prohibit someone from attending a University-sponsored event during the course of an investigation. In the event of alleged unlawful behavior, or as deemed necessary in any emergency situation, the University may notify the Lesley University Office of Public Safety and the appropriate law enforcement agency.

The person investigating a reported violation may find that a single significant incident, a pattern of less significant behavior, or a combination of the two, violate the Community Standards of Conduct. The investigator applies a preponderance of the evidence standard and applies a reasonable person standard to determine whether a violation of the Community Standards of Conduct has occurred. The decision of the investigator is final.

The University may suspend, dismiss, or otherwise discipline any member of the Lesley University community for violations of the Community Standards of Conduct. Dismissal may occur even on a first offense, depending on its severity.

Report suspected violations of the Community Standards of Conduct to any of the following people:

Ms. Marylou Batt  
Vice President of Administration  
29 Everett Street  
Cambridge MA 02138  
617 349-8564  
Email: [marylou.batt@lesley.edu](mailto:marylou.batt@lesley.edu)

Ms. Jane Joyce  
Director of Human Resources and EEO Officer  
29 Everett Street

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Cambridge MA 02138  
617 349-8785  
Email: [ajoyce5@lesley.edu](mailto:ajoyce5@lesley.edu)

Dr. Nathaniel G. Mays  
Dean of Student Life and Academic Development  
29 Everett Street  
Cambridge MA 02138  
617 349-8539  
Email: [nmays@lesley.edu](mailto:nmays@lesley.edu)

You may also contact Public Safety at:

Doble Campus/Main Number: 617-349-8888  
Brattle Campus: 617-871-6029  
Porter Campus: 617-349-8390

You may also choose to contact local law enforcement by calling 911. In the case of an emergency, please CALL THE POLICE at 911.

These Community Standards of Conduct are not intended to create a contract between the University and any person or organization. The University reserves the right to amend or revoke this policy at any time without notice.

Approved by: The President  
Policy revisions: June 4, 2012; July 7, 2014; June 30, 2016

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## **2.4 Discrimination and Harassment Complaint Resolution Procedure (revised 6/30/16)**

Purpose:

The process outlined in this Discrimination and Harassment Complaint Resolution Procedure (the “Resolution Procedure”) is intended to provide students and employees with prompt, fair, and effective means of addressing complaints of discrimination and harassment in violation of Lesley’s Equal Opportunity and Inclusion Policy, the Discrimination, Harassment, and Sexual Violence Policy, and the Unequal Consensual Relationships Policy (the “Policies”).

The Policies are available at these website links, and paper copies are available upon request to the Director of Equal Opportunity and Inclusion/Title IX Coordinator:

The Equal Opportunity and Inclusion Policy  
<http://www.lesley.edu/policies/equal-opportunity-and-inclusion/>  
The Discrimination, Harassment, and Sexual Violence Policy  
<http://www.lesley.edu/policies/discrimination-and-harassment/>  
The Unequal Consensual Relationships Policy  
<http://www.lesley.edu/policies/unequal-consensual-relationships/>

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As used in this Resolution Procedure, “discrimination and harassment” includes violations of any of the Policies, for example, discrimination on the basis of race, discrimination on the basis of ethnicity, faculty-student romantic relationship, sexual harassment, sexual violence, domestic violence, dating violence, or stalking.

A violation of one of the Policies may also result in a finding of violation of the University’s Community Standards of Conduct.

Scope:

Lesley University community, including faculty, adjunct faculty, staff, students, alumni/ae, vendors, contractors, consultants, guests, and visitors.

Office of Equal Opportunity and Inclusion/Title IX Coordinator:

The Director of Equal Opportunity and Inclusion/Title IX Coordinator (the “Director”) is charged with conducting investigations, resolving complaints, and determining any corrective actions and sanctions related to discrimination and harassment. The Director may delegate the authority to conduct investigations and make findings, but must be consulted before the designee may conclude an investigation, issue findings, and determine any corrective actions. The Director may delegate such authority to University employees, including the Dean of Student

Life and Academic Development, the Director of the Threshold Program, or the Director of Human Resources. The designee may not further delegate without the approval of the Director. On occasion, the University may engage a third-party investigator.

If at any time during the course of investigating or resolving a complaint of discrimination or harassment, the Director or designee determines that a complaint is not within the scope of the Office of Equal Opportunity and Inclusion/Title IX Coordinator, the person initiating the complaint is referred to the appropriate office, and the Office of Equal Opportunity and Inclusion/Title IX Coordinator investigation is concluded.

Reporting an Incident:

Who can submit a complaint and against whom may a complaint be submitted?

A discrimination or harassment complaint may be submitted by an employee or student. A complaint may be filed against anyone in the Lesley community: faculty, adjunct faculty, staff, students, alumni/ae, vendors, contractors, consultants, guests, and visitors. The University follows the Complaint Resolution Procedures in reviewing such complaints. In certain circumstances, the Director may proceed with an investigation even if no written complaint is filed.

Managers must report to the Director (or any of the other people listed below) if they witness or receive complaints of discrimination and harassment, including sexual violence.

The University encourages employees and students to notify the Director (or any of the other people listed below) about discrimination or harassment at field training sites or internship sites. The University encourages former employees, former students, and third parties, who have information about possible misconduct by members of the Lesley community or on the Lesley campus, to inform the Director (or

any of the other people listed below) so that the University may consider the information in assessing whether to take preventive or corrective action.

The Complaint Resolution Procedures do not apply to information submitted by or against persons who are not employees or students, unless the University in its discretion finds it appropriate to apply the Complaint Resolution Procedures in a particular set of circumstances.

The University retains the right to determine whether to address a report of misconduct outside of the Complaint Resolution Procedures in circumstances when the safety of the University community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving any of the persons involved, or if the Title IX Coordinator, in consultation with appropriate administrators, determines it is in the best interest of the University and/or the community to do so.

For purposes of this Resolution Procedure, persons who submit complaints of harassment or discrimination on behalf of themselves or others are referred to as “Reporters.”

Report incidents of discrimination and harassment to any one of the following people:

Ms. Jane Joyce  
Director of Human Resources and EEO Officer  
29 Everett Street  
Cambridge MA 02138  
617.349.8785  
Email: [ajoyce5@lesley.edu](mailto:ajoyce5@lesley.edu)

Dr. Nathaniel G. Mays  
Dean of Student Life and Academic Development and Interim Title IX Coordinator  
29 Everett Street  
Cambridge MA 02138  
617.349.8539  
Email: [nmays@lesley.edu](mailto:nmays@lesley.edu)

Ms. Marylou Batt  
Vice President of Administration  
29 Everett Street  
Cambridge MA 02138  
617.349.8564  
Email: [marylou.batt@lesley.edu](mailto:marylou.batt@lesley.edu)

Reports of discrimination and harassment may also be made to:

Lesley University Public Safety Department – 617.349.8888  
Cambridge Police Department – 911  
Boston Police Department – 911

Lesley University encourages anyone who has been subject to discrimination or harassment to report it immediately; delayed reporting may diminish the University's ability to investigate and respond effectively to the report.

Lesley takes steps to provide a prompt and effective response to all reports of sexual violence about which it becomes aware, whether or not a complaint is filed.

In the case of domestic violence, dating violence, sexual assault, or stalking, Lesley University assists complainants in notifying law enforcement authorities if they choose to do so. Complainants have the right not to notify law enforcement authorities; however, the University may in some cases have an obligation to report certain incidents to law enforcement authorities. Preserving evidence may be important to future criminal, civil, or disciplinary proceedings including, where necessary, to obtaining protection orders.

#### Complaint Submission Deadlines:

A complaint should be submitted to the Director of Equal Opportunity and Inclusion/Title IX Coordinator or any of the offices named above as soon as practicable. The University encourages written complaints. A sample form is available at <http://www.lesley.edu/diversity/office-equal-opportunity-and-inclusion/?terms=title%20ix>

Complaints submitted to Lesley University do not stop the clock or extend the filing deadlines with courts or with external federal and state anti-discrimination agencies.

Delay in submitting a complaint or failure to provide details of the alleged act(s) of discrimination or harassment may diminish Lesley's ability to respond in a timely and effective manner.

#### Protection against Retaliation:

The University does not permit retaliation against any individual who brings a complaint pursuant to this Resolution Procedure or the Policies, or who cooperates in the investigation of such complaints. Any employee or student found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from the University.

#### Duty of Good Faith:

The University prohibits any member of the Lesley community from knowingly or recklessly bringing a false complaint against another member of the Lesley community. Any employee or student found to be violating this prohibition will be subject to disciplinary action, up to and including dismissal from the University.

#### Confidentiality and Use of Information:

Reasonable efforts will be made to protect the privacy and confidences of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement any corrective action. Lesley will make reasonable efforts to investigate and respond to the complaint consistent with a Reporter's request for confidentiality or request not to pursue an investigation (or, if the Reporter is not the victim or survivor of the alleged misconduct, the victim's or survivor's request). However, the Director will evaluate requests for confidentiality and may, in the Director's discretion, share or take action based upon information gathered during the investigation to assist the Reporter or the University community. If a Reporter (or the victim or survivor) insists that the Reporter's (or victim's or survivor's) name or other identifiable information not be disclosed to the Respondent or others, Lesley's ability to respond may be limited.



Information gathered during one investigation may be used in other investigations at the discretion of the Director.

#### Interim Safeguards and Corrective Actions:

As circumstances warrant, Lesley shall implement interim safety measures to protect individuals from harm, and may take other restorative and preventative measures, such as education, training, monitoring, supervision, security, academic support, physical health and mental health services, counseling, etc. These measures may also include temporary suspensions, removal from housing, changes to academic, transportation, work, extracurricular activities and dining situations, escort services, no contact or no trespass orders and similar restraints on access to Lesley property, Lesley programs, or members of the Lesley community. When taking steps to separate the Reporter (or the victim or survivor, if that is not the Reporter) and Respondent, the University will seek to minimize the burden on all parties. Any information about such accommodations or protective measures will be kept confidential to the extent such confidentiality does not impair the University's ability to provide the accommodations.

Students and employees may request interim restorative and preventive measures by contacting the Director, the Dean of Students, or the Director of Human Resources.

Policy violations, including violation of interim measures, will result in corrective actions and sanctions, which may involve affirmative requirements such as education, training, counseling, monitoring, supervision, no-contact orders, and security, as well as disciplinary actions, up to and including suspension and dismissal from the University.

The University reserves the right to address any behavior it considers inappropriate or inconsistent with the University's expectations, standards, and values, even though such behavior may not rise to the level of a violation of University policy.

#### Complaint Resolution Procedure:

This Resolution Procedure provides for a review of conduct alleged to have violated the Policies and results in an institutional determination of whether the Respondent violated the Policies. When investigating complaints of discrimination or harassment, if the Director or designee believes that there may also have been misconduct of a non-discriminatory or non-harassing nature, the Director or designee will also investigate such misconduct under the appropriate policy, such as the Community Standards of Conduct. This Resolution Procedure does not replicate or replace any external judicial or government process.

#### Step 1: Reporter:

To initiate the investigation of a complaint under this procedure, the Reporter is encouraged to submit his or her complaint in writing to the Director or designee. A sample form is available at <http://www.lesley.edu/diversity/office-equal-opportunity-and-inclusion/?terms=title%20ix>.

If requested by the Reporter, the Director or designee will make a referral for assistance with writing the complaint. The Director or designee may decide to proceed with an investigation even if no written complaint is submitted.

The Director or designee meets with the Reporter to review the complaint and discuss this Resolution Procedure. The Director or designee informs the Reporter that the Respondent will be notified of the complaint, given a copy of the written complaint (if any) or informed of the nature of the complaint. The Respondent has ten (10) days to submit a response.

At the discretion of the Director or the Director's designee, the Reporter may have an advisor of the Reporter's choice present at any investigatory or related meeting. The Respondent will have the same opportunity to bring an advisor. "Advisor" means any individual who provides the Reporter or the Respondent support, guidance, or advice, provided, however, that an attorney may be present as an advisor only in connection with complaints alleging sexual violence, including sexual assault, stalking, domestic violence and dating violence. Lesley may limit the participation of the advisor by prohibiting the advisor from speaking during the meeting, addressing the investigators, or questioning any participant, but any such restrictions must be the same for both parties. Lesley may also remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation. At the discretion of the Director or the Director's designee, other persons may participate in the meeting on behalf of the University.

The Reporter is expected to communicate with the University directly and not through legal counsel or other intermediaries.

#### Step 2: Respondent:

Upon receipt of the complaint from a Reporter, the Director or designee meets with the Respondent. The Director gives a copy of the written complaint (if any) to the Respondent, or informs the Respondent of the nature of the complaint, and discusses this Resolution Procedure. The Respondent is encouraged to give an immediate oral response to the allegations and encouraged to submit a written response to the Director with ten (10) days. If requested by the Respondent, the Director or designee will make a referral for assistance with responding to the complaint. The Director or designee proceeds with an investigation even if no oral or written response is submitted. The Director or designee sends a copy of the Respondent's written response, if any, to the Reporter.

At the discretion of the Director or the Director's designee, the Respondent may have an advisor of the Respondent's choice present at any investigatory or related meeting. The Respondent and the Reporter will be given the same opportunity to bring an advisor. "Advisor" means any individual who provides the Reporter or the Respondent support, guidance, or advice, provided, however, that an attorney may be present as an advisor only in connection with complaints alleging sexual violence, including sexual assault, stalking, domestic violence and dating violence. Lesley may limit the participation of the advisor by prohibiting the advisor from speaking during the meeting, addressing the investigators, or questioning any participant, but any such restrictions must be the same for both parties. Lesley may also remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation. At the discretion of the Director or the Director's designee, other persons may participate in the meeting on behalf of the University.

The Respondent is expected to communicate with the University directly and not through legal counsel or other intermediaries.

#### Step 3: Review of the Complaint:

Absent exceptional circumstances, the Director or designee will review and investigate the complaint. The Director or designee meets separately with the Reporter and Respondent, as needed, to consider their positions and to ascertain facts. The Reporter and the Respondent may each submit documentation in support of their positions and will be given the opportunity to review all documentary evidence presented.

The Reporter and the Respondent may also share the names of individuals who they believe have knowledge or information relevant to the complaint. The Director or designee may meet with anyone who the Director or designee believes has information that may be useful to the investigation. Witnesses and others are expected to communicate with the University directly and not through legal counsel or other intermediaries.

If at any time during the review of the complaint, a Reporter (or a victim or survivor) declines to cooperate with the Director or designee, or if the Director or designee determines that the Reporter no longer wishes to pursue the complaint, the Director or designee will notify the Reporter (and, as appropriate, the victim or survivor) that the University may not be able to effectively review or respond to the allegations in the complaint.

If the Respondent refuses to cooperate and/or respond in a timely manner, the Director or designee may forego further investigation and recommend the implementation of corrective action and/or sanctions, or the Director or designee may take any other action that the Director or designee determines is necessary or appropriate to resolve the complaint. Failure to cooperate meaningfully may be grounds for discipline, including suspension or termination.

Whether or not the Reporter, the Respondent, or other parties cooperate with the Director or designee during the investigation, the Director or designee will determine in his/her discretion whether to proceed with or otherwise conclude the investigation based on the information available.

In the interest of fairness or prompt resolution of an investigation, the Director or designee may limit the number of amendments to a complaint or a response to a complaint submitted by a Reporter or Respondent, and the number of meetings with each party or witness.

#### Step 4: Resolution of the Complaint:

Upon conclusion of the investigation, the Director or designee determines whether there has been a violation of the Policies. In making that determination, the Director or designee evaluates whether a preponderance of the evidence presented establishes whether the Respondent violated the applicable policies. The Director's designee must consult with the Director before concluding an investigation, issuing findings, and determining any corrective actions.

If a policy violation is found:

If the preponderance of the evidence (i.e. "more likely than not") establishes a policy violation, the Director or designee reviews the findings to determine what corrective actions are appropriate. The Director or designee may consult with others within the University when determining corrective actions, and must meet with an employee's hiring source (a Dean or Vice President) before imposing corrective actions. The Director or designee then sends simultaneous letters to the Reporter and the Respondent to communicate the findings and the procedures for appealing the determination, if any.

The Respondent will be notified of any corrective actions to be imposed on the Respondent. The Reporter will be notified of any corrective action imposed on the Respondent which directly relates to the Reporter and any other corrective actions which the University is required to disclose under applicable law. For example, the Reporter will be notified if the Respondent is subject to an order directing the Respondent not to contact the Reporter. If the Reporter is not the victim or survivor of the misconduct, the victim or survivor will be notified of any such corrective action. Any corrective action taken as a result of the Director's or designee's determination is implemented immediately.

Corrective action may include, but is not limited to:

- A written warning or reprimand placed in a student's record or an employee's personnel file;
- Mandatory training and/or counseling;
- Probation for students;
- Dismissal from University housing or suspension from participating in University activities;
- Suspension without pay;
- Non-renewal of contract; and/or
- Dismissal from the University or termination of employment.

If there is no finding of a policy violation:

If the Director or designee determines that the preponderance of the evidence does not establish a policy violation, the Director or designee may recommend that the University take no further action. However, the Director or designee may nevertheless impose non-punitive corrective actions (such as a no-contact order) as circumstances warrant to prevent further disputes, as a safety precaution, or for the welfare of the University community. In such case, the Director or designee follows the procedures set forth in the immediately preceding paragraphs.

Step 5: Appealing the Finding:

Who May Appeal:

Employees and students, whether as Reporter or Respondent, may appeal a finding by the Director or designee.

Grounds for Appeal:

Appeals from the determination of the Director or designee are permitted on the following bases only: 1) facts showing that a procedural error affected the decision or (2) information relevant to the decision that was not available at the time of the Director's or designee's review. Both the Reporter and Respondent may submit appeals for these reasons. To illustrate, a procedural error that prevented an eye witness from speaking with the Director or designee may provide the basis for an appeal if the information from the witness contradicts one or more factual findings necessary to the determination of a policy violation. Similarly, there may be a basis for an appeal if an eye witness does not become available until after a determination has issued. A student or employee who elected not to participate in the Resolution Procedure waives the right to appeal. Determinations made by the Director or designee may be appealed once to the Provost.

Notice of Appeal:

A Respondent or a Reporter wishing to appeal the Director's or designee's findings must give written notice to the Director within seven University business days of receiving written notice of the findings. The notice of appeal must state the basis for the appeal.

#### Corrective Action Pending Appeal:

While an appeal is pending, corrective action, if any, may be suspended or modified, in the discretion of the Director, in consideration of all the circumstances, as applicable. If the appeal is denied, the corrective action or sanctions will be immediately reinstated.

#### Review of the Appeal:

The Director will determine whether the notice of appeal provides a basis for the appeal as described above. If it does, the Director will forward the appeal and a copy of the Director's or designee's findings to the Provost for review.

The Provost (or the Provost's designee) reviews the appeal and the findings and considers the alleged procedural error or newly available information. The Provost (or the Provost's designee) makes a determination to (1) uphold the findings, (2) review the findings and make a decision on the merits, (3) assign the review to another University official as appropriate, or (4) instruct the Director or designee to re-open the Resolution Procedure. The decision of the Provost (or the Provost's designee) will be based upon the preponderance of the evidence standard and will be final. The Reporter and Respondent will simultaneously be sent a letter notifying them of the results of the appeal. There are no further rights of appeal.

#### Changes to and Variations from this Complaint Resolution Procedure:

The University maintains the right to amend these Resolution Procedures at any time and will post changes on the Lesley University website.

These procedures are designed to promote fairness. Accordingly, variations are permissible when undertaken to promote fairness to the individuals involved or for the welfare of the Lesley community. Variations generally will not invalidate a decision unless the variations prevented a fair review of the reported misconduct.

#### Federal and State Remedies:

While employees and students are encouraged to report claims to the University, employees and students may also file a complaint with the following federal and state anti-discrimination agencies:

#### The United States Equal Employment Opportunity Commission (EEOC)

Location: John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: (800) 669-4000  
Fax: (800) 669-3196  
TTY: (800) 669-6820  
Website: <http://www.eeoc.gov/>

Massachusetts Commission against Discrimination (MCAD)

Location: One Ashburton Place, Room 601  
Boston, MA 02108  
Phone: (617) 727-3990  
Fax: (617) 727-3953  
TTY: (617) 720-6054  
Website: <http://www.mass.gov/mcad/>

U.S. Department of Education, Office of Civil Rights (“OCR”) - Boston Office

Location: 5 Post Office Square, 9th Floor  
Boston, MA 02109-3921  
Phone: (617) 289-0111  
Fax: (617) 289-0150  
E-mail: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)  
Website: <http://www2.ed.gov/about/offices/list/ocr/index.html>

Lesley University is an equal opportunity, affirmative action educator and employer. The foregoing Discrimination and Harassment Complaint Resolution Procedures are not intended to create a contract between Lesley and its students, employees, or other persons. Lesley reserves the right to amend or revoke its policies at any time without notice.

Approved by: The President  
History: [Issued – January 1, 2007]  
Revised: June 1, 2009  
Revised: September 30, 2013  
Revised: June 30, 2016  
Responsible Official: Director of Equal Opportunity and Inclusion/Title IX Coordinator

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**2.5 Conflict of Interest – Employees (revised 8/26/10)**

**Purpose**

The purpose of this conflict of interest policy (the “Policy”) is to protect the interest of Lesley University (“Lesley University,” or the “Corporation”) when the Corporation or any employee of the Corporation, acting on behalf of the Corporation, is contemplating entering into a transaction or arrangement that might benefit the private interest of an employee of the Corporation. It is the policy of the Corporation to require its employees involved in decision-making to honestly and loyally serve the best interests of the Corporation to the exclusion of other interests and activities that are, or may be, inconsistent with or injurious to the best interests of the Corporation. This policy is intended to supplement but not replace: (a) any applicable federal or state laws governing conflicts of interest applicable to nonprofit and charitable organizations; and (b) the federal “Intermediate Sanctions” rules of section 4958 of the Internal Revenue Code of 1986, as amended.

## Definitions

1. Interested Person: Any employee who has a direct or indirect Private Interest (as defined below) in a proposed transaction or arrangement involving the Corporation.

2. Family Member: With respect to a person, (a) a spouse, parent, sibling or child of such person or (b) any other individual (whether or not related by blood or marriage) living in the same household as such person.

3. Private Interest: A person has a Private Interest if such person has a Financial Interest or Other Interest (each as defined below).

(a) A person has a Financial Interest if the person has or anticipates having, directly or indirectly, through the activities of such person or a Family Member of such person:

(i) ownership or control of at least five percent (5%) of the equity or voting interest of any entity with which the Corporation has or is contemplating a transaction or arrangement;

(ii) a relationship as an officer, director, trustee, partner or lender of any entity with which the Corporation has or is contemplating a transaction or arrangement; or

(iii) a compensation arrangement with any entity or individual with which the Corporation has or is contemplating a transaction or arrangement.

In addition, a person has a Financial Interest in the negotiation of any compensation arrangement between such person and the Corporation. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

(b) A person has an Other Interest if such person, or a Family Member of such person:

(i) serves as a trustee, director, officer or employee of any entity with which the Corporation has or is contemplating a transaction or arrangement;

(ii) is a significant donor to any entity with which the Corporation has or is contemplating a transaction or arrangement; or

(iii) wields decision-making authority, whatever the person's formal title, in any entity with which the Corporation has or is contemplating a transaction or arrangement.

A Private Interest is not necessarily a conflict of interest. Under Article III, Section 2 of this Policy, a person who has a Private Interest does not have a conflict of interest within the meaning of this Policy unless the General Counsel or President decides that a conflict of interest exists.

## Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of her or his Private Interest in, and the material facts relating to, a

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proposed transaction or arrangement to the General Counsel or President considering the transaction or arrangement.

2. Determination of the Existence of a Conflict of Interest. After disclosure of the Private Interest and the material facts to the President or General Counsel, the President or General Counsel shall decide the question of whether a conflict of interest exists or could reasonably be construed to exist.

3. Procedures for Addressing the Conflict of Interest. In the event that a determination is made under Section 2 of this Article III that a proposed transaction or arrangement presents, or could reasonably be construed as presenting, a conflict of interest, the Corporation shall not enter into or otherwise approve the transaction or arrangement except in compliance with the following procedures:

- (a) An Interested Person may make a presentation to the President.
- (b) The President shall, if appropriate, appoint a disinterested person or Committee to investigate alternatives to the proposed transaction or arrangement.
- (c) After exercising due diligence (including, to the extent reasonably deemed appropriate by the President, the review of available recent comparable data), the President shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity such that the transaction or arrangement would not give rise to a conflict of interest.
- (d) The President, after consideration of relevant factors, including without limitation, the charitable mission of the Corporation, shall determine whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflict of Interest Policy.

- (a) If the President or General Counsel has reasonable cause to believe that an Interested Person has failed to disclose an actual or possible conflict of interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.
- (b) If, after hearing the response of the Interested Person and making such further investigation as may be warranted under the circumstances, the President and General Counsel determines that the Interested Person has, in fact, failed to disclose an actual or possible conflict of interest, they may, at their discretion, take:
  - (i) appropriate corrective action including ratifying or nullifying the transaction or arrangement;
  - (ii) appropriate disciplinary action, if any, against the Interested Person, up to and including termination; and



- (iii) any other action the President reasonably deems to be in the best interest of the Corporation

### **Personal Use of Lesley Information**

No employee of the Corporation shall take personal advantage of information she or he receives during service to the Corporation. Any such person who obtains information that could be of personal benefit shall refrain from taking action on such information until all issues have been reviewed by the General Counsel and a determination is made that such personal use would not publicly harm or be financially detrimental to the Corporation's reputation and/or operation.

### **Miscellaneous**

1. Records of Proceedings. A record of the proceedings shall contain:

- (a) the names of the persons who disclosed or otherwise were found to have a Private Interest in connection with an actual or possible conflict of interest, the nature of the Private Interest, a description of any action taken to determine whether a conflict of interest was present, and the President's or General Counsel's decision as to whether a conflict of interest in fact existed or could reasonably have been construed to exist; and
- (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any actions taken in connection therewith.

2. Use of Outside Experts. In complying with the Policy, the Corporation may, but need not, use outside advisors with appropriate expertise. If outside experts are used, their use shall not relieve the President or General Counsel of their responsibility for monitoring compliance with this Policy.

Revised: August 26, 2010

### **2.6 Conflict of Interest Policy -Trustees, Officers, and Key Employees (revised 5/14/09)**

#### **Purpose:**

The purpose of this conflict of interest policy (the "Policy") is to protect the interest of Lesley University ("Lesley University," or the "Corporation") when the Corporation or any trustee, officer or employee of the Corporation, acting on behalf of the Corporation, is contemplating entering into a transaction or arrangement that might benefit the private interest of a trustee, officer or employee of the Corporation. It is the policy of the Corporation to require its trustees, officers and employees involved in decision-making to honestly and loyally serve the best interests of the Corporation to the exclusion of other interests and activities that are, or may be, inconsistent with or injurious to the best interests of the Corporation. This policy is intended to supplement but not replace: (a) any applicable federal or state laws governing conflicts of interest applicable to nonprofit and charitable organizations; and (b) the federal "Intermediate Sanctions" rules of section 4958 of the Internal Revenue Code of 1986, as amended.

#### **Definitions:**

1. Interested Person: Any trustee, officer, member of a committee of the board of trustees or key employee (as such term may be defined by the board of trustees (the "Board") from time to time), who has a direct or indirect Private Interest (as defined below) in a proposed transaction or arrangement involving the Corporation.
2. Family Member: With respect to a person, (a) a spouse, parent, sibling or child of such person or (b) any other individual (whether or not related by blood or marriage) living in the same household as such person.
3. Private Interest: A person has a Private Interest if such person has a Financial Interest or Other Interest (each as defined below).

(a) A person has a Financial Interest if the person has or anticipates having, directly or indirectly, through the activities of such person or a Family Member of such person:

(i) (1)ownership or control of at least five percent (5%) of the equity or voting interest of any entity with which the Corporation has or is contemplating a transaction or arrangement;

(ii) a relationship as an officer, director, trustee, partner or lender of any entity with which the Corporation has or is contemplating a transaction or arrangement; or

(iii) a compensation arrangement with any entity or individual with which the Corporation has or is contemplating a transaction or arrangement.

(iv) In addition, a person has a Financial Interest in the negotiation of any compensation arrangement between such person and the Corporation. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

(b) A person has an Other Interest if such person, or a Family Member of such person:

(i) serves as a trustee, director, officer or employee of any entity with which the Corporation has or is contemplating a transaction or arrangement;

(ii) is a significant donor to any entity with which the Corporation has or is contemplating a transaction or arrangement; or

(iii) wields decision-making authority, whatever the person's formal title, in any entity with which the Corporation has or is contemplating a transaction or arrangement.

A Private Interest is not necessarily a conflict of interest. Under Article III, Section 2 of this Policy, a person who has a Private Interest does not have a conflict of interest within the meaning of this Policy unless the Board or the appropriate committee decides that a conflict of interest exists.

## **Procedures**

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of her or his Private Interest in, and the material facts relating to, a proposed transaction or arrangement to the Board or to the members of any committee with Board-delegated powers (a "Committee") considering the transaction or arrangement.
2. Determination of the Existence of a Conflict of Interest. After disclosure of the Private Interest and the material facts to the Board or Committee, the Board or Committee members shall discuss and vote upon the question of whether a conflict of interest exists or could, in the opinion of such Board or

Committee members, reasonably be construed to exist. At the request of the chair of the Board or Committee, or upon a majority vote of the Board or Committee members (excluding the Interested Person), the Interested Person shall leave the Board or Committee meeting during such discussion and/or vote. A majority vote of the Board or Committee members (excluding the Interested Person) shall be required to determine that a conflict of interest exists or could reasonably be construed to exist.

3. Procedures for Addressing the Conflict of Interest. In the event that a determination is made under Section 2 of this Article HI that a proposed transaction or arrangement presents, or could reasonably be construed as presenting, a conflict of interest, the Corporation shall not enter into or otherwise approve the transaction or arrangement except in compliance with the following procedures:
  - (a) An Interested Person may make a presentation at the Board or Committee meeting. Upon a majority vote of the Board or Committee members (excluding the Interested Person), the Interested Person shall leave the meeting during the discussion of and/or the vote on, the transaction or arrangement that results in the conflict of interest.
  - (b) Upon a majority vote of the Board or Committee members, the Board or Committee shall, if appropriate, appoint a disinterested person or Committee to investigate alternatives to the proposed transaction or arrangement.
  - (c) After exercising due diligence (including, to the extent reasonably deemed appropriate by the Board or Committee, the review of available recent comparable data), the disinterested members of the Board or Committee shall determine whether the Corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity such that the transaction or arrangement would not give rise to a conflict of interest.
  - (d) The Board or Committee, after consideration of relevant factors, including without limitation, the charitable mission of the Corporation, shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination, provided, however, that a Committee shall make such a determination only if such determination is included in the power and authority delegated to the Committee by the Board.
4. Violations of the Conflict of Interest Policy.
  - (a) If the Board or Committee has reasonable cause to believe that an Interested Person has failed to disclose an actual or possible conflict of interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.
  - (b) If, after hearing the response of the Interested Person and making such further investigation as may be warranted under the circumstances, the Board or Committee determines that the Interested Person has, in fact, failed to disclose an actual or possible conflict of interest, it may, at its discretion, take (or, in the case of a Committee lacking such authority, may recommend that the Board take):
    - (i) appropriate corrective action including ratifying or nullifying the transaction or arrangement;
    - (ii) appropriate disciplinary action, if any, against the Interested Person, up to and including termination; and
    - (iii) any other action the Board reasonably deems to be in the best interest of the Corporation.
5. Quorum. Interested Persons may be counted in determining the presence of a quorum at a meeting of the Board or any Committee thereof which authorizes, approves or ratifies a transaction or arrangement pursuant to this Policy.

## Personal Use of Lesley Information

No trustee, officer or employee of the Corporation shall take personal advantage of information she or he receives during service to the Corporation. Any such person who obtains information that could be of personal benefit shall refrain from taking action on such information until all issues have been reviewed by the Board and a determination is made that such personal use would not publicly harm or be financially detrimental to the Corporation's reputation and/or operation. All Board information is considered confidential unless the Board expressly acknowledges in writing that any such information is not confidential.

## Miscellaneous

1. Records of Proceedings. The minutes of the Board and all Committees with Board-delegated powers shall contain:
  - (a) the names of the persons who disclosed or otherwise were found to have a Private Interest in connection with an actual or possible conflict of interest, the nature of the Private Interest, a description of any action taken to determine whether a conflict of interest was present, and the Board's or Committee's decision as to whether a conflict of interest in fact existed or could reasonably have been construed to exist; and
  - (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
2. Compensation Committee. A voting member of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services may not vote on matters pertaining to that member's compensation.
3. Use of Outside Experts. In complying with the Policy, the Corporation may, but need not, use outside advisors with appropriate expertise. If outside experts are used, their use shall not relieve the Board of its responsibility for monitoring compliance with this Policy.

Adopted by the Board of Trustees: May 14, 2009

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## **2.7 Vendor Gift Policy (revised 7/1/10)**

Employees may accept ordinary business courtesies, such as routinely-distributed advertising novelties of insignificant value, or payment for a modest meal or event Bona Fide. If the value of the gift is undetermined, it should be returned.

Any gift that is not an advertising novelty should be reported to the employee's supervisor. Gratuities or gifts of money to the employee, including gift certificates, cannot be accepted at any time and should be returned immediately to the donor.

All employees are responsible for becoming familiar with and adhering to this policy. Additionally, supervisors are responsible for ensuring that this policy is known by their employees and that all employees are following it.

In the decision as to whether or not to accept any gift, employees should use proper business judgment and avoid in all cases any actual conflict of interest or the appearance of any conflict. For example, University officials are often offered goodwill gifts when on a mission abroad, visiting other domestic institutions, or when officials from other institutions visit Lesley University. Because a refusal of a gift could offend the hosting officials, such gifts may be accepted. If the gifts are of significant value (i.e.

greater than \$100, consistent with IRS policy), they become the property of the University and should be discussed with the head of the department.

Employees are encouraged to discuss proposed gifts with their supervisors or the General Counsel if they are unsure of the appropriateness of the gift in question.

#### Guiding questions

If unsure whether accepting a gift would be appropriate, employees should ask themselves the following questions:

- Is this gift related to a business purpose?
- Would I feel embarrassed if anyone from work or in my family knew I accepted such a gift?
- Would I feel beholden to the vendor who gave me the gift?
- How would I feel if someone else I worked with accepted such a gift from a vendor?

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## **2.8 Data Security Policy (revised 2/2/16)**

### **Purpose**

The purpose of the Data Security Policy (DSP) is to prevent identity theft by protecting the Personal Information (defined below) of the members of the Lesley community. The DSP sets forth the procedure for evaluating the electronic and physical methods of collecting, accessing, storing, using, transmitting, protecting and, when appropriate, destroying Personal Information that Lesley stores, maintains, or controls.

Members of the Lesley community must create effective administrative, technical, and physical safeguards for the protection of Personal Information in compliance with our obligations under the following laws and related regulations:

- M.G.L. ch. 93H (<http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter93h>),
- M.G.L. ch. 93I ([www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter93i](http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter93i)),
- 201 CMR 17.00 (<http://www.mass.gov/ocabr/docs/idtheft/201cmr1700reg.pdf>)

This DSP is implemented and enforced in conjunction with the University's Password Policy (<http://support.lesley.edu/support/solutions/articles/100837-what-is-the-password>), [Acceptable Use Policy \(http://www.lesley.edu/policies/acceptable-use/\)](http://www.lesley.edu/policies/acceptable-use/), Privacy Policy (<http://www.lesley.edu/policies/privacy/>), and FERPA Policy (<http://www.lesley.edu/registrar/family-educational-rights-and-privacy-act/>), together with other University-wide policies.

### **Scope**

This DSP covers all Personal Information that Lesley stores, maintains, or controls. Lesley takes steps to identify and inventory all such information. If a member of the Lesley community becomes aware of

new sources of Personal Information, it should be reported immediately to the Data Security Coordinator.

This DSP describes the limits and conditions on access to Personal Information by members of the Lesley community, including from their computers and personal portable devices.

### **Personal Information**

Under this DSP, "Personal Information" is any information in Lesley's control that contains the first name or initial and last name of an individual in combination with any one or more of the following pieces of information that relate to such individual: Social Security Number; driver's license number or state-issued identification number; financial account number or credit card number; or biometric indicator.

Personal Information can be found in employment applications, I-9 forms, student records, student applications, etc.

Other information may also be considered private, and members of the community are encouraged to consider the protection of that information when accessing or transferring that information.

### **Data Security Coordinator**

Lesley has designated its Chief Information Officer as the University's Data Security Coordinator. The Data Security Coordinator is responsible for overseeing compliance with the DSP and assisting members of the Lesley community in protecting Personal Information and addressing potential breaches of Personal Information.

If there are any questions about this policy or any concerns about protecting Personal Information, please contact the Data Security Coordinator at 617-349-8541 or [cio@lesley.edu](mailto:cio@lesley.edu)

The Data Security Coordinator will be responsible for and/or overseeing the following:

1. identifying and assessing reasonably foreseeable internal and external risks to the security, confidentiality, or integrity of all electronic, paper, or other records containing Personal Information and evaluating and improving, where necessary, the effectiveness of all current safeguards;
2. Training all employees about the DSP;
3. Assessing and testing the DSP's safeguards and compliance with the DSP on a regular basis;
4. Ensuring that reasonable steps are taken to verify that third-party services providers with access to Personal Information have the ability to protect such information in accordance with state law and regulations;
5. Reviewing the scope of the DSP's security measures annually or whenever there is a material change in Lesley's business practices or changes in the law that may implicate the security or integrity of records containing Personal Information;

6. Conducting periodic training sessions on the DSP for all members of the community who have access to Personal Information. Tracking the attendance and training of those members on their familiarity with Lesley's requirements for ensuring the protection of Personal Information;
7. Ensuring that physical and electronic access immediately ends for terminated/resigned employees to records containing Personal Information, including deactivating all passwords and user names that permit that employee access to records containing Personal Information;
8. Documenting actions taken when responding to incidents involving unauthorized access to or use of Personal Information; and
9. In consultation with the Director of Human Resources, recommending corrective and/or disciplinary measures for violations of the DSP and implementing and documenting such measures as appropriate.

### **Meeting Current Security Requirements**

To maintain data security as required under the law, members of the Lesley community will be required to cooperate with a number of procedures:

1. Report any suspicious or unauthorized use of Personal Information.
2. Dispose of paper or electronic records (including records stored on hard drives or other electronic media) containing Personal Information only in a manner that complies with M.G.L. c. 93I:
  - a. For paper: Personal Information must be either redacted, burned, pulverized, or shredded so that Personal Information cannot practicably be read or reconstructed.
  - b. For electronic media and other non-paper media: Personal Information must be destroyed or erased so that it cannot practicably be read or reconstructed.
3. Follow the procedures described here and in the University's Password Policy, Acceptable Use Policy, and FERPA Policy, if the department manages access to its own computer systems containing Personal Information, and document actions taken.
4. Unless encrypted, avoid sending email messages that include anyone's Personal Information and avoid sending email messages that include any student's academic record.
5. Use encryption software on all portable devices such as laptops, thumb drives, and smartphones.
6. Develop procedures for each department (bearing in mind the educational and operational needs of that department) that ensure that reasonable restrictions on physical access to records containing Personal Information are in place. Each department should have a written procedure that sets forth the manner in which physical access to such records in that department is

restricted; and each department must store such records and data in locked facilities, secure storage areas or locked containers.

7. Lesley will audit or monitor its computer systems and community members' activities on the systems for, among other things, unauthorized use of or access to Personal Information.
8. Only permit members of the Lesley community to access Personal Information for educational or operational reasons within the scope of their employment or affiliation with Lesley.

### **Security Requirements Regarding Terminated Employees**

When an employee leaves employment at Lesley, his or her immediate supervisor or manager is required to ensure that the employee complies with the following:

1. Return all records containing Personal Information in any form that may be in employee's possession at the time of such termination (including all such information stored on laptops or other portable devices or media, and in files, records, work papers, etc.).
2. Cease physical and electronic access to Personal Information held by Lesley.
3. Surrender all keys, IDs, access codes or badges, business cards, and any other property that permits access to Lesley's premises or information.
4. Cease remote electronic access to Lesley's computer systems which contain Personal Information and cease use of Lesley voicemail and internet access, unless written authorization is obtained to do so.
5. Cease having access to Lesley's digital environment or any services accessed with Lesley employee credentials. Terminated employees who are also students or alumni or retired/emeritus faculty and/or retired staff who meet the eligibility criteria will retain access to their Lesley student email account and will retain the privilege of access to the Lesley network, which does not include access to Personal Information.

### **Duties of Lesley Community Members**

1. Members of the Lesley community are prohibited from disclosing Personal Information to any unauthorized person or in any unauthorized manner.
2. Members of the Lesley community should review the DSP annually and upon request acknowledge doing so to Human Resources.
3. Members of the Lesley community must participate in training sessions when required by the Data Security Coordinator and must certify their attendance.
4. Members of the Lesley community must report as soon as known, regardless of time or place, the loss or theft of any laptop, PDA, CD, or other portable electronic device that either contains Personal Information or would allow access into Lesley's computer system to the Data Security Coordinator.



5. Members of the Lesley community must immediately report to the Data Security Coordinator (a) any loss, theft, or disclosure to an unauthorized person or entity of Lesley community member information or Personal Information, (b) any suspicious or unauthorized use of Lesley community member information or Personal Information, and (c) any situations where Lesley community member information or Personal Information is not protected as required under this DSP.
6. Members of the Lesley community who send Personal Information electronically within Lesley's network are required to do so in password protected files. However, before sending Personal Information wirelessly or over the public internet, it must first be encrypted. Contact Information Technology for details on encrypting files.
7. Members of the Lesley community who transport Personal Information on a laptop or other portable device must do so only where such information is encrypted, to the extent technologically feasible.
8. Members of the Lesley community must alert the Data Security Coordinator if they become aware of any new source or kind of Personal Information that Lesley stores, maintains, or controls.
9. Members of the Lesley community must limit the amount of Personal Information collected to that amount reasonably necessary to accomplish Lesley's legitimate business purposes or to comply with state or federal regulations.
10. Members of the Lesley community must limit access to records containing Personal Information to those persons who are reasonably required to know such information to accomplish Lesley's legitimate business purposes or to enable Lesley to comply with other state or federal regulations.
11. Members of the Lesley community must secure open files containing Personal Information on their desks when they are not at their desks.
12. Members of the Lesley community must assist and participate in any post-incident reviews and actions taken.
13. At the end of the work day, employees must secure all files and other records containing Personal Information in locked file cabinets or electronically secured in a way that access can only be achieved by authorized users with a password.
14. Members of the Lesley community must ensure that all paper records containing Personal Information are discarded in shredding containers or by shredding. They are not to be thrown in the regular or recycled trash receptacles or discarded off-site in any manner.
15. Members of the Lesley community must refrain from submitting their own or others' Personal Information to Lesley unless requested to do so by Lesley or an authorized person.
16. Members of the Lesley community must immediately report to the Data Security Coordinator if they are the victims of identity theft or any unauthorized use of their Personal

Information (where there is no explanation for the unauthorized use or the unauthorized use is known not to be related to Lesley).

17. Members of the Lesley community are encouraged to make recommendations to the Data Security Coordinator about ways in which Lesley can better protect Personal Information.

Lesley will impose corrective and/or disciplinary measures for all violations of this DSP, up to and including dismissal from the university.

This DSP shall remain in effect until such time the University and/or specific State or Federal rules and regulations that govern the DSP indicate a change in the policy, procedures or law.

Office responsible for this policy: Data Security Coordinator

Revised on February 2, 2016

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### **2.10 Discrimination, Harassment, and Sexual Violence Policy (6/30/16)**

**Purpose:** To define, prevent, and respond to discrimination and harassment, including sexual violence. This Policy reflects the University's compliance with Title IX and other federal and state laws.

**Scope:** Lesley University community, including faculty, adjunct faculty, staff, students, alumni/ae, vendors, contractors, consultants, guests, and visitors.

**Policy Statement:** Lesley University respects the dignity of every individual and expects members of the community to respect each other. The University's Community Standards of Conduct (<http://www.lesley.edu/policies/community-standards-of-conduct/>) describes the University's general expectations of conduct. Violations of this Policy are also violations of the Community Standards of Conduct.

Lesley forbids discriminatory or harassing conduct that is based on an individual's race, ethnicity, color, religion, gender, national origin or ancestry, age, physical or mental disability, pregnancy or parental status, sex, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws (together, "protected categories").

This Policy addresses the University's aim to provide an environment that is free of discrimination and harassment on the basis of protected categories, including sexual harassment and sexual violence. Discrimination and harassment undermine the basic principles of the Lesley community, and are strictly prohibited. Some forms of discrimination and harassment are also unlawful and carry criminal penalties.

Sexual harassment, sexual violence, domestic violence, dating violence, or stalking committed by students or employees, whether on or off campus, or by any individual on Lesley's campus or within its programs or activities, violates this Policy.

Through this Policy, Lesley intends to provide broader protections from discrimination and harassment than are afforded by state or federal laws. Accordingly, Lesley may take disciplinary or corrective actions pursuant to this policy for discriminatory or harassing misconduct which does not rise to the level of a violation of law.

#### Definitions:

Discrimination is defined as treating individuals or groups less favorably in the terms or conditions of their employment or education on the basis of their membership in one or more of the protected categories listed above.

Harassment is defined as verbal, physical, or other conduct such as threats, physical force, slurs, bullying, cyber bullying, stalking, discriminatory treatment, or other conduct related to an individual's membership in one or more of the protected categories that has the purpose or effect of:

- Causing a reasonable person to feel humiliated or intimidated;
- Unreasonably impeding or interfering with academic status, academic performance, education, work status, or work performance;
- Unreasonably creating an intimidating, offensive, or hostile environment in the residential hall, learning environments such as the classroom, work environment, or cyber environment;
- Interfering substantially with an individual's participation in the University community; and/or
- Causing a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Stalking means engaging in a course of conduct directed at a specific person (on the basis of the person's membership in one or more of the protected categories) that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. For purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual harassment is a type of harassment and a form of discrimination based on gender defined as unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's academic advancement, employment, or participation in Lesley's programs or activities;

- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or decisions affecting such individual's participation in Lesley's programs or activities; or
- Such conduct has the purpose or effect of creating a hostile environment – that is, unreasonably interfering with an individual's work, academic performance, education, or participation in Lesley's programs or activities.

Sexual harassment may occur regardless of the intention of the person engaging in the conduct. Sexual harassment may occur regardless of whether the individuals involved are of the same or a different gender.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which may, depending upon the circumstances, constitute sexual harassment:

- Sexual advances – whether they involve physical touching or not.
- Requests or demands for sexual favors, accompanied by implicit or explicit promised rewards or threats concerning an individual's admission, advancement, academic decisions, grades, job benefits, evaluations and reviews, salary, promotions, health and welfare benefits or continued employment.
- Unwelcome jokes, verbal abuse, comments, conduct, or innuendo of a sexual nature.
- Use of sexual epithets, verbal or written references to sexual conduct, gossip regarding an individual's sex life, or comments concerning an individual's body, sexual activity, deficiencies, or prowess.
- Displaying sexual objects, pictures, or cartoons.
- Offensive, suggestive, or obscene letters, notes, emails, and invitations of a sexual nature.
- Leering, patting, grabbing, pinching, and brushing against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into an individual's sexual activities.
- Assault or coerced sexual acts.

Romantic or sexual relationships between individuals who are also in employment, academic, or professional relationships are inherently problematic, and in some cases are prohibited. Romantic or sexual relationships between students and employees (including faculty) are prohibited. For detailed information, please refer to Lesley University's Unequal Consensual Relationships Policy.

Sexual violence is a form of sexual harassment. Sexual violence means having sexual contact with someone who does not consent to the sexual contact.

Consent means an affirmative, voluntary, mutual agreement to have sexual contact. Consent must be expressed by outward demonstration, verbally or non-verbally, through mutually understandable words or actions. Consent means agreeing to or participating in a particular sexual activity without any coercion, force, fear, or intimidation.

Silence or lack of resistance does not constitute consent. Consent can be revoked at any time; a person can change her or his mind about continuing with the sexual contact. Revocation of consent must be expressed by outward demonstration, verbally or non-verbally, through mutually understandable words

or actions. Neither past consent nor prior consensual sexual activity, by itself, constitutes consent to future sexual contact.

Consent can never be given by someone who is  
under the statutory age of consent (in Massachusetts, that means under the age of 16), or  
drunk, drugged, unconscious, asleep, or incapacitated for any other reason.

It is against the law and against University policy to have sexual contact with someone who does not give her or his consent or who is incapable of giving consent.

Sexual violence may occur regardless of the intention of the person engaging in the conduct. Sexual violence may occur regardless of whether the individuals involved are of the same or a different gender.

Massachusetts law states: “Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise, or is committed during the commission or attempted commission of an offense...shall be punished by imprisonment in the state prison for life or for any term of years.”

While it is not possible to list all circumstances that may constitute sexual violence, the following are some examples of conduct which may constitute sexual violence:

- Unwanted physical touching
- The threat of sexual violence
- Sexual coercion (harassment, bullying, or coercion of a sexual nature)
- Sexual battery (physical violence such as bruising or forceful detainment)
- Rape or coerced sexual acts (non-consensual penetration of any kind)
- Sexual assault is an offense that meets the definitions of rape, fondling, incest, or statutory rape.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parties of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Sexual intercourse with a person who is under the statutory age of consent (which is age 16 in Massachusetts).

Domestic violence means violence committed by

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under state domestic or family violence laws, or

- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and based on a consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

As used in this policy, the term sexual violence is broader than the statutory definitions for the crimes of sexual assault, sexual battery, sexual coercion, and rape, which are also prohibited by this policy. Consequently, a person found not guilty of a crime of sexual violence, such as rape, could still be found to have violated Lesley's policy against sexual violence.

### Reporting an Incident

Who can submit a complaint and against whom may a complaint be submitted?

A discrimination or harassment complaint may be submitted by an employee or student. A complaint may be filed against anyone in the Lesley community: faculty, adjunct faculty, staff, students, alumni/ae, vendors, contractors, consultants, guests, and visitors. The University follows the Complaint Resolution Procedures in reviewing such complaints. In certain circumstances, the Director may proceed with an investigation even if no written complaint is filed.

Managers must report to the Director (or any of the other people listed below) if they witness or receive complaints of discrimination and harassment, including sexual violence.

The University encourages employees and students to notify the Director (or any of the other people listed below) about discrimination or harassment at field training sites or internship sites. The University encourages former employees, former students, and third parties, who have information about possible misconduct by members of the Lesley community or on the Lesley campus, to inform the Director (or any of the other people listed below) so that the University may consider the information in assessing whether to take preventive or corrective action.

The Complaint Resolution Procedures do not apply to information submitted by or against persons who are not employees or students, unless the University in its discretion finds it appropriate to apply the Complaint Resolution Procedures in a particular set of circumstances.

The University retains the right to determine whether to address a report of misconduct outside of the Complaint Resolution Procedures in circumstances when the safety of the University community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving any of the persons involved, or if the Title IX Coordinator, in consultation with appropriate administrators, determines it is in the best interest of the University and/or the community to do so.

Report incidents of discrimination, harassment, or sexual violence to any one of the following people:

Ms. Jane Joyce  
Director of Human Resources and EEO Officer  
29 Everett Street  
Cambridge MA 02138  
617.349.8785  
Email: [ajoyce5@lesley.edu](mailto:ajoyce5@lesley.edu)

Dr. Nathaniel G. Mays  
Dean of Student Life and Academic Development and Interim Title IX Coordinator  
29 Everett Street  
Cambridge MA 02138  
617.349.8539  
Email: [nmays@lesley.edu](mailto:nmays@lesley.edu)

Ms. Marylou Batt  
Vice President of Administration  
29 Everett Street  
Cambridge MA 02138  
617.349.8564  
Email: [marylou.batt@lesley.edu](mailto:marylou.batt@lesley.edu)

Reports of discrimination, harassment, or sexual violence may also be made to:

Lesley University Public Safety Department – 617.349.8888  
Cambridge Police Department – 911  
Boston Police Department – 911

All members of the Lesley University community who experience or witness an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking are encouraged to report such incident.

Lesley University encourages everyone to report discrimination and harassment immediately; delayed reporting may diminish the University's ability to investigate and respond effectively to the report. Lesley takes steps to provide a prompt and effective response to all reports of sexual violence about which it becomes aware, whether or not a complaint is filed. All complainants receive written notification of their rights under Lesley University policy.

Lesley University assists complainants in notifying law enforcement authorities if they choose to do so. Complainants have the right not to notify law enforcement authorities; however, the University may in some cases have an obligation to report certain incidents to law enforcement authorities. Preserving evidence may be important to future criminal, civil, or disciplinary proceedings, including, where necessary, obtaining protection orders.

[Support Services and Resources](#)

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In addition to the four persons noted above, the University offers a variety of support services and other resources to students and employees, and other support services and resources are available off campus in the Cambridge area as well. Please see [Appendix A](#).

### Manager Responsibility

Any manager who witnesses an incident or receives a complaint of discrimination or harassment, including but not limited to an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking, must immediately contact any of the University officers listed above.

Accordingly, a manager's failure to report discrimination or harassment may warrant disciplinary action, up to and including dismissal from employment at the University. A manager's failure to report may also lead to personal liability under law.

### Students and Employees

Everyone at Lesley University has the responsibility to ensure that our environment is free from discrimination and harassment. We expect members of our community to avoid any behavior that could reasonably be interpreted as discriminatory or harassing, and to report any observations of discrimination or harassment.

Any student who witnesses discrimination or harassment, including but not limited to an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking, should contact any of the University officers listed above or any member of the office of Residential Life, coaches, athletic director, or any member of the staff of the Dean of Student Life and Academic Development.

Any student who believes that he or she has been subject to discrimination or harassment, including but not limited to an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking, should contact any of the University officers listed above or any member of the office of Residential Life, coaches, athletic director, or any member of the Dean of Student Life and Academic Development staff.

Any employee who witnesses an incident or any employee (except for employees designated below as confidential resources) who receives a complaint of discrimination or harassment, including but not limited to an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking, should contact any of the University officers listed above or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President. However, certain employees in the Counseling Center and Health Services are confidential resources, are exempt from this requirement, and will not share information reported to them without explicit permission.

Any employee who has been subject to discrimination or harassment, including but not limited to an incident of sexual harassment, sexual violence, domestic violence, dating violence, or stalking, should contact any of the University officers listed above or anyone in a managerial position e.g., Chair, Division Director, Dean, Supervisor, Manager, Department Head, Director, or Vice President.

### Confidential Resources



Lesley provides students and employees with access to support services that are strictly confidential. Certain employees in the Counseling Center and Health Services have been designated as confidential resources and are exempt from the mandatory reporting requirements of this Policy. Unless required by law, confidential resources must not share private information reported to them without explicit permission. For more information, please see the Sexual Misconduct Confidential Reporting Resources page on Lesley's website here: <http://www.lesley.edu/diversity/office-equal-opportunity-and-inclusion/?terms=oeoi>

## Investigation of Complaints, Interim Measures, and Corrective Action

### Investigations

When Lesley receives a complaint, it promptly, thoroughly, and impartially investigates the matter in a fair and expeditious manner. Lesley investigates to determine what occurred and then takes appropriate steps to resolve the situation. For detailed information on the procedure, including how to file a complaint and the steps of the investigation process, please refer to Lesley University's Complaint Resolution Procedure.

The University will investigate all incidents occurring on Lesley University property. Further, the University will investigate all incidents involving University sponsored programs or University vehicles regardless of whether the incidents occur on University property.

With respect to complaints of sexual harassment, sexual discrimination, sexual violence, domestic violence, dating violence, and stalking, persons who have received relevant annual training will investigate the complaints, make findings, and determine sanctions, if any. Findings are determined according to a preponderance of the evidence standard (i.e. more likely than not).

An investigation by the University is different from any police or government investigation, and a police or government investigation does not relieve the University of its independent obligation to investigate the conduct under Title IX or this Policy.

### Interim Measures

As described in more detail in the Complaint Resolution Procedure, the University may decide to take interim safety measures during an investigation, such as involuntary removal and no-contact orders, or to take other restorative and preventative measures, such as education, training, monitoring, supervision, security, academic support, physical health and mental health services, counseling, etc.

### Corrective Actions

If the University determines that this Policy was violated, the University may impose sanctions including but not limited to no-contact orders, suspension, or dismissal from the University, and mandatory education or counseling, in addition to any criminal penalties pursued by the state and law enforcement. In addition, the University cooperates in the enforcement of protective orders, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court.

The University takes steps to prevent the recurrence of any discrimination or harassment and to remedy its effects on the complainant and others, as appropriate.

Where possible, the University will assist persons complaining of domestic violence, dating violence, sexual assault, or stalking by separating the parties. Where feasible and warranted, the University will also seek to change academic, living, transportation, and work situations at the complainant's request. The University may also take other steps such as approving leaves of absence and extensions on assignments or requiring training and counseling. Such accommodations are available regardless of the complainant's choice to report the crime to the University or local law enforcement, and any information about such accommodations or protective measures will be kept confidential to the extent such confidentiality does not impair the University's ability to provide the accommodations.

### Duty of Good Faith

Lesley University prohibits any member of the Lesley community from knowingly or recklessly bringing a false complaint against another member of the Lesley community. Any such action can lead to disciplinary action, up to and including expulsion from the University or dismissal from employment with the University.

### Protection against Retaliation

Retaliation is unlawful. Lesley University does not permit retaliation against any individual who makes a report pursuant to this policy or who cooperates in the investigation of such reports.

Any student found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from Lesley University.

Any employee found to be engaging in retaliation will be subject to disciplinary action, up to and including dismissal from employment at Lesley University.

### Confidentiality and Use of Information:

Reasonable efforts will be made to protect the privacy and confidences of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement any corrective action. Lesley will make reasonable efforts to investigate and respond to the complaint consistent with a Reporter's request for confidentiality or request not to pursue an investigation. However, the Director will evaluate requests for confidentiality and may, in his or her discretion, share or take action based upon information gathered during the investigation to assist the Reporter or the University community. If a Reporter insists that the Reporter's name or other identifiable information not be disclosed to the Respondent or others, Lesley's ability to respond may be limited.

Information gathered during one investigation may be used in other investigations at the discretion of the Director.

State and Federal Resources: Students and employees are encouraged to report claims internally. However, individuals may choose to file a complaint with the government agencies set forth below.

Cambridge Police Department  
125 Sixth Street, Cambridge MA 02142

Emergency 911  
Sexual Assault Hotline 617.349.3381  
617.349.3300

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place, Room 601, Boston MA 02108  
617.727.3990

The United States Equal Employment Opportunity Commission (EEOC)  
One Congress Street, Room 1001, Boston MA 02114  
617.565.3200

Office of Civil Rights ("OCR") - Boston Office  
US Department of Education, 9th Floor, 5 Post Office Square, Boston, MA, 02109-3921  
617.289.0111

Please note that the timing and conditions of the University's investigation may be affected by external factors beyond its control, including lawsuits and investigations by law enforcement agencies.

Lesley University is an equal opportunity, affirmative action educator and employer. The foregoing Discrimination, Harassment, and Sexual Violence Policy is not intended to create a contract between Lesley and its students, employees, or other persons. Lesley reserves the right to amend or revoke its policies at any time without notice.

Approved by: President

History:	Issued –	1987
	Revised –	June 1, 2009
	Revised –	November 18, 2010
	Revised –	May 17, 2012
	Revised –	August 23, 2013
	Revised –	February 27, 2014
	Revised –	July 7, 2014
	Revised -	October 1, 2014
	Revised -	June 30, 2016

Responsible Official: Director of Equal Opportunity and Inclusion / Title IX Coordinator

## Appendix A

### Emergency and Support Resources – Sexual Violence

#### 24- Hour Support Services

Lesley Public Safety Office	lesley.edu/public-safety/	617.349.8888
Police	cambridgema.gov/cpd	911/617.349.3381
Cambridge Hospital	challiance.org	617.665.1429
Beth Israel Deaconess Hospital	bidmc.org	617.667.7000

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Boston Area Rape Crisis Center (BARCC) [barcc.org](http://barcc.org) 617.492.RAPE (7273)/ 800.841.8371

Fenway Health Violence Recovery Program for lesbian, gay,  
bisexual, and transgender survivors [fenwayhealth.org](http://fenwayhealth.org) 617.927.6250

### Campus Support Services

#### **Students**

Student Counseling Center [lesley.edu/student-counseling/](http://lesley.edu/student-counseling/) 617.349.8545

Student Health Services [lesley.edu/health-services/](http://lesley.edu/health-services/) 617.349.8222

Dean for Student Life and Academic  
Development [lesley.edu/student-life/](http://lesley.edu/student-life/) 617.349.8539

Student Disability Services [lesley.edu/disability-services/](http://lesley.edu/disability-services/) 617.349.8572

Student Residential Life Services [lesley.edu/residence-life/](http://lesley.edu/residence-life/) 617.349.8585

#### **Employees**

Director of Human Resources [lesley.edu/human-resources/](http://lesley.edu/human-resources/) 617.349.8785

Employee Assistance Program [cignabehavioral.com](http://cignabehavioral.com) 800.538.3543

#### **Campus Complaints and Investigations**

Director of Equal Opportunity / Title IX Coordinator  
[lesley.edu/diversity/office-equal-opportunity-and-inclusion/](http://lesley.edu/diversity/office-equal-opportunity-and-inclusion/)  
617.349.8507

Director of Human Resources [lesley.edu/human-resources/](http://lesley.edu/human-resources/) 617.349.8785

Dean of Student Life and Academic Development [lesley.edu/student-life/](http://lesley.edu/student-life/) 617.349.8539

Vice President for Administration [lesley.edu/administration/](http://lesley.edu/administration/) 617.349.8564

#### **Government Agencies**

Mass. Commission against Discrimination [mass.gov/mcad/](http://mass.gov/mcad/) 617.727.3990

U.S. Equal Employment Opportunity Commission [eeoc.gov/](http://eeoc.gov/) 617.565.3200

U.S. Dept. of Education Office of Civil Rights (OCR)  
[ed.gov/about/offices/list/ocr/index.html](http://ed.gov/about/offices/list/ocr/index.html) 617.289.0111

National and Local Resources/Victim Advocacy  
National Child Abuse Hotline [childhelp.org](http://childhelp.org) 617.727.3990

National Domestic Violence Hotline [ndvh.org](http://ndvh.org) 800.799.SAFE (7233)

Rape, Abuse & Incest National Network [rainn.org](http://rainn.org) 800.656.HELP (4673)

National Teen Dating Abuse Hotline [loveisrespect.org](http://loveisrespect.org) 866.331.9474

National Suicide Prevention Lifeline [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org) 800.273.8255

#### **Legal (Including Immigration/Visa) Resources**

Greater Boston Legal Services [gbls.org](http://gbls.org) 617.371-1234

Harvard Legal Aid Bureau [harvardlegalaid.org/](http://harvardlegalaid.org/) 617.495-4408

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Victim Rights Law Center	victimrights.org	617.399.6720
<b>Financial</b>		
Student Financial Aid	lesley.edu/financial-aid/	617.349.8760

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**2.11 Equal Opportunity and Inclusion (revised 6/30/16)**

Purpose: To prevent discrimination and promote equal opportunity, affirmative action, and inclusion for all members of the Lesley University Community.

Scope: Lesley University Community

Policy Statement:

Lesley University is committed to preventing discrimination and promoting equal opportunity, affirmative action, and inclusion for all current and prospective faculty, students, and staff. Lesley University strictly prohibits discrimination on the basis of race, ethnicity, color, religion, national origin or ancestry, age, physical or mental disability, pregnancy or parental status, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws in admission to, access to, participation in, or employment in its programs and activities. Lesley also prohibits retaliation against any person who brings a complaint of discrimination or harassment against anyone who cooperates in a complaint investigation.

Manager and Employee Responsibility:

A manager is anyone who supervises one or more employees or whose job duties include management responsibilities.

Managers and employees at Lesley are required to act in furtherance of Lesley’s commitment to equal opportunity, affirmative action, and inclusion and to ensure that all personnel actions and all educational programs and activities are administered in conformity with this Equal Opportunity and Inclusion Policy and the Discrimination, Harassment, and Sexual Violence Policy. Personnel actions include but are not limited to recruiting, hiring, promotion, upgrades, compensation, benefits, transfers, terminations, layoffs, University sponsored training, tuition benefits, grievance procedures, and social and recreational programs.

Managers are also required to make good faith efforts to achieve Lesley’s affirmative action and inclusion goals. However, preferences based on race, gender, or other personal characteristics are prohibited. Good faith efforts to achieve affirmative action and inclusion goals include outreach and recruitment initiatives to broaden the pools of qualified candidates from which employment decisions are made to include underrepresented populations.

Self-Identification:

Applicants for admission and employment at Lesley are encouraged to identify their personal characteristics solely for purposes of advancing Lesley's affirmative action and inclusion goals. Disclosure of this information is entirely voluntary. Any information provided will be kept confidential and used only in a manner consistent with the law.

#### Protection:

Employees, students, or applicants for employment or admission who believe that they have been discriminated against in the employment or admissions process may contact the Office of Equal Opportunity and Inclusion at (617) 349-8507 or [equalopportunity@lesley.edu](mailto:equalopportunity@lesley.edu).

Retaliation is prohibited. At no time will employees, students, or applicants for employment or admission be subject to discipline or have their opportunities for admission or employment adversely affected by exercising their rights pursuant to this Equal Opportunity and Inclusion Policy.

Further, employees, students, and applicants for admissions or employment shall not be subject to harassment, intimidation, threats, coercion or discrimination because they have engaged in, or may engage in, any of the following activities:

- (1) Filing a complaint in good faith through the Lesley University Complaint Resolution Procedure for resolution of harassment and discrimination complaints or pursuant to any federal or state law;
- (2) Assisting or participating in good faith in an investigation, compliance review, or any other related activity; or
- (3) Engaging in any activity protected by law.

If an employee is found responsible for retaliation, that employee will be subject to disciplinary action, up to and including dismissal from employment at Lesley.

#### Inquiries:

Lesley invites any employee, student, or any applicant for employment or admission to review Lesley's written Affirmative Action Plan. The Affirmative Action Plan is available for review upon request between 9:00 a.m. and 5:00 p.m. in the Office of Human Resources. Further questions regarding these and other equal opportunity policies at Lesley should be directed to the Office of Human Resources at 617 349-8785 or [hr@lesley.edu](mailto:hr@lesley.edu).

Additionally, inquiries regarding this Equal Opportunity and Inclusion Policy may be directed to the Office of Equal Opportunity and Inclusion at (617) 349-8507 or [equalopportunity@lesley.edu](mailto:equalopportunity@lesley.edu).

#### Duty of Good Faith:

Lesley University prohibits any member of the Lesley community from knowingly or recklessly bringing a false complaint against another member of the Lesley community. Any such action can lead to disciplinary action, up to and including expulsion from the University or dismissal from employment.

Approved by: The President

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## History:

Issued: 1987

Revised: June 1, 2009

Revised: May 1, 2013

Revised: July 29, 2014

Revised: June 30, 2016

Responsible Official: Director of Equal Opportunity & Inclusion/Title IX Coordinator Responsible Official:  
Director of Equal Opportunity and Inclusion / Title IX Coordinator

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### **2.12 Family Educational Rights and Privacy Act (FERPA) (revised 12/2/2011)**

FERPA is a federal law designed to provide university students with access to and control over the privacy of education records. It also provides guidelines for appropriately using and releasing student education records.

In accordance with the provisions of the Family Educational Rights and Privacy Act (Section 438 of the General Education Provisions Act 20 U.S.C. 1232g, commonly referred to as the “Buckley Amendment”), Lesley University advises students as follows:

In accordance with FERPA, students are notified of the following rights:

1. The right to inspect and review the student’s education records within 45 days of the date Lesley University receives a request for access. In order to request access to a student’s education records, a student should submit a written request to the University Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will either obtain the records or advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of the student’s education records that the student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights. In order to request an amendment to student education records, a student must write to the University Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed. The University will review the request and decide whether to amend the record within a reasonable time after receiving the request. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If the hearing does not change the result, the student may put a statement in the student’s education record stating the student’s disagreement with the University’s decision.

3. The right to consent in writing to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see below for more information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lesley University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Disclosure of Information from Education Records without Student Consent:

FERPA regulations permit the disclosure of personally identifiable information from a student's education records without the prior written consent of the student if the disclosure meets certain conditions. Those conditions include, but are not limited to the following:

1. The information is "directory information", as permitted by FERPA and defined by Lesley University. Lesley University defines directory information to mean the following: student name, enrollment status, dates of attendance, major field of study, and degrees and awards received. For purposes of responding to United States and City of Cambridge census requests only, the University also designates student residence hall addresses and dates of birth as directory information. Students may request that Lesley University not release directory information to the public by completing a Request to Prevent Disclosure of Directory Information Form available in the Office of the University Registrar.
2. The information is provided to other school officials who have a legitimate educational interest in the information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Lesley University. A school official is a person employed by Lesley University in an administrative, supervisory, academic, research, or support staff position (including public safety personnel and health staff); a person serving on the board of trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or any faculty member or administrator to whom or to whose office the student has addressed a request, application, or inquiry for which the records are needed to prepare a reply. A school official also may include a volunteer or contractor outside of Lesley University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, collection agent, emergency alert system, or a student volunteering to assist another school official in performing his or her tasks.
3. The information is provided in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount, conditions, or enforcement of terms of such financial aid.



4. The information is provided to officials of another school in which a student seeks or intends to enroll.
5. The information is provided to parents or legal guardians of a student if the student is a dependent for federal tax purposes.
6. The information is relevant to comply with a judicial order or lawfully issued subpoena.
7. The information is provided to accrediting organizations to carry out their accrediting functions.
8. The information is provided to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance, if the school determines the student committed a disciplinary violation and the student is under the age of 21.
9. The information is provided to the parents or guardians, school officials, government agents, and/or others, as appropriate, in connection with a health or safety emergency.

Military Access to Education Records: Under the Solomon Amendment, Lesley University may not in policy or practice prohibit or prevent the Secretary of Defense and his/her representatives from obtaining, for military recruiting purposes, entry to campus, access to students on campus, or access to directory information, nor may Lesley University institute an anti ROTC policy. Pursuant to the Solomon Amendment, for the purpose of military recruiting, Lesley University must permit Department of Defense entities to obtain the following student information: name, address, telephone listing, age or year of birth, level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), and academic major. However, if a student has formally requested that such information be withheld from public disclosure, Lesley University may not provide such information to the Department of Defense entities. See above for the process for requesting that such information be withheld from public disclosure.

#### FERPA Release Forms

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) and subject to certain exceptions, the University may not release information pertaining to a student's education record to another individual unless authorized by the student.

FERPA release forms can be downloaded from <http://www.lesley.edu/registrar/family-educational-rights-and-privacy-act/>.

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#### **2.13 Immigration Reform Control Act (revised 1/22/17)**

Upon being hired, all employees, adjunct faculty, and contractors must complete Form I-9 to verify their legal right to work in the United States and are legally authorized to work for Lesley University. The law requires that this form be completed within three business days of the employee's start date. Under current law enacted in 1/1/07, failure to complete this form could lead to termination of employment. Please contact Human Resources for further information at 617-349-8787.

## **2.14 Lesley University Inclusion Plan (April 2016)**

### The Vision

For Lesley University to continue to become an institution that is culturally inclusive, values diversity in all of its forms, and actively combats racism through its policies, practices, programs and human interactions.

### Background

In the past two years, the country has become painfully aware of police shootings of young people of color in many urban areas. Without presuming to judge each individual situation, it is clear to most of us that race is often an important factor in these shootings. These recurring tragedies have alarmed many of us, including elected officials, community leaders, police departments, college students and especially the parents of children of color.

In powerful ways, racism remains a negative force in American society. This is evidenced not only in the increasingly high-profile police shootings of people of color, but also in segregated neighborhoods, poor schools and wealthy schools, imprisoned populations, employment and income inequities, and increasingly in our national politics.

As the United States and many other countries become more statistically diverse, educational institutions – including Lesley – must take the lead on sustaining democracy through more inclusive diversity. It will not be sufficient to diversify our student and employee populations. We must strive to create genuinely inclusive academic communities that bring people together across the deep divisions of race, class and culture. Our schools need to be models of learning, experience and intellectual rigor that produce citizens who can peacefully and intelligently transform our de facto segregated communities, organizations and country.

Within the Lesley community, a coalition of student organizations, often supported by faculty and staff, staged protests against police brutality and challenged the University to demonstrate its commitment to social justice. In the fall of 2015, following numerous dialogues, lectures, performances, and exhibitions that raised the community's awareness of current issues about race in this country, the University sent a survey to all self-identified, registered students of color to elicit insights about their experiences at Lesley. The responses to the ten scaled questions were statistically positive; however, numerous individual responses to the three open-ended questions revealed painful descriptions of isolation, stereotyping, and racist behavior and/or language directed at students of color. Such instances of racial insensitivity or overt racism are unacceptable and will not be tolerated at Lesley University.

We know that various forms of racism persist in the social fabric of American society. However, we believe that if an institution is honest, determined and steadfast, it can make significant progress toward creating a humane, just and inclusive academic community that is:

- a place where students feel comfortable interacting regularly with students who are different from one another in terms of race, language, ethnicity, sexual orientation and other socio-economic or cultural characteristics,
- a place where students learn how to think and talk about such differences, and employees support and encourage such discussions,
- a place where students and employees have a deep contextual understanding of the benefits of genuine diversity, and
- a place where meaningful dialogue is occasionally uncomfortable, but always caring, respectful, civil and constructive.

#### Plan to Realize This Vision

The success of a Lesley University Inclusion Plan requires a shared vision, leadership at all organizational levels, and the engagement of every student and employee. Each member of the Lesley University community influences the experience of students and colleagues through attitudes, behaviors and words.

Many of the elements in this plan were identified by members of the student coalition, other students, faculty and staff, and by attendees at three Lesley community meetings in December 2015 when the community reviewed the student survey results. Additional input to the plan came from participants at eighteen meetings held in February 2016 to discuss the initial draft, as well as numerous written responses to the draft plan and conversations with our Board of Trustees.

#### INCLUSION PLAN GOALS

Goal 1: Strengthen all levels of leadership committed to the values of diversity and inclusion.

Individuals in leadership positions throughout the university community must understand and support our diversity and inclusion objectives and strategies.

- a. Create a university-wide steering committee to monitor implementation of the inclusion plan and identify metrics by which the community can measure progress toward our goals. Include representation from relevant existing committees and avoid duplicating the efforts of those committees. Consider calling this the Diversity and Inclusion Implementation Committee.
- b. Engage administrative leadership in diversity and inclusion training sessions and establish diversity and inclusion as elements of the performance evaluation process where appropriate.

Goal 2: Sustain the Increase in Quantitative Diversity at Lesley.

Our society is becoming more racially and ethnically diverse, and to fulfill our educational mission, Lesley University must seek to reflect that diversity in its own population. However, any measure of success

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must include both quantity and quality: a quantitatively diverse community as well as a qualitatively inclusive community. We seek to improve the quality of the Lesley experience for every student of color – and every student, and for every employee of color – and every employee.

- a. Continue to increase the number and percentage of students and employees of color at the University over the next five years from 20% to 25%. Once achieved, seek to increase that percentage to 30%.
- b. Continue to follow the University's procedures for conducting affirmative action searches and continue to report annually on employee diversity data as part of the University's Affirmative Action Plan. Identify employee categories that lack diversity and develop strategies to recruit and retain a more diverse range of employees in those categories.
- c. Develop a consistent set of strategies to proactively build highly qualified pools of applicants of color for every position.
- d. Expand efforts to recruit and enroll students of color from Greater Boston, other U.S. locations, and internationally.

Goal 3: Reflect the Principles of Diversity and Inclusion in Curriculum and Pedagogy.

Students seek admission to Lesley University to engage in an intellectual relationship with curricula, faculty and fellow students. Diversity and inclusion principles are central to their intellectual growth. The Provost's Task Force for Social Justice in Teaching and Learning will lead the effort to embed the principles of diversity and inclusion in our curriculum and teaching. The Task Force will:

- a. Identify the degree to which the curricula and pedagogies at Lesley University are designed to make students aware of social oppression in the world and provide them with the tools to combat racism, sexism, homophobia, etc. in their personal and professional lives, making them culturally competent graduates. It is anticipated that this component of the plan will identify a number of courses on relevant topics, the requirements that ensure cultural competence, the library resources to support the curriculum, and the number of faculty with expertise in subjects such as race, class, and oppression to achieve this goal.
- b. Identify initiatives that have been started or are currently underway to develop the capacity, competence, and effectiveness of faculty to create a teaching and learning environment of inclusion and social justice (e.g. Project SEED, Cultural Literacy Curriculum Institute, co-curricular activities, GSOE race sessions, the Diversity Council programs, etc.). Assess the effectiveness of these efforts to determine which should be maintained, expanded, or discontinued.
- c. Identify any culturally relevant and/or special initiatives for students that support positive identity development and impact their understanding and consciousness of the elements that lead to social justice and equity in their campus and classroom interactions and experiences (e.g. Black & Latino Student Union, Queer Lesley Education and Resources, Students Allied Against Oppression, Third Wave, Student Multicultural Advisory Council, etc.).

- d. Design a model teaching and learning environment that produces academically successful and culturally competent graduates at both the undergraduate and graduate levels, identifying the following essential components:
  - A coherent and rigorous set of curricula that encourages development of a critical consciousness through the infusion of culturally inclusive and anti-racist content and pedagogies in majors, minors, certificate programs and general education that can easily be identified in the cultural competency outcomes in each program.
  - Increased library resources and offerings to be more culturally relevant and responsive and to support the academic work of faculty and students.
  - A professional development program that provides every faculty member with the opportunity to expand their content knowledge and pedagogical skills in order to teach their courses in a culturally responsive way, promote social justice, and create a safe space for discussion of sensitive social and cultural issues.
  - Co-curricular and extracurricular programs and activities that are coordinated with curricular developments, reinforce the social justice values of the University, and contribute to the personal development of students.
  - A process for evaluating faculty effectiveness in teaching culturally responsive courses and processes for assessing cultural competency learning outcomes.
- e. Create a plan for intentionally and systematically implementing the desired learning environment. Full implementation would include the filling of necessary faculty positions, professional development of faculty and staff, development of culturally relevant curriculum, necessary changes to the general education program and revision of undergraduate and graduate majors.

Goal 4: Establish an Office of Multicultural Affairs and Student Inclusion.

The University needs an office to support students of color, and all other students, through facilitated discussions, activities and projects about race; to support and advise individual students and student groups; and to advise university programs and services on both problems and opportunities related to our aspirations for genuine diversity and inclusion.

- a. Recruit a Director of Multicultural Affairs and Student Inclusion during spring 2016 who will report to the Provost and be advised by a steering committee that includes the Provost, the Dean of Student Life and Academic Development, and the Director of Equality Opportunity and Inclusion.
- b. Establish a diverse and representative Multicultural Student Advisory Council to work with the new Director and to provide input and feedback on Lesley's continuing Inclusion Plan.
- c. Identify a physical space for the Office of Multicultural Affairs to house the Director and with sufficient space to support students, meetings, scholarship, and interactions that are welcoming to all members of the Lesley community.

Goal 5: Implement professional development for all employees in the principles and practices of diversity and inclusion.

Students interact with faculty and staff every day. The quality of these interactions influences students' sense of community and self. We strive to be a community in which the employees are a significant positive influence on the learning and development of our students.

- a. Design a training program for all employees that enhances individual and community understanding about effective diversity and inclusion principles and practices, including historical context, demographics and Lesley's non-profit educational mission.
- b. Identify and engage a highly-skilled professional team to facilitate professional development sessions with every University program and office about diversity and inclusion and how each program, office and person can contribute to a more diverse and inclusive University community.
  - Begin with professional development for all members of Cabinet in spring 2016.
  - Provide professional development for faculty to be more confident and skillful in discussing diversity and issues of race in the classroom and in their curricula.
  - Encourage each office and academic program to identify strategies that can enhance the quality of the Lesley experience for all students and for students of color in particular. Share these outcomes across the University.
- c. Organize professional development activities for all adjunct faculty to increase their confidence and skills in discussing diversity and issues of race within classrooms and the curriculum.
- d. Complete the first round of employee training by December 2016. Implement a "train the trainer" strategy so the University has the capacity to train new employees on a continuing basis.
- e. Identify Lesley faculty and staff with expertise and interest in contributing to professional development sessions and/or in organizing panels and other sessions regarding racism and its impact on teaching and learning in an academic community.

Goal 6: Provide University support for employee and student orientation sessions, panels, speakers, exhibits and events related to diversity and inclusion.

In addition to trained staff, inclusive curriculum and reflective teaching, we aspire to sponsor various university-wide events that bring our community together to enhance our learning and communication about the challenges and benefits of multi-cultural and multi-racial communities.

- a. Provide support and guidance for student initiatives that involve dialogues about race and ethnicity, and especially for student events that intentionally seek to bring together students from different backgrounds and/or cultures.
- b. Sponsor speakers, exhibits and events often in coordination with the Lesley University Diversity Council (LUDC), student organizations, one of the four schools, or a particular academic program that focus on issues of race and racism so that all Lesley community members, including our alumni, have the opportunity to engage in such events. Commit to this on an on-going basis, not just for a particular semester or year.
- c. Determine optimal ways to include undergraduate commuter students and part-time graduate students in the annual survey and all campus activities that seek to address issues of racism.
- d. Have the Director of Multicultural Affairs work closely with the Orientation Planning Committees to plan an orientation experience for all new undergraduate students that provides a context for subsequent Lesley discussions about race and inclusion.

Goal 7: Administer annual surveys that provide student and employee feedback about diversity and inclusion.

Any effective plan, such as this Inclusion Plan, must have specific measurable outcomes to assess whether the plan is having the intended impact. One major measure will be annual surveys of students and employees.

- a. Administer a student climate and race/ethnicity survey in each academic year. Include all currently registered students in the survey and then disaggregate the results by undergraduate/graduate students, race, and other variables. Use the survey results to inform campus-wide discussion and the continuing implementation of the Inclusion Plan.
- b. Annually survey all faculty and staff, asking them to self-identify their race/ethnicity, and elicit their opinions about their experiences at Lesley. Discuss the survey results and determine how those results can inform the continuing implementation of an evolving Inclusion Plan.

Goal 8: Consider how students' off-campus learning opportunities can support our diversity and inclusion student learning outcomes.

Many Lesley students engage in internships, community service and study abroad as part of their degree plan. The University should assess these learning experiences consistent with its diversity and inclusion goals, and identify ways in which these experiences can further those goals.

- a. Ask each school to identify and categorize student internships and placements by location and organization and determine whether the range of opportunities represents the kind of diversity our students need to gain the competency required for personal and professional success in the 21st century.
- b. Ask each school to identify and categorize all study abroad locations in the prior year, whether short-term (less than a semester), full semester or full academic year and determine whether the range of opportunities represents the diversity needed by our students.
- c. Identify educational and non-profit organizations that might sponsor more internships in diverse communities and study abroad opportunities in non-Western countries so that more Lesley students can experience diversity from an "outside" perspective.

Goal 9: Strive to strike an appropriate balance in marketing Lesley's actual diversity and its diversity aspirations.

Just under 20% of our students are students of color. This percentage, of course, varies by school and program. We must be honest about that percentage, its growth in recent years, and our efforts to continue to enroll a more diverse student body.

- a. The Marketing Office will critically review all web and print materials to be certain that University images demonstrate our commitment to a diverse community.
- b. Support constructive dialogue between our Marketing Office and the various academic programs about how particular University programs are represented in marketing materials as we continuously strive to maintain a balance between actual and aspirational.

Goal 10: Identify multiple approaches to assess progress on becoming a more diverse and inclusive academic community.

We must be flexible in how we approach diversity and inclusion principles, but we must also be accountable. While we are taking actions that reflect our values (professional development for all employees, hiring a Director of Multicultural Affairs and Student Inclusion, annual surveys, increasing the number of employees and students of color, enhancing curricula and pedagogy, etc.), we must also assess these actions and report results to the community so we can collectively improve our performance related to diversity and inclusion. Some of the assessment measures will include:

- a. Annual surveys of students and employees
- b. Student evaluations of courses regarding multiculturalism
- c. Annual reports on the demographic profile of our students and employees
- d. Annual report on the number of diversity and inclusion professional development workshops for employees, including the number of participants
- e. Annual reports on statistics of student internships and study abroad locations
- f. Annual report from the Director of Multicultural Affairs and Student Inclusion
- g. Annual report from the Provost's Task Force for Social Justice in Teaching and Learning
- h. Annual report from the Lesley University Diversity Council

As stated in Goal 1, the university-wide Diversity and Inclusion Implementation Committee, including representatives from various diversity-related groups as well as representatives from various student and employee constituencies, will advise the University on these and other measures to assess institutional progress.

## CONCLUSION

Lesley University is not an isolated, static community. Our community members – students, faculty and staff – come to Lesley from different families, communities and countries, each with their own histories and experiences regarding race and ethnicity. We are subject to the same potential influences of racial bias, prejudice and injustice as our larger society.

We must, however, be more than the sum of our individual identities and histories. We must proclaim our diversity and inclusion principles and make those principles evident through our language, behaviors, curricula, pedagogy, policies, programs and practices.

This plan is about our promise to each Lesley student, regardless of a student's race, ethnicity, religion, sexual orientation, or any other factor. We must always be working toward a Lesley University culture where students meet, study, socialize, travel, and live with students from different backgrounds, ethnicities, religions, races, and geographic regions. Each of our students must be capable of personal and professional engagement in increasingly diverse communities. This is an essential component of a 21st century education for every Lesley student. Our students deserve nothing less.

Approved by the President – April 2016

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## **2.15 Motor Vehicle Record Policy for Drivers of Lesley University Vehicles (revised 11/8/16)**

The purpose of this policy is to ensure the safety of all drivers and passengers of Lesley University-owned vehicles. This policy is intended to safeguard people, protect equipment, and reduce accidents involving University vehicles.

In order to operate a Lesley University-owned vehicle, it is a requirement by the University's auto insurance company, that all driver Motor Vehicle Records (MVR's) be requested and reviewed by the University. This policy applies to all Lesley University employees, students and any other persons to whom the University grants the privilege of operating a University-owned vehicle. Lesley University reserves the right to deny or revoke the driving privilege of any driver in the event that the driver does not have an acceptable MVR.

Student drivers must re-apply for driving privileges, each academic year (August 1st-July 31st), at which time their MVR's will be reviewed. Employees and any other drivers must re-apply every two years (from the date of their first application): at which time their MVR's will be reviewed.

Lesley University expects each driver to drive in a safe and courteous manner. It is the driver's responsibility to drive defensively to prevent injuries and property damage. As such, Lesley University endorses all applicable state motor vehicle regulations relating to driver responsibility.

All drivers & passengers operating or riding in any vehicle must wear seat belt/shoulder harnesses

Operating any vehicle under the influence of alcohol and/or drugs, while traveling on behalf of Lesley University, is forbidden.

Driver should not operate any vehicle when his/her ability to do so safely has been impaired by illness, fatigue or medication.

Human Resources and the Risk Management/Finance Office are responsible for general administration of this policy.

MVR Criteria – Keys to Types of Violations

TYPE A Includes, but is not limited to: DWI/OWI (Driving or Operating a vehicle While Intoxicated), DUI/OUI (Driving or Operating a vehicle Under the Influence of alcohol or illegal drugs), Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any felony, Drag Racing, License Suspension and Driving While License Suspended.

TYPE B Includes all at fault vehicle accidents and speeding violations of 25 miles per hour or more over the posted speed limit.

TYPE C Includes all moving violations not classified as Type A or Type B (speeding 25 miles per hour or less, improper lane change, failure to yield, running red light or stop sign, etc.).

TYPE D Includes non moving violations (parking illegally, including in front of/too close to a fire hydrant, in a designated handicapped space, in a "no parking zone")

If a driver has been cited for or involved in the following violations, the driver will not have an acceptable MVR and will have their Lesley University driving privileges declined or terminated:

- One or more TYPE A violations in the preceding 36 months, or
- Two or more TYPE B violations in the preceding 36 months, or
- Three or more TYPE C violations in the preceding 36 months, or
- One TYPE B violation and two TYPE C violations in the preceding 36 months, or
- Four or more TYPE D violations in the preceding 36 months

In the event that a driver's MVR is found to be unacceptable, the driver will be contacted.

If a driver has a violation (i.e. Type A-D) that occurs subsequent to approval through Lesley University, which may affect his/her driving privilege in accordance with the aforementioned policy, they should provide Lesley University with notice of the violation immediately.

Cancellation: This policy will stay in effect until such time the Administration or specific State and/or Federal rules and regulations that govern our Motor Vehicle Record Policy indicate a change in the policy or procedures.

Bernice E. Bradin  
Vice President/Chief Financial Officer  
July 24, 2007  
Updated: November 8, 2016

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### **2.16 Non-Academic Student Employee Policy (revised 7/1/10)**

Lesley University aims to foster close academic relationships between students and professors and as such, students are encouraged to work with their professors on academic projects. Students are prohibited from working for a professor from their department in a non-academic capacity.

Professors may want to utilize the resources of the University community to get help with non-academic work such as yard work or child care. The Career Resource Center of the University has an online posting system for employment opportunities which allows students to view job listings from employers including non-academic work opportunities posted by members of the faculty and staff of the University.

Current students may not pursue non-academic positions with faculty they have had or are likely to have in the future.

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## **2.17 Pets and Service Animals for Employees Policy (revised 8/1/2016)**

This Policy applies to Lesley University employees who seek to bring an animal on Lesley owned property during their employment. Employees may not bring animals, including pets, on Lesley University property with the exception of approved Service Animals for individuals with disabilities.

Lesley University is committed to providing reasonable accommodations to qualified employees with disabilities. Employees with disabilities may request the use of a Service Animal to do work or perform tasks that are directly related to the disability as a reasonable accommodation. Employees who seek to bring a Service Animal to campus must first contact Human Resources (815 Somerville Ave, Cambridge, 617.349.8785, or hr@lesley.edu). Human Resources will review requests for a Service Animal on a case-by-case basis and determine whether to approve the employee's request. In making this determination, Human Resources will consider the needs of the employees, as well as the impact of the animal on the campus community and may collaborate with other Lesley offices as appropriate. Employees who are permitted to bring a Service Animal on Lesley-owned property must comply with the requirements of this Policy on Pets and Service Animals for Employees (the "Policy") and must sign a Service Animal Agreement.

### Section I. Definitions

#### Service Animal

A "Service Animal" is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse or other animal may be permitted as a Service Animal. Other animals do not qualify as Service Animals. Examples of work or tasks provided by a Service Animal include, among others, guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, and alerting and protecting a person who is having a seizure. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the functional limitations of the person's disability.

#### Pet

A "pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal. Individuals are not permitted to keep or bring pets into University buildings, except for approved pets owned by tenants in the University's commercial residential properties and the President's House.

#### Owner

The "Owner" is the employee who has been permitted to bring a Service Animal on Lesley University property under this policy.

## Section II. Service Animals

An employee seeking to bring a Service Animal on campus must notify Human Resources. To do so, the employee must submit a written request. Employees should generally submit the written request to Human Resources at least 30 days prior to the date the employee seeks to bring the animal on campus.

When the need for a Service Animal is not readily apparent, the University may request additional documentation in support of the request, including documentation that indicates: (i) that the Service Animal is required due to the functional limitations of the requesting employee's disability, and (ii) what work or tasks the Service Animal has been trained to perform for the benefit of the requesting employee. The University may also request documentation that the animal is in compliance with the vaccination and health requirements of this Policy. Any necessary documentation must be dated within the last 12 months.

After receiving any required documentation, Human Resources may meet with the requesting employee to review the request and this policy. Human Resources will then determine whether to approve the employee's request. In making this determination, Human Resources will consider the needs of the employees, as well as the impact of the animal on the campus community and may collaborate with other offices on campus as appropriate.

When the request for a Service Animal is approved, Human Resources will make a reasonable effort to notify the other employees in the office or other University-owned property where the Service Animal will be located. In the event that a faculty member or other employee requires a Service Animal during a Lesley University class, the Registrar or designee will make a reasonable effort to notify all students in the class. Notices to employees or students will be limited to information about the animal's presence as an accommodation to an employee with a disability: there will be no disclosure of the employee's disability. Other employees with medical condition(s) who are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Human Resources if they have a health or safety related concern about exposure to a Service Animal. Such affected employees may be eligible for a disability accommodation when working in proximity to a Service Animal. Students will also be given the opportunity to notify an appropriate University official concerning any medical condition(s) affected by animals and may be eligible for an accommodation within an educational environment in proximity to a Service Animal.

Human Resources will collaborate with other offices, as necessary, to resolve conflicts related to a Service Animal and will consider the needs and/or accommodations of all Lesley community members involved.

In the event that one or more employees or students require accommodation, either the Owner and the Service Animal or the other person(s), as determined by Human Resources in collaboration with appropriate Lesley offices, may be moved to a different location or class.

Approved accommodation requests are only valid for the academic year in which they are initially authorized. The Owner of a Service Animal must annually submit a new request to have the Service

Animal on campus at least 30 days in advance of each academic year and comply with any requests for supporting documentation and a Service Animal Agreement.

The Owner must comply with the following provisions applicable to the behavior and health of Service Animals on Lesley property:

- Behavioral expectations: The behavior, noise, odor and waste of a Service Animal may not unduly interfere with the activities and programs of Lesley University. The Service Animal may not pose a threat to the health, safety, or property of anyone in the Lesley University community.
- Vaccination: In accordance with local ordinances and regulations, the Service Animal must receive all required immunizations against diseases. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed. The University may request updated verification regarding a Service Animal's vaccinations at any time during the period the Owner is approved to bring the animal on campus.
- Health: Service Animals must be in good health as documented annually by a licensed veterinarian. Appropriate documentation certifying that the animal is in good health will be determined on a case-by-case basis, but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The University has authority to direct that the Service Animal receive veterinary attention in appropriate circumstances.
- Training: Service Animals must be individually trained to do work or perform tasks for the benefit of the employee with a disability.
- Control: The Owner must be in full control of the Service Animal at all times. The Service Animal must generally be in a cage or a carrier, or on a leash, harness, or other tether unless the Owner's disability prevents its use, or the use of one would interfere with the Service Animal's ability to be of service.
- Cleanliness: It is the Owner's responsibility to remove and properly dispose of any waste at locations that will be identified by the University if the animal is approved to be on campus. A Service Animal must be clean and well groomed, and measures should be taken at all times for flea and odor control. If odors, fleas, ticks, or other pests are detected through inspection of the owner's classroom, office, or other University-owned property, the University-owned property will be treated using approved fumigation methods by University approved pest control service. The Owner will be billed for the expense of any pest treatment caused by the Service Animal above and beyond normal required pest management. The Owner will be charged for any damages caused by the Service Animal, including excessive cleaning or replacement of floor covering.
- Other Conditions: Human Resources may place other reasonable conditions or restrictions on the Service Animal depending on the particular facts and circumstances, including the nature and characteristics of the Service Animal.

If the University determines that a Service Animal fails to comply with any of the above provisions, Lesley will take appropriate measures, up to and including a determination that the Service Animal may no longer be permitted on University-owned property.

### Section III. Owner's Responsibilities for Service Animals on Lesley University property

1. The Owner is responsible for assuring that the Service Animal does not unduly interfere with the activities and programs of Lesley University. In addition, the Service Animal must not pose a threat to the health, safety, or property of anyone in the Lesley University community.
2. The care and supervision of the Service Animal is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of the Service Animal and that the animal does not pose a threat to the health, safety, or property of the Lesley community.
3. The Owner is responsible for ensuring the cleanup of the Service Animal's waste (e.g. urine, excrement, fur, etc.).
4. The Owner is financially responsible for the Service Animal, including for any bodily injury or property damage caused by the Service Animal. The Owner's financial responsibility may include replacement of cords, furniture, carpet, window, wall covering, and costs of damage to other University owned property caused by the Service Animal. The Owner is expected to cover these costs at the time of repair.
5. The Owner is responsible for any expenses caused by the Service Animal for required cleaning above and beyond a standard cleaning or for repairs to damage caused to University premises. The University shall bill the employee for any such expenses or damages.
6. The Owner must notify Human Resources in writing if the Service Animal is no longer needed or is no longer on Lesley property. To replace a Service Animal, the Owner must submit a new request and may be required to submit additional supporting documentation, including veterinary documentation and appropriate license to Human Resources.
7. The Owner's classroom, office, or other University-owned property may be inspected for pests as needed. Human Resources will schedule any such inspection. If pests are detected upon inspection, the classroom, office, or other University-owned property will be treated using fumigation or other methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond routine pest management in the building.
8. From time to time, the University may use materials such as: pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of university property. The University is not responsible for any harm to Service Animals caused by such materials.
9. Service Animals may not be left unattended on Lesley owned property and must be accompanied by the Owner at all times.

If the University determines that the Owner has failed to comply with any of the responsibilities of this Policy, Lesley will take appropriate measures, up to and including a determination that the Service Animal may no longer be permitted on University-owned property. Reported violations of this Policy will be reviewed by the Human Resources Director or designee and may be referred to an appropriate Manager, Dean, or Vice President for corrective action.

Owners of Service Animals must continue to abide by all other University policies.

Issued: August 1, 2016

## **2.18 Privacy Policy (revised 6/15/12)**

Lesley University is committed to maintaining your privacy. This privacy policy covers how we collect, use, and treat personal information that you may provide when you visit our website.

### **1. Your Consent**

Please read this Privacy Policy carefully. By accessing and using our website, you are acknowledging that you have read, understood, and agree to this Privacy Policy. Please don't use our website if you don't agree with this Policy.

### **2. No Participation by Children Under Age 13**

WE DO NOT ALLOW INDIVIDUALS WHOM WE KNOW ARE UNDER 13 TO PARTICIPATE IN OUR WEBSITE. YOU MUST BE AT LEAST 13 YEARS OLD TO USE OUR WEBSITE. IF YOU ARE BETWEEN AGE 13 AND THE APPLICABLE AGE OF MAJORITY, PLEASE REVIEW THIS AGREEMENT WITH YOUR PARENT OR GUARDIAN.

### **3. The Types of Information You May Provide**

Information you may provide while visiting our web site falls into two broad categories:

**3.1. Personally Identifiable Information.** This means any information that could reasonably be used to identify you, like your or your family's name, address, email address, social security number, birth date, telephone number, or any other information that could be used to identify you. You are not required to give us Personally Identifiable Information.

**3.2. Anonymous Information.** This means information that does not identify you. It may include statistical information concerning, for example, the pages on our website that you visit. You create Anonymous Information as soon as you visit our website.

### **4. Examples of When We Collect Your Personally Identifiable Information**

Here are some of the ways that you may provide and we will collect Personally Identifiable Information about you:

**4.1. Admissions Forms.** In many cases, you may apply to our programs online through our website.

**4.2. Alumni/ae Connections.** Our graduates can stay connected with each other and Lesley through our website.

**4.3. Requests for Information.** Some areas of our website may allow you to submit a request for information or to otherwise contact us with inquiries regarding our programs.

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## 5. A Note About Usernames and Passwords

We may require that you create a username and password when using portions of our website. Please keep in mind that we will treat anyone who uses your username and password as "you", so you should maintain the confidentiality of your username and password.

## 6. Anonymous Information

We use Anonymous Information to analyze the effectiveness and use of our website, to evaluate and improve our website and our programs, and for other Lesley business. We may share Anonymous Information with third parties for these purposes. When you visit another website, third party vendors like Google may use Anonymous Information obtained from our website to place ads for Lesley on the other websites you visit. Here are some of the ways that we will collect Anonymous Information about you:

6.1. IP Addresses; Logs. Lesley may automatically receive and record information in our server logs from your browser, including your IP address (the Internet address of your computer), your computer's name, the type and version of your web browser, referrer addresses, page views (hit counts), and other log information.

6.2. Cookies. A cookie is a small amount of data, which often includes an anonymous unique identifier, which is sent to your browser from a website's computers and stored on your computer's hard drive.

6.3. Tags. We may use so-called "pixel tags" — small graphic images (also known as "web beacons" or "single-pixel GIFS").

6.4. Click-Throughs. We may send email messages to you which use a "click-through URL" linked to content on our website. When you click one of these URLs, you pass through our web server before arriving at the destination web page. We track this click-through data.

## 7. How We Use Your Personally Identifiable Information

We use your Personally Identifiable Information in the following circumstances:

7.1. To provide you with the information or services you requested.

7.2. To send you news, bulletins, marketing materials, or other information about Lesley.

7.3. To evaluate and monitor the use of our website.

7.4. To create aggregate information about visitors to our website that does not contain your Personally Identifiable Information.

7.5. We will share your Personally Identifiable Information with third parties only if either (a) you give us your express consent OR (b) in any of the following circumstances:

7.5.1. Lesley Website Vendors. We may employ other companies to perform functions on our behalf, such as hosting or maintaining the website, providing services related to the website, collecting



information, responding to and sending electronic mail, or other functions necessary or desirable for our institution. We will provide vendors with only that information necessary to perform their functions, and we will not allow them to use your Personally Identifiable Information for any other purpose.

7.5.2. Lesley Vendors. We may employ other companies to perform other services on our behalf. These services may include identifying and evaluating visitors to our website and the programs and services you and other visitors use or express interest in, or to conduct surveys. From time to time, our vendors may contact you directly on our behalf. We will provide vendors with only that information necessary to perform their functions, and we will not allow them to use your Personally Identifiable Information for any other purpose.

7.5.3. Legal. Lesley will reveal your Personally Identifiable Information to the extent we reasonably believe we are required to do so by law.

7.5.4. Parental Review. If you are a minor, your parent or guardian is entitled to review the information that we have collected from or about you.

7.5.5. Lesley Policies Lesley will reveal your Personally Identifiable Information to the extent we reasonably believe it is necessary to enforce any of our policies.

## 7. Opting Out; Updating or Deleting Personal Information

7.1. Opt-Out. If we choose to send to you, news, bulletins, marketing materials, or other information about Lesley by email, we will provide you with the ability to decline -- or "opt-out of" -- receiving such electronic communications.

7.2. Updating and Deleting Information. You can contact us to change or update your Personally Identifiable Information. You can also request that we remove your name and all other Personally Identifiable Information from our databases. Please understand, however, that it may be impossible to remove this information completely, due to backups and records of deletions. You may not remove Anonymous Information or aggregate data from our databases.

## 8. Third Party Links

As a courtesy, our website may contain links or produce search results that reference links to third party websites. Lesley has no control over these linked websites or their content and does not assume responsibility or liability for any content, opinions, or materials available on linked websites. Lesley does not warrant that a linked website will be free of computer viruses or other harmful code that can affect your computer or other web-access device. Your use of these links is at your own risk. The data practices of these linked websites are not covered by this Privacy Policy.

## 9. Data Security Policy

Please read our Data Security Policy to learn what steps we take to protect your Personally Identifiable Information.

## 10. Changes to this Privacy Policy

This Privacy Policy is effective as of November 14, 2011. From time to time, we may change this Privacy Policy, and your use of our website will be governed by the new Policy.

#### 11. Further Resources

If you wish further information concerning privacy policies in general and opting out of certain advertising, you should visit the following websites:

<http://www.ftc.gov/privacy/index.html>

[http://www.networkadvertising.org/managing/opt\\_out.asp](http://www.networkadvertising.org/managing/opt_out.asp)

#### 12. Contact

If you have any questions about this Privacy Policy or the practices of this website please contact [web@lesley.edu](mailto:web@lesley.edu) or Web Services Office, Lesley University, 29 Everett Street, Cambridge, MA 02138

Updated: 06/15/12 | 03:00 PM

### **2.19 Problem Solving Procedure (revised 1/19/17)**

Lesley University has a strong commitment to ensure employees' concerns and issues are addressed promptly. The University encourages open and honest communication among members of the Community. In most cases conflicts and differences may be resolved simply by bringing concerns to your supervisor's attention, and/or to Human Resources. If you believe that additional information, which was not presented at the initial meeting and is relevant to the outcome, you may appeal the findings under the [Lesley's Discrimination and Harassment Complaint Resolution Procedure](#).

The University is committed to creating and maintaining a working environment which is free of objectionable and disrespectful conduct and preventing communication that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. If the matter relates to issues concerning discrimination or harassment on the basis of race, gender, or other protected personal characteristic, you are encouraged to contact your supervisor, and/or the Director of Human Resources (617-349-8787). Lesley University will respond promptly and sensitively to all complaints. For more information click [Lesley's Discrimination and Harassment Complaint Resolution Procedure](#).

Core and adjunct faculty may file a grievance in accordance with their respective collective bargaining agreement.

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### **2.20 Prohibition of Weapons Policy (revised 7/10/14)**

Possession of any weapon is prohibited on University property or at University sponsored events. This prohibition applies to students, employees, and visitors to the University, including those conducting business on University property.

#### **Definitions**

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For the purposes of this policy, the following non-exhaustive definitions apply:

*Weapons:*

- Any device used for, or which has the appearance of being used for, shooting bullets, pellets, arrows, flares, or other projectiles, whether loaded or unloaded.
- Examples include rifles, shotguns, handguns, air guns, paint guns, dart guns, stun guns, tasers, flare guns, recurve and compound bows, and crossbows.
- Explosive devices, including firecrackers, hoverboard, drones or black powder.
- Any device designed or traditionally used to cause harm, including knives and other bladed devices, staves, and nunchucks.
- All toy guns and other simulated weapons are covered by this policy.
- Mace, pepper spray, and similar materials.

*University property:*

Any real property owned or leased by the University, including without limitation the Doble campus, Porter campus, and Brattle campus, and off-campus sites used by the University.

Any University-owned or University-leased vehicle.

*University Event:*

- Any event sponsored in whole or in part by Lesley University, whether on or off Lesley University property, including without limitation class field trips and athletic competitions.

*Possession:*

- Keeping or storing any of the proscribed items on one's person, in one's dorm room or office, or anywhere else on Lesley property, including in one's vehicle if the vehicle is parked on University property.

**Exemptions**

Local and federal law enforcement, and the Department of Public Safety, are exempted from this policy if carrying weapons in the capacity of their duties as law enforcement officials. All visitors must obtain prior written approval to carry weapons from the Lesley University Department of Public Safety; such approval shall be at the complete and total discretion of the University.

Pocket knives, i.e. Swiss Army knives, are permitted.

**Violations**

- Students found in possession of prohibited weapons may face any disciplinary action up to and including expulsion from Lesley University.
- Employees found in possession of prohibited weapons may face any disciplinary action up to and including termination.

- Visitors found in possession of prohibited weapons will be required to leave the University property or event, and may be prohibited from entering University property or attending future University events.

Anyone who sees or otherwise becomes aware of a violation of this policy is required to contact the Lesley University Department of Public Safety.

Revised: July 10, 2014

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## **2.21 Professional Development Policy (revised 1/17/17)**

### **Policy Statement**

In order to provide a stimulating and supportive work environment, the University, through the Office of Human Resources, continues to evaluate and expand opportunities for employee growth and development. Professional development activities build on the collective knowledge and experience of employees, and provide employees with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organizational learning and capabilities. The University, through the Office of Human Resources, provides financial assistance for professional development to all benefit eligible administrative, professional and staff employees and the Office of the Provost provides professional development funds for the faculty including adjuncts.

### **Definitions**

Professional Development includes the provision of instructional learning and development opportunities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities within the University.

### **Procedures for Requesting Funding for Professional Development for Administrative and Staff Employees**

In order to be considered for funding for Professional Development, an individual must electronically submit their request on the Professional Development form that can be found on the HR website under HR Forms Benefits Forms. All requests are required to be job related and must have the following information

- A description of the workshop, conference, or continuing education credit (funds may be utilized for one Lesley University course per person provided it is directly related to their job)
- The signed approval from the immediate supervisor and/or manager
- Explanation/Reason for taking the course, including expected outcomes from participating in the course or conference, i.e. distributed written communication, discussions at staff meetings.
- Participants are expected to communicate the information with other staff members
- Costs and financial assistance applied for to attend the course or conference

- Submission of the application to Human Resources for review and approval based on availability of budgeted dollars
- Core and adjunct faculty may request funding for professional development in accordance with their respective collective bargaining agreement.

### **Monitoring Access and Participation in Professional Development**

Annual monitoring and reporting of University wide professional development activities will be undertaken by the Director of Human Resources, reported to the Vice President of Administration and will include data on employee participation rates, outcomes of participation in, and costs of professional development activities.

### **Cancellation**

This policy will stay in effect until such time that the University initiates a process to modify the policy based on program utilization and budgetary need.

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## **2.22 Progressive Corrective Action Procedure (revised 1/1/17)**

As an administrative employees and/or staff you are expected to perform your job duties competently and to meet the performance expectations established for your position. If your performance is considered to be unacceptable by your supervisor, s/he may decide to initiate progressive corrective action. During Lesley's Performance Review Plan, phase two or phase three, if you are not meeting the established performance expectations for your position, your supervisor may initiate progressive corrective action.

The University maintains a Progressive Corrective Action Program that is designed to identify and correct issues that may affect your work performance and the overall performance of your department. This procedure provides you and your supervisor with an opportunity to talk about specific problems, to determine when and how these problems can be corrected, and to set goals and time frames for improvement. Each case is considered on an individual basis by the department with input from Human Resources.

This Procedure provides guidelines for management and staff in handling various performance or misconduct problems that are considered correctable. It is designed to ensure that all employees are treated consistently and equitably with respect to work-related problems.

This Procedure does not create substantive rights for, or change, the employment-at-will status of any employee. Therefore, depending on the seriousness of the issue, any of the steps may be bypassed. Core and adjunct faculty are governed by their respective collective bargaining agreement.

Human Resources should be consulted whenever there are issues about corrective action. Consistent with Massachusetts law, employees will be notified within ten (10) days of any negative information concerning their employment being placed in their personnel file.

**Step One: Verbal Warning**

A verbal warning is given for minor first offenses or unsatisfactory performance. The employee receives a written notice of the offense or unsatisfactory performance and this notice is not filed in the employee's personnel file.

**Step Two: Written Warning**

A written warning addresses a subsequent offense or continued or more significant unsatisfactory performance by the employee and is retained in the employee's personnel file.

**Step Three: Suspension or Final Warning**

A suspension or final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The length of the suspension is based on the seriousness of the misconduct and is normally without pay. If an investigation is necessary, the employee may be placed on administrative leave with or without pay, pending the results of the investigation.

**Step Four: Termination of Employment**

This is the final step in the progressive corrective procedure. Dismissal may be used prior to any disciplinary action. It is important to note administrative and staff are employees at-will. You will be given the opportunity to articulate the facts of your situation before any disciplinary action is taken.

In the event, the misconduct is so egregious and inconsistent with Lesley's standards that the first three steps in the progressive corrective action process may be waived and may justify immediate dismissal. Core and adjunct faculty will be subject to their respective collective bargaining agreement.

This list includes some examples of major misconduct offenses but is not all-inclusive.

- Violation of law or regulation
- Extreme unprofessional behavior
- Verbal or physical abuse
- Harassment of any nature
- The use, sale, transfer or possession of drugs that are illegal or illegal use, sale, transfer or possession of drugs classified as controlled substances under the law
- Insubordination
- Violation of safety or security regulations
- The possession of firearms or dangerous weapons on company premises or while engaged in university business.
- Clear instance of fraud or theft from the University.

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### **2.23 Purchasing and Procurement (revised 1/7/07)**

Before purchasing or committing to purchase goods or services, please review the most up-to-date Purchasing Policy at [Finance: Procurement Policy](#).

It is recommended that purchases for goods and services over \$250 be made through a [purchase order](#). If the purchase is for less than \$250, a purchase order may still be used. All purchases of airline/train tickets are booked online directly through an agent. More information can be found in [Lesley's Travel Policy](#)

Office supplies are to be ordered from Staples. Online ordering for Staples is available and should be utilized as much as possible. Please contact [procurement@lesley.edu](mailto:procurement@lesley.edu) for more information about online ordering. Purchases of memberships, subscriptions and conference registrations do not need to be done on a purchase order; a check request is sufficient as long as the appropriate documentation is attached.

Technology purchasing outside of what is provided by Information Technology, it is required that all technology purchases, including those from grant funds, be made in consultation with IT to ensure compatibility with the Lesley environment. Please email IT at [IT@lesley.edu](mailto:IT@lesley.edu) to inquire about the compatibility of your proposed departmental purchase. Procurement Services works together with IT to facilitate technology purchases.

All furniture or capital purchases require approval from the Director of Purchasing or the Director of Facilities and Operations. Please contact [procurement@lesley.edu](mailto:procurement@lesley.edu).

For more information on University procurement or policy, please email [procurement@lesley.edu](mailto:procurement@lesley.edu) or [Finance: Procurement Policy](#).

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### **2.24 Record Retention Policy (revised 7/26/12)**

#### 1. Objective

The objective of this Record Retention Policy ("Policy") is to ensure that Lesley University complies with all applicable laws and regulations governing the management, retention, and destruction of the University's records. Because the University does not have a centralized records management function, each department is responsible for the retention and disposal of the records it generates. In certain cases described below, it is a crime to destroy records.

For purposes of this Policy, the term "record" refers to any recorded information, wherever such information is or may be stored, that has been created by or for the University, or received by the University in connection with the transaction of the University's business that is in any format (including, without limitation, paper, electronic, and audiovisual materials).

#### 2. Record Retention

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The University has determined that for statute of limitations or other reasons, certain records must be retained for specific periods of time. The attached record retention schedule provides the minimum retention periods under this Policy for a variety of categories of documents. Document types that are not listed, but are substantially similar to those listed on the schedule should also be retained for the appropriate minimum retention periods.

Records may be retained in print or electronic form. Portable document format (“pdf”), faxed or scanned documents satisfy record retention requirements, provided that the authenticity of the original is not reasonably expected to be called into question. Email that needs to be retained should be either (a) printed in hard copy and kept in the appropriate file, or (b) downloaded to a computer file and kept electronically or on disk as a separate file.

The University’s General Counsel serves as the University’s Records Management Officer. The Records Management Officer is responsible for overseeing the implementation of, and compliance with, this Policy. Each department may adopt additional record retention policies so long as the Records Management Officer approves of the additional policies and the minimum retention periods are at least as long as the retention periods set forth on the attached schedule. Each employee is responsible for maintaining the records that he or she originates or receives in accordance with this Policy. Employees who are unsure about the need to keep a particular document should consult with the Records Management Officer.

The Records Management Officer shall make periodic reviews of the document retention mechanisms and storage capabilities of the University to ensure the proper maintenance, storage and back-up of the University’s records.

### 3. No Destruction of Records - Litigation and Investigation

No records of any type that may be related to an ongoing or imminent University investigation or disciplinary process, lawsuit, or government investigation shall be destroyed and all ordinary disposal or alteration of records pertaining to the subjects of the litigation or investigation shall be immediately suspended. In certain cases, the Records Management Officer will instruct employees to retain records indefinitely pending an investigation, disciplinary process, or lawsuit. Employees who become aware of a legal matter (whether pending or threatened) involving the University should promptly notify the Records Management Officer so that the University can ensure the preservation of all records relating to that matter. If an employee is uncertain whether documents under his or her control should be preserved because they might relate to a University investigation or disciplinary process, lawsuit, or government investigation, he or she should contact the Records Management Officer.

Failure to comply with this Policy, including interference with the retention or destruction of the University’s records, may result in civil and criminal liability, as well as disciplinary action, up to and including termination. Failure to maintain certain records may subject the University and/or individuals to penalties and fines and may compromise the University’s position in litigation or an investigation. It is also a federal crime, punishable by a fine and up to 20 years in prison, to knowingly alter, destroy,



mutilate, conceal, cover up, falsify or make a false entry in any record with the intent to impede, obstruct or influence the investigation or proper administration of a government investigation or proceeding.

Questions about this policy should be directed to the Records Management Officer at [legal@lesley.edu](mailto:legal@lesley.edu) and 617-349-8505.

Record Retention Schedule (Massachusetts)

<b>Document Type</b>	<b>Required Retention Period</b>
Admissions applications – non-matriculating applicants	3 years
Complaints and investigations	While active plus 7 years
Contracts, notes, and leases (still in effect)	Permanently
Contracts, notes, and leases (expired)	7 years
Copyright registrations	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Employee files, including employment applications for individuals hired	While active plus 7 years
Employment applications, if not hired	3 years
Employment tax records	7 years
Gift records, agreements, award letters, fundraising campaign literature	Permanently
Governance: minute books, bylaws, charters, articles of organization, and policies	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Internal Revenue Service exemption application and determination letter, examinations, rulings, and comments	Permanently
Litigation-related documents	Permanently

Retirement and pension records	Permanently
State tax exemptions	Permanently
Student counseling center records	Permanently
Tax returns, worksheets, information returns, and related records	Permanently
Trademark registrations	Permanently
Notwithstanding the above, for purposes of the Form PC, books and records that <ul style="list-style-type: none"> <li>i. are sufficient to substantiate all information required on the Form PC (including records of inventories)</li> <li>ii. support each individual transaction for items of gross support, revenue, and expenses</li> <li>iii. reflect a functional breakdown of expenses such that fund raising expenses can be distinguished from all other expenses</li> <li>iv. disclose the sources of revenue and expenses related to special events and show specifically the items of revenue and expenses from the special events</li> </ul>	Permanently

Department	Required Retention Period
Finance Department	See policy maintained by Controller
Financial Aid, Office of	See policy maintained by Director of Student Financial Services
Student Accounts, Office of	See policy maintained by Director of Student Accounts
Registrar	See policy maintained by Registrar

### **2.25 Reimbursement of Expenses (revised 1/1/07)**

For reimbursement of allowable expenses, please visit [Finance/Procurement Department](#) for the most up-to-date information on the definition of an allowable expense and the process for reimbursement.

Non-reimbursable expenses include departmental holiday parties, and flowers or gifts sent to express sympathy or get well wishes. Under normal circumstances, and except while on travel (see [travel policy](#) at [Finance: Travel Page](#), restaurant charges or refreshments are not reimbursable.

## **2.26 Signature Authority Policy (Revised 5/30/13)**

### A. General Provisions

1. Purpose: This policy governs who is authorized to sign contracts and spend funds on behalf of the University.

2. Procurement and Accounts Payable Policies: All purchases of goods or services are subject to the University's procurement policy and accounts payable policies:

a. Procurement policy: <https://intranet.lesley.edu/finance/procurement/policy/>

b. Accounts payable policies and documents are available at the finance department's intranet site: <https://intranet.lesley.edu/finance/>

3. Conflict of Interest and Vendor Gift Policies: All purchases of goods or services are subject to the University's conflict of interest and vendor gift policies:

a. Employee Conflict of Interest Policy: <https://intranet.lesley.edu/conflict-of-interest-policy/>

b. Board, Officer, and Key Employee Conflict of Interest Policy: [https://intranet.lesley.edu/uploadedFiles/Intra/Human\\_Resources/Documents/Conflict%20of%20Interest%20Policy%205%2014%2009.pdf](https://intranet.lesley.edu/uploadedFiles/Intra/Human_Resources/Documents/Conflict%20of%20Interest%20Policy%205%2014%2009.pdf)

c. Vendor Gift Policy: <https://intranet.lesley.edu/vendor-gift-policy/?terms=vendor%20gift%20policy>

4. Legal Review: All contracts (as defined below) (a) with a stated value of more than \$50,000, (b) having a term of two years or more regardless of stated value, or (c) that are unusual or sensitive in nature regardless of stated value or term (e.g. relating to intellectual property or student data, or containing indemnification or exclusivity provisions) must be reviewed by the General Counsel before being signed. The General Counsel can be reached at [legal@lesley.edu](mailto:legal@lesley.edu) and 617-349-8505. Please also contact the General Counsel if you have any questions about whether a contract should be reviewed by the General Counsel.

5. Hardware, Software, and Technology: All purchases, leases, or licenses of hardware, software, electronic devices, and technology related services must be approved in writing by the Chief Information Officer or his or her designee. Please use the Technology Procurement Approval Form at:

<https://intranet.lesley.edu/finance/procurement/?terms=Procurement>

6. Definitions:

a. The term "contracts" as used in this policy is meant to be interpreted broadly. The term "contracts" is generally meant to include, but is not limited to, any obligation between the University and any other party, whether written or oral, pursuant to which the University either

provides or obtains goods or services, receives or makes a gift, grant or other pledge of funds, settles litigation or other disputes, or is otherwise obligated to or expects to receive something from another party. The term “contracts” includes purchase orders, sales or other transfers of University property or assets, grant applications (to individual donors, foundations, or government agencies), loans to third parties, and collaborative arrangements with third parties. Arrangements or agreements to borrow money for the University are also contracts, but are addressed separately in section B below.

This policy does not apply to offer letters, initial contracts, renewal contracts, and other arrangements for the hiring of part-time or full-time employees, including faculty. The President and the Provost will adopt a separate policy to address those matters.

b. The “Designated Officers” are the President, the Provost, the Chief Financial Officer, the Vice President for Administration, the Chief of Staff, and the General Counsel.

7. Additional Documents: All persons designated as having signature authority under this policy are authorized to execute, acknowledge, and deliver to external parties, in the name and on behalf of the University, any and all agreements, documents, or other instruments that they determine to be necessary or appropriate to carry out the transactions authorized by such person pursuant to this policy.

8. Changing Titles: The President and the Chief Financial Officer are authorized to modify delegations under this policy to reflect changes in titles of positions having essentially the same functions.

9. Authority Given by this Policy Only: Except as provided in this policy, no faculty member, staff member, or student has authority to enter into any contract or financial commitment on behalf of the University. Individuals who purport to enter into contracts or financial commitments on behalf of the University without authority may be personally liable for such contracts or commitments, whether oral or written. Individuals who enter into unauthorized contracts or commitments may also be subject to disciplinary action.

10. Form of Approval, Delegation, or Notice: For purposes of this policy, any written approvals, delegations, or notices must be made either on paper or by email, facsimile, or emailed pdf transmissions.

## B. Contracts

1. Contracts of \$50,000 or Less: A contract (or a series of related contracts or transactions) with a stated value of \$50,000 or less must be signed by a Designated Officer. Any one of the Designated Officers may delegate his or her authority to sign contracts with stated values of \$50,000 or less in writing to another University employee. Copies of all such delegations must be submitted to the Controller and the Chief Financial Officer.

2. Contracts of More Than \$50,000: Subject to section C.4 below, a contract (or a series of related contracts or transactions) with a stated value of more than \$50,000 must be signed by two of the Designated Officers. Any one of the Designated Officers may delegate the authority to sign contracts

with stated values of more than \$50,000 and up to \$500,000 in writing to another University employee. Copies of all such delegations must be submitted to the Controller and the Chief Financial Officer. All contracts with stated values of more than \$50,000 must be signed by at least one Designated Officer; in other words, no contract with a stated value of more than \$50,000 may be signed by two delegates.

3. President's Authority: Notwithstanding section B.2 above, the President, acting alone, may sign any contract (or a series of related contracts or transactions) with a stated value of \$500,000 or less.

4. Contracts of More than \$5 Million Each Year: The Chair of the Board of Trustees and the Chair of the Finance Committee (who is also the Treasurer) must be notified in advance of any contract with a payment obligation of more than \$5 million in any fiscal year.

5. Transfers of Personal Property, Real Estate, or Goodwill:

a. No tangible property of the University (e.g. hard assets, physical equipment, computers, etc.) having a value of \$1,000 or more may be sold or donated without advance notice to the Chief Financial Officer. The Chief Financial Officer will notify the President in advance of any sale or donation of property having a value of \$50,000 or more.

b. No real estate of the University may be sold, conveyed, mortgaged, or leased without the prior approval of the Chief Financial Officer. The Chief Financial Officer will notify the President in advance of any transaction involving real estate having a value of \$50,000 or more.

Notwithstanding the foregoing, the Vice President for Administration may sign the following leases without the prior approval of the Chief Financial Officer or prior notice to the President: (i) residential leases and (ii) commercial lease renewals with substantially similar terms as the original commercial leases.

c. In addition to the limitations of sections B.5.a and B.5.b above, section 4.5.2 of the Amended and Restated Bylaws dated May 31, 2012 (as they may be amended from time to time, the "Bylaws") provides that: "[N]o sale, conveyance, mortgage, or lease of all the personal property and assets of the [University], or more than one-half (1/2) in area of the real estate of the [University], or sale of any portion of the goodwill of the University shall be valid unless authorized by a vote of at least two-thirds (2/3) of all the Trustees."

6. Chair of the Board of Trustees: From time to time, in accordance with the Bylaws, the Chair of the Board of Trustees may engage the services of a third party after consultation with the President, the Chief Financial Officer, or the General Counsel.

C. Checks, Wire Transfers, Requests to Pay Vendors and Other Third Parties, and Other Transfers of University Funds

1. Transfers of \$25,000 or Less to Third Parties: Any transfer of university funds to a third party, whether by check, wire transfer, promissory note, or other form of transfer (each, a "Funds Transfer") in an amount equal to \$25,000 or less (in a single transfer or series of related transfers) must be authorized by the Chief Financial Officer. The Chief Financial Officer may delegate the authority to authorize a Funds

Transfer of \$25,000 or less in writing to one or more University employees. Copies of all such delegations must be submitted to the Controller and the General Counsel.

2. Transfers of More Than \$25,000 to Third Parties:

a. Any Funds Transfer in an amount equal to more than \$25,000 (in a single transfer or series of related transfers) must be authorized by the Chief Financial Officer and any one of the other Designated Officers. Any one of the Designated Officers may delegate the authority to authorize a Funds Transfer of more than \$25,000 and up to \$1 million in writing to another University employee. Copies of all such delegations must be submitted to the Controller and VP Finance/Chief Financial Officer.

b. Notwithstanding the foregoing, any Funds Transfer from the University to an account owned by the 99 Brattle Street Condominium Association in an amount previously approved by the Association may be authorized by either the Chief Financial Officer or the Vice President for Administration acting alone.

3. Transfers between University-Owned Bank and Custodial Accounts: Any transfers of University funds between University-owned bank and custodial accounts (including investment accounts) must be authorized by either the Chief Financial Officer or the Controller.

4. Investment Transactions:

a. Purchases and sales of securities representing the University's permanently restricted funds, temporarily restricted funds, and unrestricted funds (the "Investment Funds") must be approved by the Investment Committee acting in accordance with the investment policy statement approved by the Board of Trustees and the investment guidelines approved by the Investment Committee.

b. Sales of securities in order to fund the annual drawdown from the Investment Funds must be approved by the Chief Financial Officer acting in accordance with the annual drawdown amount established by the Finance Committee and the Investment Committee in accordance with the University's spending policy for the relevant fiscal year.

D. Borrowing

1. Amounts of \$3 million or Less: The Chief Financial Officer, acting together with any other Designated Officer, may borrow amounts equal to \$3 million or less (in one or a series of related transactions) on behalf and in the name of the University. The Chief Financial Officer and the Designated Officer must notify the President in advance of any such borrowing.

2. Amounts of More Than \$3 million; Lines of Credit: The Board of Trustees must approve all borrowing in amounts equal to more than \$3 million (in one or a series of related transactions) and must approve the establishment of lines of credit in amounts equal to more than \$3 million. Draw downs on approved borrowings (excluding lines of credit) do not require further Board approval.

### 3. Lines of Credit:

a. The Chief Financial Officer, after providing at least 24 hours' notice (including a plan for repayment) to the President, may draw down up to \$3 million under a line of credit previously established by the Board of Trustees. If a draw down is repaid, additional drawdowns may be made so long as no more than \$3 million is outstanding at any time under this Section 3.a.

b. The President and the Chief Financial Officer, acting together and after providing at least 24 hours' notice (including a plan for repayment) to the Chair of the Board of Trustees and the Treasurer/Chair of the Finance Committee, may draw down more than \$3 million in the aggregate under a line of credit previously established by the Board of Trustees.

### E. Bank Accounts

The Chief Financial Officer and the Controller, acting together, may open and close bank and securities accounts on behalf and in the name of the University.

### F. Safe Deposit Boxes

Access to any safe deposit box owned by the University requires two Designated Officers acting together. A Designated Officer may delegate authority to access a safe deposit box to another University employee. Copies of all such delegations must be submitted to the Controller and the Chief Financial Officer. However, access to a safe deposit box must include at least one Designated Officer; in other words, a safe deposit box may not be accessed by two delegates.

Adopted: May 30, 2013

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## **2.27 Signature Authority Policy for Employment Contracts (Revised 6/20/16)**

1. Purpose: This policy governs who is authorized to sign offer letters, initial contracts, renewal contracts, and other arrangements (together, "employment contracts") for the hiring of part-time or full-time employees, including faculty. Please note that under certain circumstances, verbal agreements or email correspondence may be sufficient to constitute a legally binding employment contract. The steps outlined below must be followed before making an offer in person or on the phone, or by email.

This policy does not govern the President's contract, which is the purview of the Board of Trustees. This policy does not govern other types of contracts, which are governed by the University's Signature Authority Policy dated May 30, 2013 (as the same may be amended from time to time).

2. Authority:

a. Staff (not Faculty):

The President must sign employment contracts for all employees who are members of the President's Cabinet and report directly to the President.

- ii. The Provost must sign employment contracts for all employees who are members of the President's Cabinet and report directly to the Provost.
- iii. All other employment contracts must be signed by the Director of Human Resources or designee with the approval of the relevant member of the President's Cabinet.

b. Faculty:

The Provost must sign all initial and renewal employment contracts for all core faculty members and all administrative faculty members. The Dean must sign the annual confirmation and workload letters. Core faculty members includes core faculty who are in the collective bargaining unit represented by SEIU Local 509 and those who are not.

- ii. The Dean must sign all two-year appointments awarded to adjunct faculty pursuant to the Collective Bargaining Agreement between the University and the SEIU (CtW Local 509) dated June 2015, as the same may be amended from time to time. The Department Chair, Program Director, or Division Director must sign or authorize course assignment contracts for adjunct faculty.

3. Other Review:

- a. Human Resources: The Director of Human Resources or designee must review all employment contracts before they are sent to the employee or candidate.
- b. General Counsel: The General Counsel must review any employment contract that contains special or unusual conditions before the proposed contract is sent to the employee or candidate. This means all employment contracts other than (i) at-will employment contracts, (ii) employment contracts offered pursuant to a collective bargaining agreement, and (iii) employment contracts that offer standard employee benefits.
- c. Standard Hiring Practices: The hiring of a new employee or the renewal of an employment contract is subject to the University's policies set forth in the Employee Handbook, Faculty Handbook, and other policies of the University, all as maybe amended from time to time. These policies include, but are not limited to, the background check policy and the Equal Opportunity and Inclusion Policy. The hiring of a new core faculty or adjunct faculty employee, or the renewal of a faculty employment contract, may also be subject the Collective Bargaining Agreement between the University and the SEIU (CtW Local 509) dated June 2015, and any collective bargaining agreement agreed to between the university and the SEIU regarding certain core faculty, each as maybe amended from time to time.

President  
Provost  
Adopted: June 20, 2016

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## **2.28 Smoke Free Environment Policy Statement (revised 12/22/16)**

Lesley University is committed to providing a safe and healthy environment for all members of the Lesley community, while respecting the individual rights of all members. This policy is intended to protect all persons from exposure to second-hand smoke and the direct effects of smoke. Consistent with these goals and in the support of the Massachusetts Public Laws and the City of Cambridge laws regarding smoking, the following policy has been established.

### Definition

The term "smoking" means inhaling, exhaling, lighting, burning, or carrying any lighted or heated cigarette, cigar, pipe, hookah, marijuana (including medical marijuana), or any other product or substance that is intended for smoking. "Smoking" also includes the use of an electronic smoking device that creates a vapor, including e-cigarettes, e-cigars, e-pipes, e-hookahs, vape pens, etc.

### Smoking Prohibitions

Smoking is prohibited in all Lesley University indoor facilities. This includes without limitation all indoor space: private faculty and administrative offices, common work areas, auditoriums, classrooms, labs, conference and meeting rooms, libraries, art studios, art galleries, fitness facilities, dorms, residence halls, elevators, hallways, storage closets, basements, kitchens, cafeterias, lounges, staircases, parking garages/lots, restrooms, and commercial and residential leased spaces.

Smoking is also prohibited in all Lesley University vehicles and vehicles used for University business, including shuttle buses and vans.

Smoking is also prohibited in all outdoor locations at Lesley University except for those spaces designated as smoking areas. These areas may be modified from time to time. There are four designated smoking areas located throughout the University campus. The locations of the designated smoking areas were selected to protect the safety of smokers, to ensure that smoke does not filter into buildings, to protect neighboring properties and neighbors from second-hand smoke, and to provide access to designated smoking areas for smokers. Since our campuses are unique in their design and neighborhood relationships, the size and condition of the spaces vary based on available space. The University requests that all smokers using designated smoking areas properly extinguish and discard smoking products and not litter the surrounding areas.

The designated smoking areas are located as follows:

- Doble Campus (Quad) - There are two designated smoking areas: the first located on the concrete pad on Mellen Way next to the bike racks beneath the Public Safety Office's window, and the other behind 11 Mellen Street and 16-18 Wendell Street on the brick patio near the fence.
- Porter Campus - There are two designated smoking areas: the first located to the right of the back door (when entering the building) of University Hall near the loading dock area but under the cover, and the other in front of the farthest garage door (when entering) at 815 Somerville Avenue.

The Brattle campus is a "smoke-free" campus; no smoking is allowed anywhere on the campus.

No advertising, promotional signage, or other sponsorships of tobacco products is permitted at any University-sponsored event. No sale of tobacco or other smoking products shall be permitted in any University-related space or vending machine.

In addition, despite changes to Massachusetts law, the use, possession, purchase, processing, and manufacturing of marijuana – including medical marijuana – remain prohibited under federal law and, thus, are prohibited everywhere on campus.

#### Education and Treatment

The Office of Student Health Services has developed resources to assist students who wish to quit smoking. Students should contact the Office of Student Health Services for additional information.

To assist employees who wish to quit smoking, the University has developed a list of resources, including a smoking cessation program through the University's group health insurance plan, and educational materials and referral services for all employees regardless of insurance status. Employees should contact the Office of Human Resources for additional information.

#### Consequences of Policy Violations

It is the responsibility of all students, employees, visitors, and contractors to observe this policy. Cooperation and consideration between smokers and non-smokers are essential to assure the success of this policy. Students and employees are responsible for informing visitors and guests of this policy and directing smokers to designated smoking areas.

Members of the community who violate this policy, either through their own actions or the actions of their guests, will be required to provide their name and dorm/office location to Public Safety Officers or Resident Life Staff, if requested. After an initial warning, violators of this policy may be subject to progressive discipline or fines and other sanctions. The Dean of Students has instituted a progressive fine procedure for students and continued violations may result in further administrative actions. For employees, the regular progressive disciplinary procedures will be used.

A scent of tobacco or vaping strong enough to suggest that someone has been smoking or vaping in any University room, building, or vehicle, or other prohibited location constitutes a violation of this policy.

A scent of marijuana strong enough to suggest that someone has been smoking or using marijuana anywhere on campus, including in any University room, building, vehicle, or in any outdoor location, constitutes a violation of the Student Drugs and Alcohol Policy and the Employee Drugs and Alcohol Policy.

Any complaint, concern, or dispute regarding this policy should be promptly referred for resolution to the Dean of Students for students and the Director of Human Resources for employees.

#### Policy Changes

The University reserves the right to review and/or change this policy at any time in accordance with any changes in federal, state, or local law, or University rules and regulations.

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## **2.29 Drugs and Alcohol Policy (revised 12/22/16)**

The following policy on drugs and alcohol is designed to address the University's concerns for the health and safety of its community, to prevent alcohol and substance abuse, and to ensure Lesley's compliance with applicable laws, including the Drug-Free Schools and Communities Act.

### Standards of Conduct

Lesley University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of drugs or alcohol in the workplace, including misuse of prescribed medications. This prohibition is in effect on Lesley's property, at University events, in University vehicles, and while conducting University business at any location on or off campus.

Lesley University also prohibits the unlawful manufacture, distribution, dispensing, possession, or use of drugs and alcohol by students, employees and contract employees anywhere on campus, in University vehicles, and as part of University activities.

The use of alcohol is prohibited at any time in the workplace, with the exception of approved department or University social functions, and then only by those 21 years of age and older.

Despite changes to Massachusetts law, the manufacture, distribution, dispensing, possession, or use of marijuana – including medical marijuana – remain prohibited under federal law and, thus, are prohibited everywhere on campus, including in student residential facilities (dorms), parking lots, University vehicles, University buildings, and any other property owned, operated, or leased by the University.

Violation of any law governing the manufacture, distribution, dispensing, possession, or use of alcohol or other, controlled substances, including marijuana, will not be tolerated by Lesley University. The University will cooperate with law enforcement authorities with regard to the manufacture, distribution, dispensing, possession, or use of alcohol or other controlled substances anywhere on Lesley University property or at University functions.

### Reasonable Suspicion of Impairment

Employees are expected to come to work free of impairment resulting from use of alcohol, controlled substances, and illicit drugs whether at night, at lunch, or at any other time.

Depending upon the severity of the condition, if there is reasonable suspicion that an employee is impaired by alcohol or other drugs while at work or at a University function, the employee will be required to leave the campus or University function immediately and will be referred to the University's Employee Assistance Program (EAP). Behavior that may lead to a reasonable suspicion that an employee is impaired by alcohol or drugs includes, but is not limited to, the observation of slurred speech, sleeping on the job, poor balance, loss of concentration, or similar behaviors. It should be noted that these behaviors could also indicate illness, or reactions to medications. Therefore, a supervisor should seek help from Human Resources before taking any action, except in emergencies or where the impairment is obvious (such as slurred speech and a strong smell of alcohol).

A scent of marijuana strong enough to suggest that someone has been smoking or using marijuana anywhere on campus, including in any University room, building, vehicle, or in any outdoor location, constitutes a violation of this policy.

#### Disciplinary Actions

Employees who violate this policy will be subject to discipline and other corrective actions, including but not limited to satisfactory participation in, or completion of, a treatment or education program; suspension; termination of employment; or referral for criminal prosecution.

#### Notice of Conviction

Any employee who is convicted of any criminal drug law for a violation occurring in the workplace is required by federal law to notify the University in writing within five (5) days after the conviction. The federal Drug-Free Workplace Act makes strict compliance with this policy a condition of employment for all federal grants or contracts. Within ten (10) days of learning of a drug conviction, the University must notify the relevant funding agency of the conviction.

#### Legal Sanctions

The University expects its employees to comply with local, state, and federal laws relating to the possession, use, or distribution of drugs and alcohol when they are on University property or taking part in University activities. It is impractical to list all the drug and alcohol related crimes and penalties under local, state or federal law here, but employees should be aware that conviction under the applicable laws can lead to imprisonment, fines, and assigned community service, as well as the loss of professional licenses.

#### Health Risks

Alcohol and substance abuse may be harmful to your health. The effects of drug abuse include, but are not limited to: anxiety, depression, insomnia, hallucinations, hyperactivity, loss of appetite, convulsions, coma, and possible death. Alcohol consumption can also result in changes in behavior, including impaired judgment and coordination, aggressiveness, depression, and memory loss. Repeated use of alcohol can lead to dependence and damage to vital organs.

#### Drugs and Alcohol Education and Treatment

Lesley University supports the efforts of its employees to seek help and advice regarding drugs and alcohol. The University has an Employee Assistance Program (EAP). If employees are concerned about their own alcohol or substance abuse, or that of another employee or member of their family, they are encouraged to contact the EAP directly at 1.877.327.5832, or through their supervisor, or Human Resources.

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### **2.30 Sustainability Vision Policy (revised 1/1/07)**

Lesley University seeks to provide education and tools within the community to engage in just and sustainable practices. We honor the complexity of sustainability, as it connects to environmental, social and economic resources. Our goal is to empower individuals, and the institution, to contribute to a sustainable community, through a deeper understanding of the ecological connections that bind us all together, through the creation of opportunities for action, and through ongoing assessment of our progress. <http://www.lesley.edu/sustainability/>

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### **2.31 Travel Policy and Procedures (revised 1/1/16)**

The Lesley University Travel Policy provides guidelines and establishes procedures for employees travelling on University business.

For information on how to make travel arrangements and the University Travel Policy, please visit the [Finance: Travel Page](#)

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### **2.32 Unequal Consensual Relationships Policy (revised 7/7/14)**

**Purpose:** To prevent actual or apparent favoritism, bias, coercion, exploitation, conflicts of interest and other problems arising from romantic or sexual relationships (a) between Lesley students and Lesley employees and (b) between members of the Lesley University community who are in supervisory relationships.

**Scope:** Lesley University Community

**Policy Statement:** Because of the inherent risk of impropriety or harm, Lesley University prohibits romantic or sexual relationships between students and employees (including faculty). This includes relationships that occur when the University is not in session or the employee or student is on leave. Examples include, but are not limited to, relationships between:

1. Faculty and student
2. Adjunct faculty and student
3. Teaching assistant and student

Lesley also prohibits romantic or sexual relationships between members of the Lesley community when one of those individuals has an advisory, supervisory, or managerial responsibility over the other (collectively, “supervisory relationships,” defined below).

#### **Definition of Supervisory Relationship**

For the purpose of this policy, a “supervisory relationship” is defined broadly. “Supervisor” in a supervisory relationship is defined as the individual who has an educational, advisory, or managerial responsibility over the other. Supervisory relationships include, but are not limited to,

1. manager and report, direct or indirect
2. faculty member and faculty member
3. adviser and advisee

4. counselor or health professional and patient
5. coach and student athlete
6. student resident and individuals who supervise the student living environment
7. student and individuals who participate with students on trips and excursions
8. contractor and student
9. contract employee and student
10. vendor and student

11. purchaser and vendor

These examples are illustrative and not exclusive. Supervisory relationships may be formal or informal.

**Pre-Existing Relationships:** If an individual with a pre-existing romantic or sexual relationship joins the Lesley community, and one of the people in the relationship is a student, each person must notify his or her Dean or Vice President immediately. The Dean or Vice President, in consultation with the Director of Equal Opportunity and Inclusion/Title IX Coordinator (the “Director”), will take steps the Dean or Vice President and the Director deem necessary or desirable to minimize the impact on the student’s educational experience at Lesley. The steps can range from no action, to the recusal of the employee or faculty member from matters involving the student, to changes in the employee’s or faculty member’s job requirements, teaching, advising, service, or other duties. Failure to comply with this disclosure requirement is a violation of this policy and grounds for appropriate corrective action, up to and including dismissal from employment with the University.

New employees with pre-existing relationships with current employees should notify the Director of Human Resources and refer to [Section 3.15](#) of this Employee Handbook:

**Report an Incident to any one of these Lesley University officers:**

Ms. Jane Joyce  
Director of Human Resources and EEO Officer  
29 Everett Street  
Cambridge MA 02138  
617.349.8785  
Email: [ajoyce5@lesley.edu](mailto:ajoyce5@lesley.edu)

Dr. Nathaniel Mays  
Dean of Students and Interim Title IX Coordinator  
29 Everett Street  
Cambridge MA 02138  
617.349.8539  
Email: [nmays@lesley.edu](mailto:nmays@lesley.edu)

These officers were selected to provide all members of the Lesley community with the opportunity to initiate a complaint in a place in which they feel comfortable doing so. If the complaint is against one of these officers, the complaint may be initiated with one of the other officers.

### **Manager Responsibility:**

Any manager who receives a complaint or otherwise learns of a relationship prohibited by this policy must immediately contact one of the three University officers listed above.

A manager's failure to promptly report a relationship prohibited by this policy may warrant disciplinary action, up to and including dismissal from employment at the University. A manager's failure to report may also lead to personal liability under law.

### **Employee and Student Responsibility:**

Everyone at Lesley University has the responsibility to assure that romantic or sexual relationships between individuals in unequal positions do not occur in our environment. The potential for actual or apparent favoritism, bias, coercion, exploitation, conflicts of interest, and other problems exist in these kinds of relationships. Furthermore, the relationship may be less consensual and perceived in a different way by each of the parties to it. Moreover, these types of relationships can have a negative impact on other members of the Lesley community.

Lesley University expects members of our community to avoid any behavior that could reasonably be interpreted as a violation of this policy and to immediately report any suspected violations.

Employees have additional responsibilities. In situations where two employees in a direct reporting line become romantically or sexually involved, both parties are required to disclose their relationship to the Director of Human Resources. One of the individuals will be required to move to a different supervisory line within thirty (30) days of the disclosure. Failure to comply with this disclosure requirement is a violation of this policy and grounds for appropriate corrective action, up to and including dismissal from employment with the University.

### **Reporting a Violation of this Policy:**

Reports of a violation of this policy should be submitted verbally or in writing and can be made to anyone in a managerial position, e.g. Chair, Deans, Division Director, Department Head, Director, or Vice President, or specifically to one of the University officers listed above.

### **Investigation of Complaints:**

Lesley University will promptly and fairly investigate all reports of relationships that may violate this policy and will do so in accordance with Lesley University's [Discrimination and Harassment Complaint Resolution Procedures](#).

### **Protection Against Retaliation:**

Lesley strictly prohibits any form of retaliation against a student or employee who in good faith submits a report of a possible violation of this policy or who cooperates in the investigation of a report.

### **Confidentiality:**

Reasonable efforts are to be made to protect the privacy and confidences of all parties during the investigation without compromising the thoroughness of the investigation or fairness to the parties, and consistent with and subject to the University's need to investigate the complaint and/or implement any corrective action.

**Corrective Action:**

Every report of a violation of this policy will be investigated and corrective action will be taken where appropriate. Any such action can lead to disciplinary action, up to and including dismissal from the University educational programs or dismissal from employment with the University.

**Duty of Good Faith:**

Lesley University prohibits any member of the Lesley community from knowingly or recklessly bringing a false complaint against another member of the Lesley community.

*Lesley University is an equal opportunity, affirmative action educator and employer. The foregoing [Unequal Consensual Relationship Policy](#) is designed to enhance access to and understanding of Lesley's policies and is not intended to create a contract between Lesley and its employees or other persons. Lesley reserves the right to amend or revoke its policies at any time without notice.*

Revised: July 7, 2014

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**2.33 Policy Related to the Use of Drones and Other Unmanned Aircraft Systems on Campus (revised 2/1/16)**

**Purpose:** To address the safety of the community and to ensure compliance with all applicable federal, state, and local laws, Lesley University issues this interim policy governing the use of unmanned aircraft systems, also known as UAVs (unmanned aerial vehicles) or drones, to facilitate their safe and lawful use. The University recognizes the importance of this emerging technology as it relates to University uses (aerial photography, art, mapping of various natural resources and other academic possibilities, community projects, marketing applications, and oversight of Lesley property and buildings). However, according to current FAA rules, almost all ownership and uses of drones require appropriate FAA registration or approval. Moreover, the operation of drones presents safety and privacy concerns.

**Policy:** The operation of drones or UAVs is regulated by the Federal Aviation Administration (FAA) and relevant state law. Lesley has adopted an interim policy that the operation of a drone on, in, or over Lesley University property or for purposes of Lesley University employment, study, or other University activities, is prohibited. This policy applies to Lesley University employees, students, and contractors. This policy also prohibits the recreational use of drones by anyone on, in, and over Lesley University property.

We encourage everyone to leave drones and similar devices at home. Any drone owned by the University must be safely locked up.



Anyone who observes someone using a drone is required to report it to the Public Safety Office immediately. Lesley's Public Safety Office reserves the right to confiscate the drone if the drone is in use on the campus. If any student, faculty, and/or staff is found to have violated this policy, it may constitute a violation of our Community Standards of Conduct and that person may be subject to disciplinary action.

Until this policy is superseded by a permanent one, this interim policy may be revised in writing by the Vice President for Administration as necessary or appropriate in light of institutional experience and/or external regulatory changes.

Effective: February 1, 2016

Office: Vice President for Administration

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### **2.34 Policy Related to Use or Possession of Hoverboards and Similar Modes of Transportation on Campus (revised 2/1/16)**

**PURPOSE:** To address the safety of the University community, the University is issuing a temporary campus-wide ban on the use and possession of hoverboards and similar devices. The safety of the members of the Lesley community is our first concern. In addition, given the significant number of wood-frame buildings on campus, the risk of fire is also of concern.

**POLICY:** Lesley University prohibits the use and possession of hoverboards due to a series of serious malfunctions of the current batteries. These malfunctions have been linked to fires in 12 states as well as a significant number of reported serious personal injuries. The campus-wide ban, which includes all buildings and parking lots, is effective immediately.

On January 21, 2016 the Chairman of the U. S. Consumer Product Safety Commission called for a suspension of all on-line sales of hoverboards until the Commission completes its safety review and appropriate recommendations are implemented. Last month, a number of retailers voluntarily pulled hoverboards from their shelves amid reports of fires and explosions caused by poor quality lithium-ion batteries in the devices that are prone to malfunction and overheating. To date, 16 fires have been reported across the country and the U. S. Consumer Product Safety Commission is investigating another 22 reports of fires and 70 emergency room visits for associated burn injuries. Many airlines, businesses, cities/towns, and colleges/universities have already banned hoverboards, until safety issues are resolved.

No hoverboards or similar devices are permitted on campus for any reason unless approved in accordance with the Americans with Disabilities Act. This includes self-balancing scooters, battery-operated scooters and hands-free Segways. Lesley's Public Safety Office reserves the right to confiscate these items if they are found on campus. If any student, faculty and/or staff is found to have violated this policy, it may constitute a violation of our Community Standards of Conduct and that person may be subject to disciplinary action.

Once the Consumer Product Safety Commission completes its safety review and appropriate recommendations are implemented and hoverboards are found to meet general safety standards, we will reevaluate this prohibition and update the campus at that time. At that point, we will focus our attention on how to address the safe co-mingling of pedestrians and hoverboards and hoverboard-like vehicles.

Effective: February 1, 2016

Office: Vice President for Administration

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## **2.35 “Whistleblower” Policy (revised 5/29/13)**

### **I. Notification**

**Reporting Responsibility.** All members of the University community (faculty, adjunct faculty, staff, students, trustees, vendors, contractors, consultants, guests, and visitors) are encouraged to report any concerns relating to the University’s financial matters or violations of any law or University policy. The University’s employees must notify the University with any concerns relating to the University’s financial matters or violations of any law or University policy. Examples include:

- fraud, dishonesty, or deception regarding accounting, financial controls, financial reporting, audit, and other financial matters
- fraud, dishonesty, or deception regarding tax matters
- unauthorized alteration or manipulation of personal or University data
- pursuit of personal financial gain at the expense of the University
- misappropriation or misuse of University resources
- authorizing or receiving compensation for goods not received or services not performed
- violations of law or regulation such as laws protecting minors or disabled persons
- violations of University policies such as the Acceptable Use Policy

The University also expects its employees to notify the University of any violation of this Whistleblower Policy.

**Whom to Notify.** Notification can be made to any of the following persons:

- An employee’s immediate supervisor
- Marylou Batt, Vice President of Administration, 617-349-8564, [marylou.batt@lesley.edu](mailto:marylou.batt@lesley.edu)
- Richard Hansen, Provost, 617-349-8587, [richard.hansen@lesley.edu](mailto:richard.hansen@lesley.edu)

- Shirin Philipp, General Counsel, 617-349-8505, [legal@lesley.edu](mailto:legal@lesley.edu)
- The Chair of the University's Audit Committee of the Board of Trustees, who is currently Michael E. Mooney, 617 439 2342, [MMooney@nutter.com](mailto:MMooney@nutter.com)

Notifications may also be made anonymously at this website:

<https://intranet.lesley.edu/quality-of-life/feedback-submission-form/>

All notifications must then be presented to Shirin Philipp, as General Counsel, unless the notification concerns Ms. Philipp or the General Counsel's office, in which case the notification must be presented to Marylou Batt, as Vice President of Administration. If the notification concerns both Ms. Philipp and Ms. Batt, the notification must be presented to the Chair of the University's Audit Committee. The investigation shall be conducted as set forth below.

Form of Notice. The notification should specify in reasonable detail the nature of the concern and the persons involved in and with knowledge of the financial matter or violation. Notification should be made in writing so as to promote a clear understanding of the issues raised, but also may be made orally. It should be accompanied by any available supporting documentation. Notification may be made anonymously.

## **II. Acting in Good Faith**

Anyone submitting a notification concerning the University's financial matters or violations of any law or University policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. A reporting person need not be certain that a violation has occurred. Any allegations that are made in bad faith will be viewed as a serious disciplinary offense and the reporter may be subject to disciplinary action and legal claims.

## **III. Investigation**

The General Counsel (or the Vice President of Administration or the Chair of the Audit Committee) will promptly investigate or delegate investigation of reports of violations and all individuals involved are required to cooperate with such investigations. To the extent practical and appropriate under the circumstances, the identity of anyone who submits a notification or who participates in a resulting investigation will not be disclosed. However, confidentiality cannot be guaranteed.

Depending on the nature of the reported violations or the results of the investigations, matters may be reported to the President's Cabinet, the Audit Committee, or the Board of Trustees.

Notifications about matters that are covered by other policies and procedures of the University such as (by way of example only) the Conflict of Interest Policy, the Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy, or the Faculty Grievance Procedure, will be addressed in accordance with the procedures set forth in those other policies or procedures.

## **IV. No Retaliation**

It is a serious violation of law (with possible criminal penalties) and of this policy to retaliate or threaten retaliation in any form against an individual who in good faith reports a concern about the University's

financial matters or a suspected violation of law or University policy (even if the report is mistaken) or who assists in the investigation of a reported violation. Examples of prohibited retaliation include:

- termination
- demotion
- suspension
- harassment
- failure to consider for promotion
- any other negative action, made directly or indirectly, against a reporting person

Such acts will result in appropriate disciplinary action up to and including termination of employment or dismissal from the University. Anyone who experiences or has knowledge of such retaliatory actions must provide notice immediately pursuant to the procedures described above.

#### **V. No Contract; Amendments**

This policy does not create any contractual right or obligation between the University and any employee or other person. The University reserves the right to amend this policy at any time.

Adopted by the Board of Trustees: October 4, 2012

Amended by the Audit Committee: May 29, 2013

## Section III EMPLOYMENT AT LESLEY

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### **3.1 Conditions of Employment (revised 1/1/07)**

Employees of Lesley University are expected to meet a standard of conduct that upholds the values and reputation of the University, and includes treating each person with dignity and respect. While on University premises or while representing the University elsewhere, you are expected to demonstrate proper regard for University policy, compliance with applicable state and federal laws, and for the rights of others. Lesley University reserves the right to take appropriate action, if an employee engages in illegal conduct off campus that affects her/his ability to fulfill her/his job responsibilities or behaves in a manner that damages the reputation of the University. Please see the [Community Standards of Conduct](#), in the **General Policies** section of the Handbook for more information.

If you have any questions or concerns, please talk with your supervisor or the Director of Human Resources at 617-349-8785.

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### **3.2 Confidential Information (revised 1/1/07)**

The University is committed to protecting the privacy of individuals and the confidentiality of records. As part of their job responsibilities, many employees have access to confidential information. Any employee who has access to confidential information is responsible for making sure that this commitment to protect individual privacy is upheld. Failure to maintain this confidentiality may result in disciplinary action including termination. In addition, no employee is allowed to use confidential information about another individual for his/her own gain. Certain information must be maintained in accordance with the [Data Security Policy](#). If you need further information please contact your supervisor, or the Director of Human Resources at 617-349-8785.

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### **3.3 Background Checks (revised 1/20/17)**

Employment at Lesley University is contingent on satisfactory completion of reference checks, CORI (Criminal Offender Record Information) and other appropriate background checks, depending on your position within the University (see Criminal Background Check Policy below). Lesley University complies with all relevant provisions of the Fair Credit Reporting Act ("FCRA") and other applicable state laws, including DMV (Department of Motor Vehicles) Motor Vehicle Records (MVR's) for employees responsible for driving Lesley vehicles.

Employees are required to notify the University of any criminal charges or convictions within 24 hours of the court proceedings.

## **Lesley University Background Check Policy**

### **Criminal Background Check Policy**

This policy is applicable to the criminal history screening of prospective and current employees, interns, and independent consultants whose assignments will primarily consist of engaging with children 18 years of age or younger (“applicants”). The university also requires certain vendors, whose employees are assigned to perform services at the university on a regular basis, to conduct background checks on their employees.

The University conducts Massachusetts Criminal Offender Record Information (CORI) checks, sex offender registry information (SORI) checks, and other criminal history checks (together, “criminal history checks”) on all applicants for employment and consulting work. In addition to such initial criminal history checks, the University also conducts criminal history checks on current employees and interns working in the Threshold Program and any University program for high school students or children 18 years of age or younger, at least once every three years. The University follows the practices and procedures set forth in this Background Check Policy.

#### **I. CONDUCTING CRIMINAL HISTORY INFORMATION SCREENING**

Criminal history checks will only be conducted as authorized by law and only after the appropriate authorization forms have been completed by the applicant or employee. If a new criminal history check is to be made on an employee within a year of his/her signing the authorization forms, the employee will be given seventy-two (72) hours’ notice that a new criminal history check will be conducted.

#### **II. ACCESS TO CRIMINAL HISTORY INFORMATION**

All criminal history information that is obtained is confidential, and access to the information must be limited to those individuals who have a “need to know”. This may include, but not be limited to, hiring managers, staff submitting the criminal history requests, and staff charged with processing job applications. We shall maintain and keep a current list of each individual authorized to have access to, or view, criminal history information.

#### **III. CRIMINAL HISTORY INFORMATION TRAINING**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the Massachusetts Department of Criminal Justice Information Service (DCJIS).

#### **IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

Criminal history information used for employment and consulting purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

## **V. VERIFYING AN APPLICANT'S IDENTITY**

If a criminal record is received, the information is to be closely compared with the information on the authorization form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the criminal history record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the criminal history record and documents provided by the applicant.

## **VI. INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision regarding employment or consulting opportunities, the applicant shall be provided with a copy of the criminal history record prior to questioning the applicant about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the applicant.

## **VII. DETERMINING SUITABILITY**

If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the applicant, and the applicant does not dispute the record's accuracy, then the determination of suitability for the employment or consulting opportunity will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the applicant at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the applicant or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

## **VIII. ADVERSE DECISIONS BASED ON CORI**

If the Office of Human Resources is inclined to make or recommend an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The applicant shall be provided with a copy of this background check policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The applicant will then be provided with an opportunity to dispute the accuracy of the criminal history record. Applicants shall also be provided a copy of DCJIS' "Information Concerning the Process for Correcting a Criminal Record" as well as "A Summary of Your Rights Under the Fair Credit Reporting Act."

## **IX. SECONDARY DISSEMINATION LOGS**

All criminal histories are confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record *any* dissemination of criminal histories outside the University, including dissemination at the request of the applicant or employee.

### **OTHER BACKGROUND CHECKS POLICY**

As appropriate for the position, the University may also conduct credit checks or other background checks on prospective and current employees. For example, the University conducts credit checks on prospective employees whose position requires access to financial information about the University, its students, or its employees. The University will comply with the Fair Credit Reporting Act when it conducts credit checks. The University may also conduct other background checks, such as a review motor vehicle driving records for insurance purposes, as the University may deem necessary or desirable from time to time.

*Adopted by the Office of Human Resources on September 2014  
Revised November 4, 2015*

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### **3.4 Employee Identification Card (revised 1/1/07)**

All employees are issued a Lesley University Employee Identification Card upon hire, which entitles them to certain privileges at various campus facilities, including the library and fitness center. Your identification card is also your Lesley Library Card and ID card for the Fitness Center .

Lesley University has implemented a [Lesley One-Card Program](#) to provide secure identification and card-swipe facility and parking access - plus a flexible spending account for convenient card purchasing of food, items from the bookstore, printing on campus, and select off-campus restaurant and retail outlets.

Your supervisor will arrange for you to have your I.D. photo taken shortly after you begin work. If you lose your I.D. card, notify the Office of Public Safety at 617-349-8888 immediately. The I.D. card is the property of Lesley University and you must return it to your supervisor upon termination from the University.

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### **3.5 Employee Orientation (revised 1/1/07)**

The Office of Human Resources conducts an Employee Orientation, designed to welcome you to the University and provide essential information about the University, its employee benefits, policies and procedures. You will be notified about your orientation prior to your start date and we strongly encourage you to attend. Additional information is available from your supervisor or from the Recruitment and Benefits Manager at 617-349-8787.

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### **3.6 Introductory Period (revised 1/1/07)**

Staff and administrative employees must successfully complete an introductory period of three months at the start of their Lesley University employment. The introductory period is a time for you to learn about your job, and become familiar with your new surroundings, and it is a time for the University to assess your skills and abilities. Under certain circumstances, the introductory period may be extended for an additional three months, and/or your employment may be terminated if you cannot meet the requirements of the position for any reason. Paid time off accrues but may not be used during this period except for extreme circumstances. All non-faculty employment at Lesley University is on an “at-will” basis both during and after the introductory period.

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### **3.7 Dress Code (revised 1/1/07)**

While Lesley does not have a formal dress code, the University's public image is of significant importance to the current and future achievements of the University. With this in mind, employees are expected to use good judgment in grooming, appearance, personal hygiene, and personal habits so that a professional and positive image is conveyed within the Community and to the public at all times. Management may establish standards for attire that are appropriate to tasks and working conditions. Any questions or concerns should be referred to Human Resources at 617-349-8787.

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### **3.8 Classification and Schedule of Work (revised 12/1/16)**

The University has seven classifications of employees:

#### **Non-exempt**

Non-exempt employees hold positions, which do not fall into one of the exempt categories or as defined by the Fair Labor Standards Act and are eligible for overtime pay. These employees are paid on the bi-weekly payroll.

#### **Exempt**

Exempt employees hold executive, administrative, professional positions as defined by the Fair Labor Standards Act, and are not eligible for overtime compensation. These employees are paid on the monthly payroll.

#### **Faculty**

Core faculty are defined as those academic personnel engaged in the delivery of academic instruction, research, academic advisement and supervision of students in field placements. Non-unionized core faculty may also supervise other faculty. All personnel defined as faculty engage in teaching, which results in credit generation as their primary workload. Non-unionized core faculty are paid according to contract (usually 9, 10 or 12 months) and are benefits-eligible if they meet the eligibility criteria. Unionized core faculty are paid in accordance with their [Collective Bargaining Agreement \(CBA\)](#) for the duration of the CBA.

**Adjunct Faculty**

Adjunct faculty is defined in accordance with the [Collective Bargaining Agreement](#) between Lesley University and the Services Employees International Union (SEIU) CTW Local 509..

**Term-Limited**

An employee (administrator or support staff) with an assignment that is expected to last three months or longer (e.g., a grant funded position). A term-limited employee is eligible for benefits provided they work at least 17.5 hours per week.

**Temporary**

A temporary employee (administrator or support staff) employed by Lesley works for a specific, limited period of time up to 1,000 hours per year. A temporary employee is eligible to receive certain benefits which may vary depending on the expected number of months, and hours per week, he/she is expected to work, including eligibility for sick leave under the Massachusetts Sick Leave Law.

**Work Study Student**

Students who have applied for financial aid and have been awarded Federal Work Study, have the opportunity to apply for available work study positions posted on the financial aid web site. Students who work under the work study program are limited to a maximum of 20 hours per week, and can only earn the amount of work study that has been awarded. Work study students are not eligible for benefits.

**Schedule of Work**

The number of hours you are scheduled to work and the duration of your position determine your employment status:

**Regular Full Time**

A regular, full-time employee is assigned to work an average of 35 to 40 hours or more per week, and is eligible for benefits.

**Regular Part-Time**

A regular part-time employee is scheduled to work fewer than 35 hours per week. Employees who work at least half time (17.5 hours per week) and/or less than 35 hours a week are eligible for prorated benefits. Please contact the Benefits Specialist at 617-349-8784.

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**3.9 Work Schedules and Meal Breaks (revised 1/1/07)**

The regular workweek for hourly paid employees normally consists of 35 hours a week, Monday through Friday, with core business hours from 9 a.m. to 5 p.m., and one unpaid hour a day for lunch. The work schedules may vary in some offices. The manager/supervisor will strive to maintain departmental coverage during lunch arrangements. Times for lunch will vary and are determined in conjunction with each Supervisor. All employees are entitled to a meal break when they work six (6) or more hours.

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### **3.10 Alternative Work Schedules/Arrangements (revised 1/1/07)**

Lesley University will attempt to provide alternative work schedules/arrangements for employees where deemed appropriate by management as a means of helping employees to balance work and life responsibilities and to help the University meet business objectives. Lesley is sensitive to the needs of its employees though a formal flexible work schedule is not in place. However, not all positions are suited for, or eligible for, alternative work schedules/arrangements. Upon request from an employee, Department Heads should consult with the Director of Human Resources on alternative work schedules and arrangements and potential impact on the University. Lesley reserves the right to approve, deny, or terminate any alternative work schedule/arrangement at any time, at its sole discretion. The University reserves the right to establish working hours and conditions as required by business needs.

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### **3.11 Closing Due to Inclement Weather (revised 1/1/07)**

In general, it is the policy of the University to conduct classes and continue to function except in the most adverse weather emergencies (for more information about emergency procedures [click here](#)). Circumstances that require the University to close because of weather emergencies are few.

A decision to close the Doble, Porter, Brattle Campus and Lesley courses held at Bunker Hill Community College, or to cancel classes, is made only by the Vice President for Administration in consultation with the President of the University and the Provost. The decision to close is based upon constantly updated weather, road conditions and other emergency information. Once a decision to close the University has been made, Lesley will post the information on the Lesley University website ([Lesley Weather Alert](#)), and record a message on Lesley's main telephone number (617-868-9600); and for weather related closing we notify local Boston television stations (Channel 4 (WBZ), Channel 5 (WCVB), Channel 7 (WHDH), and Channel 6 (NECN); and alert local radio stations 1030 AM, and 90.9FM to broadcast the announcement. In addition, 90.9FM will post all school closings on their website ([www.wbur.org](http://www.wbur.org)). You may also receive storm closing notification via text messaging through [Lesley's Emergency Alert System](#).

Cancellation of off-campus classes including our partnerships with community colleges, will be based on local conditions and are handled at the site location. For our off-campus classes, the local site coordinators and faculty, who will advise students in advance of notification procedures for individual class or site cancellation due to weather emergencies would coordinate communications with Lesley's Regional Operation Manager, contact 866-600-7034 (cellular telephone number). For our community college partnerships the off-site contact would communicate with the Learning Center for the Adult Learner LCAL.

In reaching a decision concerning the possibility of a closing during office hours, careful attention will be given to the expected intensity and duration of a storm. If a decision is made during the workday, the Provost and Vice President for Administration will notify faculty and staff through their respective deans and department heads or designees. Each department is expected to have plans for orderly notification and dismissal of employees. Consideration should be given first to dismissing employees with the most difficult commutes (based on distance and storm conditions).

In exceptional circumstances during inclement weather, you may have a compelling need to leave work or to be absent even though the University officially remains open. In such cases, the respective dean,

department head or directors may permit you to be absent, but with the understanding that the absence will be charged against your accrued personal or vacation days ([Lesley's Liberal Leave](#) will apply). If you have no vacation or personal time accrued, and your supervisor approves, you may take the day off without pay. Please note that Lesley's Negative Leave Balance Policy states that should an employee have a negative balance in sick, vacation, and personal time greater than one regularly scheduled week, the employee will be asked to authorize the deduction from his/her pay in the future.

While predicting the weather is inherently uncertain, the decision to close will be made as early as possible in order to ensure that neither our students nor employees find themselves in dangerous traveling conditions.

If there are any questions about the status of the University due to weather, staff and faculty should check the Lesley website ([Lesley Weather Alert](#)) or call the main switchboard at 617-868-9600 for a detailed message. If there is no message to the contrary, the University will be open.

Faculty should refer to the [faculty handbook](#). For additional questions, contact your immediate supervisor.

#### **Inclement Weather Pay**

If the University closes for a workday, and you were planning to be at work on that day, you will be paid at your regular rate of pay for the whole day.

If you had previously planned to take a paid day off on a day when the University closes for the workday, your planned time off will be deducted from vacation, personal, or sick time balances, depending on the reason for the day off.

If the University delays opening, or closes early for the day, and you are at work at the time of the decision to close early, you will be paid at your regular rate of pay for the whole day.

If the University remains open, but an employee wants to leave early due to the weather and the commute, s/he must request permission to leave from her/his immediate supervisor. If the employee wants to take the day off due Each situation will be evaluated on its own merits.

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### **3.12 Absenteeism and Tardiness (revised 1/1/07)**

Employees are expected to be punctual and dependable in attendance. Absence and lateness hinder the effectiveness of the work of the department and Lesley University, and frequently create an unfair burden on other employees.

Employees must notify their immediate supervisor directly within an hour of their scheduled start time if they are ill or otherwise unexpectedly unable to work. Voice mail messages or messages to another person in the department must be followed by direct personal contact by the individual employee with the supervisor. Excessive absenteeism or repeated tardiness may result in disciplinary action up to and including termination.

If you fail to report to work for five consecutive days without notifying your supervisor, you will be notified in writing that this absence is considered your voluntarily separation from employment. If the absence is foreseeable (i.e. the employee is scheduled for an appointment), the employee must provide 7 days advance notice, or more if possible.

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### **3.13 Access to Personnel Files (revised 1/1/07)**

All employment records are the property of Lesley University and are kept confidentially by Human Resources. Your supervisor may obtain access to your employment records only when necessary for job-related reasons.

You may review your own personnel file by requesting an appointment with Human Resources at least 24 hours before you would like to review your file. In addition, by written request, you may obtain a full copy of your personnel file within five business days from the receipt of your request.

Parties outside the University are not provided access to any employee's personnel file unless you provide a written release, or access is required by law, or by the University's General Counsel. The storage and release of any personnel file information shall be in strict compliance with the University's [Data Security Policy](#), and all applicable laws and regulations, including the Massachusetts Personnel Record Law and the Massachusetts Data Security Law.

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### **3.14 Personal Information Changes (revised 1/1/07)**

If you have any change relating to personal information that would be contained in your employment record, such as your name, address, phone number, or marital status, please visit the [Human Resources website](#) at <https://intranet.lesley.edu/human-resources/>. Inaccurate information may lead to problems such as misdirected checks or W-2s, or delays in contacting you, or your family, in case of an emergency. How to make changes to your personal information:

- Log into [Employee Self Service Portal - ADP Self Service Portal](#).
- To change address, phone number, or emergency contacts, select the menu option Personal Information
- To change W4 tax information (marital status or exemptions), select the menu option Pay and Taxes

Please contact Human Resources extension 8787 to make a change to your name.

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### **3.15 Employment of Members of the Same Family/ Household (revised 7/1/14)**

Relatives are defined as the employee's spouse, domestic partner, siblings, parents, children, step-children, and persons related by marriage.

Relatives of present employees may be hired by the University only if the individuals concerned do not work in a direct supervisory relationship, and the employment does not pose difficulties for supervision, security, safety, or morale. Present employees who marry, or who become related by marriage, are permitted to continue employment with the University only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale.

If employees who marry, or who become related by marriage, or who engage in a long-term personal relationship, do work in a direct supervisory relationship with one another, the supervisor, in consultation with Human Resources, may reassign the affected employee to insure there is no direct supervisory relationship.

Relatives of employees are eligible, as anyone else, to apply for all open and posted positions within the University and are considered for those positions based upon their own qualifications and not their familial relationships to other employees. Relatives are not hired for positions where there is a direct or close reporting relationship among the relatives.

Employees should also be aware of the University's policy on romantic or sexual relationships between employees, as set forth in the [Unequal Consensual Relationships Policy](#) (see section 2.25).

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### **3.16 Employee Referral Program (revised 1/1/07)**

A Lesley University employee who refers an employee to the University who is subsequently hired will receive a total bonus of \$400. The referring employee will receive \$250 when the new employee starts work. If both employees remain employed with the University for six months, the referring employee will receive an additional \$150. This referral payment is a generous benefit and all Lesley employees are actively encouraged to participate in this program.

Notice of a referral must be given to Human Resources after a referral applies and before a hiring decision is made.

Hiring managers with direct or indirect reporting relationships with candidates, Human Resources staff, and employees who refer immediate family members are not eligible for this program.

**Employee Referral Form** [pdf]: <https://intranet.lesley.edu/hr/forms/> (under Employment Forms)

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### **3.17 Children at Work (revised 1/1/07)**

For safety and other reasons, Lesley University requests that employees refrain from bringing their children to work. Please refer any questions about this policy to Human Resources.

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### **3.18 Copyright and Other Intellectual Property (revised 1/1/07)**

Lesley University is dedicated to academic freedom as a means to scholarly inquiry and academic production. As such, Lesley University encourages its faculty, staff, and students to create intellectual property and rewards them by recognizing their rights. The Lesley University Policy on Ownership of Intellectual Property found in the [faculty handbook](#) maintains the traditional norms that foster scholarly inquiry and academic production, allowing authors to retain ownership in their intellectual property unless Lesley University has invested substantial resources or otherwise merits ownership of the intellectual property. The entire policy can be found in the [faculty handbook](#) on the Office of the Provost site. If you have any questions or concerns, please contact the General Counsel at 617-349-8505.

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### **3.19 Personal Belongings (revised 1/1/07)**

The University makes consistent efforts to maintain the security of its facilities. However, Lesley does not assume any liability for missing or damaged personal items including personally owned equipment (i.e., computer, wallet, vehicles, etc.). We request that you do not bring valuable items to work. Purses/valuables should never be left in an accessible place or vehicles. Whenever possible, personal belongings should be left in locked areas only. Report all incidents of stolen or missing property to Public Safety Office at 617-349-8888.

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### **3.20 Personal Business (revised 1/1/07)**

Non-Lesley related business must be conducted outside of your working time. Friends, relatives and others are asked not to visit or call you at work, unless there is an emergency. Similarly, you are requested to keep personal telephone calls or e-mails to a minimum both in length and frequency. While the University permits limited personal use of the digital environment, that limited use may not consume significant resources or interfere with the user's job or responsibilities. For more information on personal usage of the digital environment at Lesley see [Acceptable Use Policy 2.1](#)

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### **3.21 Service and Merit Awards/Employee Recognition (revised 9/20/14)**

The University annually recognizes and rewards employees for their years of service at five-year intervals. These employees are presented with awards given by the President at the End of the Year Message and Awards Ceremony. Temporary work at Lesley does not count toward years of service.

The annual Lesley Impact Award recognizes members of the faculty and staff who best exemplify the values and mission of Lesley, and who have made meaningful contributions to the Community. Employees have the opportunity to nominate their peer colleagues with prior Impact Award Winners driving the selection process.

The University established a scholarship fund as a tribute to Melissa Janot. Annually the Melissa Janot Recognition Award is awarded to a staff member or members of the Lesley community who emulate(s) the attributes of Melissa Janot's life, as a thoughtful and compassionate leader, someone committed to providing superior service to students and staff, and someone who is a true mentor and friend. Employees have the opportunity to nominate their peer colleagues for the award. Nominations are sent to the Office of Human Resources and the recipient(s) are presented with the award by the President at the End of the Year Awards Ceremony.

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### **3.22 Solicitations and Distributions (revised 1/20/17)**

In order to prevent litter and disruption in the operations of the University, inconvenience to students, staff and faculty, the following rules apply to solicitation or distribution of literature and fundraising by or to University personnel.

- (1) *Non-employees -- Outside Parties* - Individuals who are not employed by Lesley University may not solicit or distribute materials on University property at any time.
- (2) *Distribution* – Employees may distribute union related literature or materials after notifying the Office of Administration. With respect to other solicitation, for any purpose not directly related to an employee's assigned work, an employee may not distribute, if the employee is on University property and if it is neither the employee's working time or the working time of any employee approached. Additionally, distribution of written materials of any kind is prohibited at all times in all working areas on University property. Employees may distribute written materials to other employees in non-work areas during non-working time.
- (3) *Solicitation* - Employees may not orally solicit others for any purpose not directly related to the employee's assigned work. Employees may not orally solicit other employees for any purpose not directly related to the employee's assigned work, if the employee is on University property and it is during the employee's working time or the working time of the employee being solicited. Employees may solicit other employees when both parties are not on working time.
- (4) *Posting / Bulletin Boards* – Generally, employees may not directly or indirectly sell any item, or post literature or other materials, on University property without proper authorization.

As used in these rules, the term "working time" means the period of time that is spent in the performance of actual job duties, and does not include meal periods or breaks. "Work areas" does not include break areas or parking lots.

***This Policy does not apply to student fundraising or other student activities which are approved through the Office of Student Life and Academic Development***

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### **3.23 Termination (revised 1/1/07)**

See [TERMINATION BENEFITS](#) in the [LESLEY UNIVERSITY BENEFITS](#) section of the Handbook regarding benefits continuation after termination. When an employee's employment with Lesley is ended, the Office of Human Resources notifies Information Technology to terminate that individual's access to telephone and email services.

#### **Involuntary**

The University has the right to terminate the employment of any employee without notice i.e. non-unionized at-will employees or when it is in the University's best interest to do so. Involuntary terminations include, but are not limited to poor performance, misconduct, and layoff.

The process for involuntary terminations for collective bargaining employees will be in accordance to the respective collective bargaining agreement.

#### **Layoff**

Occasionally, situations such as reorganizations, terminations of grants or contracts, or lack of funding may result in the eliminations of positions. In these cases, the affected employees will be given notice of their upcoming layoff from work as soon as possible.

#### **Misconduct**

Certain conduct is so serious and inconsistent with Lesley's standards that it may justify immediate discharge. This list includes some examples of major misconduct offenses but is not all-inclusive.

- Serious violation of law or regulation
- Extreme unprofessional behavior
- Verbal or physical abuse
- Harassment/discrimination of any nature
- The use, sale or transfer of drugs that are legal/illegal or legal/illegal use, sale or transfer of drugs classified as controlled substances under the law
- Insubordination
- Violation of safety or security regulations
- The possession of firearms or dangerous weapons on University premises or while engaged in university business
- Clear instance of fraud or theft from the University

Employees may be terminated for misconduct, which includes but is not limited to excessive tardiness and/or absenteeism, falsification of records, deliberate insubordination, breach of confidentiality, theft, acts of violence, and disruptive, threatening and/or criminal behavior.

Immediate discharge without prior warning may be justified depending on the circumstances.

#### **Poor Performance**

Poor or unsatisfactory work performance includes failure to complete work assignments, or failure to

complete them on time; failure to correct errors; inability to learn new tasks, or other issues that result in work not being done, or not being done correctly or on time. Lesley encourages supervisors to discuss with the Human Resources staff, ways to coach, mentor, and help their employees to make the necessary improvements. If the efforts fail, and the employee remains unable to correct performance problems, and unable to fulfill the requirements of the position, it may result in termination. Termination is a last resort and should only be considered after discussion with Human Resources.

### **Voluntary**

If you decide to leave your position at Lesley, you are asked to submit a letter of resignation to your supervisor, with a copy to Human Resources stating the effective date of resignation. Support Staff are requested to provide a minimum of two weeks written notice. Administrators are requested to provide at least four weeks written notice.

If you fail to report to work without notifying your supervisor for three consecutive days, it will be assumed that you have voluntarily terminated your employment.

When you leave the employ of the University, all University property including, but not limited to keys, pagers, Lesley One Card, credit cards, cell phones and laptops, must be returned to your manager. For any money owed or balances due to the University, you will be expected to make arrangements for the repayment or authorize the deduction from your final paycheck, and return library books and materials to the library.

Upon termination, you will be entitled to payment of any accrued, but unused vacation.

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### **3.24 Exit Interview (revised 1/1/07)**

When your employment is ending, you will be requested to attend an exit interview in Human Resources. This interview gives you the opportunity to provide information regarding your perceptions of the work environment at the University. In addition, a Human Resources staff member will explain your continuation rights under the various University benefit programs.

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### **3.25 Recruiting, Advertising and Posting Positions (revised 1/1/08)**

Job posting is a way to inform employees of vacancies and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Position vacancies are posted on the web. Internal positions will normally remain open for at least five business days, but applications are accepted in some cases until the position is filled or until a diverse applicant pool is certified.

On occasion, certain positions will be advertised on-campus only and such positions will be noted by the label *Internal Candidates Only*. *Internal Candidates Only* vacancies are designed to encourage current staff to apply for positions on campus. It is the prerogative of the hiring manager, in consultation with Human Resources, to have an open search, an internal search, or a combination of the two searches based the needs of the particular department. Postings will normally remain open for five or more business days.

Vacant positions may also be advertised in local, regional, and national newspapers, list serves, and periodicals, depending on the nature of the position.

Faculty vacancies will follow Faculty policies approved by the Provost's Office.

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### **3.26 Rehire of Former Employees (revised 1/1/07)**

Former employees, in good standing, may be eligible for rehire depending on the conditions of their resignation. Former employees seeking to be re-hired must go through the normal application process, including a CORI background check. If you are rehired into a benefits-eligible position within six months there will be no break in service. Your benefits will be based on prior status. It is your responsibility to make certain that the Office of Human Resources knows of your prior service at Lesley.

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### **3.27 Employment and Income Verifications (revised 8/24/15)**

Human Resources uses The Work Number® to provide safe and secure automated employment and income verifications on our employees. The Work Number® is an automated service that accelerates the process by providing verifiers/requestors, including mortgage and automobile lenders, credit card companies, property managers, public assistance agencies and others—your employment or income information instantly. For more information on The Work Number® click the links below:

- [Introducing The Work Number®](#)
- [Employee Information Flyer](#)

### **3.28 Performance Evaluation Program**

The University supported performance evaluation program for employees

The [Performance Evaluation Program](#) is designed to assist managers and employees in improving both individual and organizational performance. The Office of the Provost evaluates and reviews faculty. The core faculty evaluation process can be found within the [faculty handbook](#) and the core faculty [Collective Bargaining Agreement](#). Adjunct faculty's review process is described in the adjunct faculty [Collective Bargaining Agreement](#) between Lesley University and Service Employees International Union (SEIU) Local 509.

The Performance Evaluation Program for administrative employees, including administrative faculty, is more than an evaluation of past performance –it is goal setting for the future, and identification of personal and professional development needs for the employee.

The four desired outcomes of Performance Evaluation:

1. Accountability
2. Creating Solutions
3. Communications

#### 4. Recognition

Performance Management begins with an accurate detailed job description. Both the manager and employee should review the essential functions of the employee's job description to ensure it is current. From that job description, the manager selects three to five of the most significant essential functions of the position and from these functions establishes performance goals and objectives on the Performance Review forms under PERFORMANCE GOALS AND OBJECTIVES. Two performance review forms, for administrative employees grades 7 through 24 and for administrative professionals, supervisors and managers grades 25 through 33, can be downloaded from the HR website under [HR Forms/Performance Evaluation Forms](#).

Secondly, the manager selects those PERSONAL COMPETENCIES appropriate to the position. Personal Competencies are those qualities – the 'way' or 'how' a person does the job that differentiates between successful and unsuccessful performance. [COMPETENCY RATINGS DEFINED](#) (show each competency, in alpha order, with examples of behavior for each rating. Select the appropriate rating based on the examples listed and actual behavior exhibited using the guidelines provided. Using the employee action plan, managers and supervisors need to develop professional development goals to assist employees in achieving their goals. These goals might consist of a specific training, seminars or coursework to assist them in having a successful work outcome.

The manager reviews the prepared plan and/or evaluation rating with Reviewing Manager prior to meeting with the employee at each Phase I, II and III. The role of the Reviewing Manager is to compare this group of employees to others within his/her group to ensure relative fairness and consistent evaluation criteria. For more information click on [performance evaluation program](#). Trainings on the Performance Evaluation Program are held once a month, contact [hr@lesley.edu](mailto:hr@lesley.edu) for the schedule of trainings.

## Section IV LESLEY UNIVERSITY BENEFITS

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### **4.1 Benefits Introduction (revised 7/1/16)**

In order to be eligible for University benefits an employee must work a minimum of 17.5 hours per week, unless otherwise noted in the criteria for the particular benefit. The information provided here is general, and is not intended to include all information on each benefit. Benefits offered are all subject to the plan documents. The University reserves the right to alter or change benefits, providing employees receive reasonable advance notice. For more detail on Summary Plan Descriptions, plan design, costs, eligibility, etc., please feel free to call the main number for the Office of Human Resources at 617-349-8787, or visit the Human Resources website at <https://intranet.lesley.edu/hr/benefits/>.

Adjunct faculty are eligible for [certain benefits](#) in accordance with the [Collective Bargaining Agreement](#) between Lesley University and the Services Employees International Union (SEIU) CTW Local 509, effective July 1, 2015. Any references to benefits eligibility which pertain to adjunct faculty are superseded by the terms and conditions of the SEIU Agreement, which can be viewed by clicking on [adjunct faculty CBA](#).

Unionized core faculty are eligible for benefits in accordance with the [Collective Bargaining Agreement](#) between Lesley University and the Services Employees International Union (SEIU) CTW Local 509, effective October 20, 2016. Any references to benefits eligibility which pertains to unionized core faculty are superseded by the terms and conditions of that Agreement, which can be viewed by clicking on the [unionized core faculty CBA](#).

Eligibility for and utilization of Time-Off Benefits and Tuition Remission is effective 90 days from date of hire. Time-Off Benefits begin accruing immediately upon hire.

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### **4.2 Short-Term Disability Plan (revised 1/1/07)**

The University provides paid short-term and long-term disability to partially replace your income during times of your own illness or accident:

#### **Short-Term Disability (STD)**

Lesley University offers a short-term disability (STD) plan, a self-funded plan, to assist with short-term disability needs for benefits-eligible full and part-time employees. STD is intended to serve as a bridge between the period when paid time off is exhausted, and when the elimination period for long-term disability (LTD) ends (usually 90 days from request). STD applies to non-work related illness, injury or medical condition with an initial expected duration of greater than two consecutive weeks. STD can be used for an employee illness only. It cannot be used to care for an ill family member.

Under this Plan, employees are eligible to apply for up to thirteen weeks of STD benefits but are required to use all accrued sick time prior to using STD benefits; however, the employee has the option of reserving 10 of these accrued sick days for future use. Employees continue to accrue vacation and sick time while on STD.

The amount of pay received under the STD benefit is based on years of service:

Service of less than three months:	Not eligible for STD
Service of three months or more, but less than 10 years:	60% of base salary
Service of ten to less than 20 years:	80% of base salary
Service of twenty, or more years:	100% of base salary
Base salary does not include overtime, stipends, or bonuses.	

An employee on Short-Term Disability may use unused sick, vacation, and personal time to offset their STD benefit.

Eligibility for Short-Term Disability benefit begins after 10 work days of an employee illness as described above. An employee may choose to be paid by using accrued sick, vacation and/or personal time during this 10-day elimination period.

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#### **4.3 Long-Term Disability Insurance (revised 9/1/07)**

##### **Long-Term Disability (LTD)**

Lesley provides benefits-eligible employees with Long Term Disability (LTD) coverage . The benefits are meant to partially replace your income when you cannot perform the essential duties of your position for a period due to extended illness or injury. If approved, an employee receives 60% of base salary up to a maximum of \$9,000 per month. The elimination period (the amount of time you must be out of work before benefits begin) is 90 days. If you are unable to return to work within two years from the date your LTD was approved, you will no longer be considered an active employee at the University.

While on LTD, no paid time off of any kind accrues.

In addition, an employee approved for LTD will not receive a Cost of Living Adjustment (COLA) to their base salary until they return to active status. The LTD wage is calculated on the compensation at the time of LTD leave from employment. For more information:

<https://intranet.lesley.edu/hr/benefits/long-term-disability-plan/>

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#### **4.4 Employee Assistance Program (revised 7/1/10)**

Lesley's Employee Assistance Program (EAP) is a confidential program administered by an outsourced service provider that is designed to assist you with personal or work life balance challenges. Lesley University is providing the EAP to assist you toward early resolution of personal or family concerns. The EAP provides services for the following:

- Mental health and well being
- Personal and professional relationships
- Substance Abuse
- Family Life
- Daily stress

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- Legal Assistance: Legal consultation and/or referral for most legal issues

There is no charge for services provided by the EAP. The EAP provides up to three (3) sessions per incident for research, consultation and referral services for you, your family, and your significant others. When necessary you may be referred to services that go beyond the scope of the EAP. Charges for services outside the scope of the EAP are your responsibility. In some cases, however, your health insurance may cover a portion of the cost of the services you require.

These services are confidential. No information, including your name, may be released without your written consent. The only exceptions are those required by law such as the duty of counselors to warn someone of a serious death threat, or the mandated reporting of child and elder abuse.

EAP services are available through Cigna Behavioral Health, INC. and Cigna Group Insurance, by calling toll-free 1-800-538-3543 or visit [Lesley EAP Benefits](#) Intranet site and click on [CIGNA link](#) enter the username "rewards"; password "savings." A counselor will be available to speak with you, 24 hours a day, 7 days a week.

Human Resources and/or your supervisor, or a co-worker may suggest that you take advantage of these services. If they do, it is because they care about you and want you to get the help that you may need.

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#### **4.5 Flexible Spending Accounts (revised 1/1/15)**

Benefits-eligible employees have the opportunity to pay for eligible health care and dependent care expenses on a pre-tax basis when enrolled in one or both of the offered Flexible Spending Accounts. The two types of Flexible Spending Accounts, which are available to eligible employees, are the Health Care Flexible Spending Account and the Dependent Care Flexible Spending Account. Plan participants designate an annual amount within 30 days of hire or during open enrollment up to a maximum annual amount for health care expenses and/or for dependent care expenses for the current calendar year. (The Internal Revenue Service determines the annual limits each year.) The amount designated is divided evenly by the number of pay periods during the calendar year, and deducted from employee paychecks over the course of that same year on a pre-tax basis. As you incur qualified health or dependent care expenses, reimbursements for these expenses may occur from the accounts. Employees may be required to submit receipts with reimbursement claim forms for certain expenses, and are reimbursed for approved expenses.

For Health Care Flexible Spending Accounts only, employees have the added option of using a debit card pre-loaded with the full amount of Health Care Flexible Spending dollars that have been elected in a given calendar year.

Employees must incur eligible expenses through December 31<sup>st</sup> of the current plan year, but must file all claims and submit receipts by March 31<sup>st</sup> of the following year. A Health care FSA balance of up to \$500 may be rolled over for use during the next calendar year. Amounts in excess of \$500 will be forfeited and will not be returned to you. See the flexible spending account web page for further information: [www.lesley.edu/hr/benefits\\_flexible\\_spending.html](http://www.lesley.edu/hr/benefits_flexible_spending.html).

#### **4.6 Life Insurance (revised 1/1/07)**

Lesley provides all benefits-eligible employees a group life insurance program (<https://intranet.lesley.edu/hr/benefits/life-insurance/>) with the amount of basic coverage equal to your base salary depending on your age. The maximum benefit permitted under the plan is \$250,000. Additionally, the amount of life insurance reduces after you reach age 65, and again at age 70. This benefit is fully paid for by the University. However, the value of coverage amounts in excess of \$50K is treated as taxable income to the employee. Coverage ends on the last day of employment; however, you may convert your life insurance benefit to an individual policy upon termination. Please contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu) for more information on this benefit.

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#### **4.7 Supplemental Life Insurance (revised 7/1/10)**

Lesley University offers Supplemental Life Insurance through a third party provider to eligible employees, their respective spouses/spousal equivalents and dependents. The employee pays for the cost of this coverage.

For additional information please refer to the supplemental life insurance web page at <https://intranet.lesley.edu/hr/benefits/supplemental-life-insurance/>.

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#### **4.8 Dental Insurance (revised 7/1/08)**

Lesley University shares the cost of the dental plan with benefits-eligible employees. Two plans are available as described below. Current rates can found on the Human Resources website at <https://intranet.lesley.edu/hr/benefits/health-dental-costs/>.

##### **Delta Premier PPO Plus:**

Preventative (covered at 100%) and diagnostic (covered at 80%) services require co-insurance payments and/or deductibles. Delta Premier PPO Plus does not offer orthodontia services. There is a calendar year maximum benefit of \$1000 per person.

##### **Delta Care:**

You must select a primary care dentist from a network of more than 500 dentists who will coordinate all of your dental care. Dental services under this plan are covered based on a pre-determined schedule. There is a \$100 deductible for out-of-network services. Delta Care offers orthodontia services. There is a calendar year maximum benefit of \$1,000 per person.

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#### **4.9 Health Insurance (revised 7/1/10)**

Lesley University provides health insurance to benefits-eligible employees and eligible adjunct faculty and shares the cost of the health insurance with employees. There are four health plans from which employees may choose. Current rates can be found on the Human Resources website at <https://intranet.lesley.edu/hr/benefits/health-dental-costs/>.

##### **Tufts HMO Value Plan:**

The Health Maintenance Organization (HMO) option requires members to choose a Primary Care Physician from an extensive network of doctors, who provides or authorizes all patient care (except in an emergency or urgent care situation). Your Primary Care Physician will be your link to any specialists you might see within the network. [Tufts HMO Value](#) requires that you call your Primary Care Physician first before seeking medical services, unless it is an emergency. There are no deductibles for medical services; however, there is a deductible for prescription drug benefits.

##### **Tufts HMO Advantage Plan:**

The [HMO Advantage plan](#) requires members to pay an upfront annual deductible prior to coverage for any diagnostic, inpatient, or outpatient procedure. After the deductible is met, the member is covered in full with no co-payment. You are required to choose a primary care physician. This plan has a lower monthly premium than the HMO Value Plan. There is also a separate deductible for prescription drug benefits.

##### **Tufts HMO Advantage Saver Plan:**

The [HMO Advantage Saver plan](#) operates similarly to the HMO Advantage plan; however, it is considered a high deductible health plan. Everything is subject to the deductible except preventive care. Most medical procedures are paid upfront until the deductible has been met, after which the member pays a 35% coinsurance. This plan has the lowest monthly premium.

##### **Carelink PPO:**

[Carelink PPO](#) allows members to visit any healthcare provider within the Tufts network and the national CIGNA Open Access Plus network with no required prior authorization from their primary care physician. Members have the added benefit of coverage outside of the network. For a visit with a non-network healthcare provider, the member must pay an annual out-of-pocket deductible. Once the deductible is met, most in-network services are covered in-full, and out-of-network services are covered at 80%. There is also a separate deductible for prescription drug benefits.

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#### **4.10 Voluntary Vision Benefit (revised 7/1/08)**

Lesley University offers benefits-eligible employees two vision plans provided through EyeMed, a High Option and a Medium Option. The High Option covers materials-only and the Medium Option covers eye

exams and materials. EyeMed provides coverage through a national network of eyewear retail chain stores such as LensCrafters, Pearl Vision, Sears Optical and Target Optical, as well as through private practice optometrists and ophthalmologist. Lesley does not contribute to the cost of the vision plans.

For more information, please visit the vision web page at <https://intranet.lesley.edu/hr/benefits/vision/>.

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#### **4.11 COBRA Continuation of Group Health Benefits (revised 1/1/07)**

Your health and dental insurance coverage ends the last day of the month in which you end your employment with Lesley. Any deductions owed for the month will be taken out of your last paycheck. You have the option of electing COBRA insurance for you and your dependents, and/or domestic partner, for a period of up to 18 or 36 months, depending upon the situation. Upon termination, you will receive a package of material that will provide information on how to elect COBRA coverage, associated costs, and payment information. Any questions regarding COBRA should be directed to Human Resources at hr@lesley.edu or visit <https://intranet.lesley.edu/hr/benefits/cobra/>.

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#### **4.12 Retirement Benefits (revised 7/1/15)**

Lesley University offers all employees including unionized core and eligible adjunct faculty (except students and ineligible temporary employees) the opportunity to participate in the Lesley University Retirement Plan, a 403(b) plan. The Plan is administered by TIAA-CREF.

Eligible employees who work at least 17.5 hours per week will be automatically enrolled in the Plan at the 3% salary deferral level upon their date of hire. If the employee is automatically enrolled and does not want to participate in the [Plan](#), he/she must notify Human Resources within 30 days of the first payroll deduction and the deferral amount will be returned to the employee. If the new employee wants to participate at a lower or higher deduction level, he/she must complete a Salary Deferral Agreement indicating the desired deferral amount.

You must contribute at least 3% of your pay to receive a University match. You may receive a higher University match as your years-of-service increase. Payroll deductions can be made on a pre-tax or after-tax basis. Employees who work less than 17.5 hours per week can make contributions to the Plan but are not eligible for an employer contribution. The University can change or suspend its matching contribution at any time at its discretion. The University contribution is calculated on your based salary. The employer contribution rate and other information is available by [clicking here](#)

Adjunct faculty are also eligible to participate in the retirement plan. In accordance with the [CBA](#), only certain adjunct faculty are eligible for an employer contribution. The employer contribution rate for adjunct faculty and other information is available by [clicking here](#).

The Plan offers many investment choices through TIAA. Loans and Hardship Withdrawals are available from employee and employer contributions, in accordance with Plan provisions. In addition, participants who terminate employment with Lesley University and are entitled to receive a cashout of unused accrued vacation, may elect to contribute all or a portion of that vacation leave cashout to the Plan as a

salary deferral. The specific percentage of your vacation cashout you elect to defer can be different from the specific percentage you had elected to defer from your regular compensation.

Please review the Lesley [University Retirement Plan Summary Plan Description](#) for plan details or contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu) for more information.

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#### **4.13 Domestic Partner Benefits (revised 12/9/14)**

Lesley University provides benefits to opposite-sex and same-sex domestic partners.

In all cases, the Plan Documents, insurance contracts, state and federal law govern questions about coverage. Medical and dental carriers may have different requirements for domestic partner benefits, while University - administered benefits, third party such as tuition remission, leaves, etc. will be administered in accordance with relevant Policies and Procedures.

Please note that the Internal Revenue Service has ruled that unmarried domestic partners cannot be considered spouses for tax purposes at the federal level and the value of employer-paid domestic partner benefits must be reported as taxable income to the employee, and is subject to applicable tax withholding, including FICA and FUTA. Depending upon state law, reporting and withholding may or may not be applied at the state level.

For more information regarding the eligibility and enrollment of a domestic partner, please refer to the Human Resources benefits eligibility web page at <https://intranet.lesley.edu/IntranetPageTemplate.aspx?id=2458>.

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#### **4.14 Termination of Benefits (revised 1/1/07)**

Employees enrolled in a group health or dental insurance plan will be covered until the last day of the month in which employment ends. At that time, you may elect to remain on the health and/or dental plans by electing coverage under COBRA. See the section under Health Insurance in this Employee Handbook [4.11 COBRA](#), or the Human Resources COBRA web page at [COBRA Benefits](#). Life Insurance coverage may be converted to an individual policy. All other benefits cease on the date of separation of employment.

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#### **4.15 Time-Off Benefits (revised 1/1/17)**

To be paid for any type of time-off benefits (vacation days, sick days, personal days, and holidays, and the winter break) employees must be actively employed and on payroll, the day before and the day after, the time off in question. In addition, an employee cannot have an effective resignation or termination date on a holiday (or any other vacation, sick or personal time off), unless otherwise approved by the Office of Human Resources.

The University allows negative sick, personal, or vacation time for employees to accrue, only up to a maximum of the total hours in an employee's regularly scheduled work week. Any absences resulting in a negative balance greater than that of a regularly scheduled week will result in leave without pay.

All monthly paid employees must enter their time via the Automated Leave From Campus system located in [LOIS](#). You will need to log in with your username (email name and system password to enter your time off and view your record.). For more information on how to submit leave entries, please read the [Leave From Campus: Employee Manual](#) and watch the training video "[Submitting a Leave From Campus Entry](#)." This information is also located on the Human Resources Intranet page at <https://intranet.lesley.edu/human-resources/>.

Bi-Weekly paid employees may see their time-off balances reflected on their paychecks. Time-off benefits described below do not count as hours worked toward overtime pay.

Vacation and sick time accrue each month and you are permitted to carryover 10 days of vacation annually based on your FTE status. Depending upon your employment status the sick time carryover will vary. For more information, go to <https://intranet.lesley.edu/hr/benefits/vacation-sick-personal-time/>. Personal time is allotted on a calendar year basis with no carryover provisions. For additional information, please see [TIME RECORDS](#) in the [Compensation](#) section of this Handbook.

### **Liberal Leave**

In the event that the University is open and liberal leave is in effect, the employee is expected to report to work unless severe weather conditions prohibit safe travel or the emergency condition requires the employee's immediate attention to personal matters. If possible, the employee should contact his or her supervisor to advise of the expected report to work time. Any work time missed during a period of "liberal leave" will be deducted from the employee's accrued unused vacation or earned personal leave.

Liberal leave does not apply to essential personnel. Essential personnel are defined as those employees who are designated by the nature of their jobs or by their supervisor to provide emergency services or to continue University services during periods of emergency

### **Gift of Time**

The Gift of Time program provides paid time off for a colleague who has exhausted all paid time off benefits and is going through a personal crisis of great magnitude, such as a catastrophic illness or other tragedy. As a purely voluntary gift, benefit-eligible employees may donate some of their unused vacation time to the Gift of Time program, so that funds will be available for those in severe crisis. For full details about the Gift of Time, please contact the Director of Human Resources, at 617-349-8785.

### **Holidays**

The University provides a generous holiday schedule that includes ten paid holidays and a paid winter break, (usually the time between Christmas and New Year's Day). Please visit the website for the holiday schedule (<https://intranet.lesley.edu/hr/benefits/holidays/> for the current year.

### **Personal Days**

Lesley provides three Personal Days per calendar year to eligible employees\*\*, effective January 1<sup>st</sup>. Personal Days must be used by December 31<sup>st</sup> of the same year and may not be carried over from one year to the next. The number of Personal Days allotted to a new hire depends on hire date:

If working as of April 1<sup>st</sup> - 3 days

If working as of July 1<sup>st</sup> - 2 days

If working as of September 1<sup>st</sup> - 1 day

If hired after September 1<sup>st</sup> - 0 days

\*\*Eligible employees are full and part-time employees (including employees: who work 17.5 hours or more per week; have a 9 or 10-month administrative position, and 12-month non- unit core faculty) are eligible for Personal Days

### **Lesley University/MA Sick Leave Policy**

The Lesley/MA Sick Leave Policy provides eligible employees the right to earn sick time based on the following:

- Staff and administrative employees, working 17.5 hours per week or more will earn a total of 12 sick days per year, (1 sick day per month), and may carry over unused sick leave hours into the next calendar year, and may maintain a maximum balance of 90 sick days. If an employee works more than 17.5 hours but not full-time, the accrual rate will be prorated to the employee's FTE status. An employee may use all of her/his sick time for her/himself, and to care for her/his child, spouse, parent or parent of her/his spouse.
- Staff and administrative employees who are regularly scheduled to work fewer than 17.5 hours per week will earn 1 hour of paid sick leave for every 30 hours worked beginning July 1, 2015, may carry over unused sick leave hours into the next calendar year, and may maintain a maximum balance of 90 sick days. An employee may use all of her/his sick time for her/himself, and to care for her/his child, spouse, parent or parent of her/his spouse
- Non-unit core faculty (12-month faculty who are awarded a twelve-month contract and whose position functions as a supervisor or manager) will earn a total of 12 sick days per year, (1 sick day per month), may carry over unused sick leave hours into the next calendar year, and may maintain a maximum balance of 90 sick days. If an employee works more than 17.5 hours but not full-time the accrual rate will be prorated to the employee's FTE status. An employee may use all of her/his sick time for her/himself, and to care for her/his child, spouse, parent or parent of her/his spouse.
- Non-unit core faculty accrue one sick day per month of their contract period and may accrue 90 sick days. Faculty on nine-month contracts accrue nine sick days per year, 9 & 10-month faculty who are awarded a nine or ten-month contract and whose position functions as a supervisor or manager) will earn 1 sick day per month based on the length of her/his contract. Nine-month faculty will accrue 9 sick days and ten-month faculty will accrue 10 sick days per contract year. If an employee works more than 17.5 hours but not full-time the accrual rate will be prorated to

the employee's FTE status. An employee may use all of her/his sick time for her/himself, and to care for her/his child, spouse, parent or parent of her/his spouse.

- Unit core faculty accrue one sick day per month of their contract period and may accrue up to 90 days. Faculty on nine-month contracts accrue nine sick days per year, faculty on ten-month contracts accrue ten sick days per year, and faculty on twelve-month contracts accrue twelve sick days per year. Effective upon the Effective Date, each Unit Core Faculty member who was employed by the University on or before July 1, 2016 will be deemed to have ten accrued sick days and each Unit Core Faculty member who was employed by the University on or before July 1, 2013 will be deemed to have twenty accrued sick days.
- Adjunct Faculty will earn 1 hour of paid sick leave for every 30 hours worked beginning July 1, 2015. Hours are accrued in accordance with the state regulations and may carry-over up to 40 hours of unused paid sick leave each calendar year; however, you may only use 40 hours in a calendar year.

Earned Sick Leave may be used to:

- Care for a physical or mental illness, injury, or medical condition affecting you or your child, spouse, parent, or parent of your spouse.
- To attend to routine medical appointments for you or your child, spouse, parent, or parent of your spouse.
- To address the psychological, physical, or legal effects of domestic violence on you or your child, spouse, parent, or parent of your spouse.
- Travel to and from an appointment, pharmacy, or other location related to the purpose for which the sick leave was taken.

Employees may begin to earn paid sick leave immediately, but may only start using sick leave after 90 days of employment. There are special rules about breaks in service. The University does not pay employees for unused sick leave.

All employees are required to make a good faith effort to provide advance notice of the need to use earned sick leave, whenever possible.

You must report the utilization of sick leave to your immediate supervisor or manager.

Under certain circumstances, supervisors or managers may require documentation from you.

## **Vacation**

All eligible employees \*\*\* accrue 4 weeks of vacation per calendar year (11.67 hours per month for full-time employees in 35-hours/week department) and are prorated according to FTE status. Employees can carry over a maximum of 10 vacation days from one calendar year to the next.

Upon termination from employment for any reason, the employee shall receive a payment for any accrued unused vacation balance.

Use of vacation requires prior approval of managers to ensure adequate coverage in the department.

Hours in a day are calculated based on 1/5 of the core weekly hours. For example, a single day would equal 7 hours based on a 35-hour workweek. If an employee works more than 17.5 hours but not full time, hours in a workweek are prorated based on the employee's FTE status, and hours in a day are calculated based on 1/5 of the core weekly hours of the part-time employee. For example, a single day would equal 3.5 hours based on a 17.5-hour workweek.

\*\*\* Eligible Employees are full and part-time employees (including employees: who work 17.5 hours or more per week; have a 9 or 10-month administrative position, or 12-month non-unit core faculty) are eligible for vacation days

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#### **4.16 Training and Development (revised 1/1/07)**

There are opportunities for professional development across the University, including technical skills training, management, writing and literacy skills. Faculty professional development is described in the [faculty handbook](#) for management faculty, and in the faculty and adjunct faculty collective bargaining agreements (CBAs) for [unionized core faculty](#) and [adjunct faculty](#)

Beginning with New Employee Orientation at the start of employment, and continuing on a regular basis, sessions on discriminatory or sexual harassment and other legal compliance sessions, retirement planning, benefits presentations and other training or information opportunities are offered to employees. Selected topics for managers are offered on an ad hoc basis as well. Workshops and/or trainings are provided for faculty and employees throughout the academic year.

For professional development, Lesley offers the following opportunities:

Technology skills training, including Microsoft Office Suite training is offered through eLearning and Instructional Support (eLIS), either through regularly scheduled general sessions or by request, in small group special sessions. For current schedule check [myLesley](#) or go to the [ELIS Intranet Page](#).

Lesley University offers generous benefit through our tuition remission program for both individual courses and undergraduate or graduate degree programs. Lesley is nationally recognized for its strengths in arts, education, counseling, and human services and there are other exciting opportunities that can be explored at <http://www.lesley.edu/prospective-students/>. For details about the tuition remission benefits for courses and programs please refer to the [Tuition Remission](#) section.

Lesley University's Office of Human Resources offers a training and professional development funding for staff. Click on [HR Professional Development Policy](#) for more information. The [professional development application](#) can be found on the HR Intranet site under [HR Forms/Benefits forms](#) or contact [hr@lesley.edu](mailto:hr@lesley.edu). Human Resources also offers a series of trainings and workshops for employees including for new managers and supervisors each fall and spring click on the [professional development calendar](#) to see the current offerings.

#### **4.17 Transportation Benefits (revised 9/1/13)**

##### **Public Transportation Pre-Tax Pass**

As parking in an urban city is very limited, employees are strongly encouraged to use public transportation. To help defray the cost of public transportation, Lesley University (under the Transportation Equity Act) allows employees to pay for certain employment-related transportation expenses on a pre-tax basis. Examples of these include the purchase of MBTA passes, general parking at commuter stations and reimbursement for parking at select parking lots associated with the commute to work.

##### **Shuttle Service**

The Lesley shuttle runs among the three campus locations (the Doble Campus, Porter Campus, Brattle Campus with limited service to Harvard Square) and is available from September through May. There is limited shuttle service on weekends, University observed holidays, student breaks, and during the summer semester (June through August). The schedule is subject to change. For information about shuttle schedules and stops, or ADA services, please contact the Office of Public Safety, or visit the website: [Public Safety - Campus Shuttle Service](#)

##### **Parking**

Lesley University, in cooperation with the City of Cambridge, encourages employees to use public transportation, whenever possible. Currently, parking demand exceeds the available spaces. As an urban campus, opportunities for parking at Lesley are extremely limited. To become eligible for parking, you may request to be put on a waitlist. Eligibility for parking is based on two variables: rank for faculty (Full Professor) and classification level for staff (job grades 28 and above). Eligibility for all other faculty rank (Associate, Assistant & Instructor) and staff (job grades below 28) will be based on the length of time on the parking waitlist.

For more information on eligibility please visit: <http://www.lesley.edu/parking/>

Additionally, there are constraints posed by the City of Cambridge agreement which limits the number of one rider parking permits that we can allocate.

Employees who are eligible for on-campus parking spaces pay a pre-tax monthly fee through Payroll deduction. Parking permits are granted by the University on the express condition that the University is not responsible for any damage that occurs to a vehicle while parked on Lesley property. The Office of Public Safety manages all parking issues for faculty, students and staff at Lesley. Staff members are required to coordinate any and all parking requests for special events (meetings, conferences etc.) in advance with the Office of Public Safety.

Employees who are not eligible for on-campus parking, but who find suitable off-campus parking should speak with Human Resources about the pre-tax spending account for parking expenses.

Employees who are in need of parking due to a disability or medical accommodation should contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu) or extension 8787. If an employee has an official Massachusetts (or subsequent state) ADA (Americans with Disability) parking placard are required to contact Human Resources and Public Safety before parking on campus.



## **Carpooling**

Employees who carpool together and have an assigned parking space on-campus are eligible to receive a 20% discount off the cost of their yearly permit. Contact Human Resources for details.

For further information about costs to park on campus, contact the Office of Public Safety at 617-349-8888, or Human Resources at 617-349-8787.

## **Bicycle Services:**

Lesley University encourages alternative methods of transportation, such as bicycling.

### Bicycle Registration

If you have a bicycle on campus you are encouraged to register it with Public Safety and receive a bike identification tag. It is easy and best of all FREE! It helps to:

- Deter Crime
- Identify lost & stolen bikes
- Improve parking & safety across campus

Bike parking capacity is currently 174 spaces. For more information about the Bicycle Policy and to complete and return the bicycle registration form go to [Bicycle Services](#)

You can also view the bicycle rack Locations on the campus map by clicking on [Bicycle Services](#)

Covered Bicycle Racks are also available, a list of bicycle racks that offer some protection from weather, either by building overhangs and/or trees are below:

- Doble Campus - outside of Public Safety office (slightly protected by trees)
- Doble Campus - along window wall of Fitness Center (under an overhang)
- Doble Campus - South End of Lot B parking lot (slightly protected by trees)
- Brattle Campus - 1-7 Saint John's Road to the right of Winthrop Hall, Building 10
- Brattle Campus - 2-4 Saint John's Road left side of Kidder House
- Brattle Campus – Back of Reed Hall, Building 6
- Brattle Campus – between the Washburn Commons and Sherrill Library (in the walkway)
- Porter Campus –rear exterior of University Hall -1815 Mass Ave (under an overhang)

[Hubway](#), a bike share program, which is a form of public transportation by bike, owned by the municipalities of Boston, Brookline, Cambridge and Somerville, and operated by Motivate. [Hubway](#) is designed to be a convenient way to get around the Boston metro area, and is ideal for short rides and one-way trips. Join as a member or buy a short-term pass, and you'll get access to 1,600 bikes across Boston, Brookline, Cambridge & Somerville. Pick up a bike at one of 160 stations whenever you need one, and drop it off at any other station when you're done with your ride. Take as many rides as you want while your pass or membership is active. Visit [How It Works](#) to learn more.

<https://www.thehubway.com/how-it-works>

For further information regarding rules, regulations and laws pertaining to bicycle use in the City of Cambridge please click on the link to the [City website](#). If you are interested in getting around Lesley by bicycle, [click Bicycle Services](#).

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#### **4.18 Tuition Benefits (revised 7/1/15)**

##### **Tuition Remission Benefits for Employees**

Lesley University is committed to the importance of life-long learning for all employees. The Lesley University Tuition Remission Program provides remission of Lesley tuition for eligible employees and their eligible family members so that they have an opportunity to expand their knowledge, skills and practical experience. This will enable them to become catalysts and leaders in their professions, their lives and the world. The program is designed to attract and retain employees whose professional goals reflect and enhance Lesley's mission. The primary goal of this program is to provide all employees the ability to obtain an undergraduate and graduate degree.

##### **Tuition Remission for Full-Time and Benefit-Eligible Part-Time Employees**

###### **Eligibility**

After **90 days** of employment, full-time employees and benefit-eligible part-time employees (including adjunct faculty with a two-year appointment) are eligible for sixteen credits and eight credits of tuition remission respectively, per academic year (fall through summer) if matriculated into an eligible degree program. Full-time and part-time employees not matriculated into an eligible degree program may receive up to six credits and three credits of tuition remission respectively, per academic year (fall through summer). Employees may register for coursework during early and regular registration however, they do not count as a seat for purposes of minimum/maximum number of students. Employees are eligible for the following:

###### **Undergraduate Coursework 100% Remission:**

- Undergraduate degree programs through the College of Liberal Arts and Sciences, (including the Center for the Adult Learner), and the College of Art and Design (LUCAD)
- Continuing education workshops, seminars and institutes (If the course runs for one day or less, the course will count as one-half credit of tuition remission. If the course runs for more than one day, the course will count as one credit of tuition remission.)
- Audited coursework (classroom based only, counts towards credit limit)
- Undergraduate internships, independent study coursework, and individually guided studies

###### **Graduate Coursework 75% Remission:**

- Master's degree programs
- Certificate of Advanced Graduate Studies (CAGS) coursework
- MFA programs (maximum one Tuition Remission Program student per cohort group)

- Graduate practicum/internship coursework
- Counseling psychology clinical practice and supervision seminars (GPSYC 7710-7714)
- Independent study/ individually guided study coursework (not to exceed three courses)

**The following are not eligible for the tuition remission benefit:**

- Any applicable fees (i.e. registration, material, travel or residency fees)
- PhD Degree Programs
- Travel study coursework
- Personal Learning Assessment (PLA) credit

**Additional Information:**

- Employees eligible to participate in the Tuition Remission Program are: full-time and part-time administrative employees; core faculty; and adjunct faculty on two-year appointments.
- “Eligible family members” are spouses, (domestic partners), and the dependent children of an employee or the spouse (domestic partner). In addition, in order for an eligible family member to participate in either tuition benefit program, the employee must have been employed at Lesley full-time for at least one year or part-time (in a benefit eligible position) for at least ten years.
- Enrollment in courses is subject to availability and cannot be used to meet the minimum class size requirements.
- Employees must be actively working, and not on leave, in order to receive the tuition remission benefit on behalf of themselves or their eligible family members.
- All registration, non-tuition class fees, and room and board fees are to be paid by employees, their spouses or spousal equivalents and/or their dependent children prior to the class beginning.
- A maximum of two eligible family members (including the employee) is eligible for tuition benefits during a given semester.
- In the case of termination of employment, the remission benefit will continue through the end of the semester in which the event occurs. If the event occurs before the start of the semester, the benefit will be withdrawn.

**Tax Implications:**

- Employees may receive up to \$5,250 in tuition remission for graduate course work on a tax-free basis. Any graduate tuition benefit over \$5,250 annually is viewed as income and is subject to income tax. This limit may change at any time.

- All tuition remission for graduate coursework (and undergraduate coursework for spousal equivalents) for eligible family members is viewed as income and is subject to income tax to the employee. This may change at any time.

## **Tuition Remission for Eligible Dependents/Child/Children**

### **Eligibility**

An eligible family member who is a dependent child of the employee or the employee's spouse or (spousal equivalent/domestic partner) may receive an unlimited number of credits of tuition remission if matriculated into an eligible degree program. Dependents may register for coursework during early registration; however, they do not count as a seat for purposes of minimum/maximum number of students. Qualified dependent children are eligible for the following:

### **Undergraduate Coursework 100% Remission:**

- Undergraduate degree programs through the College of Liberal Arts & Sciences, (including the Center for the Adult Learner), and the College of Art and Design (LUCAD)
- Undergraduate practicum/internship coursework
- Undergraduate independent study coursework (not to exceed three courses per dependent)
- Threshold two-year core program up to the amount equal to the tuition amount for undergraduate students.

### **Graduate Coursework 50% Remission:**

- Master's degree programs (not including Independent Study Degree programs, and MFA Programs)
- Graduate practicum/internship coursework
- Counseling psychology clinical practice and supervision seminars (GPSYC 7710-7714)
- Certificate of Advanced Graduate Studies (CAGS) coursework

### **The following are not eligible for the tuition remission benefit:**

- Any applicable fees (i.e. registration, material, travel or residency fees)
- Continuing Education workshops, seminars and institutes
- Audited Coursework
- MFA programs
- Self-Designed Master's Degree Program (SDMD)/Interdisciplinary Studies
- Graduate Independent Study coursework
- Independent Study Degree programs
- PhD Degree Programs
- Travel study coursework

- Personal Learning Assessment (PLA) credit
- Threshold Bridge and Transition Programs

**Additional Information:**

- Enrollment in courses (except for qualified dependent children enrolled in a 100% tuition remission baccalaureate program at Lesley University) is subject to availability and cannot be used to meet the minimum class size requirements.
- Employees must be actively working, and not on leave in order to receive the tuition remission benefit on behalf of themselves, or their eligible family members.
- All registration, non-tuition class fees, and room and board fees are to be paid by employees, or their family members
- Employees are eligible for tuition benefits (tuition remission, and tuition exchange scholarships) for a maximum of two eligible family members (including the employee) during any given semester without prior approval.
- In case of termination of employment, the remission benefit will continue through the end of the semester in which the event occurs. If the event occurs before the start of the semester, the benefit will be withdrawn.

**Tax Implications**

- Employees may receive up to \$5,250 in tuition remission for graduate course work on a tax-free basis. Any graduate tuition benefit over \$5,250 annually is viewed as income and is subject to income tax. This limit may change at any time.
- All tuition remission for graduate coursework (and undergraduate coursework for spousal equivalents) for eligible family members is viewed as income and is subject to income tax to the employee. This may change at any time.

**Tuition Remission for Eligible Spouses/domestic partners):**

**Eligibility:**

Any eligible family member who is the spouse/domestic partner of an employee may receive an unlimited number of credits of tuition remission if matriculated into an eligible degree program. Spouses/domestic partners may register for coursework during early and regular registration however they do not count as a seat for purposes of minimum/maximum number of students. Spouses/domestic partners of full-time employees or part-time employee with 10 or more years of service are eligible for the following:

**50% Remission:**

- Undergraduate degree programs through the College of Liberal Arts and Sciences (including the Center for the Adult Learner) and the College of Art and Design (LUCAD)
- Undergraduate practicum/internship coursework
- Undergraduate independent study coursework (not to exceed three courses per dependent)
- Master's degree programs (not including Independent Study Degree programs and MFA Programs)
- Graduate practicum/internship coursework
- Counseling psychology clinical practice and supervision seminars (GPSYC 7710-7714)
- Certificate of Advanced Graduate Studies (CAGS) coursework

**The following is not eligible for the tuition remission benefit:**

- Any applicable fees (i.e. registration, material, travel or residency fees)
- Continuing Education workshops, seminars and institutes
- Audited Coursework
- MFA programs
- Graduate Independent Study coursework
- Independent Study Degree programs
- PhD Degree Programs
- Travel study coursework
- Personal Learning Assessment (PLA) credit

**Additional Information:**

- Employees eligible to participate in the Tuition Remission Program are: full-time and part-time administrative employees; core faculty; and adjunct faculty on two-year appointments.
- “Eligible family members” are spouses, (spousal equivalents/domestic partners), and the dependent children of an employee or the spouse (spousal equivalent/domestic partner). In addition, in order for an eligible family member to participate in either tuition benefit program, the employee must have been employed at Lesley full-time for at least one year or part-time (in a benefit eligible position) for at least ten years.
- Enrollment in courses is subject to availability and cannot be used to meet the minimum class size requirements.
- Employees must be actively working, and not on leave in order to receive the tuition remission benefit on behalf of themselves or their eligible family member.
- All registration, non-tuition class fees, and room and board fees are to be paid by employees, or their eligible family members.

- Employees are eligible for tuition benefits (tuition remission, and tuition exchange scholarships) for a maximum of two eligible family members (including the employee) during any given semester without prior approval.
- In case of termination of employment, the remission benefit will continue through the end of the semester in which the event occurs. If the event occurs before the start of the semester, the benefit will be withdrawn.

### **Tax Implications**

- Employees may receive up to \$5,250 in tuition remission for graduate course work on a tax-free basis. Any graduate tuition benefit over \$5,250 annually is viewed as income and is subject to income tax. This limit may change at any time.
- All tuition remission for graduate coursework (and undergraduate coursework for spousal equivalents) for eligible family members is viewed as income and is subject to income tax to the employee. This may change at any time

### **Tuition Exchange Programs**

Lesley University is a participating partner in [The Tuition Exchange \(TE\)](#) program and the [Council of Independent Colleges Tuition Exchange Program \(CIC-TEP\)](#), offering dependent children of eligible Lesley employees the opportunity to apply for scholarships at more than 550 and 300 colleges and universities, respectively. Employees must maintain uninterrupted full-time service for the full duration of the TE or CIC-TEP scholarships. Applicants for the TE and CIC-TEP scholarships must meet the admissions criteria for the institution to which they apply. Below is a summary of the features and eligibility criteria for each program. For more details, please refer to the program Web sites:

#### **[The Tuition Exchange Program](#)**

#### **[Council of Independent Colleges Tuition Exchange Program](#)**

#### **Eligibility Criteria**

- Employees eligible to participate in the Tuition Exchange Program are: full-time and part-time administrative employees; core faculty; and adjunct faculty on two-year appointments. They are eligible to apply for a TE and/or CIC-TEP scholarship on behalf of their [dependent child](#).
- TE or CIC-TEP scholarships are limited to one dependent child at a time in an employee's family.
- If an employee has had one dependent complete the program, a second dependent may not participate in the program unless there is an open slot after all other applicants have been considered.

#### **Changes in Employment Status**

In case of termination of employment or change in employment status (i.e. change from full-time to part-time), the scholarship will continue through the end of the semester in which the event occurs. If the event occurs before the start of the academic year, the scholarship will be withdrawn.

## **The Tuition Exchange Program (TE)**

### **Scholarship Availability**

The number of scholarships awarded to Lesley applicants wishing to attend other schools must remain in relative balance to the number of TE scholarships being awarded by Lesley from year to year. This number is determined and reported on a yearly basis. The actual scholarship is awarded by the TE institution where the dependent child is accepted.

### **What the Scholarship Covers**

Scholarships cover full tuition, one-half tuition for a non-resident at a public institution or a rate set by The Tuition Exchange Program. They do not cover special fees, course overloads, or room and board charges. Some colleges with lower tuition may increase the monetary value of the scholarship by covering other expenses, such as room and/or board in their awards. For more details on what the scholarship covers, click on "[Understanding the Award Process](#)" at [tuitionexchange.org](http://tuitionexchange.org).

### **Eligible Programs**

TE scholarships may be awarded for full-time study as a freshman, sophomore, junior, senior or transfer student to an undergraduate degree program at a member college or university.

## **Council of Independent Colleges Tuition Exchange Program (CIC-TEP)**

### **Scholarship Availability**

Each participating institution in CIC-TEP agrees to award a limited number of scholarships to students from other CIC-TEP colleges, assuming they meet admissions requirements, without regard to the number of students it exports. The actual scholarship is awarded by the CIC-TEP institution where the eligible student is accepted.

### **What the Scholarship Covers**

All CIC-TEP participants receive a full tuition remission benefit for each eligible student. The awarding institution may use the student's Pell and state scholarship to offset the tuition "write-off." In addition to the CIC-TEP benefit, students may apply through the financial aid office of the host institution for additional assistance to meet the cost of room, board and other associated expenses.

### **Eligible Programs**

CIC-TEP Scholarships may be awarded for full-time study as a freshman, sophomore, junior, senior or transfer student to an undergraduate degree program at a member college or university. Some schools in the CIC-TEP offer an opportunity for study on a part-time basis, graduate programs, and study-abroad.



This decision is up to the host institution. A listing of schools and programs offered are available on the [CIC-TEP website at Council of Independent Colleges Tuition Exchange Program](#).

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#### **4.19 Voluntary Long Term Care Insurance (revised 4/1/14)**

Long Term Care Insurance is defined as insurance that covers the type of care received when someone needs assistance performing specific activities of daily living due to an accident, illness, or advancing age, either at home or in a facility. Employees may elect to enroll in Long Term Care Insurance with Genworth Life Insurance Company on a voluntary basis, which means that the employee pays the full premium, and is eligible for the group rate of the Plan. Lesley does not contribute to the cost of the Long Term Care insurance. You may purchase this insurance for yourself and eligible family members, such as your spouse, parent(s), or grandparent(s). When purchasing coverage, you have the option to select the dollar amount of coverage per month, the maximum lifetime coverage amount and inflation protection. Monthly premiums are contingent on your benefit elections and the age of the enrollee at the time of application.

Newly eligible employees can sign up for coverage under streamlined medical underwriting rules depending on his/her age and the plan chosen as long as the application is submitted within 30 days of initial eligibility. Regular medical underwriting rules apply to other applicants. Eligible employees and other eligible family members may enroll in the Long Term Care plan at any other time; however, the long form medical underwriting will be required. For more information about Long Term Care Insurance, please review the [long term care section](#) of the Human Resources Benefits intranet page or contact Human Resources @hr@lesley.edu or at 617-349-8784.

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#### **4.20 Phased Bridge Retirement Program for Lesley University faculty (effective 12/1/11)**

##### **Policy**

The Phased Retirement Bridge Program is a voluntary pre-retirement program established by Lesley University. The program offers core faculty the opportunity to work part-time for one or two years leading up to a specific retirement date and receive full-time health benefits during that part-time employment period.

##### **Purpose**

The Lesley University Phased Retirement Bridge Program is a voluntary program that provides faculty the option to transition to part-time employment prior to retirement from Lesley University. The program has two primary purposes: first, to allow eligible faculty to reduce their workload without losing health benefits as they move toward retirement, and second, to allow the faculty member's department, division, or college the opportunity to conduct a planned and effective search process for hiring new faculty.

##### **Definitions**

[Go to Table of Contents](#)

### **Phased Retirement**

Faculty who meet the criteria may submit a plan for phased retirement anywhere from one to two years in advance of their identified date of retirement and be assured that certain pre-retirement and retirement benefits will be afforded to them.

### **Contractual Rights to Employment**

Core faculty who have a minimum of two years remaining in their appointment term are eligible to apply for the program. Faculty who fall into this category may choose to opt for phased retirement provided that he/she meets the criteria set forth by the University.

### **Criteria**

In order for a faculty member to be considered for this program, he/she must meet the following criteria:

- Have reached the age of 63 by June 30 of the year in which the phased retirement status is to begin; and
- Have a minimum of 15 years of service at Lesley University

### **Procedure**

#### **Application Process ([link to the application](#))**

Under this program, any faculty member who meets the criteria must submit his/her intent in writing to the Office of Human Resources during the application period. The application period is October 1<sup>st</sup> through December 31<sup>st</sup> each year. A faculty member's [application](#) to participate in this program must be received by December 31 for the faculty member to be eligible to shift to part-time status on July 1 of the subsequent calendar year, and then to fully retire in either one or two years.

The Office of Human Resources will notify the appropriate school Dean and Provost of the individual faculty member's intent to participate in this program. The school will develop the subsequent part-time workload assignment as part of the annual contract process.

#### **Phased Retirement Contract**

Once the faculty member has applied and is approved to participate in the program, a phased retirement contract is created that includes:

- The date of retirement
- The beginning and end dates of the part-time employment period, beginning July 1 of a specific year and ending either one or two years later, on June 30.
- A statement that the faculty member is working between a minimum of 4/7 units (3.5 units for LUCAD faculty) and a maximum of 6/7 units for a nine-month faculty or a minimum of 5/9 units and a maximum of 8/9 units for a 12-month faculty during that year or two. A faculty member may request a reduction in his/her percentage FTE workload for the second year of this program as long as that percentage is between 4/7 units (3.5 units for LUCAD faculty) and 6/7 units for a nine-month faculty and 5/9 units and 8/9 units for a twelve-month faculty.
- A statement that the faculty member who has shifted to part-time employment during the phased retirement period will normally not be offered overload assignments.

- A statement that the faculty member will retain comparable full time health and dental benefits and short term disability at no additional cost during the phased retirement period. Each approved faculty member will continue to be responsible for the annual premium(s), which will continue to be deducted on a monthly basis.
- A statement that the faculty member will be eligible to continue his/her contributions based on the then current part-time compensation and a proportionate University match to the TIAA-CREF retirement account.
- A signed statement by the faculty member acknowledging full responsibility to assess all factors related to this program.
- A statement that this new contract supersedes all existing Memorandum of Faculty Appointments (contracts) between the University and the faculty member.

### **Completion of the Program**

Upon completion of the phased retirement period, the retired faculty member is entitled to the benefits afforded full-time faculty in retirement. The faculty member is eligible for the following privileges which are contained in the Faculty Retirement provision of the [faculty handbook](#).

- A Lesley University ID card
- Use of the library
- Use of recreational facilities
- A parking pass may be purchased for use in the visitors' parking areas
- Continuation of email address
- Access to computer lab, workshops, and technical support
- Faculty development opportunities at Lesley University
- Marching with members of the faculty in ceremonial occasions, such as commencement and convocation

### **Phased Retirement Program Modifications**

Either the faculty member participating in the Phased Retirement Program or the University may initiate a process to modify an existing phased retirement agreement. The faculty member may request a modification when the faculty member has experienced an unexpected situation beyond the control of the faculty member that substantially changes conditions for the faculty member. The University will review that request and issue a timely decision for the faculty member.

The University may initiate a review of an existing Phased Retirement Agreement in any situation where the University has reason to believe the Phased Retirement Program is being used by a faculty member in ways inconsistent with the intent of the program.

Richard Hansen, Provost and  
Vice President of Academic Affairs

Marylou Batt, Vice President of Administration

## Section V LEAVES OF ABSENCE

### 5.1 Family Medical Leave Act (FMLA) (revised 1/24/17)

Employees are eligible for FMLA leave if they have worked for Lesley University for at least one year, for 1,250 hours over the previous 12 months immediately preceding the request for the leave. Eligible Employees can take FMLA leave for the following reasons:

#### Parental Leave

An employee may take FMLA leave for incapacity due to pregnancy, prenatal medical care or childbirth. Such leave may also be used to care for the employee's child after birth or after placement with the employee for adoption or foster care.

#### Leave due to the employee's own or a family member's serious health condition

Employees may take FMLA leave for a serious health condition that makes the employee unable to perform the employee's job. Employees may also take FMLA leave to care for an employee's spouse, child or parent who has a serious health condition.

#### Military Caregiver Leave

An eligible employee may take FMLA leave to care for a son, daughter, parent or next of kin who is a covered service member (current member of the Armed Forces, including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered service members also include veterans who are undergoing medical treatment, recuperation or therapy for serious injuries or illnesses that were incurred or aggravated in the line of duty during the preceding five years.

#### Qualifying Exigency Leave

An eligible employee who is the spouse, son, daughter, or parents on active duty or called to active duty status in (a) National Guard or Reserves in support of a contingency operation or (b) the regular armed forces who are in or called to active duty in a foreign country, may use FMLA leave to address certain qualifying exigencies. Qualified exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

#### Length of FMLA Leave

Employees may take up to 26 weeks of Military Caregiver leave during a single 12-month period.

For all other types of FMLA leave, each employee may be granted leave for a period up to twelve weeks (during any twelve-month period). In determining eligibility for leave, a "rolling" twelve-month period is used, measuring backward from the date the employee uses any FMLA leave.

In circumstances where both spouse work for the University, the employees may be limited to a combined total of 12 weeks of leave for parental leave or for leave to care for the employee's parent with a serious health condition, or to a combined total of 26 weeks of military caregiver leave.

If an employee is eligible for FMLA leave, and takes time off for an FMLA-qualifying purpose, such leave shall be counted as FMLA leave. Leaves taken pursuant to other University policies (for example, workers' compensation, parental leave, short-term disability) shall be deemed to run concurrently with FMLA leave.

### Required Certifications

Employees seeking leave due to a family member's serious health conditions will be required to submit a completed ["Certification of Health Care Provider for Family Member's Serious Health Condition"](#) form. Employees seeking FMLA leave due to the employee's own serious health condition will be required to submit a completed ["Certification of Health Care Provider for Employee's Serious Health Condition"](#) form.

In all cases of leave due to the employee's or a family member's serious health condition, the University reserves the right to request a second medical opinion at University expense and further medical opinion, where appropriate. Periodic recertification also may be required for requested extensions of medical leave, lengthy leaves of absence and other appropriate circumstances.

Employees seeking Qualifying Exigency Leave will be required to submit a completed ["Certification of Qualifying Exigency for Military Family Leave"](#) form.

Employees seeking Military Caregiver Leave will be required to submit a completed ["Certification of Serious Injury or Illness of Covered Servicemember"](#) or ["Certification of Serious Injury or Illness of a Veteran"](#) form, whichever is applicable. In lieu of the form, the employee may provide invitational travel orders (ITOs) or invitational travel authorizations (ITAs).

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the University asks that employees not provide any genetic information when submitting the required certifications. 'Genetic Information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### Compensation during FMLA Leave

Once an employee is approved for FMLA leave, he/she may use any accrued leave balance (sick, vacation, and/or personal). Employees on FMLA leave are not required to apply any accrued paid time off while taking FMLA leave. Employees must comply with the University's normal policies for use of accrued paid time off. If an employee does not have any accrued paid time, and is not eligible for other benefits, such as workers' compensation payments, short or long-term disability payments, the FMLA leave will be unpaid.

### Benefits during FMLA Leave

An employee on FMLA Leave will be retained on the University's health plan on the same condition as active employees, except that the employee must make arrangements with Human Resources for timely payments of the employee's portion of the premium (for unpaid FMLA Leave) in order to continue such coverage, and if any premium payment is more than thirty days late coverage may be lost during the remainder of the leave. In circumstances where an employee is on paid leave, the appropriate deductions will be made in the same manner as the employee's regular paycheck.

Arrangements also may be made with Human Resources for the continuation of certain other benefits during the period of leave.

An employee on an FMLA leave of absence will be eligible for holiday pay during designated holiday observed during the leave. If a holiday fall during a full week of FMLA leave, the holiday (except for the winter break and nine and ten-month faculty off contract periods) will count towards the employee's annual FMLA total. If the employee is taking less than a full week of FMLA leave, the holiday will only count as FMLA leave if the employee would have been scheduled and expected to work on the holiday.

### Reduced work schedule/intermittent FMLA Leave

For all types of FMLA Leave, an employee does not need to use the leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University's operations. Further, where a reduced work schedule or intermittent leave is foreseeable based on planned medical treatment, the University reserves the right to temporarily transfer the employee to a position that better accommodates the employee's recurring periods of leave.

### University notification regarding FMLA Leave

Employees requesting leave will be notified regarding whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University will provide reason for the ineligibility.

The University will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the University determines that the leave is not FMLA-protected, the employee will be notified.

### Return from FMLA Leave

Upon return from FMLA Leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, except the employee will not be entitled to any employment rights or benefits, greater than those he or she would have had in the absence of taking a leave. However, Lesley cannot guarantee that this will always be the case, and you may be placed in a comparable position with equivalent pay, benefits, and other terms and conditions instead.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

If an employee is unable to return from FMLA Leave on the date set forth in the leave request and/or certification of healthcare provider, the employee is expected to contact the University prior to the anticipated return to work date. If an employee fails to return from FMLA leave when scheduled, and does not contact the University in advance, the employee will be deemed to have resigned.

#### Employee protections under the FMLA

The FMLA prohibits the University from:

- Interfering with, restraining, or denying the exercise of any right provided under the FMLA: or
- Discharging or discriminating against any person for opposing any practice made unlawfully by FMLA or for involvement in any proceeding under or relating to FMLA.
- 

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violation of the FMLA.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

To request a leave under the Family Medical Leave Act, or to receive more information, contact Human Resources at 617-349-8787. In circumstances where an employee has exhausted his or her FMLA leave and needs further leave in order to deal with issues arising from a disability or handicap, employees are encouraged to contact Human Resources for further assistance and information. The leave may be paid if the employee uses accrued but unused sick, vacation, personal time and/or Short Term Disability or is eligible for parenting leave depending on the circumstances.

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## **5.2 Massachusetts Parental Leave (MPL) (revised 4/7/15)**

Full-time employees, male or female, of Lesley University, working in Massachusetts, are eligible under the Massachusetts Parental Leave (MPL) Statute, for up to eight weeks of unpaid parental leave. To be eligible, you must have completed the Universities initial three month introductory period. You must complete a leave form, and should notify your supervisor two weeks in advance of your expected departure date and intention to return to work, or provide notice as soon as is practicable if the delay in notice is for reasons beyond your control.

Leave may be taken for the purpose of giving birth, for adopting a child under the age of eighteen (under the age of twenty-three, if the child is mentally or physically disabled) or for the placement of a child with the employee pursuant to a court order. If two employees of the University require leave to care for the same child, they are entitled to eight weeks total parental leave between them.

Employees on Parental leave may, but are not required to, apply unused accrued vacation, sick or earned personal time toward the leave period. Health coverage will continue on the same basis as before the leave. Sick and vacation time will continue to accrue during the leave period.

Upon returning to work, you will be reinstated to your original position, or comparable one, with the same status, pay, and length of service and seniority that you would have had if you had remained at work, unless economic or business conditions during the leave period would have resulted in a lay-off had the leave not been taken.

Female and male employees who are eligible for both twelve weeks leave under Family Medical Leave Act, and eight weeks of leave under Massachusetts Parental Leave may take up to a maximum leave of twelve weeks, if the leave is needed for the purpose of the birth or adopting a child. An employee, who meets the criteria and has used up to twelve weeks of leave under Family Medical Leave Act for a purpose not related to childbirth or adoption, is entitled under Massachusetts Parental Leave to take eight additional weeks of parental leave for the care of a newborn or adoption, which includes two weeks of Parenting Leave.

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### **5.3 Parenting Leave (revised 3/23/15)**

After a benefit-eligible employee, including adjunct faculty on a two-year appointment, has been employed by Lesley for one year, the University provides two weeks of fully paid parenting leave in the event of the birth or adoption of a baby and benefits are continued during those two weeks. Please note that Parenting Leave runs concurrent with FMLA and MPL. This benefit is designed to assist employees and share your excitement surrounding the birth or adoption of your children. Lesley University encourages employees to utilize this benefit. Please contact Human Resources for more information.

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### **5.4 Personal Leave (revised 1/1/07)**

(This policy does not apply to sabbatical or other professional leaves). The University recognizes that you may need to be away from work for personal reasons. If personal leave is granted, it will be unpaid, unless you have accrued vacation and/or personal days. Each request will be considered on an individual basis taking into account your needs and the operational needs of your department. The University reserves the right to cancel your leave and require you to return at any time for such reasons as undue burden to your co-workers, the needs of the University, or some other significant concern. During unpaid personal leaves, employee pays both employee and employer portion of the health, dental, life insurance, and LTD premiums. No paid time accrues during an unpaid leave.

Personal leave may be approved for employees with one or more years of service. Leave cannot be approved for longer than six months. All agreements must be in writing from the Office of Human Resources.

Please contact Human Resources to obtain further information about personal leaves.



### **5.5 Bereavement Leave (revised 9/1/07)**

When there is a death of an immediate family member (spouse, spousal equivalent, siblings, parents, grandparents, children, step-children), the immediate family of your spouse or spousal equivalent, an individual who acted as a parent to you when you were a child, or an individual who lives in your household, you are granted a three-day bereavement period in order to make arrangements for and to attend the funeral.

If more time is needed, you may take accrued vacation or personal days, subject to the approval of the manager of the department and operational needs.

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### **5.6 Religious Observance Leave (revised 9/1/07)**

Under Massachusetts law, employers must make reasonable accommodations to meet the religious needs of employees. Thus, employees with sincerely held religious beliefs (without regard to whether those beliefs are attributable to any organized religion) may request reasonable accommodations, including time away from work, to participate in religious services or other required religious practices. You must submit your request for accommodations to your supervisor at least ten days before an accommodation would be needed. Accommodations for religious reasons will be approved unless the request causes an undue burden on the department within the University.

If the accommodation is time away from work, it may be taken in one of the following ways: 1) unpaid; 2) paid, providing you have accrued vacation or personal time; or 3) for nonexempt employees, if the time away from work is less than two hours, it must be made up within two weeks – at a mutually agreeable time arranged by you and your supervisor.

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### **5.7 Military Leave (revised 1/1/07)**

Lesley University grants leaves of absence and extends re-employment rights to certain individuals engaged in military service in accordance with applicable law. All members of the armed forces (Army, Navy, Air Force, Marines and Coast Guard), including the Reserves, the Army and Air National Guard, and the commissioned corps of the Public Health Service, and any other individuals designated by the President of the United States are given protection by the Uniformed Services Employment and Re-Employment Rights Act (USERRA).

If an employee is a military reservist and is called to active duty, s/he will be granted an unpaid leave to fulfill active duty requirements. Depending upon state law, benefits may be continued. For additional information please refer to the following website: [www.dol.gov/elaws/userra0.htm](http://www.dol.gov/elaws/userra0.htm).

Lesley University does not discriminate against individuals seeking to serve, or serving in the uniformed services. Lesley treats the service member as on leave, and treats the uniformed service member as the University would treat any other individual on leave of absence.

The University grants leaves to employees who belong to the Reserves or National Guard, for periodic training (such as the two-week summer training camp). Up to a maximum of ten (10) days per year is allowed as leave with pay. For these ten days of leave the University will assure the difference between the employee's military base salary and the University salary. The employee has the option to use vacation time in which case the regular base salary or wage is provided.

When you are called for active duty, you must notify your supervisor of the date you are to report as soon as possible and present official notification duties.

For more specific information regarding Military Leave and benefits, please contact Human Resources.

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### **5.8 Jury Duty/Court Duty (revised 1/1/07)**

The University recognizes that you may be called to jury duty or subpoenaed by the court to testify in a case. Lesley will grant the necessary time off without loss of pay. Please report your intended absence in advance so that your supervisor may make the necessary adjustments.

Generally, jury duty does not extend beyond three days, and the University compensates you as follows:

When you are on jury duty, you will receive your regular salary from Lesley and you keep the payments sent to you by the State. You will then submit copies of your payments from the state to Human Resources in order that your next paycheck may be adjusted accordingly. Processing this way keeps you from being taxed twice on the same earnings, and Lesley has a record of jury duty payments.

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### **5.9 Small Necessities Leave Act (SNLA) (revised 1/1/07)**

All employees who are eligible for Family and Medical Leave Act ("FMLA") leave under the FMLA are also eligible for leave under the Massachusetts Small Necessities Leave Act ("SNLA") In accordance with Massachusetts law, Lesley University provides twenty-four hours of "small necessities" leave within a twelve-month period without pay to all eligible employees for the purposes of:

- Participating in school activities directly related to the educational advancement of your child, such as parent-teacher conferences, or interviewing for a new school,
- Accompanying your child to routine medical or dental appointments, such as checkups, or vaccinations, and
- Accompanying your elderly relative to routine medical or dental appointments or other professional services related to the elder's care, such as interviewing at nursing or group homes.

When SNLA leave is foreseeable, you must provide at least seven (7) days advance written notice to your supervisor and/or Human Resources. Where leave is not foreseeable, you must notify your supervisor and/or Human Resources as soon as practicable.

The available 24 hours of SNLA leave does not need to be taken all at once. Rather, leave may be taken intermittently, in minimum increments of one hour.

You are required to substitute accrued vacation time and/or sick leave [including personal leave and others if applicable] towards SNLA leave. Once paid leave is used up, SNLA leave is unpaid.

Talk with your supervisor and/or Human Resources to request leave under the Small Necessities Leave Act.

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### **5.10 Voting (revised 1/1/07)**

Lesley University encourages employees to register to vote and exercise their right to vote. Whenever possible, you are requested to arrange to vote on your off-duty time. However, if you need time off to vote, the University allows up to two-hours absence for the purpose of voting (preferably during the first two hours or the last two hours in your work day). You are required to provide notice to your supervisor one day in advance, and make an arrangement with your supervisor to make up the time.

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### **5.11 Massachusetts Domestic Violence Leave (revised 8/8/14)**

Purpose: Under Massachusetts law, all employees, regardless of their eligibility for other leave, are eligible for up to fifteen (15) days of unpaid leave in any twelve-month period to address the consequences of “abusive behavior” to themselves or family members.

Scope: Lesley University

Policy Statement: All Lesley employees may take fifteen (15) days of unpaid domestic violence leave in any twelve-month period to address the consequences of “abusive behavior” to themselves or family members. An employee must meet the following criteria to take domestic violence leave:

1. The employee, or a family member of the employee, is a victim of abusive behavior;
2. The employee is using the leave from work to: seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; attend child custody proceedings; or address other issues directly related to the abusive behavior against the employee or family member of the employee; and,
3. The employee is not the perpetrator of the abusive behavior.

For the purposes of this policy, “abusive behavior” means domestic violence, stalking, sexual assault, or kidnapping, as defined by Massachusetts law, against an employee or the employee’s family member. In addition, “family member” means a spouse, partner, parent, step-parent, child, step-child, sibling, grandparent, grandchild, a person with whom an employee has a substantive dating or engagement relationship, a person with whom an employee has a child in common, or a person with whom an employee is in a guardianship relationship.

An employee utilizing domestic violence leave must first exhaust all annual or vacation leave, personal leave and sick leave already available to the employee prior to requesting or taking leave under the Law, unless the employer waives this requirement.

Sick time and vacation time, all annual or vacation leave, and personal leave, will accrue during the domestic leave.

Notice: Except in cases of imminent danger to an employee or an employee's family member, you must provide five (5) days' advance notice of the need to take leave. If an employee takes leave due to imminent danger to an employee or an employee's family member and cannot provide advance notice, the employee must notify the Lesley within three (3) workdays. Such notice may be communicated to Lesley by the employee, a family member, or any professional person who may be assisting the employee or an employee's family member in addressing the abusive behavior.

Documentation: Within five (5) business days after returning to work, Lesley requires that employees who utilize domestic leave provide documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave was taken to address issues directly related to the abusive behavior, as defined above. The types of documents an employee can provide are:

1. A protective order or other documentation issued by a court.
2. A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior against the employee or the employee's family member.
3. A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior complained of by the employee or the employee's family member.
4. Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has: admitted to sufficient facts or has been convicted of the crime.
5. Documentation of medical treatment or counseling as a result of the abusive behavior against you or your family member.
6. A sworn statement, signed under the penalties of perjury, provided by a professional person who has assisted the employee or the employee's family member in addressing the effects of the abusive behavior.
7. A sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been the victim of abusive behavior or is the family member of a victim of abusive behavior.

If an unscheduled absence occurs as a result of abusive behavior, no negative action will be taken against an employee if, within thirty (30) days from the last unauthorized absence in the instance of consecutive days of unauthorized absences, the employee provides any of the documentation described above.

Employment Protection: Upon the employee's return from such leave, the employee will be restored to the employee's original job or to an equivalent position, unless economic, business or other circumstances unrelated to the employee's use of leave under this policy would have resulted in a change in his/her employment status or position.

The use of leave under this policy shall not result in the loss of any employment benefits accrued prior to the date on which the leave taken under this policy commenced.

Employees shall not be subject to retaliation for their use of leave under this policy.

Approved by: President

History: Effective 8/8/2014, Issued – 2015

Responsible Official: Director of Human Resources

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## Section VI COMPENSATION

### **6.1 Time Records (revised 8/1/15)**

If you are paid on a bi-weekly basis, you will be provided with access to the electronic timecard management system, TimeSaver, to record the actual hours worked for each pay period. You are responsible for keeping an accurate and complete record of your time. No one else may enter your time on your behalf. Your approval on your time card is your certification that the hours entered on the electronic time card are accurate. The time card must be approved on a bi-weekly basis. You are responsible for informing your supervisor when you have approved your time. After reviewing the time card and resolving any discrepancies, your supervisor will sign off on the time by the payroll deadline in order for Payroll to process. Your supervisor will inform you of any other specific procedures within your department related to time keeping. Your available sick and vacation time will be reflected on your paycheck stub.

If you are paid on a monthly basis, you must submit your vacation, sick and personal time off via the Automated Leave From Campus system located in [LOIS](#) to your supervisor for approval within five days from the end of the previous month. Time off must be recorded in hours. Your balances for sick, vacation, and personal time are found on LOIS. For more information about vacation, sick and personal time and the Automated Leave From Campus system go to <https://intranet.lesley.edu/hr/benefits/vacation-sick-personal-time/>. If you need assistance in accessing your balances, please contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu).

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### **6.2 Direct Deposit (revised 1/1/13)**

Lesley University requires that all employees are paid via direct deposit. Through the Direct Deposit Program, your paycheck will be automatically deposited in a bank or credit union. You may select up to three accounts for deposit, if you wish (i.e., checking and savings accounts) and can enroll through the [Employee Self Service Portal](#). In addition, pay statement vouchers will be distributed electronically and can be viewed and printed via the [Employee Self Service Portal](#). Please contact Human Resources for additional information regarding setting up Direct Deposit and using the Portal. Contact [hr@lesley.edu](mailto:hr@lesley.edu) with any questions

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### **6.3 Payroll Information (revised 1/1/07)**

Depending on your job classification, you may be paid on a bi-weekly (non-exempt) or monthly basis (exempt). If you are compensated on an hourly basis, you will be paid every two weeks and you are eligible for overtime. The pay period lasts two weeks and begins on a Monday and ends on a Sunday. You will receive your paycheck on the Friday following the close of a pay period.

If you are paid as a salaried employee, you will be paid once a month. The pay period begins on the first day of the month and ends on the last day of the month. You will receive your paycheck on the 25th of the month. If the 25th falls on a weekend, you will receive your paycheck on the Friday before the weekend.

If you have any questions regarding your paycheck or your withholdings, please contact the payroll department at 617-349-8721.

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#### **6.4 Position Description (revised 7/1/16)**

Position Descriptions document the essential duties of positions, and each employee has an up-to-date version of her/his Position Description. The Position Description form is utilized by Lesley University to create a new position, record significant changes to an existing position, compare position description contents with survey data, determine classification, and provide supporting documentation to a Manager's request for a salary review by Human Resources. Human Resources strives to have the most recent position description in its library, we ask manager to submit updated position descriptions both in digital (a writable document) and hardcopy (with manager and incumbent signature and date) to Human Resources.

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#### **6.5 Salary Structure (revised 7/1/12)**

Lesley University's salary philosophy is to pay employees equitably and fairly while being fiscally responsible. Human Resources establishes salary grades for all non-faculty positions, and pay ranges for each grade. The program is based on a job description for each position, which is completed by the employee and/or supervisor, approved by the supervisor, and then classified by the Department of Human Resources.

The position is assigned to a salary grade with respective salary ranges in accordance with a series of factors which collectively measure the level of skill, effort, responsibility and working conditions within each job.

For additional information please download the Salary Grade Schedule at [https://intranet.lesley.edu/uploadedFiles/Intra/Human Resources/Documents/salarygrade.pdf](https://intranet.lesley.edu/uploadedFiles/Intra/Human%20Resources/Documents/salarygrade.pdf).

Faculty and Academic Administrative salaries are established through the Provost's Office.

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#### **6.6 Salary Plan Administration (revised 1/1/07)**

Human Resources has overall responsibility for direction and administration of the compensation and classification program and will evaluate positions for inclusion in the plan, maintain the master set of

position descriptions, and provide each employee with the position description covering characteristic duties, responsibilities and requirements.

The appropriate vice president, dean or manager has ongoing responsibility for making appropriate recommendations within the established guidelines.

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### **6.7 Changes in Employment or Salary (revised 1/1/07)**

Employees who are interested in pursuing career opportunities at Lesley University can learn more about the kinds of positions available and the training and experience that may be required for advancement, by checking the job postings on the Human Resources web site.

Please contact the Employment and Staffing Manager at 617-349-8788, if you are interested in pursuing an opening, or learning about a vacancy. Job Postings may be found on the Human Resources web site at <https://intranet.lesley.edu/hr/employment/job-listings/>.

Moving to a Different Job:

- **Lateral Move:**

If you transfer to a position at the same grade level, your current rate of pay may, or may not change, depending on the responsibilities and skills required for the new position.

- **Promotion:**

In order to be considered for a promotion (a different job at a higher grade), you must have been working in your current position at Lesley for at least three months.

To be considered for a posted position, you must apply for the position. An interview for the position is not a guarantee. Applicants must meet the minimum entrance requirements for the vacant position. If you are chosen as a finalist, it is expected that you will inform your current supervisor as soon as possible. If selected, your current and new supervisors will mutually determine the start date for the new position, not to exceed four weeks from the offer date.

Human Resources will advise employees of any changes in compensation and benefits resulting from the promotion.

- **Temporary Transfer:**

If you are assigned to replace a co-worker in a higher graded job, or fill a vacancy at higher level for at least six weeks, you may be eligible for a temporary increase in the form of a stipend. The Department Manager in consultation with Human Resources determines the amount of the **stipend**. At the conclusion of the temporary transfer the stipend will cease, and you will be paid at your previous rate.

Change or Reclassification to Your Existing Job:

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- **Upgrade Reclassification:**  
If the scope of your position changes due to a significant increase in responsibilities, your position will be reviewed by your Department Manager and evaluated by Human Resources to determine if a reclassification is warranted.
  - **Downgrade in Reclassification:**  
In the event that you are demoted to a job in a lower range, your salary may be reduced. The new salary rate will be established after consultation with Human Resources.
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### **6.8 New Hires (revised 9/1/07)**

Salary offers are commensurate with experience and education. Budget, market issues, and internal equity are considered when setting salaries for new hires. The Department Head must work with Human Resources to formulate and agree on the appropriate salary before an offer is extended. Newly hired employees are legally required to complete the “I-9” Form in accordance with the Immigration Reform and Control Act to work for Lesley University. Please refer to [Section 2.11 of this Handbook for more information](#).

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### **6.9 Overtime (revised 12/1/16)**

As a nonexempt employee, on occasion you may be asked by your supervisor to work more hours than your normal work schedule. Bi-weekly (non-exempt) employees are paid at straight time for actual hours worked in excess of 35 up to 40 in any one scheduled week. For time worked in excess of 40 hours in any one-work week; biweekly employees are paid at a rate of 1.5 times the regular hourly salary. Paid holidays, personal days, sick leave, vacation hours, and storm closings are not counted as hours worked in computing overtime for the week.

Bi-weekly paid employees may not work any overtime without the prior consent of their supervisor.

Monthly paid (exempt) employees are not eligible to receive overtime pay.

### **6.10 Merit Recognition Program (revised 7/1/16)**

The Merit Recognition Program is an annual recognition program which recognizes exemplary performance.

Who is Eligible?

All benefit-eligible full-time and part-time employees who are classified in grades 7—32 and meet the criteria provided below are eligible to participate in the Merit Recognition Program.

- Employees hired on or before December 31 of the previous year. Employees hired after December 31 are not eligible to participate in the merit recognition program until the following fiscal year.
- Employees who were promoted to a different job classification must complete a minimum of six months in the new job classification or position.
- Employees whose existing position is re-classified, regardless of when the reclassification occurs.
- Employees who are laterally transferred may be considered on an individual review basis to determine eligibility.
- Employees who were on leave (e.g. sick, FMLA, leave without pay) or otherwise not working for three months or more in any fiscal year are not eligible for that year.
- Members of the President's Cabinet are excluded from this Merit Recognition Program. Classified Faculty are excluded unless the Supervising Manager and the Cabinet member recommend that the position be included.
- Employees who met the criteria and are recommended for recognition must be on the payroll in the month in which the recognition is determined.

#### How Does It Work?

The annual employee performance evaluation serves as the basis for determining recognition. Eligible employees are divided into work unit clusters of approximately fifteen to twenty-five employees. Typically, the cluster will have the same manager or supervising manager to increase the evenhandedness of the awards. The Office of Human Resources will provide Cabinet members an overall performance evaluations summary sheet organized by Cabinet Member and department for each work unit cluster. For each cluster, supervising managers will recommend recognitions. The number of recognitions per work cluster is capped at 40% of the employees in the cluster. Only 10% of the employees in the cluster may receive the highest recognition.

#### Determination of Recognition:

The managers and supervisors will make recommendations for recognition to their respective Cabinet members based on the employees' performance evaluations. The recommendations for recognition will be made beginning with the highest to the lowest scores for all employees in each work cluster. Cabinet members will make the final determinations.

#### Award of Recognition:

Recognitions will be awarded to the employees in November. To receive the recognition, employees must be employed by the University in the month in which the recognition is actually distributed.

#### Critical Dates:

June—August: Performance evaluations completed for all employees. All completed FY evaluations must be submitted to the Office of Human Resources by August 1<sup>st</sup>, in order to be eligible for a recognition consideration.

September—October: Merit recognition awardees determined.

November: Merit recognition announcements.

If you have questions or concerns, please contact Jane Joyce, Director of Human Resources at 617-349-8785 or [ajoyce5@lesley.edu](mailto:ajoyce5@lesley.edu).

## Section VII WORKPLACE SAFETY

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### **7.1 Introduction (revised 1/1/07)**

To ensure a safe and healthful workplace for America's workers, the Occupational Safety and Health Act of 1970 assigns the Occupational Safety and Health Administration, (OSHA), with the responsibility of setting and enforcing workplace safety and health standards.

Lesley University is committed to providing a safe and healthful work environment for our employees and believes that the Lesley Community shares the responsibility of ensuring the safety of all persons within the University. To accomplish this goal and prepare employees to minimize exposure to safety and health hazards, Lesley University identifies and communicates hazards and safe work practices to employees, develops written safety and compliance programs. Human Resources tracks employee accidents and injuries and annually post the previous years' experience on the Human Resources Office bulletin board.

Lesley University has also developed and posted on the University's website, (click to view the [Emergency Plan](#)), designed to provide guidance for community members during emergencies. Each emergency procedure outlines specific responses and responsibilities to our community member who becomes aware of an emergency. Lesley University developed the Emergency Plan to enable employees to appropriately respond, effectively manage, and mobilize the necessary resources following discovery of an emergency.

Lesley University publishes an [Annual Campus Security Report and Annual Fire Safety Report](#) pursuant to the Clery Act, the Higher Education Act, the Higher Education Opportunity Act and the Violence Against Women Act of 1994, and notifies students and employees when it is available. In general, the report contains campus security policies, fire safety policies, and crime and fire statistics. The University posts the safety reports on Lesley University's website on an annual basis. Paper copies of the report are available by contacting the Lesley University Public Safety Department (Public Safety) at 617-349-8901.

If you need further information about safety or emergency procedures, please contact your supervisor or the Office of Public Safety or the Director of Facilities and Operations for OSHA information.

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### **7.2 Communicable Diseases (revised 1/1/07)**

An employee who has or discovers s/he has a communicable disease (such as, but not limited to meningitis, hepatitis A, tuberculosis, Zika Virus) should take every precaution to ensure that the illness does not pose a direct threat to the health and safety of other individuals in the workplace. In the event an employee has contracted a communicable disease, they should report to Human Resources as soon as possible at ext. 8787 or e-mail [hr@lesley.edu](mailto:hr@lesley.edu). A direct threat is constituted when the risk of contagion is significant, and that risk cannot be eliminated by a reasonable accommodation. Therefore, a person who is concerned about the possibility of having a communicable disease should contact his/her doctor, if appropriate, and follow the doctor's advice. It may be necessary to seek a Family

Medical Leave of Absence in these circumstances. Please contact Human Resources for further information.

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### **7.3 Emergencies (revised 1/1/07)**

The information provided below is taken from The Lesley University Emergency Plan, and more information may be found on [emergency-procedures](#)

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### **7.4 Emergency Procedures On-Campus (revised 1/1/07)**

In the event of an actual emergency evacuation or fire **IMMEDIATELY EXIT THE BUILDING**. Certain areas have been designated as assembly locations. Immediately reporting to the assigned area will help to quickly and accurately account for community members during an emergency.

Click here to view the [Assembly procedures and areas](#) and [Emergency Procedures for Faculty - video](#) and for [Emergency Procedures for Staff - video](#)

#### **Before an Emergency:**

Know all exit locations; be sure you know the safest and quickest way out of the building, including the locations of secondary exits.

Be aware of the [emergency assembly areas](#) for your building.

Familiarize yourself with the building layouts; maps of the building are located throughout the building.

#### **During an Emergency:**

Lesley Community members (students, staff, faculty, contractors, and vendors) should dial 911 in the event of an emergency (fire, medical, criminal) on campus. Lesley Office of Public Safety should then be called at 617-349-8888. Office of Public Safety will meet local emergency response personnel and assist as needed. It is essential to inform the Office of Public Safety of all emergencies.

#### **Fire:**

Any member of the Community who discovers a fire should never endanger his/her own personal safety or the safety of another. In the event of a fire, evacuate using the safest exit and then call 911 and Security at 617-349-8888, providing the address and location of the fire. While each building is equipped with a fire extinguisher, (and you should be aware of the location of the extinguisher in your area) your safety is the University's first concern. In case of fire, ensure your safety first before using an extinguisher.

#### **Firearms and Weapons in the Workplace:**

Firearms and weapons are prohibited on University premises.

#### **Shelter-in-Place:**

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The University may make a decision to Shelter-in-Place when an evacuation is not safe based on an emergency on the Lesley campuses, in the surrounding community or other locations. In many cases, local authorities will issue advice to shelter-in-place via TV or radio. The term, Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Once the decision has been made, the University will instruct the campus community to Shelter-in-Place. Notification will be sent via the [Lesley Emergency Alert System](#) or through individual notification if the emergency is localized

Examples of instances when the Shelter-in-Place may be used are:

- In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally;
- In the event of the presence of a person or persons deemed by Public Safety or other law enforcement agencies to be a threat to the campus community; or
- A severe weather event such as a tornado or wind event during normal operating hours of the University

### **Pandemic Planning:**

Pandemic Planning is in process at the local, state and federal level, and most anticipate that the spread of pandemic level illnesses can be, to some extent, tracked. As the "plume" of infection spreads geographically, local, state and federal plans will go into effect. In coordination with local, state and federal Public Health planning, as part of its emergency preparedness plan, Lesley has developed a community response plan to assist public agencies in order to:

- a) attempt maximum mitigation within the Lesley Community for the benefit of the public health,
- b) protect to the largest extent possible, the health and safety of the Lesley Community, and
- c) protect the operation of the University and ensure recovery after an extended cessation of operations.

In the event of a large scale pandemic, Lesley University and other institutions will receive information and recommendations from public health agencies that could include:

- Full Campus Closure
- Cancellation of classes and/or events (athletics, etc.)

Emergency public information resources are available at:

- <http://www.ready.gov/today>
- [www.pandemicflu.gov](http://www.pandemicflu.gov)

Related public hygiene information is available at:

- <http://www.lifeinsurancequotes.org/clean-hands-make-the-difference/>

## **Medical Emergency**

In the event of a major medical emergency, Lesley community members should call 911. Examples of a major medical emergency include, but are not limited to apparent heart attack, or serious bleeding.

In the event of a minor medical emergency, Lesley community members should call Office of Public Safety. Examples of a minor medical emergency would be a small cut requiring first aid. Security will dispatch an officer to the scene and determine what other resources are needed.

Lesley has ten (10) Automated External Defibrillators (AED's) located throughout the campus. The locations for the AED's are listed below:

- 1. Public Safety Doble Campus
- 2. University Hall (Public Safety Desk)
- 3. Lunder Arts Center 1801 Mass Ave (3 at Lunder - Public Safety Desk, Library and 4<sup>th</sup> floor hallway near woodshop)
- 4. 815 Somerville Ave, 3rd floor, left of entrance
- 5. McKenna Student Center, lower level, in Health Service Center
- 6. Spare (Public Safety Captain's Office, 33 ½ Mellen)
- 7. Brattle Street Campus (Public Safety Desk, Desk in Burnham Hall)
- 8. Brattle Campus, Sherrill Library, 1st floor behind main librarian desk.
- 9. Fitness Center, 30 Mellen, 1st floor behind reception desk. If a defibrillator is needed, call the Office of Public Safety at 617-349-8888.

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## **7.5 Emergency Procedures Off-Campus (revised 1/1/07)**

Each off-campus site should have telephone access for you to call in case of an emergency. When you first arrive at a new site, speak with the Site Coordinator for an orientation to learn if 911 is enabled in that area, and the quickest route for exiting in case of an emergency. For further information, please speak with your Supervisor, and/or see [Emergency Plan](#)

The following telephone numbers are provided in the event of a serious injury or accident that needs immediate attention:

### **Office of Public Safety or Switchboard Operator – 617-349-8888 / Operator**

- Office of Public Safety will render assistance and obtain emergency transport to the nearest medical facility

### **Poison Center – 617-232-2120**

**First Aid Kits** - Available in most buildings

## **7.6 Workers' Compensation (revised 1/1/07)**

Regardless of how minor, accidents should be reported immediately to Human Resources at 617-349-8617 or extension 8787. A written report describing the accident must be completed and filed within 24 hours of the accident. If an employee is injured on the job, and seeks medical attention, s/he should tell the health care provider that the injury may be covered under Workers' Compensation Insurance. The employee must also notify Human Resources that s/he has seen a health care provider. Human Resources will notify our Workers' Compensation carrier, and once eligibility is verified, the employee may be able to collect partial pay under Workers' Compensation.

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## **7.7 Reasonable Accommodations (ADA) and Ergonomic Assessment (revised 1/20/17)**

The University is committed to complying with the Americans with Disabilities act and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. The University will endeavor to provide reasonable accommodations requested by all employees with disabilities who are otherwise able to perform the essential functions of their job. An employee seeking an accommodation should contact Human Resources ext. 8617 or 8787 or [hr@lesley.edu](mailto:hr@lesley.edu).

A reasonable accommodation may include any action which enables a qualified individual with a disability to perform the essential functions of his or her position but which does not result in an undue hardship to the University or pose a threat to the health and safety of the employee or coworkers. The University will engage in an interactive process with the employee and determine the feasibility of the requested accommodation, considering various factors, including but not limited to, whether the accommodation is effective, the nature and cost of the accommodation, the availability of outside resources, the overall financial resources of the organization and the accommodation's impact on the operation of the business.

The University may require that the individual requesting the accommodation provide adequate medical certification and a job related functional assessment. It may, under certain circumstances, request and finance an independent medical examination. Also, in some instances, the University may not approve the accommodation requested by the employee but may provide an alternative accommodation.

The employee will be informed of the decision on the accommodation requested by Human Resources.

Employees requesting a reasonable accommodation or have an ergonomic should contact Human Resources at extension 8617 or 8787 or [hr@lesley.edu](mailto:hr@lesley.edu).

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## **7.8 Transportation Escort Program (revised 1/1/07)**

Lesley University offers a Transportation Escort Program to provide additional safety to students, faculty and staff within and between the campus boundaries. Upon request from any member of the Lesley community, the Office of Public Safety will arrange an escort to meet you within one hour at a predetermined location and accompany you to your destination.

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### **7.9 Personal Safety Alarms (revised 1/1/07)**

The Office of Public Safety has personal safety alarms that can be used as an alternative to the escort program. These alarms emit a 130-decibel signal that may deter a potential aggressor and draw attention to your situation. These alarms can be signed out at the Office of Public Safety at any time. For more information and to prepare for these and other emergencies (i.e., bomb threat, criminal emergency, terrorism, etc.) please go to: [Emergency Plan](#).

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### **7.10 Transportation in an Emergency (revised 1/1/07)**

As part of the Lesley Transportation Program, the University has formed a partnership with MassRIDES to encourage employees to use alternatives to single occupancy vehicles. This particular incentive provides a free emergency ride to your home, your vehicle, your child's school, day care or medical facility during a qualified emergency.

A qualified emergency is defined as:

- An unexpected personal illness or emergency
- An unexpected family member's illness or emergency
- An unscheduled request by a supervisor to work overtime
- A car or van pool driver has an unexpected emergency

You must register first with MassRIDES before using this benefit. For additional details and information about how to register, go to [www.commute.com](http://www.commute.com) or call 1-888-4COMMUTE.

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### **7.11 Workplace Repairs (revised 1/1/07)**

#### **Physical Plant Work Order Requests:**

For all campuses (Doble, Porter, and Brattle), any requests for painting, maintenance, furniture/office moves, new keys, carpentry, landscaping, event setups etc. on each of the campuses should be made directly to Physical Plant via the Operations work order request system.

Lesley University's web based Operations work order request system, [School Dude](#), is available to ALL Lesley community members (Faculty, Staff and Students).

For off campus, work order requests contact your site coordinator.

**Note:** All non-emergency requests must be submitted through School Dude.

**Emergency Work Requests** - In the event of an emergency work request, call Plant Operations at 617-349-8881 between the hours of 9:00am – 5:30pm Monday -Friday. Before 9:00am or after 5:30pm, Monday-Friday and on weekends and holidays, call Public Safety at 617-349-8888.

**Examples of emergency work order requests are as follows:**

- Water and or plumbing systems leaks or overflows,
- Fire alarms sounding,
- Carbon monoxide detector alerts,
- Power outages,
- Noxious odors such as gas,
- Door alarms and doors not locking.
- If you require a response within 5 minutes, consider this an emergency!

For further information click [Emergency Response Procedures](#)

For Information Technology repairs please contact the Lesley University IT Help Desk at [it@lesley.edu](mailto:it@lesley.edu) or extension 8770.

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## Section VIII EMPLOYEE SERVICES

### **8.1 Introduction (revised 1/1/07)**

Lesley University offers employees a variety of services and resources intended to provide opportunities for recreation, learning and social interaction. The following sections describe many of the services available at Lesley for staff members. Further information and details are available in the Office of Human Resources.

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### **8.2 Credit Unions (revised 7/1/09)**

Lesley University offers referrals to two Credit Unions for its employees.

The Metro Credit Union provides employees with the opportunity to save at a higher interest rate higher than banks provide, and to secure loans at reasonable interest rates. If you are interested in establishing an account with the Metro Credit Union, contact Human Resources to complete a payroll deduction form.

Lesley also offers membership in The Harvard University Credit Union. This credit union offers services to the employees and their families. HUECU offers discounted borrowing rates and a wide variety of loan and credit options including auto loans, home equity loans and line of credit, first mortgages, credit cards, and personal loans. Savings accounts, free checking accounts, money market accounts, and individual retirement accounts are also available.

Please contact Human Resources at extension 8787, regarding these credit unions, if interested.

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### **8.3 Dining Services (revised 1/1/07)**

Bon Appetit Dining Services offers members of the Lesley University community a variety of dining locations. For locations and hours see [Dining Services - Bon Appétit](#).

Please visit [Bon Appetit](#) for updated information on everything including: campus dining, menus and locations, and promotions.

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### **8.4 Lesley Card/CashLynx (revised 1/1/07)**

Discounts are available at selected vendors by showing your Lesley Card, the official identification card of Lesley University. This list may change from time to time – so check back to see what new discounts may have become available.

- Marathon Sports 10% store discount
- Zoots Dry Cleaners 10% discount
- Barnes and Noble (University Hall location only) 10% off all merchandise except textbooks
- Healthworks Fitness Center (Porter Square area only) 10% off club memberships

CashLynx is welcomed as a form of payment on and around the Lesley University campuses. It is also [accepted](#) at more than 80 businesses in the Cambridge, Back Bay, Fenway, and Newton neighborhoods that accept [Campus Cash®](#) as a form of payment. Local Businesses – click to see [a map of Accepting Locations!](#)

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### **8.5 Employees Activities Committees (revised 1/1/07)**

The Employees Activities Committee (EAC) membership includes voluntary member staff employees throughout the University. The Committee is responsible for planning and coordinating social events for all Lesley employees. For further information or if you wish to join the Employees Activities Committee please contact Human Resources.

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### **8.6 Staff Representative Advisory Council (revised 1/1/09)**

The Staff Representative Advisory Council (SRAC) is a voluntary group of non-faculty members who currently are assigned to payroll grades seven through twenty-five. The purpose of this group is to provide advice and feedback about programs, practices, and policies and input to decision-making in matters that affect employees' work lives.

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### **8.7 Diversity Council (revised 1/1/13)**

The mission of the Lesley University Diversity Council (LUCD) is to cultivate a learning environment, in all our programs, which acknowledges and appreciates the inherent worth and dignity of every person. We foster sensitivity and mutual respect among members of the Lesley community, and offer encouragement and support so that all individuals can strive to reach their full potential. At the heart of our mission is a commitment to social justice for all. To this end, we are dedicated to the honoring and understanding of differences in all their dimensions. We believe in leveraging these differences by addressing constructs of power and privilege which often result in oppression, marginalization and discrimination. Our work focuses on retention efforts of students, faculty and staff that support and encourage the creation of a diverse community. We devote our effort to inspiring and maintaining a college environment that embodies the positive attributes of a civil and just society. For further information please visit the Diversity Council's website at <http://www.lesley.edu/diversity-council/>

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## **8.8 University Council (revised 1/1/17)**

University Council Charter - The University Council was created in 2007 to provide the best possible advice to the President and the Lesley Community by establishing, prioritizing, and moving forward the University-wide agenda. The Council began meeting in 2008 to develop and implement the University vision and strategic plan. For details regarding the U.C. mission and charter, please read the U.C. Charter.

The University Council is comprised of 39 members (faculty, staff, administrators, and students) and two ex officio members. Membership is representative of University stakeholders, and communication is both University-wide and specific to individual constituencies.

If you would like to request that an agenda item be considered for discussion at UC, please use the [Agenda Item Request Form](#).

### **Quality of Life Committee – Subcommittee of University Council**

The mission of the Quality of Life committee is to provide a forum for any Lesley staff, faculty, or student to safely and anonymously raise issues regarding their experience within our community.

As a subcommittee of the University Council, we recognize that Quality of Life issues, including morale, workload, healthcare, work/life balance, will change over time. We will respond to these issues in the appropriate manner and our focus will change as these issues emerge and recede. We will also invite guests from the Lesley community to our meetings for their input on specific QoL issues.

#### **Goals**

- Open communication between and among QoL related groups
- Advocate for equitable resources and services for faculty, staff, and students
- Promote social and community events as part of our mission

#### **Feedback**

Any member or group of the Lesley Community can submit an item (suggestions, concerns, questions, comments) anonymously to the University Council Quality of Life Committee via [our form](#) or contact us at [qualityoflife@lesley.edu](mailto:qualityoflife@lesley.edu).

## **8.9 Fitness Center (revised 1/1/07)**

The Lesley Fitness Center features a variety of cardiovascular equipment, including stationary bikes, elliptical machines, treadmills, rowers and erg machines. There are free weights and dumbbells ranging from 5 lbs. to 100 lbs. For additional weightlifting, patrons will find a wide selection of total-body Nautilus machines. There are also stretching and abdominal exercise areas, as well as stability balls and medicine balls. You will be asked to sign an initial form before using the facilities.

Men's and women's locker rooms both have daily lockers for storage and shower areas. There are also cubbies on the main floor of the fitness center for coats, bags and shoes.

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The Fitness Center is located in Doble Hall and is available to all members of the Lesley Community. A Lesley ID card is mandatory at all times.

The Fitness Center is open: during the semester Monday-Friday, 7 AM – 7 PM, and Saturday-Sunday 10 AM – 10 PM; and during the summer Monday-Friday: 7:00AM - 7:00PM and closed on Saturday and Sunday. For further information, click on [Fitness Center](#) or contact the Athletics Director at 617-349-8498.

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### **8.10 Library Privileges (revised 1/1/07)**

In order to have access into [Lesley University Libraries](#) (Sherrill and LUCAD), faculty, staff and students must have a valid University ID card (Campus Card) for admission. The libraries are available to all employees, who may apply for library access and borrowing privileges by presenting a valid Lesley University ID Card at the circulation desk. All materials must be returned to the library upon termination of employment. A Lesley ID card is mandatory to enter at all times. For more information click on [Lesley University Library home page](#).

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**8.11 Copy-Mail Center Services (revised 1/1/07)** The full service Copy-Mail Center meets the variety of copying and document finishing needs of the Lesley community. The centralized mail service is located in the basement of MacKenzie Hall below the McKenna Student Center at 36 Mellen Street. All incoming and outgoing mail is processed at this location. Mail is picked up and delivered on a daily basis. The mailing address for the University is:

Lesley University  
29 Everett St  
Cambridge MA, 02138-2790

Deliveries should be made directly to your work location.

#### Hours of Operation

Document Services: Monday - Friday, 8 AM - 6 PM

Mail Service: Monday - Friday, Twice daily delivery

Payment: The Copy-Mail Center accepts department orders and payment by Lesley CashLynx personal payment for Lesley students, faculty and staff.

The Copy/Mail Center offers the following document services:

- Black and white printing/copying
- Color printing/copying
- GBC Comb binding and tape binding
- 3-hole punching/stapling
- Cutting and folding

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- Large format posters and mounting
- Scan to email
- Fed-Ex and USPS shipping services
- Banners
- Calendars
- Self-service copier
- Purchase U.S. postal stamps

For more information click [Lesley University Mail/Copy Center](#).

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### **8.12 Discount on Tickets, Travel and Shopping (revised 1/1/12)**

Lesley University employees receive exclusive discounts through Working Advantage on entertainment (movie tickets), theatre and events, shopping and gifts.

#### **3 Easy Steps to Enroll for Free!**

1. Go to [www.workingadvantage.com](http://www.workingadvantage.com).
2. Select the **Register** button at the top of the page
3. Fill in **Sign Up To Become A Member form**

Lesley University Member ID (Company ID) is #99031292 Order online anytime or by phone at 1-800-565-3712 Monday through Friday 8:00 a.m. - 6:30 p.m. ET or Saturdays 9:00 a.m. - 5:00 p.m. ET. If you have questions, contact Human Resources at ext. 8787

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### **8.13 Office of Public Safety Services (revised 1/1/07)**

Public Safety is committed to the security of each member of the Lesley Community. With this goal in mind, the office is pleased to provide a number of services, including: routine safety patrols, emergency response, safety escorts, and personal safety alarms. Click on [Workplace Safety](#) or go to <http://www.lesley.edu/public-safety/> for more information about how the Office of Public Safety promotes safety.

#### **Safety Patrol**

Lesley Public Safety officers patrol all campus buildings and areas continually, seven days per week. While patrolling, our officers monitor all activities, respond to alarms, inspect lighting, conduct fire watches, and maintain control of our parking lots. Our officers are equipped with two-way radio communications and stay in constant contact with the Public Safety office while on patrol.

#### **Emergency Response**

Lesley Public Safety officers are trained to respond to all emergencies (i.e. criminal, medical, fire, etc.). It is our responsibility to maintain control of an emergency scene, administer CPR/First Aid as needed,

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obtain assistance from the appropriate emergency response agency and guide the response team to an emergency location.

### **Safety Escort**

An escort program has been established at Lesley to provide additional protection to our students, faculty and staff while they walk around campus. Public Safety officers are prepared to escort any member of the Lesley community upon request (pending availability of a Public Safety officer).

If you wish to utilize this service, please contact Public Safety extension 8888. . Once requested, an officer will meet you at a predetermined location and escort you to your destination. Please understand, this service is limited to campus boundaries.

### **Personal Safety Alarms**

The Public Safety office has personal safety alarms which may be used as an alternative to an officer escort. These alarms emit a 130 decibel signal which may scare away any potential aggressor and will draw attention to your situation. These alarms can be signed out from the Public Safety office on the Doble Campus at any time.

### **Lost and Found**

The Lesley Office of Public Safety serves as a central location for lost and found articles. Many articles are turned in throughout the years such as rings, keys, books, etc. If you believe that you have lost an item, please stop by or call the Office. All valuables are stored in the Office of Public Safety for one year at which time they are given to a local charity or discarded.

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## **8.14 Travel Services**

Egencia is Lesley's preferred partner for booking travel. All university travel contracts are loaded into Egencia's system. To make reservations for Air Travel, Car Rentals, Rail and Lodging go to <http://www.egencia.com>. For Egencia agent assisted travel, please call 1 (800) 401-2932

To register and begin using Egencia you will need a travel profile established. Please contact [procurement@lesley.edu](mailto:procurement@lesley.edu) for information on setting up a profile. Once your access has been approved, you will receive a Welcome email containing your username and temporary password.

After the profile is established you are able to begin booking travel. Procurement offers Egencia travel training in person or via the web. Please contact Procurement Services ([procurement@lesley.edu](mailto:procurement@lesley.edu) or ext. 8179) to arrange a training session. These generally take less than 30 minutes.

For more detailed information on travel, please go to [University Travel Policy & Procedures](#)



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### **8.15 University Bookstore (revised 1/1/07)**

Barnes and Noble manages the University bookstore located in University Hall and offers a selection of general books, magazines, educational software and reference books as well as Lesley's course books and material. Additionally the bookstore has a variety of University clothing, office and computer supplies and gifts.

Employees are eligible to receive a 10% discount on any purchase over \$2.50 excluding textbooks. You must present your Lesley University ID (Lesley card) to receive the discount.

For further information, you may call the Bookstore directly at 617-349-8875 or click [Lesley University Book Store](#).

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### **8.16 Zipcar (revised 1/1/07)**

As an employee of Lesley University, you are now eligible for discounted personal access to Zipcar including reduced weekday rates, more than half off the annual fee, and exemption from the application fee!

To join, simply visit <http://www.zipcar.com/lesley>

Lesley University provides on-campus parking spaces for Zipcar. Zipcar offers self-service access to cost effective vehicles on campus for business or personal use 24/7.

Students, faculty, and employees over the age of 18 can apply for a Zipcar membership and then reserve a Zipcar for any personal use. There are Zipcars on the Lesley campuses click on [Lesley interactive campus map](#) for locations)There are several membership options available from Occasional Driving Plan to Extra Value Plans depending on your projected use

If you are traveling on University-related business, you may be eligible for reimbursement and Zipcar travel expenses.

For more information go to [www.zipcar.com/lesley](http://www.zipcar.com/lesley)

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### **8.17 Information Technologies Support Services (revised date 1/1/07)**

[Information Technology Supports Services](#) is responsible for support services including, the University switchboard, desktop/laptop deployment, maintenance and repair, classroom equipment management and overall technology asset management. Technology Support Services is also responsible for maintaining the [Information Technology's on-line self-help portal](#). To learn more about Information Technologies click [About IT](#).

## Information Technology's Help Center Resources

The IT online help center is a self-help resource which allows the Lesley community to search for answers, and find step-by-step directions for common technology questions. [IT's Help Center is a self-help portal](#) which allows you to browse and search frequently asked questions and helpful articles. If you can't find a solution in the Help Center, you can contact Technology Support Services via e-mail or phone at 617.349.8770.

For a full menu of IT services click [Information Technologies](#).

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### **8.18 25Live for On Campus Room Scheduling (revised 1/1/15)**

[25Live®](#) allows faculty, staff, and students the ability to reserve University space for activities, meetings, and special events. In addition, users can view upcoming academic and non-academic scheduled events throughout the University. For more information and training videos click [25Live®](#). Click to access the 25Live Event Portal (It is recommended that you use Mozilla's Firefox browser (version 3 or higher) or Google's Chrome browser). Use your Lesley User ID and password to access the system. If you have any questions contact the [Registrar's Office](#) or extension 8740.

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### **8.19 Employee Self Service Portal (ADP) (revised 8/1/11)**

The [Employee Self-Service Portal](#), provided by Human Resources and Payroll, allows you to manage your employee information such as:

- Personal Information (addresses and phone numbers)
- Emergency Contacts
- Financial Information (view and print pay statements and annual statements; update tax withholding exemptions)
  
- Direct Deposit (enroll and change bank account information) click for set up instructions
- Benefits Summary data
- Links to other Lesley websites, and more!

For more information click on the ADP Self-Service Portal Employee Training Video

For first time users click [Employee Self Service Portal](#) and follow the instructions.

If you have already created an Employee Self Service Portal account [click to go to the secure site](#). \*

\*Recommended browsers are Internet Explorer or Firefox (depending upon the version). ADP does not fully support other browsers such as Safari and Chrome, although they may work for you. If you are unable to sign in or the website appears to not respond, please switch to a different browser.

For concerns or feedback regarding the Portal, please email [hr@lesley.edu](mailto:hr@lesley.edu).