

You & Brown

HUMAN RESOURCES

STAFF INFORMATION GUIDE

**Brown University is an Equal Employment Opportunity/
Affirmative Action Employer**

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This is Brown University

Founded in 1764, Brown University is the seventh oldest college in the United States and the oldest in Rhode Island. Brown is a private, coeducational, nonsectarian Ivy League university. Its dedicated teaching faculty fosters the academic and personal development of both undergraduate and graduate students.

The College was known as Rhode Island College until 1804, and was first located in Warren, Rhode Island. The College Edifice (University Hall) and a house for the president were erected in Providence in 1770. Today, the main campus totals more than 240 buildings which cover almost 140 acres in Providence. In addition, the University owns 376 acres at Mount Hope in Bristol, Rhode Island. The Mount Hope property, which was given to the University in 1955 by the Rudolf F. Haffenreffer family and foundation, houses the Haffenreffer Museum of Anthropology and is also used for recreational purposes by the University community.

All components of Brown University are under the immediate oversight of the President or one of the senior administrators. The President is the chief executive officer responsible to the Corporation—a body composed of a 12-member Board of Fellows and the 42 members of the Board of Trustees. In general, the Corporation concerns itself with matters of policy, and the President is responsible for the management and administration of the day-to-day operations of the University, working in a collaborative manner with the senior staff.

Brown University is renowned for its distinctive student body – an independent, energetic, mature, responsible, self-directed, educational culture that fosters and reinforces these qualities as essential elements of an education. This special quality of Brown achieves its fullest expression in its educational curriculum.

Brown University's mission and initiatives are documented in the Plan for Academic Enrichment, which is designed to augment this educational culture so that all students—undergraduate, medical, and graduate – are offered the best education possible. These opportunities are crafted for students to define their own educational path, with access to a wider array of venues and a broader scope of activities, with the most up-to-date means at their disposal, which are guided by a nationally distinctive and well-supported faculty and staff.

Community is an important concept at Brown. The main campus itself is like a small town with its own bookstore, post office, dining cafeterias, and athletic facilities. As one of the largest employers in Rhode Island, we have a staff population of over 2,500 people. When added to the approximately 800 faculty and over 7,200 students, Brown's total population is greater than that of many small towns. Another important aspect of community at Brown is Providence—the city within which Brown resides. Our population at Brown, like those of the surrounding greater-Providence communities, is incredibly diverse. Among our staff, 59 percent are women and 16 percent are minorities. Our faculty and student populations hail from all 50 states and over 70 countries.

Even though Brown University is a large employer located in a city, it is a place where individuals and their ideas and contributions count. Each person who works and studies at Brown is considered a vital part of our success. Working at Brown provides the opportunity to become involved and to make a difference in a vibrant academic community. Today, Brown's ambitious Plan for Academic Enrichment is establishing new benchmarks of excellence in research, education, and public leadership.

Introduction to “*You and Brown*”

You & Brown: Human Resources Staff Information Guide provides you with the information you need as a staff member working within the Brown community. This *Guide*, in combination with the *Human Resources Policies & Practices* manual, was designed to replace the previous employee handbook/policy booklet, *We Are Brown*.

This *Guide* is designed for staff employees who are paid on the regular payroll. It is not intended for use by faculty members, employees working in positions covered by a collective bargaining agreement, or those working on Brown’s miscellaneous payroll or hired through a temporary agency. Faculty should contact the Faculty Personnel Office, and union employees should refer to their collective bargaining agreements.

This *Guide* is intended to familiarize the reader with the policies, guidelines, and practices that are important to each Brown staff member. It provides policy highlights and referrals to other sources for more information; it does not provide the full details of policies, procedures, or benefits. Additional information may be found by contacting the appropriate section within the Human Resources Department. For additional contact information for Human Resources (HR), please go to www.brown.edu/Administration/Human_Resources/contacts/index.html.

We have organized this booklet into the following major sections:

- Employee Services and Resources for Staff
- Your Employment at Brown University
- Your Benefits at Brown University
- Your Compensation at Brown University
- Maximizing Your Success at Brown University

Within each section, we have organized individual policies, practices, and benefits in groupings that reflect the types of questions that are often asked about such issues.

The structure of each of the *Guide’s* major sections mirrors the organization of related sections of the *Human Resources Policies & Practices* manual. Additionally, policies within each major section have the corresponding policy number from the *Human Resources Policies & Practices* manual noted in parenthesis next to their names to help you easily locate the full policy within the manual itself.

If you do not find the information you need in this *Guide* or other University documents, you may contact the appropriate section of the Human Resources Department. Information on ways of contacting Human Resources and other departments, which can serve your needs as an employee, is listed at the end of this booklet.

This *Staff Information Guide* is a summary for informational purposes only and, while every effort has been made to ensure its accuracy, it does not constitute a legal contract. In cases where discrepancies occur, the plan document or official policy will be the ruling and binding instrument. Further, Brown University reserves the right to amend or terminate any of the policies and benefit plans described in this booklet at any time and for any reason.

Employee Services and Resources for Staff

■ **Athletics and Physical Education**

The Department of Athletics and Physical Education offers many different services to the Brown community. The ice skating rink at Meehan Auditorium and the Olney-Margolies Athletics Center are available on a regular schedule and at no charge to employees during the academic year. To use the facilities in the summer you will need to purchase a recreation pass at the Ticket Office. Physical Education classes in a wide variety of activities are offered to the University community during the fall, winter and spring. Admission is free to many sporting events and discounted season tickets are available for many of the University athletic events for which there is a charge.

■ **Bio-Med Human Resources**

The Bio-Med Human Resources Department, located in Arnold Lab at 97 Waterman Street, works closely with the University's Human Resources Department in handling all aspects of employee relations, recruitment, leave of absence requests, benefit inquiries, and compensation for employees who work to support the mission of Brown's Warren Alpert Medical School. Employees who work for the Medical School will find that Bio-Med Human Resources is the office that handles the great majority of their human resources issues. Bio-Med Human Resources works very closely with the Human Resources Department to assure that all Medical School policies and practices are aligned with and support the University's human resources philosophy.

■ **Brown Bookstore, Campus Shop, and Computer Store**

The Brown Bookstore, Campus Shop, and Computer Store are located in the Brown Office Building at the corner of Thayer and Angell Streets. The Bookstore stocks a broad selection of general trade and children's books; magazines and periodicals; study aids; medical, professional, and technical reference books; and course books and materials. The Campus Shop provides a broad selection of University clothing and memorabilia; cards, gift wrap, and stationery; posters and art prints; compact discs and audiotapes; gifts; electronics; school and office supplies; health and beauty aids; and snacks and beverages. The Computer Store offers computer hardware, peripherals, software, computer supplies, sales consultation, and repair services.

■ **Brown Daily Herald**

The *Brown Daily Herald* (BDH) is the official student newspaper, published by Brown students Monday through Friday during the academic year. The publication contains articles and editorials that educate and inform Brown's community members about issues, activities, and events that shape our campus climate. Copies are available in a number of places on campus, including the foyer of the Brown Bookstore. The BDH is an independent corporation and is neither Brown-controlled nor Brown-run. An online subscription service is also available to Brown's community members at www.browndailyherald.com/main.cfm?include=customPage&name=subscribe.

■ Computing & Information Services

Computing and Information Services (CIS) is the centralized computing support organization at Brown. CIS is responsible for maintaining distributed and centralized computing services on campus, supporting academic and administrative departments in the effective and efficient use of these technologies, and promoting an understanding of evolving technologies. Its offices are located at 3 Davol Square and at the Thomas J. Watson Center for Information Technology (CIT) at the corner of Brook and Waterman Streets.

CIS services for which Brown staff are eligible include the following:

- Training workshops to enhance technical skills
- Purchasing standard configurations from Brown's preferred vendor for computer hardware for the same prices that the University pays
- Purchasing cell phone service and accessories at a discount

All members of the Brown community must abide by the Computing Policy, which governs the use of services and prohibits the use of Brown computing resources (including e-mail) for personal business or political use. The full policy may be found at www.brown.edu/Facilities/CIS/policy/.

■ Dining Services

Brown University Dining Services offers all members of the Brown community a wide variety of dining locations from which to choose. For a meal, a snack, or just the opportunity to socialize with friends, University Dining Services offers something special for everyone. Hours and selected menus may be found online at: www.brown.edu/food.

In addition to two student dining centers – Sharpe Refectory (144 Thayer Street in Wriston Quad) and the Verney-Woolley Dining Center (135 Cushing Street in Morris-Champlin Hall) – Dining Services operates the following lunch and snack venues on campus:

- **The Ivy Room**
144 Thayer Street, downstairs in the Sharpe Refectory
- **The Blue Room**
75 Waterman Street, main level in Faunce House
- **Josiah's**
114 Power Street, in the Thayer Street Quad
- **The Gate**
194 Meeting Street, on the lower floor of Alumnae Hall

■ Emergency Medical Services

Brown University EMS, a division of Brown University Health Services, provides emergency medical coverage to all members of the Brown campus community – faculty, staff, students, and campus visitors. In case of injury or sudden illness, you may request EMS response by calling 3-4111, the campus emergency number, from a campus phone at any time, or 401-863-4111 from other phones.

■ **Employee Programs at Brown University**

Brown's programs are designed to foster positive relationship building and a sense of community. The University believes in giving back to you by informally and formally recognizing the high quality and valuable work you contribute toward accomplishing University goals. Annually, Brown employees will enjoy programs such as Brown Employee Appreciation and Recognition (B.E.A.R.) Day, Staff Development Day, and the Holiday Bazaar/Winter Dessert Social.

In addition, Brown offers a program of local and national savings opportunities on goods, programs, and services for Brown I.D. Card holders. For more information, call the Employee Programs Manager at 401-863-3629.

■ **Environmental Health and Safety**

Environmental Health & Safety (EHS) helps ensure a safe campus community and promotes environmental responsibility through partnerships with students, faculty, staff and visitors. EHS provides regulatory compliance assistance, training programs, policy development and implementation, technical support, inspections and an emergency response team. The department provides information and training on environmental, health, and safety policies and practices. Community members are obliged to comply with applicable federal, state, and local environmental laws and safety regulations. The University requires employees to report violations of environmental or safety laws to supervisors or University officials.

■ **Equal Employment Opportunity and Affirmative Action**

At Brown, we seek to achieve diversity in our living, learning, and working environments by placing emphasis on the recruitment and retention of students, faculty, and staff from a wide range of backgrounds and experiences. The Office of Equal Employment Opportunity and Affirmative Action (EEO/AA), a part of the Office of Institutional Diversity, is responsible for the coordination and oversight of the University's affirmative action and equal employment opportunity programs. The office also administers the University's staff recruitment program, working collaboratively with vice presidents, directors, and managers to identify opportunities to increase the diversity of applicant pools.

Literature and informational videos are available to employees of Brown University to familiarize themselves with the concepts of affirmative action and equal employment opportunity, to explain the laws that govern these concepts, and to outline the procedures practiced by Brown University to ensure their implementation. Topics include:

- Affirmative action, equal employment opportunity, diversity, discrimination, and sexual harassment
- African American, Asian, Hispanic, and Native American studies
- Americans with Disabilities Act, campus issues, spirituality and veterans assistance
- Internal and external resources for issues, including complaints regarding these topics

This information is available in hard copy by calling 401-863-2389, or may be viewed

online at www.brown.edu/Administration/EEO-AA/empguide.html.

■ **Faculty Club**

The Brown Faculty Club provides a facility for communication and fellowship among all members of the University community.

Advantages offered by membership include:

- Year-round use of a centrally located restaurant and private lounge on campus
- An opportunity to meet with colleagues in a private setting
- Charge privileges for all services
- Private meeting and dining rooms for small or large groups
- Reciprocal privileges at more than 100 affiliated clubs in North America and abroad
- Notice of events through the Faculty Club's monthly newsletter
- Attendance and voting privileges at the annual membership dinner and meeting

The Faculty Club, located at One Magee Street, is open Monday through Friday for lunch and Wednesday through Saturday for dinner. Lunch is served from 11:30 a.m. to 2 p.m. Dinner is served Wednesday and Thursday from 5 p.m. to 8 p.m. and Friday and Saturday from 5 p.m. to 9 p.m. The Club is closed for breakfast other than functions, and Monday and Tuesday nights for à la carte dinner.

■ **Human Resources**

The Human Resources Department is located in the Brown Office Building (BOB) at 164 Angell Street on the third and fourth floors. The department is charged with effectively managing all services related to staff human resource responsibilities. Sections of the Human Resources Department work collaboratively to serve the needs of employees of Brown University.

The **Benefits** section of the Human Resources Department handles all issues related to the enrollment in and administration of Brown's various benefit plans. Upon employee request, it also provides information on Brown's benefit plans or policies.

The **Compensation and Organizational Services** section of the Human Resources Department handles all salary-related matters, including partnering with the employment team on setting salaries for newly-hired or promoted employees, overseeing job descriptions and annual salary increases, conducting job evaluations under the Hay System, performing job audits, and making determinations regarding the classification of positions as exempt or non-exempt under the requirements of the Fair Labor Standards Act (FLSA). Refer to the compensation section of this *Guide* for questions about any aspect of Brown's compensation system or policies relating to salaries.

The **Center for Staff Learning and Professional Development (CSLPD)** offers a variety of training programs throughout the year to University staff to meet the developmental, professional, and day-to-day needs of specific groups of employees. CSLPD partners with other sections of Human Resources to present several major training initiatives, including the Management Development Programs I and II, performance management, and financial/business operations training. CSLPD also offers departmental consultation to help improve organizational effectiveness through customized departmental training.

The **Employment/ HR Services** section of the Human Resources Department handles all activities related to the recruitment, selection, transfer, and promotion of employees. The employment/HR services section of this *Guide* may address further questions and provide clarification of Brown's employment policies and practices.

The **Online Employment System** makes the employment process more efficient and accessible for job seekers and hiring managers. How-to guides for using the Online Employment System are available at www.brown.edu/Administration/Human_Resources/formstatoz.html. The online guides provide step-by-step instruction on how to create and route a job requisition, view and assign an applicant's status, create and route a hiring report, and other streamlined features the system has to offer.

The **Employment/ HR Services** and **Employee Relations** sections of Human Resources work together to provide staff with counseling for job-related problems and concerns. In addition, the Human Resources generalist for your department fields questions that broadly relate to concerns in a staff member's life at work and offers resources to help resolve the concerns employees sometimes encounter on the job.

The **Employee Relations and Performance Development** section of the Human Resources Department is responsible for directing the University's employee relations function and coordinating programs for regular, non-union staff. The employee relations function guides staff and managers through the process of developing solutions and/or strategies to deal fairly, legally, and effectively with staff concerns that need resolution. The Performance Development program is charged with developing and recommending goals, policies, procedures, and courses of action to support effective performance and positive interactions among staff at all levels.

Employee Relations and Performance Development is also responsible for supporting and enhancing programs and processes that help support staff and management to perform to the best of their abilities. Throughout the year, various employee programs are offered to recognize and reward superior performance and long-term service to Brown, promote community spirit, and improve the quality of the work environment. The office is also responsible for Human Resources communications and a communications strategy that informs, educates, motivates, and inspires employees and promotes Brown University as an "employer of choice."

The **Human Resources Information Services (HRIS)** section of the Human Resources Department processes, stores, and manages employee data. HRIS staff can answer questions and provide clarification regarding many of the policies in this *Guide* relating to employee data verification, files, personnel-related documents, and other employee data processing issues.

The **Labor Relations** section of the Human Resources Department handles activities related to the recruitment, selection, transfer, promotion, and termination of employees covered by collective bargaining agreements. Labor Relations is the office to contact when you have questions about issues relating to bargaining unit employees.

Each of these sections work collaboratively together to service the employees of Brown University.

■ **Inside Brown**

Inside Brown is the online home for the Brown community. Its content focuses on news and features about the work of Brown faculty, staff, and students, and includes announcements, Brown in the News, and feeds from the online calendar of events and Morning Mail. Twice a year, *Inside Brown* will be published in paper format for the Brown community as well as for guests attending Parents Weekend and Commencement/Reunion Weekend. www.brown.edu/insidebrown

■ **Morning Mail**

Morning Mail is an electronic news digest sent to faculty, staff, and students up to six days per week (if there are items awaiting publication). Published announcements are also available for online browsing. Morning Mail complements other print and electronic communication methods to Brown faculty, staff, and students, such as department communiqués, official bulk e-mail messages, and the Brown online event calendar. Policies regarding the use of Morning Mail to publicize events may be viewed online at <http://morningmail.brown.edu/faq.php>

■ **Public Safety**

The Brown University Department of Public Safety is a nationally accredited campus law enforcement agency. The department's mission is to contribute to the quality of University life by fostering a supportive environment in which security is balanced with freedom of movement and individual rights with community needs. The success of this mission depends upon a true partnership between the Department of Public Safety and the diverse population that is Brown – a partnership built on mutual respect and responsibility.

Every employee is obligated to abide by state and federal law to report crimes and evidence of wrongdoing, and to cooperate with investigations conducted by the Department of Public Safety and University officials. In an emergency, please call campus extension 3-4111; to contact Public Safety in a non-emergency, please call extension 3-3322. Services offered by the Department of Public Safety include:

Community Policing Program: The Community Policing Program within the Patrol Bureau provides the resources and guidance for officers to best communicate and interact with the University community as they work toward effective problem solving and crime prevention. The Bureau ensures that all Brown community members have a personalized resource officer available to respond to their safety needs. For more information about community policing initiatives, please call 3-1541.

Emergency Blue Light Phone Network: There are more than 130 blue light phones located throughout the Brown campus. In an emergency, press the red button on the callbox to reach the Department of Public Safety. Even if you cannot stay on the line, your location will be pinpointed and an officer will be sent to help. Remember: in an emergency, look for the blue light!

Guided Tours: The Department of Public Safety offers tours of its facilities at 75 Charlesfield Street. These tours include descriptions of how the department works in concert with the rest of the University. To schedule a tour, contact the department's manager of special services at 3-2542.

Online Resources: The Department of Public Safety offers a comprehensive, user-friendly Web site as a safety resource for community members. For Campus Safety Notifications and Alerts, Campus Crime Reports, safety tips, and departmental updates, please refer to www.brown.edu/Administration/Public_Safety/. The department also generates a quarterly online newsletter to all Brown community members via Morning Mail. The newsletter is also accessible from the Department of Public Safety Web site.

Safewalk: Safewalk is a program run by student employees that provides point-to-point walking escorts for community members on the Brown campus. Each two-person team also patrols the campus along the Brown safeRIDE shuttle route, serving as additional eyes and ears for community safety. Service hours are Sunday through Thursday, 9 p.m. to 2 a.m., during the academic year only. To request a Safewalk escort, call 3-1079.

Special Victims Unit: A law enforcement advocate is available to offer support services to victims of crime. Services include, but are not limited to, advocacy and support, review of victim's rights and legal definitions of crimes, court accompaniment, assistance with obtaining protective orders, and safety planning. The staff also offers RAD (Rape Aggression Defense), basic self-defense, and SAFE program (Self-Defense Awareness and Familiarization Exchange) training for women. These programs are offered periodically on campus. For more information, please call 3-2542.

■ **Transportation Office**

Brown University is located in the College Hill section of Providence, a mixed use neighborhood of residential, educational, and commercial properties. Typical to many urban environments, traffic congestion and parking present challenges to many in the community. Brown encourages all employees to use public transportation or other alternatives to single-occupancy-vehicle commuting and supports this approach through a number of initiatives including: free RIPTA bus or trolley service for Brown students, staff, and faculty; guaranteed ride home program for those using public transportation so that, in an emergency, a ride home is available to those who do not bring their cars to campus; preferred parking for carpools; ZipCar hourly car rental service; and preferred rental rates with Enterprise Rental Car.

Brown employees who need to bring their vehicles to campus may apply for a parking permit at the Transportation Office. Parking spaces/lots are assigned based on availability and University business needs and the fee for assigned parking is deducted from your paycheck on a monthly basis. Visitors may park at the Visitor Parking Lot located at the corner of Waterman and Brook Streets and receive the validated rate if their parking ticket is stamped by the Department they visit. For more information about transportation and parking, please contact the Transportation Office at 863-3157 or visit www.brown.edu/transportation.

safeRIDE for Brown and RISD: safeRIDE is a cooperative, safety-oriented transportation service offering a comprehensive network of routes and services to the students, faculty, and staff of the Brown University and Rhode Island School of Design (RISD) communities, and the hospitals affiliated with Brown Medical School. All safeRIDE drivers are professionally licensed chauffeurs who have passed extensive background checks and have received, in addition to driver training, Brown University's sexual harassment, diversity, and crime prevention training. safeRIDE drivers are uniformed and wear a safeRIDE photo badge, which you may ask to see at any time. safeRIDE offers both day and evening services, including fixed-route shuttles and point-to-point service for Brown Card holders who live off campus within the coverage area and have registered for the service. For route maps, schedules and further information, visit the safeRIDE Web site at www.brown.edu/saferide.

■ **University Libraries**

The primary goal of Brown University's libraries is to support the instructional and research needs of the Brown academic community and to provide vibrant, inviting learning spaces to meet the needs of students and faculty. University staff members are also welcome to use the library's services. Generally speaking, a valid Brown Card is necessary to gain access and for borrowing purposes. The Library's government documents and special collections are open to the public at large. The loan period for circulating materials is generally one month for non-faculty University employees.

The Brown University Library System has many electronic resources and services that members of the University community may access, whether they are on or off campus. Included are the Library's home page, the online catalog (Josiah), and many large reference and full-text databases, books, and journals, as well as specially created subject guides to find additional print and online resources.

The Brown University Library System is composed of seven separate facilities:

- The **Rockefeller Library** is the primary library for the humanities, social sciences, and fine arts.
- The **Sciences Library** houses the physical, biological, and medical sciences collections and the new Friedman Study Center. Media Services is located on the 14th floor of the Sciences Library.
- The **John Hay Library** houses most of the University's rare books, manuscripts, special collections, and archives.
- The **Orwig Music Library** holds the general collections of music materials, including books, periodicals, scores, and sound recordings.
- The **Art Slide Library**, located in List Art Building contains slides, photographs, and microfiche related to art, architecture, and archaeology.
- The **Annamary Brown Memorial** houses European and American paintings, the Mazansky British Sword Collection, and personal mementos of its founders, General Rush C. Hawkins and the Brown family.
- The **Library Collections Annex**, located at 10 Park Lane in Providence (about four miles from campus), is a high-density storage facility providing preservation-quality storage for print and other collections, with a capacity of 1.7 million volumes.

Your Employment at Brown University

When You First Join the Brown Community

■ Our Philosophy of Human Resources (Policy #20.001)

Earlier in this *Guide*, we compared Brown University to a small community – a unique, cohesive unit of individuals who share common goals.

What follows are ten fundamental principles that guide the human resources philosophy at Brown. As well as principles, these are goals to which the University aspires. Those who work at Brown should understand these principles and goals and follow them in their daily work. Those who apply for work at Brown should know that these principles describe the environment in which they will be working, and those prospective employees will be asked to subscribe to the values represented here.

BROWN UNIVERSITY IS COMMITTED TO...

- employing a diverse workforce
- assuring that all employees are treated with dignity
- communicating clearly and openly with employees
- treating all employees equitably
- employing a compensation system based on pay-for-performance and market competitiveness
- developing and retaining its staff
- providing employees with the professional quality of supervision and management they need to succeed in their jobs
- providing a safe, drug-free work environment
- recognizing employee achievements
- respecting the Tenets of Community Behavior by accepting and encouraging individuality while also affirming the community dimensions of college life

A socially responsible community provides a structure within which individual freedoms may flourish, but not so self-indulgently that they threaten the rights or freedoms of other individuals or groups. The Brown community therefore depends on individual self-discipline and mutual respect to further the well-being of all its members: students, faculty, and staff. The purpose of this statement is to make explicit the University's expectations for members of the Brown community.

Brown University, Dean of the College Web site, Academic Code and Non-Academic Conduct

Brown University expects its employees to perform all duties associated with their positions with integrity and competence and in a manner that supports and advances the University's mission and goals. Employees are responsible for utilizing University resources prudently, ethically, and for the purposes intended.

■ **Requirements to be Met as a Condition of Employment (Policy # 20.061)**

When you first join the Brown community, there are several things you are required to do so that your employment may continue. This section discusses these requirements.

Attending New Employee Orientation All new staff members are required to attend New Employee Orientation upon hire.

Completing required forms All new staff must complete the documents listed below within the required time frames. All of these forms must be completed in the Human Resources Department or Bio-Med Human Resources Office.

- **Form I-9** verifying your legal right to work in the United States (federal law requires that this form be completed within three business days of starting work)
- **Conflict of Interest and Commitment Policy Statement and New Hire Acknowledgement Form** stating that you understand and agree to abide by the rules in the Brown University Conflict of Interest and Commitment Policy Statement
- **Staff Information Guide Acknowledgement of Receipt and Agreement Form** confirming receipt of your copy of this guide and stating your agreement to read and abide by all policies, rules, and guidelines stated within these pages
- **Worker's Compensation form** providing Brown all required information.
- **Personal Data Form (PDF)** providing Brown with the personal information required for your entry in the Human Resources System database

■ **Probationary Period (Policy # 20.062)**

All new staff members (and staff members who are transferred, promoted, or rehired after leaving Brown) must complete a probationary period. The probationary period is an opportunity for both the staff member and the supervisor to assess how the employment relationship is working.

For employees working in non-exempt positions, the probationary period is three months; for employees working in exempt positions, it is six months. Under certain circumstances, the probationary period may be extended for up to an additional three months. Also, if an employee is absent for 10 or more working days during the probationary period, the period may be extended by the length of the absence. Employees may resign or be terminated without notice during their probationary periods.

■ **Employee Identification Cards** (Policy # 20.034)

All staff employees are issued a Brown University Employee Identification Card which entitles them to certain privileges at various campus facilities which are restricted to those affiliated with the University. The Employee Identification Card is issued for your use only.

Your Employee Identification Card Authorization form will be completed and approved in the (HRIS) section of the Human Resources Department when you go there to complete other condition of employment forms, or it will be mailed to you via campus mail. You then simply take the authorization slip to the Brown Card Office, have your photograph taken, and your ID card is produced.

■ **Overview of Work Expectations for All Brown Employees** (Policy # 20.061)

Work Schedules: You are expected to fulfill your normal work schedule on a regular basis. You are also expected to use good judgment to maintain a satisfactory employee/ employer relationship.

Work Behavior: Brown expects employees to use good judgment and to maintain a satisfactory employee/employer relationship. Your employment at Brown will be affected by your attendance record, attention to work, on-the-job behavior, personal conduct, and job performance. Examples of appropriate work behavior include, but are not limited to:

- Acting professionally at all times and dressing appropriately for the work environment and your position;
- Maintaining confidentiality of University business, records, and information and protecting all passwords and restricted access to University computer systems;
- Using the University's mail system and official bulletin boards only for University business;
- Ensuring that the work of the University is not disrupted by the presence of anyone who is not employed by Brown, such as relatives, children or friends;
- Minimizing personal telephone calls and ensuring that all personal calls during the work day are brief and do not interrupt your work, in addition to charging all personal long distance calls to your home telephone or telephone card;
- Ensuring that personal use of non-work-related electronic information systems during work hours is infrequent and does not interfere with work operations;
- Restricting animals in the workplace to only those essential to assisting employees with disabilities;
- Using University equipment, including computers and software, only for University business; and
- Complying with all University policies and procedures.

Policies That Apply Throughout Your Career at Brown

The majority of Brown's policies and procedures apply throughout your career at the University. They range from general policy statements to very specific job-related policies and step-by-step guidelines. This section of the *Guide* discusses these procedures.

■ **Conflict of Interest and Commitment (Policy #20.065)**

Since Brown University conducts business dealings with numerous individuals and entities, there may be times when both the University and an employee will have a relationship with the same outside individual or entity. When this occurs, there is always the potential that a conflict of interest may exist, either now or in the future.

All decisions and actions taken by staff of the Brown community in the conduct of University business shall be made in a manner that promotes the best interests of Brown University. Staff of the Brown community must disclose any outside activity that is, or may be perceived as, a conflict of interest or commitment so that these activities can be managed properly.

The Brown University Conflict of Interest and Commitment Policy and its related guidelines apply to all Brown employees. The University recognizes that staff of the Brown community perform various functions on its behalf. A particular outside interest, activity, or relationship that is a conflict for some staff may not be a conflict for other staff due to the different areas or levels of influence on University business. Therefore, while all staff of the community are subject to the general policy, certain staff of the community are subject to different procedures and/or disclosure requirements. Certain administrative positions and/or units may be subject to additional guidelines, procedures, and/or disclosure requirements, consistent with the general policy.

A conflict of interest may take many forms. It arises when staff of the Brown community might be able to use the authority of his/her Brown position to:

- influence the University's business decisions in ways to give improper advantage or financial benefit to oneself, a family member, or an associate
- obtain for oneself, a family member, or an associate a financial benefit beyond the compensation he or she is authorized to receive for performing his or her University responsibilities

A conflict of commitment occurs when a commitment to activities outside of one's University responsibilities interferes with a staff member's capacity to meet his or her University responsibilities.

It is recognized that some outside service and professional responsibilities of staff of the Brown community can and do benefit Brown. In the case of administrative officers and staff, the time allowed for service to other organizations depends on the person's job responsibilities and the supervisor's expectations for that employee's level of involvement with professional and community organizations.

For further details, refer to: HR Policy #20.065, Conflict of Interest and Commitment online at www.brown.edu/Administration/Human_Resources/policies/20.065.html.

■ **Workplace Safety** (Policy # 20.066)

Brown University is committed to maximizing workplace safety, providing instructions covering safe working procedures, and making available appropriate equipment to protect employees against known hazards. As an employee, you are required to carry out safety requirements applicable to your position, to adopt safety as a guiding principle and first priority in your work, and to practice safety at all times in the workplace. This includes using all safety equipment provided by the University and inspecting the safety equipment to ensure that it is in good working order.

You are also required to assist the University in detecting and eliminating unsafe conditions or acts by immediately reporting them to your supervisor. Supervisors are responsible for ensuring that their staff have received appropriate safety training and that they follow all safety procedures. You may be required to attend safety meetings or safety training sessions as part of your job responsibilities and demonstrate that you can perform certain job duties in a safe manner. You should report any unsafe conditions or acts immediately to your supervisor.

■ **Weapons, Explosives and Firearms** (Policy #20.067)

The possession, transfer, use and/or distribution of firearms, ammunition, explosives, or other weapons is prohibited on Brown University property including but not limited to buildings, parkinglot, Brown-sponsored event and personal or Brown-owned vehicles. Possession of weapons, explosives or firearms is prohibited at all times while conducting Brown business. This prohibition on weapons, explosives and firearms extends even to those licensed to carry a firearm except on-duty law enforcement officers or guards carrying their employer-issued firearms.

■ **Political Activity Guidelines** (Policy #20.084)

Brown University encourages and supports the free exchange of ideas and political viewpoints, but as a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, the University is prohibited from engaging in partisan political activity or permitting its resources to be used in support of such activities. Violation of this prohibition could have serious ramifications for the University, including loss of its tax-exempt status. In order to address this issue Brown University has developed guidelines for political activities by students, faculty, and administrators. These guidelines cover the following topics:

- Students Activities
- Faculty and Staff Activities
- Candidates and Campaigning
- Use of University Facilities and Resources
- Fund-Raising Restrictions

For more information refer to: HR Policy #20.084

http://www.brown.edu/Administration/Human_Resources/policies/20.084.html
and contact the Office of Community and Government Relations, 401-863-2552.

■ **Solicitation in the Workplace** (Policy #20.085)

The workplace may not be used for commercial or political solicitation by employees or by outside persons, agents, or interests.

In order to prevent disruption to University operations, interference with work, and inconvenience to other employees, employees may not engage in solicitation or distribution of literature of any kind during working time, except as indicated below. Employees who are not on working time, such as lunch or rest breaks, may not solicit any employee who is on working time for any cause or to distribute literature of any kind. Working time does not include break time, meal periods, or other periods during which an employee is not required to perform their job duties.

The limited sale of raffle tickets, Girl Scout cookies, or merchandise for charitable causes may be allowed if approved by the supervisor and limited to a general work area.

■ **Workplace Violence** (Policy #20.086)

Brown University requires the commitment of all employees to promote a safe environment. As a concerned community, it is our collective responsibility to report acts of intimidation or violence. The University is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, stalking, domestic violence, and other disruptive behavior. While this kind of conduct is not pervasive at our University, no institution is immune. Every place of work will be affected by disruptive behavior at one time or another. This policy applies to all work locations, including offices, work sites, vehicles, and field locations.

Domestic Violence in the Workplace: Domestic violence is physically and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person. Such behavior can be violent or threaten violence, and it may result in physical or emotional harm, or otherwise place a person's safety and productivity at risk. Brown University will not penalize or discipline employees because they are, or have been, victims of domestic violence.

How to Report Disruptive Behavior: In an effort to contribute to maintaining a safe working environment for all, employees are required to report violent behavior that is observed or experienced by anyone in the workplace immediately, whether he or she is an employee or not. As an employee bystander, please do not ignore disruptive behavior. You are obligated to report violent, threatening, harassing, intimidating, domestic violence or other disruptive behavior that you have observed to a supervisor or manager. If you have been a victim of any of the aforementioned behaviors, please report such occurrences to your supervisor or manager or to the Department of Public Safety.

PLEASE NOTE: Threats or assaults that require immediate attention by the Department of Public Safety should be reported directly to them by calling 4111 on the main campus or 911 for off-campus dialing.

■ **Where to Get Help:**

Internal and external support services are available to employees who have been victims of workplace violence.

- Brown University Department of Public Safety, 401-863-4111
- Brown University Department of Public Safety’s Special Victims Unit, 401-863-2542
- Brown University Human Resources, 401-863-1787
- Brown University EAP, My Liberty Assists www.MyLibertyLink.com/tools or 1-877-695-2789
- Rhode Island Coalition Against Domestic Violence, www.ricadv.org, 401-467-9940
- Domestic Violence State Resources, www.angelfire.com/ar/LRfuzz1/shelters/dvsrri.html, 401-467-9940
- Sojourner House, www.sojourner-house.org/, 401-861-6191
- Sexual Assault and Trauma Resource Center of RI, <http://www.dayoneri.org/>, 1-800-494-8100

■ **Employment of Relatives (Policy # 20.013)**

While it is not prohibited, careful consideration must be given to hiring relatives of current University employees to avoid a conflict of interest. For additional information, please reference Conflict of Interest (Policy #20.065).

Application by a Relative: When a current University employee’s family member applies for a position in the same department or division, the current employee must notify the hiring supervisor of the relationship.

Hiring an Employee’s Relative: The hiring supervisor must notify the Human Resources generalist and obtain approval from the appropriate senior officer and Human Resources generalist before extending an offer of employment to a current employee’s relative within the same department. If the relative is hired, the appropriate senior officer should choose a disinterested qualified supervisor to make decisions affecting that family member’s employment.

When Family Members Work at Brown: If two members of the same family work at Brown, neither should be in any way responsible for decisions affecting any aspect of the other’s employment (for example, salary, transfer, promotion, termination, etc.). Furthermore, both family members should exercise caution to ensure that no conflicts of interest exist. For additional information, please reference Conflict of Interest (Policy #20.065).

■ **Reference and Employee Screening** (Policy # 20.014)

All applicants for staff positions on the regular and miscellaneous payrolls at Brown University are subject to employment reference checks with prior employers and/or educational institutions before an offer of employment is extended. Job applicants may also be subject to additional employee screening checks conducted after a conditional offer of employment is made, but before they are permitted to begin work.

Criminal background checks will be conducted for all finalists for staff positions on the regular and miscellaneous payrolls at Brown after a conditional offer has been made, but prior to the first day of employment. For current Brown University employees who are transferred or promoted, or who have a position reclassified, a criminal background check will be required if one was not conducted as part of their original hiring process. Employment in the position may not begin until the University has received and reviewed the results.

Additional post-offer pre-employment screening checks beyond criminal history checks may be required, depending on the nature of the responsibilities of the position being offered employee screening checks may include, but are not limited to a criminal history check (local, state, federal, or international, as indicated), motor vehicle records check, and educational credentials and licensing check.

Depending on the nature of the responsibilities of the position being offered, one or more of these checks may be required. Certain positions that involve access to or responsibility for controlled substances may also be subject to a drug screening test, administered post-conditional offer but prior to the start date. Current employees may also be subject to employee screening checks when issues of safety and/or security are of immediate concern. For more information on Reference and Employee Screening, please refer to the full policy.

■ **Confidential Information and Software Piracy** (Policy # 20.063)

Brown University complies with all local, state, and federal laws regulating intellectual property rights, including copyright infringement, confidential information, and software piracy. Basic rules are highlighted below. Additional information regarding the computing policies for Brown University can be found at www.brown.edu/Facilities/CIS/policy.

Copyright Infringement: Reproduction of any copyrighted material that has not been placed in the public domain or of software that has not been distributed as freeware without the consent of the copyright holder is prohibited as set forth in the laws governing copyright. Violation of this policy may result in individual liability for copyright infringement. You may obtain more information from the Office of the Vice President and General Counsel.

Software Piracy and Computer Security: Brown has adopted the EDUCOM code on Software and Intellectual Rights which addresses unauthorized or illegal use of software. It reads:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy and right to determine the form, manner and terms of publication and distribution.”

“Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.” To obtain information about Fair Use of copyrighted materials, see <http://www.brown.edu/Administration/Copyright/>.

For additional information refer to Brown’s “Acceptable Use Policy” found at <http://brown.edu/Facilities/CIS/policy/aup.html>

Confidential Information: Many employees, as part of their job responsibilities, have access to confidential information. Any employee who has access to such information is expected to use it within the legal guidelines for that data as well as with consideration and ethical regard for others. The Guidelines for Safeguarding Information Policy outlines requirements for the protection of confidential information at Brown. Circumventing or attempting to circumvent restrictions on the use and dissemination of confidential information is considered a serious offense.

Administrative Information Security: Administrative information is one of Brown’s most valuable resources and requires responsible use by members of the University community. Brown employees are charged with safe guarding the integrity, reliability, and confidentiality of this information as part of their conditions of continued employment.

Brown University retains ownership of all administrative information created or modified by staff as part of their job functions. Employees are expected to act in a manner that ensures the information which they are authorized to access is protected from unauthorized access or use, invalid changes, or destruction.

Access to administrative information is granted to a particular individual based on the need to use specific data as defined by job duties, and subject to appropriate approval. As such, this access cannot be shared, transferred, or delegated. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination.

More information is available from the Computing & Information Services Policy.

Access to confidential information will be limited to those on a need-to-know basis. At the commencement of employment at Brown University, employees agree not to disclose University confidential information to any other person or entity without prior written authorization from the University.

Anyone who receives confidential information has a responsibility to maintain and safeguard this information and use it with consideration and ethical regard for others. Circumventing or attempting to circumvent restrictions on the use and dissemination of confidential information is considered a serious offense. Brown employees must not

divulge non-public information regarding the University to an outside party or to those within the University except for legitimate administrative, research, or academic purposes. Based on the nature of their responsibilities, certain departments have established stricter standards for confidentiality. In those cases, the stricter departmental standards apply. University information that includes prospective tuition, financial aid, or salary plans may not be directly exchanged with another institution.

At the conclusion of employment with Brown, all employees are required to return all University documents and records, especially those containing proprietary information. Employees are bound by the requirement not to reveal confidential University information even after they leave Brown employment. Questions regarding Brown's confidential information should be directed to the employee's supervisor, the Human Resources generalist for the respective department, the University general counsel, or the Human Resources Department.

Employees may not disclose to unauthorized persons, or use for their own personal benefit or profit of another, any confidential information that they obtain as a result of their employment at Brown. This obligation continues after an employee's employment with the University ends.

Electronic information systems and network services are made available for use by employees to conduct University business. While the University does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These University business needs include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or as may be necessary for the business needs of the University. Authority to access user files (including e-mail messages) can come only from the Assistant Vice President of Computing and Information Services (CIS) or that person's delegate (e.g., the director of IT Security), in conjunction with the provost and the general counsel.

You should not expect e-mail privacy when connected to the Brown University network. University staff may inadvertently be exposed to e-mail in the course of daily work. In cases where information is inadvertently exposed, staff are required to keep the contents confidential. Remember that e-mail is easily redistributed and may be read by people beyond the original recipient list. Subject to applicable laws, the University, through its authorized officers, reserves and retains the right to access and inspect stored information without the consent of the user. Users are advised that electronic data (and communications using the University network for transmission or storage) may be reviewed and/or accessed by authorized University officials for purposes related to University business.

■ **Copyrights, Patents and Inventions and Misconduct in Research**

Efforts of University personnel – whether faculty, postdoctoral associates, non-academic employees, outside consultants to the University, or students – may result in ideas, processes, or products that are eligible for patent or copyright. As a leading research university, Brown must also ensure that all research conducted on its premises and the activities of all University personnel involved in that research are free from misconduct.

To ensure that faculty, students, and staff know what is expected in these situations, Brown has established policies that apply to these important issues.

Intellectual Property Policy

Brown University is dedicated to creating and disseminating knowledge; therefore, it has special responsibilities for the protection and use of intellectual property, both for its own faculty, staff, and students, and for others. The University's intellectual property policy outlines the proper handling of intellectual property created by its faculty, staff, and students and specifies under what conditions titles to that intellectual property reside in the University. The policy is consistent with the policies of Brown's peer institutions and compliant with the federal regulations that govern intellectual property created through the use of federal funding. The policy may be reviewed online at www.cs.brown.edu/people/avd/PIP-CP-5-27-05Final.pdf.

Copyright Policy

The copyright policy applies to faculty, students, employees, visitors, and consultants, whether paid or not, who create copyrightable materials under University auspices or using University facilities.

Policies and Procedures Relating to Copyrights: With rare exception, the University owns the work product of its staff. The rules governing ownership of copyrightable materials, other University rights, distribution of net income from University-owned copyrights, related University policies, and the procedure for making appeals may be found at: <http://research.brown.edu/pdf/newpatent%20policy.pdf>

Scientific Misconduct Policy

The community of Brown University condemns any form of dishonesty or misconduct in research and accepts responsibility for developing and maintaining the highest standards of intellectual integrity. A climate of intellectual honesty implies that all scholars have an obligation to conduct research in a manner reflecting these principles. If an instance of academic dishonesty or other misconduct appears to have occurred, it should be reported to the office of the Dean of Graduate School and Research or the Office of the Dean of the Faculty.

Patent and Invention Policy: The University considers that all patentable inventions and proprietary information relating to useful articles of commerce that result from activity of individuals as part of their affiliation with Brown to be the property of the University. The University's interest is administered by the President through the Patent and Invention Policy, which applies to all faculty, staff, and students.

Generally, it is the responsibility of the inventor to disclose a discovery or invention to the Office of Sponsored Projects.

The rules governing proper conduct of University personnel in cases of externally sponsored research and University-sponsored research, the University's policy for establishing equity of the University and the inventor, the inventor's obligation, arbitration procedures and the way in which the Patent and Invention Policy should work are detailed in the *Faculty Rules & Regulations*.

Trademarks

Brown University trademarks may not be used by a staff member in his or her individual capacity, such as during an expression of an individual political view or to further a purely private business interest. Trademarked images, along with more information about usage, may be viewed online at www.brown.edu/webmaster/visual_identity/.

■ **Drugs in the Workplace** (Policy # 20.042)

All employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and controlled substances, and abuse or misuse of alcohol or prescription medications, on Brown's premises or as part of University activities, in vehicles owned or provided by Brown, or at work sites at which University duties are being performed by employees. Reporting to work or working while impaired by alcohol or illegal drugs is also prohibited, as is the use of alcohol or illegal drugs while using machinery or heavy equipment owned or operated by Brown.

Employees convicted of a criminal drug statute violation that occurred in the workplace are required by federal law to notify their supervisors within five days after the conviction. If the employee is working under a grant or contract funded by a federal agency, the University must notify the funding agency within 10 days after the conviction. Violation of this policy can lead to disciplinary action ranging from mandatory participation in a substance abuse treatment, counseling, or education program, to termination of employment and referral for prosecution.

■ **Smoking in University Buildings** (Policy # 20.064)

For reasons of public health and in compliance with Rhode Island law, you may not smoke inside any building at Brown University. This prohibition extends to all public areas including, but not limited to, employee lounges, hallways, lecture halls, classrooms, conference rooms, restrooms, rental space, private offices, and sports arenas. In addition, smoking is prohibited in all residence halls and dining facilities.

Employees are permitted to smoke outside, provided there will be no migration of smoke into the workplace. A distance of at least 35 feet from the entrance to any University building should be adequate to prevent smoke migration. Employees with questions or concerns about the implementation of this policy should contact the vice president for Human Resources or the director of Environmental Health and Safety. Employees should report violations of this policy to their supervisor.

■ **Americans with Disabilities Act** (Policy # 20.041)

Brown University complies with the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of that individual's disability in, among other things, job application procedures, hiring, promotion, transfers, discharge, layoffs, training, compensation, and fringe benefits.

Not only does Brown comply with the ADA, but Brown also considers this compliance to be a reaffirmation of the University's long-standing nondiscrimination policy. To this end, Brown University bases all of its employment decisions on an employee's qualifications to perform the essential functions of the job, with or without reasonable accommodations that do not impose an undue hardship on the University.

The University's guidelines for compliance with the ADA are detailed in the Human Resources Policies and Practices manual located within the Human Resources policy section of the Brown web page. The director of Disability Support Services is the official at Brown University who is responsible for ADA compliance. To view the policy in full, go to www.brown.edu/Administration/Human_Resources/policies/20.041.html www.brown.edu/Administration/EEO-AA

■ **Brown University's Equal Employment Opportunity/Affirmative Action Employment Policy**

Brown University has been and will continue to be committed to a policy of equal employment opportunity and to the principles of affirmative action. The University endorses the goals of equal employment opportunity and affirmative action as supportive of the University's values. This commitment extends beyond ensuring neutrality in employment opportunities with regard to race, color, sex, age, religion, national origin, veteran status, disability, sexual orientation, gender identity, and gender expression.

Brown University will continue to make strong, positive efforts to ensure that minorities, women, disabled persons, and veterans are given full and appropriate consideration for employment, upgrading, counseling, training, and for participating in all University sponsored programs and social activities. The University will continue to meet affirmative action program requirements established for contractors by the federal government and monitored by the Department of Labor. Such programs provide a mechanism for monitoring University personnel policies and procedures to ensure equal employment opportunity, as well as a means for locating and eliminating any deficiencies in relevant areas of employment.

The Director of the Office of Equal Employment Opportunity and Affirmative Action (EEO/AA) is responsible for the coordination and oversight of the University's affirmative action employment programs and for monitoring the implementation of those programs throughout the University. The EEO/AA Director can be reached at 401-863-2389. Further information is also available at the EEO/AA Office's website located at www.brown.edu/Administration/EEO-AA.

■ **Discrimination and Harassment Policy and Grievance Procedures**

Brown University does not tolerate unlawful discrimination or harassment. Unlawful discrimination is defined by federal and/or state statutes to include unfavorable or unfair treatment of a person or class of persons because of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and gender expression. Unlawful harassment is harassment that refers to or is based upon the protected status of the person or persons being harassed. Unlawful harassment in the workplace has been committed if the conduct of an employee is serious enough to interfere

with another employee's ability to perform the job. Regardless of whether the harassment in question amounts to a violation of the law, it may amount to a violation of the University's policies.

Employees can report allegations of discriminatory and/or harassing behaviors without fear of retaliation. Brown will investigate reports of alleged discrimination and/or harassment and take reasonable care to prevent and promptly correct any behaviors that are found to be in violation of Brown's policies prohibiting discrimination and harassment.

Additional information on what constitutes discrimination and harassment, where to report it, how it is handled, and other aspects are described in detail and available in hard copy by contacting 401-863-2389, or may be viewed online at www.brown.edu/Administration/EEO-AA/

The Human Resources policy regarding Discrimination and Harassment may be viewed online at www.brown.edu/Administration/Human Resources/policies/

■ **Family and Medical Leave Act (FMLA)/ Rhode Island Parental and Family Medical Leave Act (RIPFML) (Policy # 20.043)**

If you are an eligible employee meeting the requirements of the Family and Medical Leave Act (FMLA), federal law may entitle you to unpaid leave for up to 12 weeks during a 12-month period due to:

- your own serious health condition;
- the serious health condition of one of your immediate family members; or
- the birth of your child or placement of a child with you for adoption.

You are an eligible employee if you have been employed for at least 12 months and worked at least 1,250 hours during the 12-month period immediately before your leave.

You may continue your University-sponsored health care benefits during your leave if you continue to make the required contributions. Under normal circumstances, upon return from your FMLA leave, you will be reinstated to the position you held before your leave began or an equivalent position.

You should notify your supervisor at least 30 days before you plan to start an FMLA leave. If the leave is due to an emergency medical situation, you should notify your supervisor as soon as possible. For certain conditions, you may also be required to provide medical certification.

You may also be eligible to receive up to 13 weeks of unpaid leave under the Rhode Island Parental and Family Medical Leave Act (RIPFML). Under certain circumstances you may qualify for benefits under both the FMLA and RIPFML. In such instances the leave periods will be served at the same time; you cannot take both leaves one after the other. (More details may be obtained in the *Human Resources Policies* section of the Brown University web page or contact the Benefits Office.)

During an FMLA or RIPFML Leave you may continue to receive pay if you use accrued vacation and/or sick time in accordance with applicable University policies.

If, at the end of an FMLA or RIFFML Leave, you are unable to return to work due to the continuing serious health condition of you or a family member, an extension of your leave may be granted as either a Departmental Leave or a University Leave.

This policy explains employees' leave rights in general terms. For additional information, refer to HR Policy #30.024, Short-Term Leaves of Absence policy or contact the Benefits Office.

■ **Sexual Harassment (Policy # 20.072)**

Brown University, through its policies and procedures, seeks to provide an environment that is free from sexual harassment and sexual assault. Sexual harassment is discriminatory, unlawful, and will not be tolerated at Brown University. As such, sexual harassment is prohibited by policies implemented at Brown University. Employees may report instances of sexual harassment without fear of retaliation. Brown will investigate reports of possible sexual harassment and take reasonable care to prevent and correct promptly any sexually harassing behavior.

Such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. This policy applies to all members of the University's community, whether on or off campus, including at Brown University sponsored events and activities. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical behavior of a sexual nature.

Sexual harassment need not be intentional. Under Brown's sexual harassment policies, the intent of the person who is alleged to have behaved improperly is not relevant to determining whether a violation of Brown's policy has occurred. The relevant determination is whether a reasonable person could have interpreted the alleged behavior to be sexual.

The director of EEO/AA is the official at Brown University who is responsible for compliance with Brown's sexual harassment prevention guidelines. Additional information about the Office of Equal Employment Opportunity and Affirmative Action is available online at www.brown.edu/Administration/EEO-AA

Additional information on what constitutes sexual harassment, where to report it, how it is handled, and other aspects are described in detail and available in hard copy by contacting 401-863-2389, or may be viewed online at www.brown.edu/Administration/EEO-AA/sexpol.html

A condensed version is also available in hard copy by calling 401-863-2389, or may be viewed online at www.brown.edu/Administration/EEO-AA/sexbroch.html

The Human Resources policy regarding sexual harassment may be viewed online at www.brown.edu/Administration/Human_Resources/policies/20.072.html

■ **Performance Improvement Process** (Policy # 20.073)

Employees are expected to perform their job duties and to meet the performance expectations established for their positions. However, if an employee's work is deemed unacceptable by his or her supervisor, the supervisor must partner with Human Resources to initiate the Performance Improvement Process (PIP). The PIP may include one or several steps that are intended to alert the employee to performance or other deficiencies and to encourage improvements. Please refer to the full policy for additional details at www.brown.edu/Administration/Human_Resources/policies/20.073.html or contact the Director of Employee Relations at 401-863-1787.

■ **Problem Resolution Process** (Policy #20.071)

At Brown, or anywhere that large numbers of people work together, it is inevitable that problems will occasionally arise. The problem resolution process is a formal mechanism for resolving work-related concerns for employees who believe they have been:

- treated in a manner inconsistent with the terms and conditions of their employment or other applicable University policies;
- inappropriately discharged, suspended, or otherwise disciplined.

This process does not apply to professional assessments about grade classifications and judgments of supervisors about such issues as staffing or departmental organization, performance evaluations, salary, or allocation of department resources.

The problem resolution process is not available to employees who are in their probationary periods, employees who hold positions at grade 13 or above, or those designated as serving at the pleasure of the president. Please see the full problem resolution process policy for more information at www.brown.edu/Administration/Human_Resources/policies/20.071.html.

Confidentiality of Employment Records

■ **Reviewing Employee Files** (Policy # 20.031)

All employment records are the property of Brown University and are kept confidential. Human Resources Information Services (HRIS) section of Human Resources is the officially designated custodian of employment records and accesses records only when necessary for legitimate, job-related reasons.

You may review your own personnel file by requesting an appointment with Human Resources Information Services (HRIS) at least 24 hours before you would like to review your file.

If you are being considered for a new position at Brown, the supervisor of the new position may be given access to relevant information in your personnel file about your past performance record at Brown.

Parties outside the University are not provided access to any employee's personnel file unless:

- the employee provides a written release;
- access is required by law or by the Office of the General Counsel; or
- access is required for legitimate, job-related reasons.

You may request that documents be added to or removed from your Human Resources file by submitting a written request to the Vice President of Human Resources.

If any of your personal information changes (such as your address, phone number, or name), be sure to inform your department so that they can notify HRIS by submitting a Personal Data Form (PDF) on your behalf.

■ **Employment Eligibility Verifications – Form I-9** (Policy #20.032)

U.S. employers are required by law to document the employment eligibility of all individuals hired for work. Accordingly, within three business days of starting work, all new employees will be required to fully complete Section One of the Form I-9 entitled "Employee Section" and produce the appropriate documentation. Brown must complete section two of the Form I-9 within three business days (i.e., the employer's section of the Form I-9). All offers of employment are contingent upon a candidate's fulfillment of this requirement; failure to do so will result in termination.

I-9 verifications for staff members should be completed during New Employee Orientation or by the Human Resources Records & Processing Section. This may take place in Human Resources or Bio-Med HR. Questions regarding the eligibility of persons with visas should be directed to the Office of International Student & Scholar Services.

■ **Employment Verifications and Reference Requests** (Policy # 20.033)

All requests for employment verification and references must be referred to the Human Resources Information Services (HRIS) section of the Human Resources Department. HRIS has the official custodial responsibility of collecting and archiving all University personnel records. If an employee has completed and submitted a written approval and release form, including a hold-harmless clause, the University will release any relevant information, including salary information, in accordance with the request. If the employee has not submitted a release form, the University will state only:

- whether the subject of the inquiry has been or is currently employed by the University;
- the dates of employment;
- the employee's job title(s); and
- whether the employee worked full-time or part-time.

Work Schedules

■ **Standard Work Schedules** (Policy # 20.061)

Standard work schedules are different for full-time and part-time employees working in regular positions.

Work Schedules for Full-Time Employees: Full-time employees whose positions are paid on the regular payroll regularly work 37.5 hours a week, Monday through Friday, from 8:30 a.m. to 5:00 p.m. with one hour (unpaid) for lunch.

Work Schedules for Part-Time Employees: Part-time employees working on the regular payroll are expected to work their regularly scheduled hours throughout the year. A part-time employee's regular schedule must include at least three hours of work on each day that they are scheduled to work. Part-time employees are generally not eligible for reduced work hours during summer months.

Breaks during the Work Day: Brown provides those working in non-exempt positions with two 15-minute paid breaks each day: one in the morning and one in the afternoon. An employee's supervisor may occasionally require him or her to skip a break due to a heavy workload. Please note that breaks cannot be taken at the beginning or end of the day or to prolong a lunch hour, and they cannot be used as time off under an Alternative Work Arrangement. In addition, under Rhode Island law all staff must take at least a 20-minute (unpaid) lunch period if their work day exceeds six hours.

■ **Summer Hours**

Generally, summer hours are scheduled from the Tuesday after Memorial Day through the Friday before Brown University residence halls open for early arrival students. The availability of summer hours will be announced each year by a member of the senior administration or by the Human Resources Department. During the summer, many departments adopt a modified schedule under which full-time employees work 35 hours a week, from 8:00 a.m. to 4:00 p.m., with an hour (unpaid) for lunch.

■ **Alternative Work Arrangements** (Policy # 20.053)

Under certain circumstances, employees may be allowed to work a nonstandard work schedule under an Alternative Work Arrangement (AWA). You should submit a written request to the supervisor if interested in an Alternative Work Arrangement. The supervisor or department head will review the request and approve it as is, modify it, or deny it. Please see the full policy in the Human Resources Policies and Practices manual located within the Human Resources policy section of the Brown web page for more information.

■ **Administrative Closings Due to Inclement Weather** (Policy # 20.052)

Occasionally, severe weather conditions may cause Brown's administrative offices and/or other parts of the University to delay opening, close early, or close for the full business day. In such cases, it is the staff member's responsibility to use one of the following sources to determine if the University has made an official announcement regarding operating status.

- Call the Emergency Information Line recorded message at 401-863-3111.
- Listen to a Providence-area radio station.
- Check the Brown University home page at www.brown.edu.

Unless there has been an official announcement that the University is closed or opening is delayed, you are expected to make every reasonable effort to get to work on time. However, if you decide the weather is too hazardous to commute safely, you may take an accrued vacation day to stay home after having notified the supervisor. If the staff member has no accrued vacation time and the supervisor approves, a day off without pay may be taken.

If you are scheduled for sick time (e.g., for a doctor's appointment) or vacation time on days when administrative closings or delays are declared, you will not be affected by the closings for purposes of sick and vacation time and your scheduled time will be deducted as normal.

You will receive your regular pay for any day that you do not work because of an administrative closing. If you decide to work on such a day, you will receive your regular pay and will not receive special compensation.

NON-DEFERRABLE POSITIONS: The work of some employees is considered non-deferrable. Those employees are required to come to work even if there is an administrative closing. These employees are paid as follows, depending on their position: If you work in a non-exempt position, you will receive time and one-half; or, if the supervisor approves, you may accrue compensatory time at time and one-half for each hour worked during an administrative closing. If you work in an exempt position, that employee will receive his or her regular salary for the time worked during an administrative closing.

■ **Telecommuting** (Policy # 20.053A)

Brown University considers telecommuting to be a viable alternative work arrangement in cases where it is mutually beneficial for Brown and the employee. Telecommuting is routinely working one or more days per week at a location other than an employee's regularly assigned place of employment under an agreement approved pursuant to this policy. This policy covers off-campus work arrangements for all or part of a work week on a regular basis. It is not intended to cover temporary, irregular situations.

Telecommuting is available at the University's discretion only. The existence of a telecommuting agreement in no way alters an individual staff member's employment relationship with Brown or the employee's obligation to observe all applicable University rules, policies and procedures. All existing terms and conditions of employment, including but not limited to the job description, salary, benefits, vacation, leave and overtime remain the same as they would be if the staff member worked only at his or her regularly assigned location on or off campus where the employee usually and customarily reports for work. The regularly assigned place of employment is considered the employee's workstation for all pay, leave and travel purposes.

■ **Emergency Notification System**

Brown has implemented an emergency campus alert system that can contact thousands of individuals within minutes if there is an urgent situation or crisis. This system, MIR3, can make contact via phone (i.e., desk, Blackberry, cell etc.) e-mail (Brown and or personal) and text messaging.

All are encouraged to provide Brown with your personal cell phone and home phone numbers so that the University can contact you by the quickest means possible in an emergency. You will have the option of requesting that the numbers remain 'private' – that is, unlisted on campus directories (printed and web-based) for use only by authorized personnel for emergencies or official business. For additional information, contact the Director of Environmental Health & Safety at 401-863-3353.

Siren system.

Brown has coordinated with City officials to install an emergency siren warning system on the College Hill campus. The siren will be used to alert community members in life threatening emergency situations to seek shelter and obtain additional information.

Emergency Action Plan.

The University has a campus Emergency Action Plan online at http://www.brown.edu/Administration/EHS/fire/eap_splash.html. This plan details actions and procedures to be followed for various emergencies. Members of the community are urged to review the plan, particularly the instructions regarding building evacuation procedures, 'shelter in place' and 'hostile intruder' situations.

Hurricane Preparedness.

The University has a hurricane preparedness plan to ensure that individuals and departments are prepared for such an emergency. Please review the Hurricane Preparedness Plan at <http://www.brown.edu/Administration/EHS/>. This plan provides useful preparation tips and links for further information.

Transfer and Promotion

Generally, an employee may be considered eligible for a transfer or a promotion after having completed at least one year of employment as a full-time or part-time employee in a regular position and is in good standing. If a staff member changes jobs or departments as a result of a transfer or promotion, the staff member is required to complete a new probationary period (as described in Policy #20.062 in the *Human Resources Policies and Practices manual located within the Human Resources policy section of the Brown web page*). At the time of transfer or promotion, the employee carries any unused sick days and accrued vacation time to the new job (and department, if applicable).

■ **Transfer** (Policy # 20.021)

A transfer is usually a lateral move to a vacant position either within the same department or in another. A transfer does not usually involve a change in grade or compensation. Usually, an employee starts the transfer process by submitting an application for a posted vacant position. However, an employee can also be transferred by reassignment. In this case, the employee's supervisor or department head starts the process. Reassignment may occur when there is a significant business need to move an employee from one position to another (usually within the same department or another department).

■ **Promotion** (Policy # 20.021)

A promotion generally consists of a move to a vacant position at a higher grade level, either within the same department or in another department. Promotions usually result in a salary increase at the time of the promotion. The hiring department, in consultation with the Human Resources generalist and/or the Compensation Section of Human Resources, determines the new salary (as described in Policy #40.021 in the *Human Resources Policies and Practices manual located within the Human Resources policy section of the Brown web page*). The new salary is dependent on the employee's related background and experience, internal equity, and budget considerations. The new salary will not place the employee below the minimum of the salary grade range, nor will it exceed the maximum.

You can start the promotion process by applying for a posted vacant position at a higher grade level than your current position. To be considered, you must meet the minimum requirements for the position. Your supervisor or department head may also initiate the promotion process.

■ **Intradepartmental/Intra-divisional Promotion** (Policy #20.022)

As outlined in the full body of Policy #20.022, certain circumstances provide for employees to be promoted to a vacant position without the position being advertised or posted. An intradepartmental/intra-divisional promotion is defined as a move to a position at a higher grade within the employee's current department/division.

Rehire

■ **Credit for Prior Service** (Policy # 20.023)

The amount of University service an employee has is often the basis on which certain benefits and seniority are determined. The following describes how credit for prior service is determined:

- If you worked on the miscellaneous payroll consecutively for a total of 975 hours and were hired onto the regular payroll in the same position without a break in service, your date of hire may be adjusted to reflect the date you first started working in that position. The maximum length of time that may be credited is six months. This time may be credited toward the waiting period for dental and long-term disability coverage and participation in the retirement plan. However, actual benefit coverage and plan participation, accrual of sick days and vacation time, and the probationary period begin no sooner than the first day of work on the regular payroll.
- If you are rehired into a benefits-eligible position within one year after leaving Brown, either voluntarily or through elimination of the prior position, and was in good standing upon leaving, you may be eligible to have certain benefits restored or waiting periods waived. It is your responsibility to make certain the Human Resources Department knows of any prior service at Brown.
- Unless you are rehired to the same position previously held in the same department, you must complete a new probationary period (see Policy #20.062 in the *Human Resources Policies and Practices manual located within the Human Resources policy section of the Brown web page*).

■ **Military Service** (Policy # 20.024)

Employees are eligible for reinstatement following active duty with the United States Military or National Guard. You have the following rights under the law:

- You may be reinstated to his or her previous position or an equivalent. Reservists must apply within 90 days of release from active duty and provide a certificate of satisfactory completion of active duty. (The only time this does not apply is if the employee would have been laid off had s/he not been called to active duty.) If the employee returns with a disability, a position commensurate with his or her pay and ability will be given.
- In terms of pay and benefits, your time on active duty is treated as a leave of absence. An employee may receive credit for years of service spent on active duty to satisfy any benefits waiting periods. Furthermore, as soon as the employee elects it, health care coverage will be reinstated according to current policy.

When You Leave Brown

Although numerous employees find their lifelong careers at Brown, every year there are some who leave for other jobs, educational opportunities, relocations, or any number of reasons. This section of the guide discusses the University's policies and guidelines on termination of employment at Brown.

■ **Voluntary Termination** (Policy # 20.081)

If you are voluntarily terminating employment at Brown, you should submit a letter of resignation, including the reason for leaving and the effective date. Those working on the semi-monthly payroll should provide at least two weeks notice of resignation; employees working on the monthly payroll should provide 30 days notice.

If you are absent from work for three or more consecutive days without contacting a supervisor, you may be considered to have voluntarily terminated employment.

■ **Involuntary Termination** (Policy # 20.082)

The University has the right to terminate the employment of any staff member, without notice, when it is in the University's best interest to do so. Some examples of circumstances that can lead to involuntary termination without notice include, but are not limited to:

- probationary status
- grossly unethical and/or criminal behavior, grossly inappropriate behavior, and actions or behaviors that have a severe negative impact on the University's or department's credibility
- inability or unwillingness to meet conditions of employment, such as Form I-9 verification establishing eligibility to work
- misrepresentation of facts (e.g., educational qualifications, criminal records, etc.)
- severe disregard for University policy, such as sexual harassment, or failure to comply with safety and environmental regulations

There is no severance pay for those who are involuntarily terminated.

■ **Position Elimination and Layoff** (Policy # 20.083)

Brown University accomplishes its mission of academic excellence through effective utilization of a trained, knowledgeable, and stable work force. Sometimes, however, in an institution the size of Brown, eliminating a position is unavoidable.

Layoff: The University generally provides a minimum of two weeks written notice to its employees whose employment will end due to elimination of their positions.

Alternative Employment: The Human Resources Department will make reasonable efforts to help employees whose positions are eliminated to find suitable employment opportunities within the University. The University expects that employees working on the regular payroll whose positions are eliminated will accept a comparable position at the same salary, if it is offered to them.

Employees who are laid off, including those who work in grant and gift-funded positions and those with fixed-term appointments, may apply for available vacant positions for up to one year after their last day of work at Brown.

Severance Pay: Employees working on the regular payroll whose positions are eliminated and for whom no alternative employment is available within the University are entitled to severance pay according to the schedule in the *Human Resources Policies and Practices manual located within the Human Resources policy section of the Brown web page* (HR Policy #20.083). Severance pay stops if a laid-off employee starts working in another position at Brown. There are no University contributions toward retirement during the period of severance pay.

An employee who works in a position with an end date or whose position is specified for a fixed duration and who has been informed of such in writing, may not be eligible for severance pay when the end date for that position is reached. Under such circumstances, the employee must be given one month's written notice, or one month's pay in lieu of notice.

Employee Benefits: All vacation time accrued through the date of layoff is paid in the employee's paycheck following the last day of work. Any loans or debts must be repaid to Brown by the time of the final paycheck. Applicable health care and dental coverage contributions may continue to be deducted on a post-tax basis only while the employee is receiving severance pay, and all other benefits end according to the policy in effect when employment terminates.

Employees are allowed to finish courses they are taking under the Employee Education Program (EEP) when employment ends. Similarly, dependents enrolled in the Tuition Aid Program (TAP) remain covered until the end of the semester during which the employee's layoff occurs.

■ Exit Interviews

All regular employees whose employment with Brown is ending should review the Human Resources guidelines on the Exit Checklist and attend an exit interview in Human Resources, and fill out and submit an online Exit Interview Form at http://www.brown.edu/Administration/Human_Resources/forms/index.html.

The purpose of the exit interview is to gather information that might be helpful to the University in identifying areas in which changes might beneficially be made. In addition, a Benefits Office staff member will explain the employee's continuation rights under various University benefit programs. Prior to the exit interview, employees are expected to give their supervisors their computer and voicemail passwords. At the exit interview or at the department, employees are required to return their Brown Card, keys, and other University property.

Your Benefits at Brown University

General Benefits Information

Because Brown cares about the health and well-being of its employees, the University offers health, dental, life, disability insurance, and retirement plan options to its staff. This section gives a brief description of the employee benefit plans that may be available to employees, based upon their eligibility. While this guide provides an overview of general benefits, employees may also find specific information about many plans in the Brown University Benefits Enrollment Decision Guide. The Decision Guide is available online at www.brown.edu/Administration/Human_Resources/downloads/benguide.pdf. The Decision Guide is reviewed with new employees at New Employee Orientation. The Benefits Office has additional information available upon employee request.

Please note that eligibility for benefits varies based on such factors as percentage of time worked and length of service. Brown University's benefits are subject to change or termination at any time; therefore, employees should use this booklet only as a preliminary guide in charting their benefits decisions.

■ **Brown Flex Plan** (Policy # 30.003)

If you are regularly scheduled to work at least 50 percent time or more (based on the academic year) on the regular payroll, you are eligible to participate in the Brown Flex Plan. The Flex Plan is made up of two parts:

- pre-tax health and dental premiums
- the Medical Reimbursement Plan (MRP) and the Dependent Care Assistance Plan (DCAP)

Pre-Tax Health and Dental Premiums: If you are enrolled in health and/or dental coverage through Brown, unless you elect otherwise, your portion of the cost is automatically withheld from your pay on a pre-tax basis. Pre-tax withholding lowers one's taxable salary, resulting in a tax savings. This tax savings helps employees to offset the cost of health and dental coverage.

Medical Reimbursement Plan: Each year, under the Medical Reimbursement Plan (MRP), you have the opportunity to set aside a predetermined amount of money on a pre-tax basis to pay for eligible medical expenses that are not reimbursed from any other source. Eligible expenses include health and dental plan deductibles, co-payments, co-insurance, and other defined expenses.

Dependent Care Assistance Program: Each year you have the opportunity to set aside a predetermined amount of money on a pre-tax basis to pay for eligible dependent care expenses. Expenses that can be paid through the Dependent Care Assistance Program (DCAP) include daycare for the employee's dependent children under age 13, or spouse or parents with a disability (provided they meet certain federal guidelines). Such daycare services are those that enable you and your spouse to work, seek work, or attend school on a full-time basis. DCAP cannot be used to pay for expenses such as overnight camp, housekeeping services, or after-school instructional or enrichment classes.

IRS Rules: The Brown Flex Plan is governed by the Internal Revenue Service (IRS), Section 125 of the tax code. In return for the pre-tax advantages the Flex Plan provides, the IRS imposes strict guidelines, including:

- Restrictions on changing your elections during the calendar year
- Limitations on use of funds in your DCAP or MRP accounts
- Forfeiture of unused funds

■ **Group Health and Dental Insurance** (Policies # 30.001 & 30.002)

If you work in a regular-payroll position, you may elect coverage under health insurance and dental plans available through Brown University.

Employees may also elect health and/or dental coverage for a spouse or same-sex domestic partner (who meets defined criteria) and for dependent children. Dependent children may include an employee's natural or adopted children and children under age 19 for whom the employee has been granted legal guardianship, or children who are students under age 25.

New Hire Coverage Period: If you are hired on the first day or the first working day of the month, your health coverage becomes effective on the first day of that month. If you are hired after the first working day of the month, the health coverage becomes effective on the first day of the month following the date of hire. Your dental insurance becomes effective the first of the month coincident with or following 90 days of employment.

If you wish, you may change health and dental coverage election(s) during an annual open enrollment period sponsored by the University. The election made during an open enrollment period usually becomes effective on the following January 1 and remains in effect for the full calendar year. The only time you may change the level of coverage is during an open enrollment period or within 31 calendar days after having experienced a qualifying event, as described in the Benefits Enrollment Decision Guide.

Coverage Payment: If you work 975 hours or more per year, you and Brown share the cost of the health insurance that is elected. If you work fewer than 975 hours per year, you pay the full cost.

Coverage Alternative: If you work 975 hours or more per year and certify coverage under another health plan, such as through a spouse's or same-sex domestic partner's plan, you may elect the Buyout option and receive additional (taxable) income. There is no Buyout option for the dental insurance plan. If you do not want to have any health coverage at all and choose not to elect the Buyout option, you may elect to drop or waive coverage. However, you will not have any protection against the high cost associated with the care of a serious illness or injury if you choose to drop or waive coverage.

Dependent Care Assistance Plan: Each year, you have the opportunity to set aside a predetermined amount of money on a pre-tax basis to pay for eligible dependent care expenses. Expenses which can be paid through the Dependent Care Assistance Program (DCAP) include daycare for your dependent children under age 13 or your disabled spouse or parents (provided they meet certain federal guidelines). Such daycare services are those which enable you and your spouse to either work, seek work, or attend school on a full-time basis. DCAP cannot be used to pay for expenses such as overnight camp, housekeeping services or after-school instructional or enrichment classes.

■ **Group Term Life Insurance (Policy # 30.005)**

Employees regularly scheduled to work at least 1,300 hours per year (67 percent time) are eligible for basic coverage for themselves and voluntary group term life insurance coverage for themselves and their dependents.

Basic Term Life Insurance Coverage: If you are eligible, the University provides basic group life insurance at no cost. Generally, the amount of basic coverage is the same as the employee's annual base salary (rounded up to the next \$1,000), up to a maximum coverage amount of \$50,000.

Voluntary Term Life Insurance Coverage: You also have the option of purchasing additional voluntary life insurance coverage. Employees may purchase additional coverage in amounts equal to one to six times their annual base salary (rounded up to the next \$1,000) to a maximum voluntary coverage amount of \$950,000. To qualify for voluntary coverage, you may have to satisfy certain requirements of the life insurance carrier.

Basic Life Insurance Coverage Period: Basic life insurance becomes effective on the first day of the month after the employee's date of hire and lasts until the end of the month in which employment with Brown terminates or the date on which the employee becomes ineligible. You may enroll for voluntary life insurance coverage either at New Employee Orientation or after satisfying the requirements of Brown's life insurance carrier. Voluntary coverage becomes effective on the first day of the month after your application is approved by the life insurance carrier and lasts until the end of the month in which employment with Brown terminates or you become ineligible. After termination of employment, you may be eligible to convert to an individual life insurance policy directly with the insurance carrier.

Voluntary Coverage for Spouse or Same-Sex Domestic Partner and/ or Dependent Children: If you are covered for at least \$10,000 of employee voluntary life insurance you have the option to purchase voluntary life insurance for your spouse or same sex domestic partner and/or dependent children. Spouse/partner coverage is available in increments of \$10,000 up to a maximum of \$50,000, and dependent children are covered for \$4,000. Spouse/partner and children voluntary coverage may be contingent upon meeting certain conditions.

Accelerated Death Benefit: Any insured employee, or his or her spouse or same-sex domestic partner, who faces a life-threatening illness and whose life expectancy is certified by a doctor to be less than 12 months is eligible to receive an accelerated death benefit. Under this provision, the employee may request to receive up to 50 percent of the face value (reduced by a discount for an actuarially determined life span and an administrative charge) of the basic and voluntary life insurance coverage, to a maximum of \$500,000 or spouse/partner benefits of up to \$25,000.

Coverage Period: Basic life insurance becomes effective on the first day of the month after your date of hire and lasts until the end of the month your employment with Brown terminates or you become ineligible. You may enroll for voluntary life insurance coverage either at New Employee Orientation, during an open enrollment period, or after satisfying the requirements of Brown's life insurance carrier. Coverage becomes effective on the first day of the month after your application is approved by the life insurance carrier and lasts until the end of the month in which your employment with Brown terminates or you become ineligible. After termination of employment, you may be eligible to convert to an individual life insurance policy directly with the insurance carrier.

■ **Long-Term Disability Insurance (Policy # 30.027)**

Employees regularly scheduled to work at least 1,300 hours per year and with one year of accrued service are eligible to be covered under the University's Long-Term Disability (LTD) insurance plan. The one-year waiting period will be waived if:

- within three months before the date of hire, the employee was covered under another employer's LTD plan which provided a benefit to Social Security normal retirement age.
- you provide proof of coverage.

If you are eligible, the University provides Long-Term Disability insurance at no cost.

LTD Benefits: To be eligible to receive benefits under LTD insurance, you must complete the appropriate carrier claim forms available in the Benefits Office. There is also a 180-day waiting period from your date of disability until benefits begin. The LTD benefit is 60% of your salary, up to a maximum benefit of \$7,500 per month. Please note that your LTD benefit is taxable and may be offset by income the employee receives from other sources.

Duration of Benefits: For most disabilities, you are eligible to receive LTD benefits until the earliest of the following dates: when you reach Social Security normal retirement age, when you no longer have the disability, or death occurs. For further information on LTD benefits, contact the Benefits Office.

■ **Business Travel Accident Plan (Policy # 30.011)**

Brown University provides business travel accident insurance for eligible employees traveling away from University property and outside of the Providence area while on University business. (Employees who are asked to travel on University business by their supervisors or department heads are covered by the Plan while actively employed at Brown). Certain benefits may be paid in cases of death or dismemberment in addition to benefits which may be available through the University's group life and disability insurance plans. Benefits and coverage are described in the summary plan description, the Brown University Business Travel Accident Plan, which is available online at www.brown.edu/Administration/Human_Resources/downloads/business_travel_accident_spd.pdf or from the Benefits Office. This policy is administered by the Insurance & Risk Office, 401-863-9481.

■ **Workers' Compensation Program (Policy # 30.012)**

By law, Brown employees are covered by statutory Rhode Island Workers' Compensation (WC) Insurance. This program is coordinated through the Brown University Office of Insurance and Risk. For injuries or occupational illnesses arising out of and in the course of your employment, Workers' Compensation benefits may include, but are not limited to medical expenses and, in some instances, some or all lost wages.

Every injury, regardless of severity, must be reported to your supervisor immediately to determine if appropriate medical attention is needed and to remedy the condition or circumstances that caused the incident. Supervisors should review the details of the accident with you as the injured employee, and you should complete the Brown University Accident Report Form, which may be found online at http://www.brown.edu/Administration/Office_of_Insurance_and_Risk/. The report should be submitted to the Insurance Office within 48 hours of the accident. Delays in reporting may jeopardize an employee's eligibility for Workers' Compensation benefits.

The Insurance Office must receive proper medical documentation from your attending physician substantiating the disability and work restrictions as soon as possible to process claims for lost wages and/or medical expenses. If physical therapy is needed due to an on-the-job injury, please see the Insurance Office's Physical Therapy Policy. In addition, Brown University has a Preferred Provider Network (PPN) in place, which was approved by the Workers' Compensation Medical Advisory Board. The Family and Medical Leave Act (FMLA) leave runs concurrently with Workers' Compensation leave time. If you are out longer than six months, your job-protected status may change.

Brown provides a comprehensive Return to Work program to facilitate injured employees returning to their original jobs or to temporary alternative positions. A variety of jobs and opportunities throughout the campus may be available for those able to work with medical consent. The Return to Work program minimizes the loss of wages and utilizes talents and skills during the rehabilitation process until you are able to return to your original position. The Return to Work program is coordinated by the Insurance Office. For more information, contact the Insurance Office at 401-863-9481.

■ **Retirement Plan (Policy # 30.004)**

Brown contributes a percentage of eligible employees' base salaries to retirement accounts. Employees may choose to have their retirement money deposited into a selection of funds offered through the University. Taxes on such money and associated earnings are deferred.

Participation: Eligible employees working at least 51 percent time on the regular payroll receive Brown's retirement contributions starting the first of the month following six full months of employment.

Contributions: For eligible employees hired on or after March 1, 2001, Brown contributes 6 percent, 7 percent, or 8 percent of their salary to their retirement accounts (depending upon their percentage of voluntary contributions) starting the first of the month following six full months of employment. Employees age 55 or older, with ten or more years of service, will receive a 2 percent increase in their Brown contributions. Employees become vested in their Brown contributions over time.

Investing Contributions: The Retirement Plan offers two retirement carriers to which contributions may be directed. You may choose the individual funds in which to invest their contributions and Brown's contributions. New employees are given an Agreement for Salary Reduction form at New Employee Orientation on which they must indicate the carriers they want their contributions directed to, and a carrier contract form must be filed to establish their account and investment choices.

Making Changes: You may change the amount of your voluntary contribution election (although no more than once each calendar quarter) and the investment funds as often as each carrier permits.

■ **Employee Education Program (Policy # 30.006)**

Under the Employee Education Program (EEP), Brown University may pay the tuition for eligible employees taking courses within the traditional degree programs and for job-related courses at Brown University, degree granting, accredited institutions, and/or Continuing Studies. Eligible employees may also receive tuition if they are enrolled in a job-related certificate program at accredited institutions.

You are eligible to participate in the EEP if you:

- have completed at least six months of employment.
- are regularly scheduled to work at least 1,300 hours per year (67 percent time) on the regular payroll.
- are in good standing.

Tuition is paid for courses:

- you wish to take to maintain or improve skills required to perform your current position; or
- which are required by the University for you to keep your job

To qualify for reimbursement, you must submit an EEP application before the course begins and pass the course with a grade of C or better, satisfactory, or pass. You may be reimbursed for an unlimited number of job-related courses at Continuing Studies at Brown or Brown University (on a space-available basis). Non-Brown courses are reimbursed for an unlimited number of courses per fiscal year not to exceed \$2,500.00. This benefit pays only for course tuition; you are responsible for books, supplies, and any related fees. You may take up to three courses at Brown per fiscal year on a space available basis. Please also note that, depending upon IRS rules in effect at a given time, this benefit may or may not be considered taxable income.

More information is available from the Benefits Office online at www.brown.edu/Administration/Human_Resource/benefits/eep.html.

■ **Tuition Aid Program (Policy # 30.007)**

Brown offers a Tuition Aid Program (TAP) for dependent children of eligible employees. In general, you are eligible as active employees working 67 percent or more time in a position, on the regular payroll, and have been continuously employed by the University for the equivalent of at least four full years (7,800 continuous hours) upon applying. Your natural or legally adopted children are eligible if they are:

- attending an institution eligible for Title IV grants
- enrolled full-time in an undergraduate degree program
- in good standing and make normal academic progress, as defined by the institution

Brown will pay up to \$10,000 per academic year toward the cost of undergraduate tuition for each of your eligible dependent children. Brown provides this assistance for up to a maximum of four normal academic years. This benefit is for tuition expenses only; room and board fees, books, supplies, and any other charges made by the institution are your responsibility.

Faculty and staff who leave the employment of Brown University may receive the benefit for the duration of the dependent student's semester, trimester, or quarter during which their employment ends, as long as the benefit has been applied for and paid prior to the termination date.

Please note that the TAP benefit may affect the financial aid for which dependent children may be eligible. Please also note that, depending upon IRS rules in effect at a given time, this benefit may or may not be considered taxable income to the employee. For more information, visit the TAP guide online at www.brown.edu/Administration/Human_Resource/benefits/tap.html.

■ **Faculty/Staff Assistance Program** (Policy # 30.013)

Brown provides eligible employees and their family members an opportunity to use the counseling and referral services of the Faculty/Staff Assistance Program (FSAP). The FSAP is also referred to as an Employee Assistance Program (EAP). You and your family members are eligible to use the services of the Faculty/Staff Assistance Program (FSAP) provider for confidential assistance in handling personal issues if they work at least 975 hours per year (50 percent time).

The program exists to assist you and your immediate family in handling personal problems. FSAP providers will guide, assist and provide short-term problem resolution services to employees. Services include assistance for family, legal and financial assistance in addition to help with child care, elder care, adoption and education information. Additional services include clinical assessment, crisis intervention and referral.

The FSAP provides 24-hour emergency services for you and family members who have urgent personal or emotional concerns. Furthermore, the FSAP provides you and family members with one to five assessment visits per incident in any one year. After the assessment visit(s), the FSAP may make referrals to other agencies for continued treatment. To obtain FSAP services, you or family members simply need to call the FSAP provider and identify yourself as covered by Brown University. For more information about Brown's current FSAP provider, please contact the Director of Employee Relations or the Employee Relations section of the Human Resources Department.

Supervisors who wish to have their employees utilize the FSAP as a condition of continued employment, or who have questions about the appropriateness of the FSAP in assisting employees in addressing issues of performance, should discuss the situation with the Human Resources Director of Employee Relations or designee (as discussed in the Performance Improvement Process policy #20.073).

Partnership Programs

In order to provide customized discount and informational benefit programs to eligible employees, Brown University offers a series of Partnership Programs. Current programs include: wellness programs, mortgage assistance, auto and homeowners insurance, and long-term care insurance. Each of Brown's selected partners is experienced in dealing with the unique needs of University staff. Please note that the benefits offered through the Partnership Programs are fully employee-paid. For additional Partnership Program information, please contact the Benefits Office.

Time Away from Work

While Brown employees are expected to fulfill their regular work schedules, the University recognizes the importance of scheduled time off for rest and relaxation. Furthermore, we know there will be times that employees may not be able to come to work. This section discusses Brown's time off programs.

■ **Vacation Time** (Policy # 30.021)

If you are paid on the regular payroll and work at least 975 hours per year (50% time), you accrue vacation time for each month that you work at Brown.

Employees Working in Non-exempt Positions During Their First Two Years of Employment: If you are working full-time (37.5 hours per week, 52 weeks per year, e.g., 1950 hours a year) you accrue 10 days of vacation per year. Vacation time is accrued at a rate of one day per month and is not accrued in December or June.

Part-time employees working 50% time or more accrue vacation time on a pro-rated basis based on their percent time. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year, divided by 1950 hours. Monthly vacation accrual is calculated by multiplying 75 hours (the hours equivalent of 10 days) by the percent time worked (rounded to the nearest quarter hour). Thus an employee working 60% time accrues 45 hours a year of vacation time, divided by the number of months worked each year to determine the monthly vacation accrual rate.

Employees Working in Non-exempt Positions With Over Two Years of Service and Employees Working in Exempt Positions: Employees working full-time (37.5 hours per week for 52 weeks a year, i.e., 1950 hours a year) accrue 22 days of vacation time per year. Vacation time is accrued at a rate of two days per month, but is not accrued in June.

Part-time employees working 50% time or more accrue vacation time on a pro-rated basis based on their percent time. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year, divided by 1950 hours. Monthly vacation accrual for part-time employees is calculated by multiplying 165 hours (the hours equivalent of 22 days) by the percent time worked (rounded to the nearest quarter hour). Therefore, an employee working 60% time accrues 99 hours per year of vacation time, divided by the number of months worked each year to determine the monthly vacation accrual rate.

Vacation Time Accrual: If you start work on the first business day of the month you are entitled to the full vacation accrual for that month. If you start work after the first business day of the month and before the 16th of the month, you accrue one-half of the normal amount of vacation time for that month. Vacation time is credited to you at the end of each full month you work.

Vacation days are earned on a fiscal year basis (July 1 to June 30). The vacation days accrued in a fiscal year must be used by December 31 of the following fiscal year or they will be forfeited. Therefore, the maximum number of days that can be on the department records as of January 1 is 12 (five for employees in non-exempt positions with less than two years of service). The days that remain on January 1 are only those accrued in the current fiscal year, i.e., 12 days maximum (five days for employees working in non-exempt positions with less than two years' service). Any time in excess of this maximum accrual is forfeited.

If your two-year anniversary occurs at any time during the month, or if you are promoted into an exempt position after the first of the month, you will accrue two days (pro-rated for those working less than 100% time) for that month.

Vacation Time Usage: Vacation time must be earned before it is used. No borrowing is permitted. If you take vacation on a day when you are normally scheduled to work a long day, (e.g. 10 hours), the number of hours normally worked is deducted from the vacation accrual. Accrued vacation time may be used when you are sick, with the permission of the supervisor.

If you are working in an exempt position, you are required to work the number of hours per week necessary to perform the duties of your position. You may not have your pay reduced in increments less than whole days if your vacation time accrual has been exhausted, except as provided under the Family Medical Leave Act (FMLA). When an exempt employee has exhausted accrued vacation time and is absent from work for one or more whole days, pay may be reduced for those full day absences.

Note: For the purpose of maintaining vacation leave balances for staff in exempt positions, the minimum increment for reducing balances is half days; however, pay may only be reduced in full days.

Scheduling Vacation Time: During your first three months of employment at Brown, you may not use vacation even though you do accrue it. After you complete three months of employment, you may schedule vacation time with your supervisor's advance permission. You must also follow your department's procedures regarding the circumstances under which vacation time will be granted and any periods during which vacation cannot be taken for business reasons. Under certain circumstances, departments may require employees to take vacation at a particular time.

If you have an Alternative Work Arrangement and take vacation on a day that you would normally be scheduled to work a long day, such as 10 hours, the actual number of hours you would be scheduled to work are deducted from your accrued vacation time. You may use accrued vacation time when you are sick, if your supervisor approves.

How Vacation Time is Treated During Use of Absence: You cannot use vacation time if you are already receiving pay from Brown through another means, e.g., sick time.

During Family/Medical or Rhode Island Parental and Family Medical Leave, and during all other paid leaves, you accrue vacation time as if you were working, but the time does not accrue to you and you cannot use that vacation time until you return to regular active employment at Brown.

How Vacation Time is Treated at Transfer, Promotion or Termination: When you transfer or are promoted to a new department, your new supervisor must arrange to have your accrued vacation time transferred from your previous department to your new one.

When your employment with Brown terminates, you are paid for accrued vacation time. The maximum vacation accrual for which you are paid is the annual maximum which you would normally be entitled to have on the books as of December 31 of any given calendar year.

■ **Sick Time** (Policy # 30.022)

If you are paid on the regular payroll and work at least 975 hours per year (50 percent time), you accrue sick time for each month worked at Brown.

Amount of Sick Time: If an employee is full-time (working 37.5 hours per week, 12 months per year), the employee accrues one sick day for each full month worked at Brown. Unused sick time carries over from year to year until a maximum of 60 full days (450 hours) has been accrued.

Part-time employees or employees who work days of unequal length accrue sick time in hours. Sick time accrual for part-time employees is based on the ratio of their actual work hours to the 1,950 hours worked by a full-time, 12-month employee. The 60-day maximum accrual is pro-rated for part-time employees.

How Sick Time is Accrued: Sick time is credited to the employee at the end of each full month worked at Brown. If an employee starts work at Brown on the first day of the month, one sick day is accrued for that month. If the employee starts work after the first day of the month, sick time begins to accrue on the first day of the next month.

Using Sick Time: During an employee's first three months of employment at Brown, sick time may not be used even if it is accrued. An employee may take sick time only after it has been earned, and cannot borrow from any sick time earned in the future. If an employee does not have accrued sick time available, accrued vacation time may be used when sick, if the supervisor approves.

The intent of sick time is to serve as protection against loss of income due to illness or non-work-related injury. Additionally, if you are working 100% time, you may use up to 12 days a year to care for a sick dependent or seriously ill parent. Natural or adoptive fathers may use up to 12 accrued sick days a year at the date of birth or date of adoption of a child age 16 years or younger, by the employee. Same-sex domestic partners who are not the primary caregiver may also use up to 12 accrued sick days a year at the date of birth or date of adoption of a child age 16 years or younger by the employee. A year, in this case, is defined as the continuous 12-month period immediately prior to the date on which you wish to use the sick time. Hours available for this purpose are pro-rated for employees working less than 100% time.

Natural or adoptive mothers or the primary caregiver in a same-sex domestic partnership, while on leave, may use sick days accrued prior to the commencement of their leave. If the maternity benefit applies, accrued sick days may be used after Maternity Pay ends.

The University requests that you schedule doctors' appointments outside of work hours whenever possible. However, when this is not possible, the employee may use sick time to cover the work time missed for a doctor's appointment. You must notify the supervisor within one-half hour of the normal starting time on any day that sick time is used.

When returning to work after an absence of five or more consecutive working days, you must provide your supervisor with a doctor's note verifying the medical necessity for absence from work. In addition, supervisors may request doctors' notes any other time you use sick time, as they deem necessary.

If you have an Alternative Work Arrangement and take sick time on a day you would normally be scheduled to work a long day, such as 10 hours, the actual number of hours you would be scheduled to work are deducted from accrued sick time.

How Sick Time is Treated During Leaves of Absence: You may use sick time accrued prior to the start of a Leave of Absence during that leave. You cannot use sick time if already receiving pay from Brown through another means, such as vacation time or another paid leave. However, you may use paid sick time to supplement payments from Rhode Island Temporary Disability Insurance (RITDI), when applicable.

During unpaid Family and Medical Leaves and other paid leaves, you earn sick time as though you were working, but the time does not accrue and cannot be used until you return to regular, active employment at Brown.

How Sick Time is Treated at Transfer, Promotion, or Termination: When you transfer or are promoted to a new department, the new supervisor must arrange to have the employee's accrued sick time transferred from the previous department to the new one. When employment with Brown terminates, you are not paid for accrued sick time.

■ **Holidays (Policy # 20.051)**

Generally, the University's administrative offices will be closed in observance of the following 11 holidays:

Holiday	Date
• New Year's Day	January 1
• Martin Luther King, Jr. Day (obs.)	Third Monday in January
• Memorial Day	Last Monday in May
• Independence Day	July 4
• Victory Day (obs.)	Second Monday in August
• Labor Day	First Monday in September
• Columbus Day (obs.)	Second Monday in October
• Thanksgiving Day	Fourth Thursday in November
• Day after Thanksgiving Day	Fourth Friday in November
• Christmas Eve	December 24
• Christmas Day	December 25

However, some individual departments may be required to remain open on some of the designated holidays. Brown may adjust its holiday schedule to observe the holiday. Holidays may be adjusted in years in which a Winter Break is announced. Winter Break may include both holiday observances and additional days that are not officially recognized University holidays. The Human Resources Department will produce a schedule with precise holiday observation dates each calendar year and will post the schedule as appropriate.

If you are regularly scheduled to work 975 or more hours per year, you are eligible to receive pay for holiday time off. For part-time employees, holiday pay is pro-rated. Holiday pay for those working a nonstandard work week is based on percentage time worked. For information on how you will be compensated in such situations, please see the “Special Pay Situations” section of this guide.

■ **Excused Absences** (Policy # 30.023)

If you experience any of the following situations, the University may excuse you from work.

Bereavement: You are permitted to take off up to three working days with pay upon the death of a parent, step-parent, child, step-child, son or daughter-in-law, spouse (including common-law) and same-sex domestic partner, grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, and sibling. You are permitted to take up to one-half day of paid bereavement time off to attend the funeral or memorial service of persons who are not listed above.

Jury Duty: You may take time off to serve on jury duty. Subpoenas or other documentation regarding the jury duty must be presented to your supervisor as soon as they are received. During the time you are on jury duty you will continue to receive your regular pay and benefits, but must remit to Brown University compensation received for jury duty. (Checks received for jury duty must be remitted to the Payroll Office.) It is expected that you will come to work when jury duty does not last an entire work day.

Military Reserve Duty: United States military reservists or members of the National Guard are permitted to spend up to 10 working days per calendar year away from their positions at Brown when required to assist with a national, state or local emergency, or for military training duty. A copy of the military orders must be presented to your supervisor as soon as it is received. You must return to work on the first workday after completion of duty, allowing for reasonable travel and rest time. During the time you are on military reserve duty, you continue to receive your regular pay and benefits, but must remit to Brown University compensation received for military duty (excluding payments for room and board). Checks received for military duty must be remitted to the Payroll Office. Departments should contact the Payroll Office to make appropriate arrangements in these situations.

Religious Observance: You may take time off to observe the holidays of your chosen religion (preferably with one month’s advance notice). Permission of supervisors is required and will be granted unless such an absence would create a significant business hardship. Time off for religious observance is unpaid, except where you choose to use vacation time.

Special Assignment: If you have more than five years of service to Brown, you may apply for Special Assignment duty. Up to three months at full pay or six months at half pay may be granted to you to perform such duty. Approval is at the discretion of the department head and the appropriate senior officer with the concurrence of the president, provost or Executive Vice President for Finance and Administration. Absence due to Special Assignment may only be granted when the assignment will be of value to Brown, (e.g., the accomplishment of a particular project or completion of a specific training program).

It is expected that you are permitted to be on Special Assignment duty and will be informed by your departments of particular expectations (e.g., reports due), and will remain at Brown for at least one year following the return to your regular position. Departments are responsible for the coverage of duties normally performed by the person on Special Assignment. All benefits remain in effect while you are on Special Assignment.

■ **Short-Term Leaves of Absence** (Policy # 30.024)

If you are regularly scheduled to work at least 975 hours per year (50 percent time) and have completed at least one year of service with Brown, you may be able to take a short-term leave of absence if unable to come to work for a period of generally at least two weeks.

General Information about Short-Term Leaves of Absence: A short-term leave can be approved either with or without job protection rights. Job protection rights guarantee that you can return to the original (or an equivalent) position. If eligible for FMLA, according to the Brown policy, the first 12 weeks of a Family and Medical Leave have job protection rights. A department may, at its discretion, hold a job open for you on a short-term leave other than Family and Medical Leave. A short-term leave without job protection rights means that you are not guaranteed a return to the original (or an equivalent) position. During a short-term leave without job protection rights, however, you may continue the health and dental coverage in which you were enrolled when the leave began, although your contribution may change.

A short-term leave is usually not less than two weeks long and can be requested for up to a maximum length of 26 weeks (for a description of all types of short-term leaves see next section: Types of Short-Term Leaves). As an employee, you should give the department as much notice as possible – preferably 30 days – before the leave begins. All leaves, including Family and Medical Leaves, must be approved in advance by the department head and the Benefits Office, unless the need for the leave is unforeseen.

Within 15 calendar days after the start of a leave due to your own or a dependent's illness, you must submit a certified health care provider's statement to the department. Brown will require a certified health care provider's authorization before you return to work from a short-term leave.

Short-term leaves are generally unpaid. However, you may continue to receive pay if accrued vacation time or accrued sick time is used. If your short-term leave is the result of a non-work-related illness or injury, you may be eligible to receive payments under

Rhode Island Temporary Disability Insurance (RITDI).

If you do not return to work after the leave is over, you will be considered to have terminated employment with Brown.

Types of Short-Term Leaves: At Brown, there are three types of short-term leaves: Family and Medical, Short-Term Disability, and Personal Leave. As an employee, your total leave time may be taken as one type of leave or a combination of different types of leave.

Family and Medical Leave: You may request a Family and Medical Leave for:

- personal illness or disability
- childbirth or care of a newborn
- placement or care of a newly adopted or foster child
- care of spouse, same-sex domestic partner*, child, parent, or parent-in-law* with a serious health condition.

**Eligibility for Family and Medical Leave to care for same-sex domestic partners is Brown policy and not required by the Family and Medical Leave Act (FMLA) or Rhode Island Parental and Family Medical Leave Act (RIPFMLA); eligibility to care for parent-in-law is accorded by RIPFMLA.*

As you continue to pay the normal share of the premiums, health, dental, life, and long-term disability, coverage continues during a Family and Medical Leave, as if you are actively employed. As an employee, you may pre-pay required premiums, continue to make payments during a leave, or pay upon return to active status. In some instances, contributions are required to be made on a post-tax basis. As an employee, you also continue to earn sick time and vacation time if on a paid leave or FMLA, but this time is not accrued and cannot be used until after returning to regular, active employment at Brown.

Generally, you may take one 12-week Family and Medical Leave during any 12-month period, calculated from the day the leave starts. Under certain circumstances, you may qualify for benefits under RIPFMLA even though you may not qualify for benefits under FMLA. RIPFMLA generally provides for one 13-week leave during any 24-month period, calculated from the day the leave starts. However, if you qualify for both RIPLA and FMLA, the leave periods will be served at the same time; you cannot take both leaves one after the other. More information is available from the Benefits Office.

Short-Term Disability Leave: An employee may request a Short-Term Disability Leave as a bridge between the end of a Family and Medical Leave or RIPFMLA and a potential Long-Term Disability Leave. The maximum combined length of all short-term leaves is twenty-six (26) weeks. Benefits are treated the same as under a Family and Medical Leave and the leave may be with or without job protection rights.

Personal Leave: You may request a Personal Leave for any reason other than those listed under the Family and Medical Leave or RIFFMLA as a way of extending a Family and Medical Leave or RIFFMLA for reasons other than illness or if you are not eligible for a Family and Medical Leave or RIFFMLA.

The maximum combined length of all short-term leaves is 26 weeks.

■ **Long-Term Disability Insurance** (Policy # 30.027)

If you acquire a disability while employed at Brown, then you may be placed on a Long-Term Disability (LTD) leave of absence and receive certain benefits under the University's LTD insurance plan. Benefits start after a physician certifies that the employee has been disabled for at least 180 days. If approved, you may receive 60% of your salary (up to \$7,500 per month with a minimum of \$100 per month). In addition, the LTD carrier continues Brown's normal contributions to your retirement account and you are eligible to continue health and/or dental insurance by paying the full group-rate premium. For further information, please contact the Benefits Office and consult the Long-Term Disability Insurance contract.

■ **Special Maternity Pay** (Policy # 30.026)

Female staff working at least 975 hours per year who have completed at least four years of continuous service on the regular payroll as of the date the child is born and who give birth are eligible "for Special Maternity Pay." This benefit is available to adoptive mothers who have completed at least four years of continuous service on the regular payroll as of the date of placement for adoption. It is also available to the certified primary caregiver in a same-sex domestic partnership, regardless of gender, after Declaration of Domestic Partnership and Certificate of Residency forms have been submitted.

You cannot receive pay for accrued vacation time or sick time at the same time you are receiving Special Maternity Pay. However, you can continue to accrue vacation time and sick time. This special benefit does not affect your eligibility for Rhode Island Temporary Disability Insurance.

Special Maternity Pay covers the adoption of children under 16. Proof of the placement for adoption must be received within 15 days of the leave request.

■ **University Leave of Absence** (Policy # 30.028)

If you have exhausted your leave of absence eligibility, job restoration rights, or have terminated active employment you may request to be placed in a University Leave status for a period of up to one year. If you are on a University Leave you are no longer considered to be employed by Brown and have no rights to job restoration, benefits or pay. The relationship is primarily a non-employment affiliation for the purpose of record keeping and mutual contact during the relevant period of time.

Other Special Brown University Benefits

■ **Emergency Grants** (Policy # 30.014)

Through its Emergency Grant Fund, Brown may provide up to \$5,000 in financial assistance to eligible employees who qualify due to loss from natural emergency, accident, catastrophe, death, or illness which is no fault of the employee. For more information about the University's Emergency Grant Fund, contact the Loan Office at 401-863-3296.

■ **Employee Loans** (Policy # 30.015)

Upon application and approval, the University may extend a loan to an eligible employee. The loan can be an amount up to 20% of the employee's annual base salary. Those employees who may be eligible:

- work on the regular payroll
- have completed their probationary period
- are in good standing
- do not have a lien or levy on salary or wages

Brown obtains a credit bureau history to ascertain the credit worthiness of the employee each time an application is submitted. If a loan application is approved, the loan will be repaid with interest through payroll deduction over the 12-month period after the loan is made. Interest will be a constant (non-variable) rate based on the prime rate at the time the employee applies for the loan, up to a maximum of 12% simple interest. Applying for a loan does not guarantee that the loan will be granted. More information about employee loans is available from the Loan Office on the second floor of the Brown Office Building.

Your Compensation at Brown University

Job Performance and Pay

Brown University is committed to a fair and equitable compensation system based on pay-for-performance and market competitiveness. Brown requires an accurate job description for each position and has a formal salary administration program for determining the relative worth of each position at Brown and within the labor markets where we recruit. Starting salaries routinely reflect the employee's qualifications as they relate to the position, market factors, and department budget considerations. Annually, each manager is given a salary increase pool which they allocate to their staff based on performance.

Brown seeks to offer a total compensation package (salary plus benefits) to attract and retain staff with the skills and qualifications to support the University's mission. Recognition of staff members who acquire the knowledge and skills to function at a significantly higher level and assume additional responsibility is administered under the Job Audit and Career Path policies.

■ **Evaluating Jobs** (Policy # 40.011)

Brown University determines job levels using the Hay System to analyze the knowledge, problem-solving ability, accountability, and qualifications required to perform the work. Jobs with similar levels of responsibilities and qualifications are grouped into 15 job grades.

Job Evaluations for Vacant Positions

Job descriptions for new positions and revised vacant positions must accurately describe the three to five major areas of responsibility so that a comprehensive evaluation of the position can be conducted. The job description is intended to cover major responsibilities and should not include every detail of the work so that minor changes will not make the job description obsolete. The supervisor writes the job description and submits it to Human Resources for evaluation and to determine grade level. You can contact Human Resources Employment Services regarding how to fill vacant positions using the Online Employment System.

Job Audits for Occupied Positions

A job audit is appropriate if the job description is no longer accurate because a position has changed substantially and the incumbent has successfully performed the new duties for a period of at least three months for non-exempt positions, and six months for exempt positions.

Job descriptions for occupied positions that have significantly changed in scope and complexity must be rewritten to accurately describe the revised major responsibilities so that a comprehensive evaluation of the position can be conducted. The employee drafts the revised job description, which the supervisor reviews for accuracy and completeness. The supervisor prepares the Job Audit Request form, writes a narrative to describe the context for the job description change, and obtains the approvals from the department head and the appropriate senior officer prior to submission to Compensation and Organizational Services in Human Resources.

All job audit requests are reviewed by a member of the Human Resources staff and by the Director of Compensation and Organizational Services. Employees and their supervisors receive written confirmation of the results of the job audit usually within four to six weeks of receipt. A job audit team, a group of employees who have a broad knowledge of the University and who have been trained in the Hay System, reviews appealed decisions.

■ **Career Paths** (Policy #40.051)

Under certain circumstances, department heads may establish career paths in departments where there is regular turnover in a particular job family. The structure enables employees to move up within a specific career path when they meet the clearly defined criteria and when there is a department need for a higher level position.

Setting Salaries

Once positions have been evaluated and their grade levels determined, their salaries must then be established. This section describes some of the details of that process.

■ **Determining Salaries for Newly Hired or Promoted Positions**
(Policy #40.021)

Starting salaries reflect the employee's qualifications as they relate to the position, internal and external equity, and the availability of resources. Salary ranges represent a wide range of pay appropriate for jobs included in each grade level, depending upon an individual's education, experience, and demonstrated abilities. The mid-point of the range represents the average market pay for a fully qualified incumbent. Salary ranges are analyzed annually based on market data collected for benchmarked positions.

External Equity: This term describes comparative salaries paid in the markets in which Brown competes to hire and retain similar types of employees. Compensation and Organizational Services participates in various salary surveys to determine competitive pay practices.

Internal Equity: This term describes the comparison between salaries paid to University employees working in the same grade and department. Employees with similar education, years of experience, and performance should be similarly paid.

Relevant Education, Experience, and Skills: The primary consideration for evaluating education, experience and skills is the relevance a particular candidate's credentials have to the position's requirements.

Special Pay Situations

Employees may sometimes work beyond their regularly scheduled hours or require pay outside of their regular pay schedule. This section discusses these special pay situations.

■ **Overtime and Compensatory Time for Employees Working in Non-exempt Positions** (Policy #40.031)

The Fair Labor Standards Act (FLSA) governs the positions to which overtime hours must be paid or compensatory time given and when that must occur. Brown's overtime and compensatory time policies comply with the requirements established by the FLSA.

Overtime Eligibility and Pay Rates: If you are a full-time employee working in a semi-monthly non-exempt position and are regularly scheduled to work either 37.5 hours or 40 hours per week, you must be compensated at time and one-half for time worked in excess of your regular schedule.

Compensatory Time Option: A supervisor may require or allow you to take compensatory time off in lieu of providing overtime. Compensatory time is calculated as follows:

- When time off is taken during the same work week (even during weeks that are split between two pay periods), compensatory time off is calculated at a rate of one hour for each extra hour worked.
- When time off is taken during the next work week or before the end of the pay period, compensatory time off is calculated at a rate of one and one-half hours for each extra hour worked. If compensatory time off cannot be taken, time and one half must be paid for extra hours worked.

Individual Time Tracking Sheet for Non-Exempt Staff: To ensure that all employees occupying semi-monthly non-exempt positions are compensated for all hours worked, staff members in these positions are required to record all hours worked on the Individual Time Tracking Sheet.

Supervisors are responsible for ensuring accurate records are kept for all hours worked. Supervisors must authorize in advance all time worked in excess of the number of hours in an employee's normal work week, and should at that time also determine which method of compensation (i.e., overtime pay or compensatory time off) will be used. Supervisors who are aware, or have reason to suspect, that a semi-monthly non-exempt employee is working in excess of the normally scheduled hours without prior approval must take action to stop the employee from doing so.

If you continue to work unauthorized overtime, after being informed that you cannot do so, you may be subject to disciplinary action. Semi-monthly non-exempt employees, who believe they are not being compensated for all hours worked, should contact the Compensation Section of Human Resources.

Sunday Pay: As an employee, when your regularly scheduled work week includes working on a Sunday, you are paid at your regular rate of pay for hours worked on that day. However, all other employees are usually paid double their regular hourly rate for work on a Sunday.

Holiday Pay: If you work on a designated University holiday, you are paid 2.5 times your normal hourly rate for the hours worked on that holiday up to 7.5 or eight hours. Additional hours will be paid at 1.5 times the employee's normal hourly rate.

On-Call Pay: When on-call employees are required to remain on Brown premises, they are considered to be working and are compensated normally. When you are not required to be on the premises, but only required to leave a number where you can be reached, you are not considered to be working. As an employee, if you carry a beeper or University cell phone while not actively working you are compensated for the length of any calls required to respond to work-related concerns.

Call-In Pay: When you are required to work as a result of a call-in, you must be paid for a minimum of three hours at the regular rate of pay, unless it results in overtime and/or occurs on Sunday or a holiday.

■ **Policy for Monthly Exempt Employee Pay (Policy # 40.030)**

Employees in monthly exempt positions are paid on a salaried basis and are expected to work the hours needed to meet their job requirements. They may not have their pay reduced for variations in the quantity or quality of work performed except as provided by FLSA. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified in the Policy for Monthly Exempt Employee Pay.

■ **Administrative Changes Due to Inclement Weather or Emergency (Policy# 20.052)**

Brown's administrative offices and/or other parts of the University may occasionally close early, close for the full business day, or delay opening due to severe weather conditions. In addition, other situations or circumstances may cause the University to call for an Emergency closure.

If you are released from work due to administrative closings or delays due to inclement weather or emergency, you will receive your normal pay. Employees not required to report to or stay at work due to a closing or delay, who elect to remain at work or come in despite the closing or delay, will receive their regular pay without special compensation for the day or hours worked.

The work of some employees is considered non-deferrable as they are required to report to work or remain at work regardless of administrative closings or delayed openings. These employees are advised of their non-deferrable status in advance by the department. Employees working in non-exempt positions are paid at time and one-half for each hour worked during an administrative closing; employees in exempt positions are paid their regular salaries when required to work during administrative closings or delays.

During inclement weather employees are responsible for inquiring about Brown's operating status by using the following administrative information sources:

- The Emergency Information Line recorded message at 863-3111;
- Providence-area radio stations
- Emergency Information Announcements/web page:
<http://emergency.brown.edu/>

■ **Salary Advances** (Policy # 40.032)

If you work on the regular payroll, have completed three months of employment, and you are in good standing, then you may request a salary advance if an unanticipated extreme and urgent personal emergency requires that funds be secured on short notice; or if you will be on vacation for five or more consecutive days during which a pay day will occur. Note: You may only request an advance of your next regularly scheduled paycheck.

Employees may request an advance in any amount from a minimum of \$100 up to a maximum equal to their net base pay during the previous pay period. The University will grant a maximum of three salary advances (which includes early salary releases) during any one fiscal year (July 1–June 30).

As an employee, if you need a salary advance, you should complete a Request for Salary Advance Form and submit it to the Human Resources Information Services section of Human Resources (HRIS) at least five days before the date the check is needed.

Types of Pay Increases

■ **Performance Increases and Performance Appraisals** (Policy # 40.042)

Brown evaluates your performance and may award performance increases based upon performance appraisals or evaluations.

Performance Appraisals: Each spring, you are asked to complete a written self-appraisal and supervisors are also asked to complete written performance appraisals for all of the employees who report to them. The appraisal on file in Human Resources is signed by you, the appraiser, and the appraiser's supervisor. The appraisal is based on how well you perform the official duties of the job, the established goals, and performance objectives or standards.

In completing the performance appraisal process, supervisors should meet with you to discuss the performance appraisal. Supervisors are also encouraged to meet with you informally several times during the year to discuss your performance and progress in reaching goals. During your performance appraisal meeting, you and your supervisor may also set goals for the upcoming year. Your signature on the written performance appraisal indicates that you have reviewed it. If an employee has been transferred or promoted during the fiscal year (July 1–June 30), then the current and previous supervisors should collaborate to write your performance appraisal.

If you disagree with the appraisal, you may discuss it with the supervisor and, if you are still not satisfied, with the department head. The University encourages you to request that the Human Resources generalist for your department, in conjunction with the Director of Employee Relations, be contacted to help resolve employee relations concerns and/or performance development concerns relating to performance appraisal. Such decisions, however, may not be appealed under the Problem Resolution Process.

Performance Appraisal Timeline:

- During the Year- Effective and balanced coaching and feedback
- September/October: Review and/or Finalize Goals, Initiatives, and Priorities
- November/December: Mid-Year Reviews
- March/April: Performance Development and Planning Discussions along with annual Appraisals are prepared with input and feedback. Ratings are prepared and used to support the performance increase and submitted to Human Resources.
- May/June/July: Begin cycle developing goals for the upcoming year

Performance Increases: Routinely, you will be eligible for a performance increase if the performance appraisal rating meets the established performance increase standards. As an employee, if your performance rating does not meet the established performance increase standards, you must demonstrate improvement to be retained and to receive any future performance increase.

The University establishes the size of the total salary increase pool for performance increases and other components of the total compensation package. Performance increase decisions are developed in accordance with established performance increase guidelines and budget targets. Individual supervisors recommend salary increases on the basis of performance and senior officers must approve all salary increases within their divisions.

If you were hired after March 1, you are not eligible for a performance increase for that year. If you were hired between January 1 and February 28 or have been absent from work for a substantial amount of time during the evaluation period for reasons other than Family and Medical Leave Act (FMLA), and/or if you are otherwise covered under the Americans with Disabilities Act (ADA) or other relevant federal or state or laws, you may receive a pro-rated increase.

■ **Pay Supplements (Policy #40.043)**

At the discretion of a department head, you may receive a pay supplement if you have:

- temporarily assumed an additional assignment at a higher level
- temporarily filled a vacant position at a higher grade level

To be eligible, the assignment must be for at least one month but not more than one year, the new duties must be at a higher level than your current job duties, your department head must provide written justification to support the payment, and there must be a budget from which the supplement can be paid.

■ **Equity Adjustments (Policy # 40.041)**

Equity adjustments may be granted for the following reasons when there is funding to support equity adjustments:

- Your salary is significantly below the salaries of comparable jobs in the appropriate marketplace
- Your salary is significantly below the salaries of other employees within the division working in the same grade with similar experience and education, and with comparable responsibilities and levels of performance

■ **Bonuses-Special Pay (Policy # 40.044)**

You may be eligible to receive special pay, frequently referred to as a bonus, upon completion of assignments and/or projects that are deemed an extraordinary accomplishment. The special assignment and/or project should be extraordinary in nature, non-recurring, and require significant effort well beyond the position's defined scope and working hours. In addition, you must be working on the regular payroll and have a current performance rating that meets the performance standards for salary increases.

Maximizing Your Success at Brown

Your performance and institutional values combine to make Brown University a unique and esteemed university in the nation. Brown University's initiatives communicated in the Plan for Academic Enrichment embark on an ambitious program of academic enrichment and commitment to attract, develop, and retain the best staff.

Employee Relations at Brown University

The Employee Relations section of the Human Resources Department supports the Plan for Academic Enrichment by assisting you in a variety of ways including developing and interpreting policy, helping departments in meeting and solving problems, and resolving disputes. Employee Relations supports administrators and you in reaching an understanding and solving problems at the lowest level possible to promote effective working relationships. The employee relations function is to serve the Brown Community with the assistance of the Human Resources Generalist team, Employment, the Director of Employee Relations and the Vice President for Human Resources. This team of staff recommends that you should first try to resolve the problem with the immediate supervisor, or others in line management before coming to Human Resources. However, when this is unsuccessful or not possible, Employment/Employee Relations staff are often able to use informal methods to bring the matter to closure.

Representatives of the Employee Relations and Employment staff work with departments, managers, and individuals to remove barriers to effective job performance. The Employee Relations and Employment Relations staff do not attempt to act as advocates for either employees or managers involved. Rather, the staff assists you by providing problem-solving and mediation support. Conversations are kept confidential unless disclosure would be helpful and is agreed upon in advance, or if the disclosure involves a very serious situation which requires immediate action.

The relationships between you and your supervisor/manager and/or you and other colleagues have many different meanings for many different employees. Employee Relations/Employment staff will listen carefully and confidentially to help you identify and analyze problems, brainstorm possible solutions, assess the risks and rewards associated with each solution, provide information based on past situations and on Brown's policies and practices, and consider which course of action may best suit their individual circumstances. Therefore, the Employee Relations/Employment staff are available to assist you in dealing with a broad range of issues, ranging from communication to work expectations.

At Brown, you are encouraged to partner with Human Resources and find out how the Human Resources Department and the Human Resources Generalist assigned to your department can assist you.

Conclusion

Brown is composed of unique and skilled staff who are dedicated to advancing the University's mission by showing respect for others and demonstrating civility, generosity of spirit, open-mindedness, and a concern for the good of all. Employees make Brown what it is today and what it will be tomorrow – a unique, exciting, and great place to work!

We hope you have found this *Staff Information Guide* helpful in navigating through the various aspects of your work life at Brown University. We realize when working at an institution the size of Brown, it can sometimes feel like you are out on your own. Therefore, please allow us to extend to you an open invitation to contact any representative of the Human Resources Department or any of the other departments listed in the Employee Resources Contact List whenever you would like more information about the information contained in this *Guide* or any other aspect of your employment.

Remember, we are all here to help employees with the decisions they must make during their careers at Brown University—and we would like to help you, too!

Thanks for choosing to work in the Brown community. We are glad to have you with us.

Employee Resources Contact List

Bursar's Office	863-2484
EEO/AA Office	863-2389
Faculty Personnel	863-3270
Human Resources Department:	863-3175
Benefits	863-2141
Bio-Med Human Resources	863-1039
Compensation	863-9026
Employment	863-3175
Employee Relations and Performance	863-1787
Labor Relations	863-3896
Center for Staff Learning & Professional Development	863-9970
Workers' Compensation/Insurance/Risk	863-9481



BROWN

HUMAN RESOURCES DEPARTMENT
BROWN UNIVERSITY
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Providence, RI 02912

—*Human Resources Department / July 2008*