



Personnel Handbook for Non-Unionized Employees
Revised August 31, 2016



Welcome to the Vermont State Colleges. Every member of the VSC is important in furthering our mission to serve Vermonters and the State of Vermont and your role is vital to our success.

Since the VSC's incorporation in 1961, we have grown to serve over 12,000 students each semester in our college courses, more than 80% of whom are Vermonters and many of whom are the first in their families to attend college. Additionally, we serve over 20,000 Vermonters annually through workforce education and training. We are the fifth largest employer in Vermont, with employees at over 60 locations statewide.

You are part of a statewide system that includes five member institutions (Castleton University, Johnson State College, Lyndon State College, Vermont Technical College and the Community College of Vermont), and extensive workforce development and training programs (including the Vermont Manufacturing Extension Center and the Small Business Development Center). We reach virtually every community in Vermont and, with your help, positively change the lives of thousands of Vermonters of all ages and backgrounds.

I wish you well in your work here at the VSC and thank you for all you do to make the VSC an exciting place to work, to grow and to learn. We're counting on you!

Sincerely,

A handwritten signature in black ink that reads 'Jeb Spaulding'. The signature is written in a cursive style with a long horizontal flourish at the end.

Jeb Spaulding
Chancellor

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I. MISSION STATEMENT

For the benefit of Vermont, the Vermont State Colleges system provides affordable, high quality, student-centered, and accessible education, fully integrating professional, liberal, and career study, consistent with student aspirations and regional and state needs.

This integrated education, in conjunction with experiential learning opportunities, assures that graduates of VSC programs will:

1. Demonstrate competence in communication, research and critical thinking;
2. Practice creative problem-solving both individually and collaboratively;
3. Be engaged, effective, and responsible citizens;
4. Bring to the workplace appropriate skills and an appreciation of work quality and ethics;
5. Embrace the necessity and joy of lifelong learning for personal and professional growth.

The Vermont State Colleges system provides continuing educational opportunities for individuals to meet their specific goals.

II. VISION STATEMENT

To realize its mission for the benefit of Vermont:

- The VSC will be known for high quality programs, as measured by the skills, knowledge and contributions of students, graduates and clients.
- VSC resources – human, financial, technological and physical – will be leveraged to achieve our mission and stated goals, and to address agreed-upon priorities.
- The VSC will develop a culture of continuous improvement, supported by college and system-wide assessment systems that measure progress toward stated goals.
- The VSC will be recognized as a great place to work, in terms of what it offers employees as well as what it contributes to local communities.
- The VSC will have comprehensive and timely access to data that inform college and system planning, management and decision making.
- The VSC will maximize the advantages of being a system and minimize bureaucracy to maintain one comprehensive and interconnected system comprised of five distinct institutions.
- VSC structures and delivery systems will be flexible enough to both anticipate and quickly adapt to shifting internal and external forces.
- VSC services will be delivered when and where students and clients need them.
- The VSC will meet or exceed students' and clients' expectations related to service.

III. INTRODUCTION

The Board of Trustees is the governing body of the Vermont State Colleges and is authorized to make by-laws and regulations, and to appoint necessary officers (16 V.S.A. § 2171, *et seq.*).

The by-laws of the Board of Trustees designate the Chancellor as the "chief administrative officer" of the corporation with "all the duties, responsibilities and authority that commonly pertain to that position." The Chancellor is the agent of the Board in implementing its decisions and policies, and has responsibility for general supervision of the academic and business affairs of the Vermont State Colleges.

Accordingly, the Office of the Chancellor has prepared this Personnel Handbook to promote consistency in the actions of those authorized to act on behalf of the Vermont State Colleges and its member institutions, and to provide a general summary of some of its policies, procedures, practices, and benefits. Personnel policies applicable to members of the VSC Staff Federation, VSC United Professionals Professional, Administrative and Technical ("PAT") Unit and Supervisory ("SUP") Unit, VSC Faculty Federation, and VSC Part-time Faculty Federation are set forth in the contractual agreements between the Vermont State Colleges and each Federation.

The provisions contained in this Handbook are subject to all of the limitations set forth in applicable Board by-laws, decisions, and policies, as well as federal and state law. This Handbook first went into effect on January 1, 1984, and has been updated periodically as appropriate.

A. NOTICE OF NON-DISCRIMINATION

The Vermont State Colleges and its member institutions do not discriminate on the basis of race, color, ancestry, ethnicity, national origin, place of birth, sex, sexual orientation, gender identity, creed, religion, disability, age, veteran status, marital status, genetic information, positive HIV-related blood test results, or any other status protected by state or federal law. See [VSC Policy 311: Non-Discrimination and Prevention of Harassment and Related Unprofessional Conduct](#) and [VSC Policy 311-A: Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking](#).

Inquiries about the VSC's non-discrimination policies should be directed to the Title IX Coordinators or Policy 311 Coordinators at the Office of the Chancellor and at each of the member institutions. A list of the Title IX Coordinators and Policy 311 Coordinators is available within [Policy 311 Implementing Procedures](#). Inquiries may also be directed to the United States Department of Education's Office for Civil Rights at 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Tel: (617) 289-0111; Fax: (617) 289-0150; Email: OCR.Boston@ed.gov.

B. DISCLAIMER

This Handbook is intended to serve as a useful reference document for employees not covered by a collective bargaining agreement. It is not intended to be a contract, express or implied, nor is it intended otherwise to create any legally enforceable obligations on the part of the Vermont State Colleges and its employees. Nothing in this Personnel Handbook creates or is intended to create a promise, contract, or representation of continued employment.

C. PURPOSE OF THE HANDBOOK

This Handbook is intended to inform regular full-time and part-time non-unionized employees about the expectations and benefits associated with employment by the Vermont State Colleges. The Handbook also provides guidance for supervisors in exercising their responsibilities.

Employees who have questions about the expectations and benefits contained in the Handbook should seek assistance and guidance from their supervisors. Human Resources Officers at the member institutions are also available to answer questions.

This Handbook replaces and supersedes any and all other versions of the Vermont State Colleges Administrator and Administrative Staff Handbooks and prior versions of the Personnel Handbook.

D. AMENDMENTS TO THE HANDBOOK

This Handbook is subject to review and may be amended by the Chancellor at any time and for any reason, without notice. The Chancellor has full discretion to add, modify, delete, or otherwise change unilaterally the provisions of this Handbook, or the policies or procedures on which they may be based, at any time. As revisions are adopted, the Office of the Chancellor shall share the revised Handbook with the Human Resources Offices of the member institutions for circulation to employees. It is the responsibility of employees to be familiar with the Handbook and any amendments to it. The Handbook shall be posted on the VSC portal and the VSC's public website. See <https://portal.vsc.edu/> and <http://www.vsc.edu/faculty-and-staff/Pages/Policies-and-Procedures.aspx>.

E. DEFINITIONS

1. ADMINISTRATORS – Employees appointed to a classified position that is exempt from bargaining unit representation, as determined by the Vermont Labor Relations Board. For Administrators, a regular work week is a minimum of 40 hours/week, not including unpaid meal breaks. Designation of an employee as an "Administrator" is set forth in individual job hire letters.
2. ADMINISTRATIVE STAFF – For Administrative Staff, a regular work week is 37.5 hours/week, not including unpaid meal breaks. Designation of an employee as "Administrative Staff" is set forth in individual job hire letters.
3. BOARD – The term "Board" refers to the Board of Trustees of the Vermont State Colleges. A listing of the current members of the Board may be found on the VSC portal at <https://portal.vsc.edu/> or on VSC's public website at <http://www.vsc.edu/about-vsc/Pages/Members-and-Committee-Assignments.aspx>.
4. CHANCELLOR – The title "Chancellor" refers to the chief administrative officer of the Vermont State Colleges, duly appointed by the Board.
5. INSTITUTION – The term "Institution" refers to a member institution of the Vermont State Colleges.
6. PRESIDENT – The title "President" refers to the chief administrative officer of a College, duly appointed by the Board, or a person authorized to act in that capacity.
7. VERMONT STATE COLLEGES or VSC – The term "Vermont State Colleges" refers collectively to the Board, the Office of the Chancellor, and the five member institutions

(Community College of Vermont, Castleton University, Johnson State College, Lyndon State College, and Vermont Technical College).

8. **HIRING AUTHORITY** – The term "Hiring Authority" refers to those individuals authorized to hire and discharge employees, i.e. the Chancellor or the Chancellor's designee, and the President or the President's designee for each member institution. The Board is the sole hiring authority for the Chancellor and the Presidents.
9. **CATEGORIES OF EMPLOYMENT**
 - Full-Time Employee – An employee hired, pursuant to this Handbook, to work a regular, full-time schedule (37.5 or 40 hours per week), as described in the employee's job offer letter. Full-time employment includes those positions with assignments of at least ten months on a full-time schedule or positions that are appointed for at least eighty percent (80%) of the full-time hours over twelve-months.
 - Part-Time Employee – An employee who works less than a regular full-time schedule.
 - Temporary Employee – An employee who is hired for a limited assignment(s) and/or for a limited period of time, with no actual or implied commitment that the assignment or period of employment will be extended or repeated. The Hiring Authority has the discretion to determine the terms and conditions of such temporary employment.
10. **NONEXEMPT POSITION or EXEMPT STATUS** – All positions are classified as either exempt or nonexempt, as defined by the Federal Fair Labor Standards Act ("FLSA"). The duties and responsibilities outlined in an employee's job description, as well as pay level, determine whether a position qualifies as exempt or nonexempt. The U.S. Department of Labor's website provides additional information on the difference between exempt and nonexempt positions. See www.dol.gov.
11. **SPOUSE** – A lawful spouse of an employee, or an employee's partner in a civil union certified under the laws of the State of Vermont.

IV. EMPLOYMENT

A. HIRING

The Chancellor is the hiring official for the Chancellor's Office. The Presidents are the hiring officials for each of the member institutions.

All full-time and certain part-time offers of employment are conditioned upon completion of a criminal background check that does not reveal any disqualifying criminal history. See [VSC Policy 208: Criminal Background Check Policy](#).

In addition, employment in some positions may require a post-offer, pre-employment physical examination, which will be paid for by the VSC. Details will be provided if a physical examination is necessary.

For positions that require driving, employees will be required to submit to a motor vehicle record check to ensure the employee's driving record and licensure meets the requirements of the VSC Driver Safety Program. See [VSC Policy 419: Driver Safety Policy](#) and [Driver Safety Program](#).

Each successful applicant will receive a letter that provides:

- the position title;
- the VSC-approved classification and grade level;
- the amount of salary within the assigned pay range;
- the hours of work;
- the specific term/duration of the appointment;
- the name of the employee's immediate supervisor;
- a statement regarding any special conditions applicable to the position or terms of employment;
- a link to the Personnel Handbook; and
- a copy of the job description for the position.

The standard term of appointment is typically for one fiscal year, or fraction thereof, if appointment is made after July 1 of any year. However, the Hiring Authority has discretion in defining the term beyond one year if an initial appointment is made mid-year or later.

B. PROBATIONARY PERIOD

The first six months of employment within the Vermont State Colleges is a probationary period. Only one probationary period per employee shall be served within the VSC unless the employee assumes a new position at a higher classification level at the same institution, transfers to a position at another VSC institution, or there is a voluntary or involuntary termination of employment and new employment begins after a break in service.

The probationary period allows the employee to become familiar with the duties of a position, and allows the supervisor to observe and evaluate the employee's performance to determine whether continued employment beyond the probationary period is appropriate.

At any time during the probationary period, an employee may resign and the College may terminate the probationary employee's employment for any reason, with two weeks' notice or two weeks' pay in lieu of notice. Any such termination of employment is final and is not subject to the complaint resolution procedure set forth below. Prior to the end of the probationary period, supervisors are encouraged to conduct a performance review and make a recommendation to the Hiring Authority regarding continued employment. Such a review is not a prerequisite for termination during the probationary period.

An employee will accrue vacation leave from the first day of employment but, ordinarily, an employee may not take vacation leave during the probationary period. Personal leave is accrued for any full quarter worked after the date of hire. Supervisors have discretion to allow an employee to use vacation or personal leave during a probationary period. An employee will accrue medical leave from the first day of employment and may use it during the probationary period.

C. NEW EMPLOYEE ORIENTATION

Supervisors, or their designees, will orient new employees to their job. Payroll and/or Human Resources staff or their designee(s) will assist new employees to complete the necessary steps for payroll and for participation in available VSC benefits programs. In addition, new employees will receive information about supplementary benefits, if applicable.

New employees may be required to complete a number of training modules, depending on their position. Modules include, but are not limited to, training on data security, Family Educational Rights and Privacy Act ("FERPA"), blood borne pathogens, defensive driving, preventing harassment and discrimination, and being a supervisor. The modules can be found in the Training Center on the VSC portal. See <https://portal.vsc.edu/>.

D. REAPPOINTMENT

Reappointment is an affirmative act and will occur on or before June 1 of each year. Failure of the Hiring Authority to issue a letter of appointment will not constitute automatic renewal of an appointment.

If reappointed, reappointment will typically be for a period of one year but may be for a shorter duration at the discretion of the Hiring Authority. The letter of reappointment shall reflect that, as needs emerge, the Hiring Authority may change or modify an employee's responsibilities. Also, the letter of reappointment shall reflect that an employee's appointment may be terminated, with four weeks' notice, due to one or more of the following factors: (1) budget shortfalls or financial considerations; (2) reorganization of departments; (3) elimination or consolidation of positions; (4) program changes or curtailment; (5) a decision not to support or reapply for a grant renewal; or (6) the loss of a grant, in whole or in part.

In the event of non-reappointment of an employee at one of the member institutions, prior to exercising such authority, the President will consult with the Chancellor regarding the reasons and appropriateness of the planned action. The Chancellor has the right to disapprove such planned action if he/she deems it advisable. Non-reappointment is not considered discharge as outlined below in Section O.

E. OVERTIME

In compliance with the FLSA, nonexempt employees are entitled to time and one-half their "regular rate" of pay for each hour they actually work over forty hours in a work week. This excludes hours not worked by the nonexempt employee, such as sick, holiday, personal, or vacation time.

Nonexempt employees must first obtain permission from their supervisor before working any overtime. Failure to obtain such permission may result in discipline.

Employees holding positions classified as exempt are not entitled to be paid overtime for time worked beyond 40 hours per week.

F. PERFORMANCE EVALUATIONS

Performance evaluations serve many purposes, including providing feedback to employees and establishing future job performance goals. Evaluations also contribute to decisions about continued employment, merit increases and merit performance awards, and job assignments. Employees are required to provide a self-evaluation as part of the evaluation process.

Supervisors are strongly encouraged to conduct formal performance evaluations at the end of an employee's probationary period and, thereafter, on an annual basis.

G. TRAINING AND PROFESSIONAL DEVELOPMENT

The VSC encourages employee training and development activities which benefit both the employee and the employer. Activities may include college-sponsored programs, as well as other training/development opportunities. Participation may be employee-initiated/supported or employer-initiated/supported. The member institutions have the right to determine how employees shall be trained and to require participation in job-related training/development activities.

Supervisor approval is required for employees to participate in training and development activities during scheduled work time. Employees may be expected to make up time taken during work hours to attend college courses.

H. JOB POSTINGS

Typically notices of open positions within the Vermont State Colleges are posted electronically at <http://www.vsc.edu/job-opportunities/Pages/Job-Listings.aspx>. Notices of job openings within the system will be posted at least 10 calendar days prior to a position being filled. Notices may include all or some of the following information: position classification and title, salary range, job duties, skills and other specifications required for the position, as well as details of the application procedure.

I. POSITION CLASSIFICATION AND RECLASSIFICATION

Each position in the Vermont State Colleges is assigned a title, a grade level, an employment category (Union/non-Union, exempt/nonexempt), and a salary range. Position classification and employment category are based upon a systematic assessment of the duties and responsibilities of each position, using a formal job evaluation system.

When the duties and/or responsibilities of a position change substantially, a classification review of an existing position may be requested by the employee or his/her supervisor. Reclassification forms are available from the Human Resources Offices of the member institutions or from the Chancellor's Office. The request for reclassification will be reviewed first by the institution's President and Human Resources Director (or by the Chancellor and the Director of Human Resources for employees located in the Chancellor's Office). For all requests for reclassification, the Director of Human Resources in the Office of the Chancellor shall assess the request and make a recommendation to the Chancellor as to whether the change in the employee's duties and

responsibilities warrants reclassification of the position to another grade level. The final decision on classification and reclassification rests with the Chancellor.

If a position is reclassified to a higher grade, the Hiring Authority may review the employee's salary and adjust it to the minimum of the new pay grade or consistent with the associated pay range. If a position is reclassified to a lower grade, due to changed or decreased responsibility, the employee's salary may be decreased if it is inconsistent with the new classification and associated pay range.

J. SALARIES

New employees are generally hired at or near the minimum of the salary range associated with their position classification. Once employees reach the top of the established salary range associated with their position, their salaries will be frozen until the maximum of the salary range exceeds their existing salary. In addition, if an employee accepts reassignment from one position to another position at a lower grade level, the employee's salary may be reduced. In some cases, employees may receive merit performance awards as determined by the Hiring Authority. Employees will be notified of any changes to their hourly rate/salary in writing.

K. PAYROLL SCHEDULE

Salaries are based on the VSC's fiscal year, which runs from July 1 to June 30, and are ordinarily paid in biweekly installments, by direct deposit, on alternate Thursdays. Information on payments and deductions is available through Web Services on the VSC's portal. See <https://portal.vsc.edu/>. Supervisors (or a designee) will instruct new employees in the use of Web Time Entry, the VSC's online payroll services system for entering time worked. A complete manual to using Web Time Entry is available on the portal in the VSC Training Center. See <https://portal.vsc.edu/>.

L. SALARY ADVANCES

The VSC will accommodate one request per fiscal year, per employee, for a salary advance of up to \$500. Any salary advance shall be repaid through payroll deductions made over not more than 8 pay periods. Salary advances may be given only after completion of the six month probationary period, however, the Hiring Authority may waive this requirement. Employees with questions about salary advances should seek assistance and guidance from the Payroll Director at each institution or at the Office of the Chancellor.

M. POLICIES

The VSC complies with federal and state law and has developed a number of policies and procedures that are important to the day-to-day operations of the institutions. All employees have a responsibility to be familiar with and to understand and comply with these policies and procedures. The VSC's Policy and Procedures Manual can be found on the VSC website at <http://www.vsc.edu/about-vsc/Pages/Policies-and-Procedures.aspx>.

Employees also have a responsibility to be familiar with and to understand and comply with the policies and procedures applicable to the institution where they work. Employees with questions about any of the policies and procedures should seek assistance and guidance from their supervisors. Human Resources Officers are also available at the member institutions to answer questions. Institution-specific policies are located on the websites of the member institutions.

N. DISCIPLINE

The VSC has the right to discipline its employees, up to and including discharge. The degree of discipline imposed may vary depending on the nature of the conduct at issue and the surrounding circumstances. Examples of conduct which may subject an employee to discipline include, but are not limited to: misconduct; failure to follow established policies, rules or regulations; and, substandard job performance. Any employee who has been disciplined or discharged has recourse to the complaint resolution procedure set forth below in Section P.

Initial disciplinary action may take the form of an oral notice or discussion between the supervisor and the employee. Supervisors should record the date and content of the discussion for their own records. Such records will not be placed in an employee's personnel file. Discipline may include the following, although not necessarily in the order listed: oral warnings, written warnings, suspension without pay, and termination of employment. Oral and written warnings should state the nature of the problem, as well as the expected improvement. Records of action taken beyond the oral warning stage will be forwarded to the Human Resources Office for inclusion in the employee's personnel file, with a copy to the employee.

Progressive discipline is intended to retain employees through identification and correction of conduct or performance deficiencies, however, it may not be appropriate in every case and, depending on the relevant circumstances, serious misconduct or performance deficiencies may result in immediate termination.

At any stage in the process, the VSC may choose to place an employee on paid administrative leave while an investigation is conducted. Placement on paid administrative leave is not considered discipline.

O. DISCHARGE

Prior to discharging an employee, the President shall consult with the Chancellor regarding the reasons and appropriateness of the planned action. The Chancellor has the right to disapprove of a proposed discharge if the Chancellor deems it inadvisable.

Ordinarily, an employee who is being discharged shall be given two weeks' notice by the Hiring Authority. However, in some cases, an employee may be discharged immediately with two weeks' pay in lieu of notice.

P. COMPLAINT RESOLUTION PROCEDURE

The complaint resolution procedure is intended to promote the orderly resolution of employment-related problems. Fair and prompt consideration shall be given to all employee complaints, problems, and questions. If an employee has a complaint, the employee may take the following steps, in sequence, to seek resolution.

Written complaints and responses must be submitted in hard copy or by e-mail, as set forth in Step Two below, within thirty calendar days of the occurrence of the situation giving rise to the complaint. Timelines may be extended by mutual agreement or where warranted by the particular circumstances.

Step One

The employee is encouraged to discuss the matter with the employee's immediate supervisor as soon as possible. The employee may choose to skip this step and proceed to Step Two.

Step Two

If the matter is not resolved at Step One through discussion, the employee may submit a written complaint to his/her supervisor. If the employee does not wish to discuss the issue directly with his/her immediate supervisor, the employee may submit the written complaint to the supervisor of his/her supervisor. The complaint must be submitted within 30 calendar days of the occurrence giving rise to the complaint. The receiving supervisor (or his/her designee) shall arrange a meeting with the employee to be held within 10 business days of receipt of the complaint. Within 10 business days of the meeting, the receiving supervisor (or his/her designee) shall provide the employee with a written response to the complaint.

Note: If the receiving supervisor is a President, the employee skips Step Three.

Step Three

If the complaint is not resolved at Step Two, the employee may submit a written complaint to the President within 10 business days of receipt of the supervisor's response in Step Two. The President (or his/her designee) shall arrange a meeting with the employee to be held within 10 business days of receipt of the complaint. Within 10 business days of the meeting, the President (or his/her designee) shall provide the employee with a written response to the complaint.

Note: Employees in the Office of the Chancellor skip Step Three.

Step Four

If the complaint is not resolved at Step Three, the employee may submit a written complaint to the Chancellor within 10 business days of receipt of the President's response in Step Three. The Chancellor (or his/her designee) shall arrange a meeting with the employee to be held within 10 business days of receipt of the complaint. Within 10 business days of the meeting, the Chancellor (or his/her designee) shall provide the employee with a written response to the complaint. The Chancellor's decision is final.

Q. EXIT INTERVIEWS

Prior to the conclusion of employment with the VSC, employees are encouraged to schedule an exit interview with the Human Resources Office. During the interview, employees will be asked to share suggestions, comments and perceptions of employment at the VSC. This information may be of assistance to the VSC in maintaining a positive and effective work environment.

In addition, the Human Resources Office or Payroll Office will make arrangements with the employee for delivery of his/her final payment, will confirm the employee's forwarding address, and will review the employee's rights under COBRA (if applicable) and any ongoing benefits. In addition, employees should check with Human Resources or with their supervisor to make arrangements to return any property belonging to the VSC, such as keys, uniforms and loaned equipment.

V. BENEFITS

A. OVERVIEW

The VSC provides a benefits program to eligible employees. The following group insurance benefits are available to employees who work at least 80% of a regular work week over 12 months and employees who work a regular work week schedule over 10 months:

- life insurance;
- accidental death and dismemberment insurance;
- medical and dental coverage; and
- long term disability.

Temporary employees may receive only those benefits outlined by the Hiring Authority at the time of hire.

The VSC currently pays the full premium costs for its group insurance programs, with the exception of the medical and dental plans. A summary of the group insurance programs offered to eligible employees and certificates for the individual plans can be found on the VSC portal at <https://portal.vsc.edu/>. Information is also available at the Human Resources Offices at the member institutions.

In addition, certain benefits are available to the dependents of eligible employees, including spouses and children. The age and other qualifying criteria for children varies by benefit. Available benefits include medical and dental insurance, as well as a tuition waiver to the Vermont State Colleges and the University of Vermont. Eligible employees who wish to obtain benefits coverage for a spouse or child must provide certification information, which can be obtained from Human Resources or Payroll at the member institutions or in the Chancellor's Office. Additional information on available employee benefits can be found on the VSC portal at <https://portal.vsc.edu/>.

Benefits may change from time to time. Employees will be notified in advance of proposed changes in insurance plans or carriers.

B. GROUP INSURANCE

1. Medical/Dental Plan

The VSC offers both medical and dental insurance to full-time employees. Effective **January 1, 2017**, all newly hired full-time employees shall receive a high deductible Health Reimbursement Account health care plan. All full-time employees hired before January 1, 2017 may choose the high deductible plan in place of the existing plan. A complete description of the medical and dental plans can be accessed at the VSC portal at <https://portal.vsc.edu/>. The employee's share of the premium is calculated based on the employee's annual salary. Details on current premium contribution levels are available at the VSC portal at <https://portal.vsc.edu/>.

In the event of the death of a full-time employee whose family is covered by the VSC medical and/or dental plan, the VSC will pay medical and dental insurance for the employee's family for a period of one year.

2. Medical Insurance "Opt Out" Program

Full-time employees may "opt out" of receiving medical and dental insurance through the VSC. The VSC "opt-out" program provides a partial reimbursement of the premiums the VSC would otherwise pay to provide this insurance to the employee. The "opt-out" amount for medical only is less than the "opt out" amount for both medical and dental insurance. There is no "opt out" payment for employees who only opt out of dental insurance coverage. The amount of the opt-out payment shall be pro-rated for employees who opt out for less than twelve months of the year.

The program is not available to employees who are eligible for medical and dental coverage through a spouse employed by the VSC. This is a year-by-year benefit that may be discontinued at any time.

To qualify for the "opt-out" program, employees must provide proof of coverage under the non-VSC medical and dental insurance plan(s) in which they are enrolled. To participate in the program, employees must sign a waiver, which states in part that, if the terms of their alternate coverage are materially changed, the employee and any eligible dependents will be eligible to enroll in the VSC's insurance plan as of the date of the change in alternate coverage, without waiting for the next open enrollment period. A copy of the waiver form is available at the VSC portal at <https://portal.vsc.edu/>. ("Opt Out Form"). Employees may sign up for the "opt-out" program during the VSC's open enrollment period. The "opt out" payment is made as a lump sum at the end of the calendar year. The amount of the "opt-out" payment is determined on an

annual basis. This amount may be prorated if an employee opts out of VSC's medical and dental insurance plan after the start of a calendar year.

Additional information about the "opt-out" program is available from Human Resources Office or Payroll at the member institutions or in the Chancellor's Office. Employees should request and read this information carefully before deciding whether to waive coverage under the VSC's medical and dental insurance plan.

3. Employee Assistance Program

The VSC offers an Employee Assistance Program ("EAP") to all active full-time, part-time and temporary employees and their household members. The EAP provides assistance on a wide variety of issues, including substance abuse, relationship issues, family counseling, legal consultation, identity theft counseling, and financial services. The services are provided at no charge to the employee and include referrals to qualified providers for a set period of time or set number of visits. Call 1 (800) 554-6931 or access the EAP services online at www.cignabehavioral.com (employer id: vsc). For additional information, see "Employee Assistance Program for VSC" on the VSC portal at <https://portal.vsc.edu/>.

4. Life Insurance

Active full-time employees employed at least 30 hours/week or 1,560 hours/year receive life insurance coverage, at no charge to the employee. The basic amount of the benefit is determined by the employee's salary. After age 65, the amount of the benefit is reduced. Copies of the certificate and the schedule of benefits is available at the VSC portal at <https://portal.vsc.edu/>.

Eligible employees may choose to purchase supplemental life insurance for themselves and life insurance for their spouse and dependent children at their own cost. Premiums are paid by payroll deduction. There are certain limitations on the amount of insurance an employee may purchase. Additional information is available from the Payroll Directors at the member institutions and in the Office of the Chancellor.

5. Accidental Death and Dismemberment Insurance

Active full-time employees receive Accidental Death and Dismemberment ("AD&D") insurance coverage, at no charge to the employee. AD&D insurance protects employees from covered injuries (such as loss of speech, hearing, sight, hand or foot, thumb and index finger on the same hand), as well as paralysis and loss of life, due to a covered accident. The basic amount of the benefit is determined by the employee's salary. After age 65, the amount of the benefit is

reduced. Copies of the certificate and the schedule of benefits is available at the VSC portal at <https://portal.vsc.edu/>.

Eligible employees may choose to purchase supplemental AD&D insurance for themselves and for their spouse and dependent children at their own cost. Premiums are paid by payroll deduction. There are certain limitations on the amount of insurance an employee may purchase. Additional information is available from the Payroll Directors at the member institutions and in the Office of the Chancellor.

6. Long Term Disability Benefits

All full-time employees are covered by the VSC's long term disability ("LTD") plan. Employees are eligible to receive benefits under the plan if the employee was covered by the long term disability plan at the time the period of total disability commenced. Determination of total disability status is made by the insurance company, not the VSC. Information about long term disability is available at the VSC portal at <https://portal.vsc.edu/>.

Eligible employees who have been determined by the insurance carrier to be totally disabled after six months of continuous total disability are eligible to receive a monthly income benefit based on their annual salary on the last day worked. The amount of the benefit is subject to limitations. Further information on the amount of the monthly benefit is available from the insurance carrier. Monthly income benefits cease on the first day of the month in which the disabled employee reaches age 65. Partial disability benefits are available if an employee is able to return to work on a limited basis.

In the event that an employee becomes totally disabled, the VSC will pay the employee's and the employee's family's medical and dental insurance for a period of one year. During that year, the employee will be responsible for paying the same share of the premium that the employee had been paying at the time that he or she became disabled. Arrangements for payment of the employee's share of the premiums must be made with the Payroll Director at the member institution or at the Office of the Chancellor.

Employees who become totally disabled but are otherwise eligible to receive retiree medical benefits may receive the retiree medical benefits to which they are entitled as set forth below in Section E.3.

7. Supplemental Insurance

Employees may purchase supplemental insurance, such as vision insurance and additional life and AD&D insurance, at their own cost through payroll deduction. Supplemental insurance is

available for the employee, the employee's spouse and dependent children. There are certain limitations on the amount of supplemental insurance an employee may purchase. A listing of current available supplemental insurance is available from the Payroll Directors and Human Resources offices at the member institutions, as well as on the VSC website.

8. Flexible Spending Reimbursement Plan

The VSC has established a flexible spending reimbursement plan for employees who are eligible for the group insurance plans. Those who are eligible to participate may do so voluntarily. By taking advantage of Section 125 of the Internal Revenue Service Code, employees may elect to set aside a portion of pay on a pretax basis that can be used for certain uncovered medical expenses or dependent care.

Administration of the flexible spending reimbursement accounts is done in accordance with established IRS rules. Employees should familiarize themselves with these rules prior to enrolling. Additional information about healthcare and dependent reimbursement accounts can be accessed at the VSC portal at <https://portal.vsc.edu/>.

C. TUITION WAIVER

1. Vermont State Colleges

Full-time employees of the VSC, their spouses, dependent children and legal wards (up to the age of 25) may enroll in any course or program, with the exception of self-supporting programs, at a member institution without payment of tuition. Employees are required to pay any fees applicable to the course or program in which they or their eligible family members are enrolled. The VSC uses the same definition of a dependent child as the IRS.

In the event that an employee with at least four years of continuous service should die, become permanently disabled, or retire according to the VSC criteria for eligible non-unionized employees, the employee's dependent children will be provided a VSC tuition waiver through completion of a bachelor's degree or up to a limit of 150 credits, whichever comes first.

An employee on an unpaid leave of absence will retain this tuition benefit for the first year of such leave.

Eligible VSC retirees and their spouses may enroll in any course or program at a VSC member institution on a space available basis without payment of tuition. However, retirees and spouses will pay any applicable fees.

2. University of Vermont

Dependent children, legal wards and stepchildren of VSC employees may attend the University of Vermont ("UVM") pursuant to the terms of the November 1991 tuition remission agreement between the VSC and UVM. Any such dependent child who attends UVM is subject to UVM's policies and procedures applicable to tuition remission. Employees and spouses of VSC employees are not eligible for a tuition waiver at UVM. The VSC/UVM tuition remission agreement may be found the VSC portal at <https://portal.vsc.edu/>.

3. Tuition Waiver FAQs and Forms

Tuition Waiver Frequently Asked Questions ("FAQs"), including information about the tax implications of tuition waivers, and the VSC online Tuition Waiver form may be accessed at <https://portal.vsc.edu/>.

D. VACATION AND LEAVE

1. Vacation

Full-time Administrators who are hired to work on a regular basis at 1.0 FTE earn vacation leave at the rate of 20 days per year for up to 15 years of service. After 15 years of service the rate is 21 days per year. After 25 years of service the rate is 24 days per year. Administrators who work at least 50%, but less than full-time, will accrue vacation leave on a pro rata basis consistent with the above schedule.

Full-time Administrative Staff earn vacation leave as follows:

Less than 1 year of service	1 day for each month of active service
More than 1, but less than 5 years of continuous service	12 days per year
5 to 10 years of continuous service	15 days per year
10 to 15 years of continuous service	18 days per year
15 to 25 years of continuous service	21 days per year
25 plus years of continuous service	24 days per year

Administrative Staff who work at least 50%, but less than full-time, will accrue vacation leave on a pro rata basis in relation to the above schedule.

Vacation leave is earned on a biweekly basis. Employees have until June 30 of each year to use their accumulated vacation leave. Employees may carry forward into the next fiscal year the number of vacation days equal to their annual accrual rate. Any days in excess of this amount will be deleted on June 30 of each year.

An employee's vacation schedule is subject to the work requirements of the institution, office or department and requires prior approval from the employee's supervisor. The use of vacation leave may also be subject to restrictions set forth in an employee's hiring appointment letter.

Upon termination, employees will be entitled to receive compensation for any accumulated vacation leave. The VSC has the right to require employees to use any or all accumulated vacation leave prior to their termination date. Accumulated vacation leave will be paid in a lump sum effective on the last day of employment and is not subject to retirement plan contributions.

In the event of the death of an employee, the employee's estate will receive payment for any accumulated vacation leave--up to the allowed carry-forward rate of annual earned days.

Employees may view their leave balance at any time on the VSC portal at <https://portal.vsc.edu/>.

2. Paid Holidays

The VSC observes 14 paid holidays a year. The days listed below may be (a) designated as holidays by the member institutions or the Chancellor's Office; (b) designated for use on alternative days by the President or Chancellor; or (c) designated as floating holidays. Floating holidays may be taken at the discretion of the employee, with supervisor approval. Employees will be informed of the designated holidays for the year at the beginning of each fiscal year.

- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Town Meeting Day
- Memorial Day
- Independence Day
- Bennington Battle Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Full-time employees who are hired to work on a regular basis at 1.0 FTE will be granted time off with pay for the days designated as official holidays. Full-time employees with appointments of less than 12 months duration will be granted time off with pay for holidays which fall within their appointment terms. Employees who work less than a regular work week may be paid either on a pro rata basis for the holiday according to the hours worked or be granted time off with pay for holidays that fall on normal work days.

Unused floating holidays are not carried forward into a subsequent fiscal year. Upon termination for any reason, employees are not paid for any accumulated floating holidays.

3. Medical Leave

Full-time employees who are hired to work on a regular basis at 1.0 FTE earn medical leave according to the following schedule:

Less than 1 year of continuous service	1 day for each month of active service
More than 1 year, but less than 5 years continuous service	12 days annually
5 to 10 years of continuous service	15 days annually
10 or more years of continuous service	18 days annually

Medical leave is earned on a biweekly basis. Employees may accumulate medical leave up to a maximum of one hundred and fifty (150) days. Employees who accumulated more than one hundred and fifty days of medical leave prior to **April 20, 2007**, will not continue to accrue additional days of medical leave until, through use, their accumulated medical leave falls to one hundred and fifty days or less, at which point such employees will not be permitted to exceed the maximum of 150 days of accumulated medical leave. Part-time employees who work at least 50%, but less than full-time, will accrue medical leave on a pro rata basis in relation to the above schedule.

Employees may use medical leave for their own illness or injury or to obtain medical or dental care. Employees also may use medical leave for the illness or injury of a spouse, dependent child, foster child or parent.

Employees should report all absences for their own or a family member's illness or injury to their immediate supervisor as soon as possible. If the absence extends beyond three consecutive working days, the VSC may designate the leave as Family Medical Leave and request employees to complete the required FMLA documentation, as discussed below. Abuse of medical leave is grounds for disciplinary action.

If an employee has an extended illness or injury and the employee does not have sufficient accumulated medical leave to cover the time away from work, one of the following two options may be utilized, upon approval from the Hiring Authority or his/her designee:

1. After exhausting his or her accumulated medical leave and all other accrued paid leave, with the exception of a maximum of 5 days of vacation leave, an employee may request an advance of up to 22 days of paid medical leave. If the employee is terminated before

earning all of the advanced medical leave, the employee's final paycheck will be adjusted accordingly.

2. Other employees may transfer medical leave they have accumulated for use by a fellow employee who has exhausted his or her leave. Donations of sick leave may be made only on behalf of an employee who works with the donating employee, i.e. at the same member institution or in the Office of the Chancellor.

Upon termination of employment, for any reason, employees will not be paid for any accumulated medical leave.

4. Family and Medical Leave Act

Eligible employees are entitled to unpaid leave under the federal Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("PFLA"). In some circumstances, the PFLA is more generous than the FMLA. For example, the definition of covered family members is different under each statute.

Generally, the FMLA allows eligible employees to take up to twelve weeks of unpaid, job-protected leave in a twelve-month period for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees may take FMLA for: the birth of a child; to care for a newborn child or child newly-placed for adoption or foster care; to care for the employee's spouse, child, or parent who has a serious health condition; the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job; or for any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty. Eligible employees may take up to twenty-six weeks of FMLA leave to care for a spouse, child, parent or next of kin who is a covered service member with a serious injury or illness (military caregiver leave).

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. Inpatient care is defined as an overnight stay in a hospital, hospice, or residential medical care facility. Continuing treatment by a health care provider includes: a period of incapacity of more than three consecutive full calendar days with treatment by a health care provider; incapacity from pregnancy or prenatal care; chronic health conditions; permanent or long term conditions; and, conditions requiring multiple treatments.

After three consecutive days of leave related to a serious health condition under the FMLA (or a serious illness under the PFLA), the VSC may designate the leave as family and medical leave and request the employee to complete the applicable documentation for continuing leave,

including submission of a physician's statement. Eligible employees have the option to use accrued sick leave or vacation leave or other accrued paid leave, during the first six weeks of leave. Use of paid accrued leave time beyond the first six weeks requires approval from the Dean, President, the Chancellor, or their designees.

Additional information about family medical leave under the FMLA and PFLA is available from the Human Resources offices at the member institutions and in the Chancellor's Office or on the VSC portal at <https://portal.vsc.edu/> ("Employee's Guide to Family Medical Leave").

5. Short-term Family Leave

Under Vermont law, eligible employees are entitled to take unpaid leave not to exceed four hours in any thirty day period and not to exceed twenty-four hours in any twelve month period for any of the following purposes: (1) To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, such as a parent-teacher conference; (2) To attend or to accompany the employee's child, spouse, parent or parent-in-law to routine medical or dental appointments; (3) To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; and (4) To respond to a medical emergency involving the employee's child, parent, spouse or parent-in-law.

Employees shall make a reasonable attempt to schedule appointments for which leave may be taken under this section outside of regular work hours and shall provide the employer with the earliest possible notice, but in no case later than seven days before leave is to be taken, except in the case of an emergency. The employee may use accrued paid leave, including vacation and personal leave.

6. Personal Leave

Full-time employees who are hired to work on a regular basis at 1.0 FTE receive four personal days per calendar year. Personal days are awarded at the end of each quarter – April 1, July 1, October 1 and January 1. All other full and part-time employees, who work at least 50% but less than full-time, accrue personal leave on a pro rata basis.

Personal days begin accruing for any full quarter worked during the probationary period. Personal leave may be used to take care of personal business, other than medical visits, such as appointments with teachers, lawyers, financial representatives, etc. Personal leave will be granted upon request, whenever possible, subject to the supervisor's approval.

Unused personal leave is not carried forward into a subsequent fiscal year. Upon termination for any reason, employees are not paid for any accumulated personal leave.

7. Bereavement Leave

Full-time employees may take up to five days of paid leave for the death of a spouse, child, stepchild, foster child, parent, or a non-tenant domiciled in their household. Full-time employees may take up to three days of paid leave for the death of their brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather or stepmother. Employees who work at least .50 FTE, but less than full time, will be granted bereavement leave on a pro rata basis.

8. Military Leave

Employees who are on extended active duty will be placed on military leave without pay, consistent with the requirements of the Uniform Services Employment and Reemployment Act ("USERRA"). USERRA applies to all employees who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Generally, USERRA provides employees with the right to re-employment after serving for up to five years in the uniformed services. Individuals performing military duty of more than 30 days may elect to continue their employer-sponsored health care for up to 24 months but may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the employee service member had remained employed. The VSC is not obligated to pay insurance premiums for any employee on extended active military status; however, family members will have the option to remain on the VSC health insurance at the same premium contribution rates for active employees. Arrangements for payment of premiums must be made with the Payroll Office. Additional information is available at https://www.dol.gov/vets/programs/userra/userra_fs.htm.

9. Vermont National Guard

Under Vermont law, employees who are qualified members of the reserve components of the armed forces, of the ready reserve, or an organized unit of the National Guard, are entitled to unpaid leaves of absence for a total of 15 days in any calendar year for military drills, trainings, or other temporary duty under military authority. The Hiring Authority may authorize such leave to be with pay for any regular, full-time employee. Military pay shall be retained by the employee. Such leave will not be counted against vacation time and employees shall continue to accrue leave and other benefits that the employee would otherwise have earned during his/her absence. Upon completion of the military drill, training, or other temporary duty under military

authority, regular full-time employees shall be reinstated in their position with the same status, pay, and seniority, including seniority that accrued during the period of absence.

Employees covered by the VSC's medical insurance, who are members of the Vermont National Guard and who are ordered to active state duty by the Governor for up to thirty days, may choose to continue to be covered by the VSC's medical insurance under the same terms and conditions as were in effect for the month prior to being called to active duty, including a continuation of the same levels of employer and employee contributions towards the premiums and cost sharing. If an employee member of the Vermont National Guard is called to state active duty for more than 30 days, the employee may choose to continue to be covered by the VSC's medical insurance. If the VSC chooses not to continue to make its regular contributions toward premiums and cost-sharing during the period of the employee's state active duty in excess of 30 days, the State of Vermont shall be responsible for paying the employer's share of the premium and cost-sharing. See 21 V.S.A. § 491, et seq., located at <http://legislature.vermont.gov/statutes/fullchapter/21/005>.

10. Unpaid Leaves of Absence

Upon written request, an employee may apply for and be considered for an unpaid leave of absence for up to one year. The Hiring Authority shall decide whether or not to grant an unpaid leave of absence, its duration, and other terms related to the necessary operation of the institution or the Office of the Chancellor. During such leave, employees receive no salary and do not accrue any leave, but continue to receive tuition waivers in accordance with the VSC Tuition Waiver policy. Other terms of the leave, including continuation of benefits, are at the discretion of the Hiring Authority. If the employee continues to receive medical and dental benefits, the employee must make arrangements with the Payroll Director at the member institution or at the Office of the Chancellor to pay the employee's share of the premium.

11. Jury Service

A leave of absence will be granted to any employee who is required to report to court in response to a jury duty summons or to serve on a jury during normal work hours. Employees will be paid at their regular rate of pay for working hours lost to jury service provided that they do not request or receive payment for their jury service. If they do receive payment for their service from the court, employees shall receive the difference between their regular salary and any jury service payment. Employees must provide evidence of their service and any payment received from the court, if so requested.

If an employee is called to jury service while on probation, the employee's probationary period may be extended by the length of the period of service.

If an employee is called for jury selection but is not chosen to serve as a juror, the employee is expected to report to work immediately after being excused. Failure to do so will be considered an unauthorized absence for which the employee will not be paid.

12. Voting

On Election Day, supervisors may approve time off for employees who are unable to vote before or after working hours--not to exceed two consecutive hours unless more time is needed due to exceptional circumstances.

E. RETIREMENT

1. Planning for Retirement

Whenever possible, employees should discuss their retirement plans with their supervisors. Advance planning is essential for supervisors in the recruiting process and so notice of six months is recommended. Employees should notify their supervisor and the Human Resources Office in writing of their anticipated date of retirement.

Employees are also encouraged to contact their Human Resources Office to review their retirement benefits. Retirement age and the number of years of continuous service at the VSC prior to retirement affect employee eligibility for continuing benefits.

2. Defined Contribution Retirement Plan

The VSC has a Defined Contribution Retirement Plan through TIAA (the “Plan”). The Plan is a 403(b) plan and the VSC’s contributions made on an employee’s behalf become a permanent investment for the employee. An employee whose employment with the VSC terminates is bound by the Plan’s policy regarding requests for the cash value of their plan or leaving the investment until retirement. The VSC’s contribution to an employee’s retirement plan ceases with the termination of the employee’s employment for any reason.

For all eligible employees hired on or after **July 1, 2016** and as of **July 1, 2017** for all existing eligible employees, the VSC will make a contribution to the Plan of 10% of annual base salary on the first \$40,000 of an employee’s base salary and a contribution of 8% of annual base salary on the amount of salary above \$40,000. For example, an employee earning \$50,000 in annual base salary will receive a 10% contribution on the first \$40,000 and 8% on the remaining \$10,000 of salary. Existing eligible employees will continue to receive a contribution equal to 12% of annual base salary to the Plan up until July 1, 2017.

The amount of income that an employee receives after retirement is determined by a number of factors, including: the amount of money accumulated in the Plan, the age of the employee upon retirement, and the method of payment selected at the time of retirement. Additional information about retirement is available at <https://www.vsc.edu/retirement-services/> or from the Director of Human Resources or the Director of Payroll and Benefits in the Office of the Chancellor. See the TIAA website at <https://www.tiaa.org/public/index.html> for additional information.

The VSC encourages employees to make their own contributions to their retirement savings accounts through TIAA. Contact the Human Resources or Payroll Office for additional information on managing your TIAA account.

Eligibility: Full-time Administrators, upon hire, and full-time Administrative Staff, after six months of continuous service, are eligible to receive the VSC's contribution to the Plan. Regular part-time employees who work twenty or more hours a week may make their own contributions to TIAA, through a payroll deduction, but are not eligible to receive a contribution from the VSC until they have completed ten years of continuous service.

3. Continuing Benefits after Retirement

It is extremely important that employees considering retirement meet with the Human Resources Office to discuss the availability of continuing benefits after retirement. Information regarding continuing benefits available to eligible retirees is available at Human Resources Offices and at <https://www.vsc.edu/retirement-services/>.

a. Retiree Medical/Dental Insurance

Employees hired after **October 1, 2012** are not eligible to receive any post-retirement medical and/or dental benefits for themselves, their spouse or dependent children.

Employees hired before **October 1, 2007** are eligible for retirement from the VSC at: (1) age 55 or above with at least fifteen years of continuous full-time service; (2) at age 65 with at least ten years of continuous service full-time; or (3) at least twenty-five years of continuous full-time service regardless of age.* Such employees shall receive, upon retirement, medical and dental insurance for the employee and the employee's spouse at the time of retirement for the rest of their respective lives and for his/her family for one year.

Employees hired **on or after October 1, 2007 and before October 1, 2012** are eligible for retirement from the VSC at the age of 65 with at least ten years of continuous full-time service. Such employees shall receive, upon retirement, medical and dental insurance for the employee and the employee's spouse at the time of retirement for the rest of their respective lives and for his/her family for one year.

Post-retirement medical and dental insurance for spouses is available only to the eligible employee's spouse as of the date of retirement and does not extend to a spouse the retired employee marries after the date of retirement. If a spouse has retiree medical insurance coverage available from his/her employment, the VSC coverage will not apply. If a full-time employee who is eligible for retiree medical and dental benefits dies or becomes disabled prior to retiring, his/her spouse will receive medical and dental insurance for the rest of his/her respective life provided he/she does not have other employer-provided coverage.

Eligible retirees may participate in the VSC Medical Insurance “Opt Out” Program if they are covered by non-VSC medical and dental insurance.

Eligible retirees who are age 65 or over are covered by a Medicare Primary Plan that requires membership in both Parts A and B of Medicare. Eligible retirees are responsible for paying the Medicare Part B premiums.

Eligible retirees who receive VSC medical and/or dental insurance as set forth above will be covered by and subject to whatever medical and dental insurance programs and policies are in effect for active employees, including any obligation to contribute to the cost of premiums, internal co-payments, and deductibles which may change from time to time. However, retired employees who were hired **prior to July 1, 2000**, will not be required to contribute to the cost of premiums.

Employees hired before **January 31, 1997 continue to be eligible for retirement at age 60, with ten years continuous employment, and at age 65, with five years continuous employment, under a limited grandfathering provision.*

b. Life Insurance

Employees who are eligible to receive retiree/dental benefits as set forth above, and all other employees who are age 65 and have at least ten years of continuous full-time service shall receive a ten thousand dollar (\$10,000.00) life insurance policy

F. STATUTORY BENEFITS

In addition to the above-stated benefits, federal and state laws require employers to provide certain other benefits. These statutory benefits include Social Security, Unemployment Compensation and Worker's Compensation. The VSC pays the entire cost of Unemployment and Worker's Compensation and contributes to the cost of Social Security Benefits.

VI. GENERAL INFORMATION

A. PERSONNEL FILES AND RECORDS

One official personnel file is maintained for each VSC employee at his/her place of employment, i.e. at the Office of the Chancellor or at the member institution. Only those with a legitimate need to know may have direct access to an employee's personnel records.

Items that may be included in a personnel file include: job applications; appointment letters; resumes or curriculum vitae; salary history; letters and other documents that relate to job performance; job descriptions and records relating to promotion, reclassification, changes and/or additions to duties; disciplinary documents; remediation plans and timetables; and any other documents relating to personnel actions.

Employees are entitled to view and inspect all materials and documents in their personnel files upon reasonable request. Employees may add relevant job-related material(s) to their file, request copies of materials contained in their file, and respond to any materials in their files.

Employees will be notified of the insertion of items into their personnel file within seven days. Notice may be provided by email, mail to the employee's home address, or interoffice mail.

Employees are responsible for notifying their Payroll Director of any changes in name, address, telephone number, number or status of dependents, beneficiaries, et cetera, to assure accuracy of benefit and payroll records.

B. BUSINESS-RELATED TRAVEL and REIMBURSABLE EXPENSES

Employees on authorized VSC business will be reimbursed for allowable expenses incurred during travel, with their supervisor's approval and documentation. Mileage between an employee's place of residence and normal work location is not reimbursable. See generally [VSC Policy 423: Credit Card/Purchasing Policy](#) and [VSC Policy 424: Travel Policy](#).

Rates and procedures for reimbursement are available at the Business Offices at the Office of the Chancellor and the member institutions. Reimbursements are made by direct deposit.

C. OUTSIDE EMPLOYMENT and CONFLICT OF INTEREST

Each employee has a primary job responsibility to the regular duties of his/her position in the Vermont State Colleges. Other employment shall not interfere with the employee's performance of his/her primary job responsibility in the Vermont State Colleges and the ability to meet job

requirements. See [VSC Policy 210: Employee Conflict of Interest Policy](#) and [Chancellor's Illustrative Guidance to Policy 210](#).

D. WORKER SAFETY

The VSC takes worker safety seriously at all of its member institutions and locations and each member institution has a safety committee.

E. WORKERS' COMPENSATION

All VSC employees are covered for injuries and/or illnesses sustained accidentally while performing assigned duties on the job. Employees must report such work-related injuries or illnesses within 24 hours of occurrence to their supervisor and the Human Resources Office. Upon reporting an injury or illness, employees will receive specific instructions regarding medical providers authorized to provide treatment to VSC employees. If there is a loss of work-time related to the injury, such leave may be designated as FMLA leave and run concurrently with the workers' compensation leave.

F. NURSING MOTHERS

Under Vermont law, for up to three years following the birth of a child, the VSC will provide reasonable time throughout the day for employees who are nursing mothers to express breast milk. The VSC will provide an appropriate private space, which is not a bathroom stall. See 21 V.S.A. § 305 located at <http://legislature.vermont.gov/statutes/section/21/005/00305>.

G. FLEXIBLE WORKING ARRANGEMENT

Under Vermont law, employees may request a flexible working arrangement that meets the needs of both the employee and the VSC. A "flexible work arrangement" means intermediate or long-term changes in the employee's regular working arrangements, including changes in the number of days or hours worked, changes in the time the employee arrives at or departs from work, work from home, or job-sharing. "Flexible working arrangement" does not include vacation, routine scheduling of shifts, or other forms of employee leave. The VSC will discuss the request with the employee in good faith. The VSC and the employee may propose alternative arrangements during the discussion.

The VSC will consider whether the employee's request can be granted in a manner that is not inconsistent with its business operations or its legal or contractual obligations. For example, the request may be denied if it imposes additional costs on the VSC, has a detrimental effect on aggregate employee morale, the VSC is unable to reorganize work among existing staff, it has a

detrimental impact on business quality or business performance, there is insufficient work during the periods the employee proposes to work, or it is inconsistent with planned structural changes.

Requests for flexible working arrangements may be made twice per calendar year and should be submitted to the employee's Office of Human Resources. If the request was submitted in writing, the VSC will notify the employee in writing if the request is denied in whole or in part. See 21 V.S.A. § 309 located at <http://legislature.vermont.gov/statutes/section/21/005/00309>.

H. BOOKSTORE DISCOUNT

All employees shall be entitled to a ten percent discount on items purchased at the member institutions' on campus bookstores.

I. USE OF CAMPUS-BASED FACILITIES

All VSC employees and benefit-eligible retirees, their spouses, and dependent children may use the campus-based libraries and recreational facilities at no charge provided such use does not interfere with the educational mission of the member institution, and that the facilities are utilized on nonworking time and in accordance with the rules, regulations and schedules established by the member institution.

J. SOLICITING – CANVASSING – SELLING - DISTRIBUTING

The solicitation, canvassing, selling and/or distribution of materials on the premises of the VSC by employees is prohibited during their working time or during the working time of other employees. Working time includes meal times, work breaks and other times during the day in which work is not required.

The VSC reserves the right to prohibit employees from distributing literature or other materials in work locations at any time when such distribution interferes with work.

K. EMPLOYMENT OF RELATIVES

The VSC permits members of the same family to work at its member institutions. The VSC will not, however, consider or accept applications for employment from individuals whose employment would result in a supervisor/subordinate relationship between family members or in a possible conflict of interest.

For the purposes of this section, “relatives” are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as a romantic partner or a co-habitant.

L. GENERAL INSURANCE PROTECTION

Employees are covered by blanket bond protection, general liability insurance and errors and omissions insurance while acting within the scope of their employment. The VSC shall provide its employees with a legal defense, and pay costs, judgments or settlement expenses incurred in connection with the defense or resolution of legal actions filed against them by persons or entities other than the VSC, in connection with their performance of official duties, provided that there was no intent to defraud, or participate in criminal behavior.

Accidents involving an employee’s personally owned or leased vehicle will be covered by the employee’s own automobile insurance coverage, not the VSC’s insurance. If an employee is involved in an accident while operating a vehicle owned or leased in the name of the VSC or one of its member institutions, the employee must report the accident to his/her supervisor immediately and follow the protocol set forth in [VSC Policy 419: Driver Safety Policy](#) and its accompanying [Driver Safety Program](#). Employees shall follow all other policies set forth in [VSC Policy 420: Fleet Management Program](#). Employees will be responsible for damages and/or liabilities for any accident involving a VSC vehicle if the employee’s use of the vehicle is inconsistent with or contrary to VSC policy.

The personal property of employees, whether used to perform assigned duties or not, is not covered by VSC insurance. It is the employee’s sole responsibility.