



HANDBOOK FOR ADMINISTRATORS



EXCELSIOR | EVER UPWARD | THE CAMPAIGN FOR FORDHAM

Message from the President

As an administrator at Fordham University, you play an important role in fulfilling our mission to serve faculty, students and community in seeking to produce “men and women for others.” Let me thank you for your contributions and ask you for your continued support as we work together to make Fordham’s future even more glorious than its past.

Drawing on the Jesuit tradition of “cura personalis”—care of the whole person—Fordham is keenly interested in the personal and professional development of each employee. It is with this in mind that we have created this Handbook to provide you with important information about your employment at Fordham, including information on benefits and the policies of the University. I urge you to become familiar with its contents and to keep it nearby so that it is available for future reference.

I look forward to working with you in the years to come and I hope that your association with Fordham will bring you a great sense of satisfaction and fulfillment.

Joseph M. McShane, S.J.

Fordham University's Mission Statement

The Mission of the University: Fordham University, the Jesuit University of New York, is committed to the discovery of Wisdom and the transmission of Learning, through research and through undergraduate, graduate and professional education of the highest quality. Guided by its Catholic and Jesuit traditions, Fordham fosters the intellectual, moral and religious development of its students and prepares them for leadership in a global society.

The History of the University: Founded as St. John's College by Bishop John Hughes, Fordham opened in 1841 to serve the immigrant Church of New York. At the invitation of Bishop Hughes, the Society of Jesus (the Jesuits) assumed responsibility for the College in 1846. In 1907 the institution achieved university status. Its name was officially changed to Fordham University. During the 20th century, the University grew to encompass eleven schools, with campuses in the Bronx, Manhattan and Westchester County.

Characteristics of the University:

As a University

- Fordham strives for excellence in research and teaching, and guarantees the freedom of inquiry required by rigorous thinking and the quest for truth.
- Fordham affirms the value of a core curriculum rooted in the liberal arts and sciences. The University seeks to foster in all its students life-long habits of careful observation, critical thinking, creativity, moral reflection and articulate expression.
- In order to prepare citizens for an increasingly multicultural and multinational society, Fordham seeks to develop in its students an understanding of and reverence for cultures and ways of life other than their own.

As a Catholic University

- Fordham affirms the complementary roles of faith and reason in the pursuit of wisdom and learning. The University encourages the growth of a life of faith consonant with moral and intellectual development.
- Fordham encourages faculty to discuss and promote an understanding of the ethical dimension of what is being studied and what is being taught.
- Fordham gives special attention to the study of the living tradition of Catholicism, and it provides a place where religious traditions may interact with each other and with contemporary cultures.
- Fordham welcomes students, faculty and staff of all religious traditions and of no religious tradition as valued members of this community of study and dialogue.

As a Jesuit University

- Fordham draws its inspiration from the dual heritage of Christian Humanism and Ignatian Spirituality, and consequently sees all disciplines as potential paths to God.
- Fordham recognizes the dignity and uniqueness of each person. A Fordham education at all levels is student-centered, and attentive to the development of the whole person. Such an education is based on close collaboration among students, faculty and staff.
- Fordham is committed to research and education that assist in the alleviation of poverty, the promotion of justice, the protection of human rights and respect for the environment.
- Jesuit education is cosmopolitan education. Therefore, education at Fordham is international in its scope and in its aspirations. The world-wide network of Jesuit universities offers Fordham faculty and students distinctive opportunities for exchange and collaboration.

As a University in New York City

- As home to people from all over the globe, as a center of international business, communication, diplomacy, the arts and the sciences, New York City provides Fordham with a special kind of classroom. Its unparalleled resources shape and enhance Fordham's professional and undergraduate programs.
- Fordham is privileged to share a history and a destiny with New York City. The University recognizes its debt of gratitude to the City and its own responsibility to share its gifts for the enrichment of our City, our nation and our world.

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FORDHAM UNIVERSITY'S OFFICE OF HUMAN RESOURCE MANAGEMENT

The Office of Human Resource Management is located at the:

Rose Hill Campus
Faculty Memorial Hall, Room 506
Bronx, NY 10458
718-817-4930 or 4931
Monday - Friday 9:00 a.m. through 5:00 p.m.

Lincoln Center Campus
Lowenstein Building, second floor
New York, NY 10023
(Appointments scheduled upon request)

Westchester Campus
400 Westchester Ave.
Harrison, New York 10604
(Appointments scheduled upon request)

If you have specific questions regarding policies, benefits or services please call or visit the Office of Human Resource Management located at the Rose Hill Campus.

GETTING STARTED AT FORDHAM UNIVERSITY

Verification of Employment Eligibility

As a new employee, you must complete an Employment Eligibility Verification Form (known as the “I-9 Form”), which is required by the Immigration Reform and Control Act of 1986. The purpose of the I-9 Form is to document that each new employee (citizen or noncitizen) hired after November 6, 1986, is authorized to work in the United States. The Immigration Reform and Control Act stipulates that Fordham University may only hire American citizens, permanent resident aliens and aliens who are authorized to work in the United States. Please be prepared to provide appropriate documentation as required by the I-9 Form to establish your identity and employment eligibility within the first three (3) days of your employment. ***Failure to do so will result in rescinding the offer of employment.***

University Photo Identification Card

All members of the Fordham community must have a valid Identification Card. If you are a new employee, you will receive instructions on how to obtain your Identification Card. Please carry this card with you at all times. You will be required to show it to gain entrance to facilities, or to verify your employment with the University.

Internet and E-Mail Accounts

As a new employee an Internet and E-Mail Account will be established in your name. You will be expected to comply with all the provisions under the University’s Information Technology Policy (see page 12).

Parking Permit

If you are an Administrator and wish to park your car at the Rose Hill or Westchester campuses, you must secure a parking device from the Office of Safety & Security. There is a monthly fee to park your vehicle on campus.

Introductory Period for Administrators

Every Administrator, either newly hired or promoted into a new position must satisfy a six (6) month Introductory Period. The Introductory Period is the initial period of time for you to learn about the University, and determine if you are suited for this new position. Conversely, the Introductory Period will afford your supervisor with a reasonable period of time to evaluate your suitability in terms of skill, knowledge, performance and compatibility.

Prior to the conclusion of the Introductory Period your supervisor will determine if you have met the required performance expectations for continued employment. Your supervisor will meet with you to discuss his/her assessment and the University's decision regarding continued employment.

Notwithstanding the existence of an Introductory Period, employment with the University is not for any specific time and may be terminated "at-will", with or without cause and without prior notice.

EMPLOYMENT POLICIES

Affirmative Action Program

The University's Affirmative Action Program provides for the enhanced effort to recruit, employ and promote women and members of cultural minorities. The Director of Institutional Equity and Compliance, located in the Administration Building, is available to all members of the Fordham community for consultation, training, action, techniques and methods of ensuring non-discrimination, as well as, equal access and fair treatment of individuals.

Americans with Disabilities Act of 1990 (ADA)

Title I of the Americans with Disabilities Act of 1990, which took effect July 26, 1992, prohibits employers from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment. Persons discriminated against because they have a known association or relationships with an individual with a disability also are protected.

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. The employee must satisfy the job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job-related; and can perform those tasks that are essential to the job, with or without reasonable accommodation.

Fordham University will adhere to all the applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required, affording equal employment opportunity to qualified individuals.

Fordham is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on its operation. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as employer's size, financial resources and the nature and the structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Campus Crime Awareness and Campus Security Act of 1990

The Campus Crime Awareness and Campus Security Act of 1990 (known as the “Clery Act”) requires colleges and universities to distribute to all current students, employees and applicants for enrollment or employment the following information:

1. Descriptions of policies related to campus security;
2. Statistics concerning specific types of crimes.

Distribution is made by Fordham University through appropriate publications and mailings on an annual basis and by individual request. For further information about this law, please contact the Associate Vice President of Safety and Security.

Confidentiality

Administrators at all times will adhere to the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, with respect to the disclosure of student education records to the student, the student’s parents, other University officials, and any other individual, agency, or organization, including officials of other schools or school systems, representatives of the United States Government, state and local governments officials, and all other public and private organizations.

Any and all information obtained officially or unofficially concerning a student, alumnus, employee or applicant shall be treated as confidential and accessed, used, copied, or maintained strictly in relation to the performance of the administrator’s assigned duties. Acts of unauthorized modification, deletion, access, reproduction, or disclosure of confidential information to any person shall be regarded as grounds for disciplinary action up to and including immediate discharge.

Drug-Free Workplace Act

The University complies with the Drug-Free Workplace Act of 1988. As a recipient of Federal contracts and grants, the University certifies to all funding agencies that it provides a drug-free workplace and complies with the statutory requirements stipulated under the law, including dissemination to all employees of the following policy:

“Fordham University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on University-owned or controlled property. Any Fordham employee determined to have violated this policy will be subject to disciplinary action, up to and including termination.”

“All employees engaged in the performance of work under a Federal contract or grant are required to notify the Office of University Research of any drug-related criminal conviction for a violation occurring in the workplace no later than 5 days following conviction.”

“The employment of those engaged in the performance of work under a Federal contract or grant is conditional, based on their willingness to abide by the terms of this policy.”

Employment At-Will

The employment laws of the State of New York recognize the at-will doctrine. Accordingly, Fordham University does not offer tenure or guaranteed employment to you as an administrator. The University or you may terminate the employment relationship at any time, with or without cause, with or without notice. This employment at-will relationship exists regardless of any other University documents or verbal statements to the contrary. While Fordham University may elect to follow its progressive discipline procedure, the University is in no way obliged to do so. Using progressive discipline is at the sole discretion of the University in an employment at-will workplace.

New York State Wage Theft Prevention Act

The New York State Wage Theft Prevention Act amends New York State’s Labor Law Section 195. The law became effective April 9, 2011. The goal of the law is intended to protect employees from wage theft by their employers. The law applies to all private sector employers and there is no minimum employee threshold.

The law requires that employers provide new hires a notice of their pay at the time of hire. Employers must also provide existing employees a notice of their pay annually on or before February 1 of each year.

Non-Discrimination Policy and Title IX Coordinator

Fordham University is an academic institution that, in compliance with federal, state, and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, genetic predisposition, carrier status, or any other basis prohibited by law. No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. Fordham University does not knowingly support or patronize any organization that engages in unlawful discrimination. This policy is strictly enforced by the University and alleged violations receive prompt attention and appropriate corrective action.

The Director of Institutional Equity and Compliance is the University's compliance officer for all forms of discrimination and is specifically designated as the University's Title IX Coordinator, responsible for all of the University's Title IX compliance efforts, including sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, intimate partner violence, retaliation and athletics. Inquiries concerning the application of Title IX and its implementing regulation may be referred to the designated Title IX Coordinator(s) or to the Office for Civil Rights. The Director may be contacted at:

Anastasia Coleman
Director of Institutional Equity and Compliance
Administration Building, Room 114
Rose Hill Campus
718-817-3112
acoleman11@fordham.edu

Sexual Harassment

Sexual harassment will not be tolerated by Fordham University. It subverts the University's mission and threatens the well-being, educational experiences, and careers of administrators, faculty, students and staff. Sexual harassment also threatens the supervisor-subordinate relationship, in that it can compromise objectivity regarding recommendations for salary increases and promotions.

Included in Fordham University's Sexual Harassment Policy is the strong advisory that consensual sexual or romantic relationships between employees can pose considerable risks to the individuals and to the institution. Such relationships are particularly problematic in the context of a supervisor-subordinate relationship or when consenting employees are working in the same department or unit. Serious consequences affecting your employment status may result when consent is withdrawn and claims are made citing abuse of power and authority, or when there is a disruption of the professional environment. Administrators are cautioned to consider the potential employment consequences of such consensual relationships with employees over whom they have administrative responsibility.

Notwithstanding the consensual nature of any relationship, in a University setting where every employee is expected to interact with students at all times in a courteous, professional manner, it is highly inappropriate and unwise for administrators who maintain positions of trust and authority to engage in romantic or sexual relationships with students. Administrators who have questions regarding the consequences of such relationships should address them in a timely manner privately with their Area Vice President, the Executive Director of Human Resources, or the Director of Institutional Equity and Compliance.

The University's complete position on sexual harassment is outlined in a Sexual Harassment Handbook that is available through the Office of Human Resource Management (718-817-4930) or through the Office of the Director of Institutional Equity and Compliance (718-817-3112).

Smoking Regulations

Fordham University is committed to maintaining a safe and comfortable learning and working environment for its faculty, students and staff. Additionally, it is the University's responsibility to comply with the New York City Smoke-Free Air Act of 2002. It shall therefore be the policy of Fordham University to prohibit smoking in all indoor, public and working areas of the University. This includes, but is not limited to, all classrooms, auditoriums, meeting rooms, lounges, cafeterias, private offices and general workplace areas. Should you need to smoke, you must do so outside the building during designated breaks and lunch periods.

GENERAL WORKPLACE POLICIES

Access to Personnel Records

Staff members may review the contents of their personnel file by arranging an appointment with a Labor/Employee Relations Representative located in the Office of Human Resource Management. The documents contained within the personnel file are the sole property of the University. An employee may request a copy of any or all contents in the file.

Background Screening

Fordham University believes that the hiring of qualified individuals will support the University's overall strategic success. The purpose of this policy is to describe the terms and conditions under which a background screen will be conducted. Background screening is designed to promote a safe working environment that will protect the University's most important assets, the people we serve. Background screening will assist hiring managers to make prudent employment decisions based upon comprehensive job-related information that will serve as an integral part of the selection process.

Fordham University will conduct background screening on all prospective applicants' post-offer (contingency offer), as well as current employees being transferred or promoted into a new position. This means that an offer may be extended to the prospective applicant, subject to the results of the background screen. Fordham University will use an impartial third party administrator to conduct the background screening.

The University reserves the right to designate certain employee classifications to submit to annual background screen recertification. Additionally, the University requires that if there are charges pending against you for a state or federal crime punishable by imprisonment you must promptly notify the Office of Human Resource Management. Failure to do so will constitute cause for immediate dismissal.

Civility and Respectful Conduct

The University expects supervisors to administer their authority with reason, fairness, compassion, and commitment to institutional values and objectives. It also expects all of its employees to be respectful of employees in positions of authority and to work with colleagues in a spirit of cooperation and understanding that leads to the fulfillment of the University's service mission. The University is a

learning community that continually strives to advance collegiality, civility, and responsible stewardship. The highest standard of excellence to which the University aspires requires all employees to act in good faith, with common decency and respect for others. In any workplace, occasional problems inevitably arise, but fair and orderly processes are in place for the resolution of conflicts and disagreements. A climate of civility and respectful conduct is expected to be maintained in the workplace at all times, and appropriate measures will be taken to deal effectively with any form of intolerance, insubordination, or unwillingness to cooperate in the resolution of differences and the observance of policies, practices, and professional standards.

Conflicts of Interest

Fordham University requires all employees *to avoid* any conflict between their interests and those of the University, and *to disclose* promptly any actual or potential conflicts such as:

- Holding an interest in or accepting free or discounted goods from any company or organization that does, or is seeking to do, business with the University, by any employee who is in a position to directly or indirectly influence either the University's decision to do business, or the terms upon which business would be done with such company or organization.
- Holding an interest in an organization that competes with the University.
- Being employed by (including working as a consultant) or serving on the board of any organization that does, or is seeking to do, business with the University or which competes with the University.
- Gaining personally, e.g., through commissions, loans, expense or travel reimbursements or other compensation, from any company or organization doing, or seeking to do, business with the University.

A conflict of interest may also exist when a member of an employee's immediate family is involved in situations described above.

Subject to any other applicable rules or regulations, this policy is not intended to prohibit the acceptance of modest courtesies, openly given and acknowledged as part of the usual business amenities, e.g., occasional business-related meals or promotional items of nominal or minor value not to exceed \$50 per occurrence (cumulative value for courtesies, meals, and/or items not to exceed \$250 in any twelve month period)

It is the responsibility of the employee to report promptly any actual or potential conflict that may exist between the employee (and employee's immediate family) and the University. In the absence of disclosure, violations of the principles and

standards contained in this policy statement may be subject to discipline, up to and including employee discharge. *Employees with decision-making authority will be required to acknowledge receipt of this policy and when applicable, disclose any existing or potential conflicts.* The President of the University will have the final authority to determine the appropriate penalty for any policy violations.

Dual Employment Activities

Full-time administrators of the University are expected to devote their major energies to University activities. Accordingly, outside activities from which administrators derive compensation should not interfere with your job performance. Devoting significant time to such activities is not permitted, except with the written approval of the Area Vice President, who will consider the activities effect on the your University responsibilities. This approval may be given for a period not to exceed one year and may be renewed.

Part-time administrators are permitted to derive compensation from other activities, but these activities must be disclosed at the time of employment to the Area Vice President, who shall consider the policy applicable to full-time employment in determining whether to employ the individual. Part-time administrators shall disclose any changes in such activities when they occur. The Area Vice President shall make a written determination at the time of such disclosure, or on an annual basis, that such activity will not have an adverse effect on your University activities.

Employment of Members of the Same Family or Household

The University invites staff members to recommend qualified individuals to apply for posted positions. Should a family member be granted employment within the University, the following conditions will apply:

- At the time you are hired or any time thereafter, you may not work in the same department with a member of your immediate family or your household, nor may you serve in a supervisory capacity over a member of your immediate family or your household, nor may you report directly to a member of your immediate family or your household.
- While a member of your immediate family may work for another department within the University, you may not participate in decisions or recommendations regarding their conditions of employment, salary, or the promotional opportunities of said family or household member.

Information Technology Policy

The Information Technology (IT) resources and services of Fordham University are provided for the advancement of the University's educational, research, and service objectives. They are offered primarily to facilitate the University's academic and business purposes. Any access or use of IT resources and services that interferes, interrupts, or conflicts with these purposes is not acceptable.

This policy statement provides notice of the University's expectations and guidelines to all who use and manage IT resources and services (including but not limited to computing, networking, communications and telecommunications systems, infrastructure, hardware, software, data, databases, personnel, procedures and physical facilities). The University's position regarding this policy is outlined in the Information Technology Pamphlet and on the University Website. If you have not received a copy, please contact the Office of Human Resource Management.

Retaliation

No administrator with supervisory authority will take adverse employment action against any individual in retaliation for disclosing to a public body an actionable claim of wrongful conduct. This includes "good faith" reporting of violations of the law to appropriate law enforcement authorities, commonly referred to as "whistle blowing".

Anyone found to have retaliated or otherwise discriminated against another in violation of this policy will be subject to discipline in accordance with the applicable University procedures.

In order to permit Fordham University the opportunity to review the alleged wrongful conduct and to take prompt and immediate corrective actions as may be warranted to protect the University community employees are encouraged to disclose allegations of wrongful conduct to the Office of Legal Counsel, the Office of Human Resource Management and/or the Office of Internal Audit. Information and identities revealed will be held in confidence as appropriate and in accordance with the law.

Any employee who knowingly reports false allegations of wrongful conduct may be subject to discipline, up to and including termination of employment in accordance with the applicable University procedures.

Solicitation

The University does not permit the unauthorized solicitation of its employees for any purpose (including raffles, sales of merchandise, solicitation for membership or support of social, community, labor or other organizations, etc.) during the work time of the person being solicited or of the solicitor. As such, you may not distribute literature relating to these activities in the workplace. In addition, you may not use University mail, e-mail, telephone, supplies, or equipment for anything other than Fordham business purposes. Authorization to solicit employees for charitable purposes must be obtained from an officer of the University (e.g., Thanksgiving canned food drives or blood drives are generally approved by the University President or Vice President of Mission and Ministry).

The University also prohibits salespersons, advertising distributors, and all other non-employees from soliciting or distributing literature or marketing via e-mail in any Fordham University building at any time.

These rules are necessary to minimize intrusions of your privacy as an employee as well as to prevent the disruption of normal work activity. If you engage in prohibited activity, including solicitation that disrupts your own work or that of your colleagues, you may be subject to disciplinary action.

University Integrity Hotline

Fordham's faculty, administrators and staff are responsible for helping to create and maintain an environment characterized by high standards of ethical behavior and compliance with University Statutes, policies, federal, state and local laws and regulations. If, as an employee, you have information about behavior believed to be in violation of the law or University policies, the normal course of action is to report these suspected violations to one's supervisor or to the person or office that is designated as responsible for investigating and responding to the specific situation.

Situations may arise, however, when you may discover or reasonably suspect unethical or illegal behavior and yet may be reluctant to report it for fear of reprisal or retaliation. Accordingly, Fordham University has selected a third-party called EthicsPoint to provide an Integrity Hotline which offers an anonymous means of reporting situations when you may choose not to use the other aforementioned reporting procedures.

If you feel uncomfortable speaking directly with a supervisor or other University officials, EthicsPoint will help facilitate **confidential and anonymous** reporting either by direct calling 1-888-278-1501 or online process (<https://secure.ethicspoint.com/domain/media/en/gui/22342/index.html>) to report

activities or concerns about any aspect of University compliance. All information will be treated confidentially.

Use of Alcohol

New York State laws regulate the University's policy on the use and serving of alcohol. It is illegal for anyone under the age of 21 to purchase, arrange to have purchased, transport, possess, consume or carry alcoholic beverages.

In accordance with University policy, alcoholic beverage consumption is prohibited on University property except for designated and officially sanctioned University events. Administrators should refrain from giving alcohol as a gift to students, co-workers and other staff members. Administrators who participate in student activities should become familiar with the guidelines regarding alcohol consumption by students that are published by the Office of Student Affairs. Serving or selling alcohol to a minor, to a Fordham student, or any person of legal drinking age who is intoxicated can result in criminal or civil liability and possible disciplinary action. Administrators are expected to act responsibly and be aware of the potential for personal liability and employee misconduct charges whenever alcohol is served at events or gatherings they attend with students.

Fordham maintains extensive guidelines on student alcohol use, which appear annually in published student literature. As administrators, you should be aware of your host liabilities in serving or selling alcohol to a minor or to anyone who is obviously intoxicated. You should also be aware of your liability for alcohol service at events that students attend.

COMPENSATION & JOB CLASSIFICATION

Employee Classification

You are considered to be an Administrator of the University if the President or his/her designee has appointed you to serve in an approved and funded position involving the performance of administrative or technical/professional duties on a full or part-time basis. The level of fringe benefits available to an administrator is based upon commitment hours and the terms of the individual appointment(s).

Working Hours & Overtime

The normal work hours of full-time regular staff members employed by Fordham University are 9:00 a.m. to 5:00 p.m., Monday through Friday. With the approval of the authorized Department Head, in consultation with the Office of Human Resource Management, certain departments within the University may vary their scheduled office hours or days based upon their particular needs. We recommend that administrators confirm their designated work hours with their supervisor.

As an Administrator you are expected to adhere to a schedule that, on average, approximates a full five-day workweek. On occasion, you may have to work longer than your typical schedule to fulfill your responsibilities. Under the Fair Labor Standards Act, administrative and professional/technical staff members are exempt from overtime pay.

Paycheck Schedule & Distribution

The University's pay schedule is on a bi-weekly basis, every other Friday. For your convenience, you may elect to have your paycheck electronically transferred to your personal bank account (checking and/or savings) through Fordham's Direct Deposit Program.

If you elect direct deposit, you will receive an electronic pay stub by logging into your "My Fordham" account. Funds are available in your account at the beginning of each payday according to your bank's schedule of hours. You may enroll in Fordham's Direct Deposit Program during your New Employee Orientation or by contacting the Office of Human Resource Management. Should you decline to enroll in Fordham's Direct Deposit Program, your check will be sent to your home.

For ready access to funds from your paycheck, there are automatic teller machines (ATMs) located on Fordham's Rose Hill, Lincoln Center and Westchester campuses.

Performance Appraisals

Following your initial six-month performance assessment your supervisor(s) are expected to conduct a performance appraisal annually. The primary objective of the performance evaluation is to look back over the past year and summarize the ongoing feedback and communication that has transpired between you and your supervisor. Additionally, the University's evaluation process is designed to;

- Provide a framework of goals and standards from which to measure performance.
- Develop action and training plans to correct performance problems and establish goals for the next review period.
- Identify employees who should be promoted or given greater responsibility.
- Act as a springboard to raise individual career development issues.
- Serve as a tool to determine salary increases based on contributions to the University.

You can expect your immediate supervisor to review your performance in a private meeting. As part of the appraisal process, you will receive a copy of the written performance evaluation, and have the opportunity to submit written comments. After you have met and discussed the appraisal, you and your supervisor will sign the appraisal to indicate that its content has been reviewed. A copy of the appraisal will be placed in your permanent personnel file.

Salary Increases

Salary increases for administrators are generally awarded annually, effective July 1st. Increases are based upon individual performance and are granted solely at the University's discretion.

Promotions and Transfers

Whenever possible, the University encourages its administrative staff to seek career advancement opportunities through promotions and transfers within Fordham. The Office of Human Resource Management will post available administrative vacancies on bulletin boards throughout the University and online at www.fordham.edu/hr. If there is a position for which you wish to be considered, you may apply directly by following the instructions on the posting or

by contacting the Office of Human Resource Management. Applications for transfer are confidential. You may be subject to a background screen to affirm your credentials. If you apply for a transfer, but do not receive it, you will not jeopardize your current position.

If you transfer to a new position you are expected to give your current supervisor at least 4 weeks notice. Departments may negotiate a shorter or longer notice period. The new department will assume responsibility for all vacation and personal days that have not been used. Once your transfer becomes official, you will be subject to a six-month Introductory Period. Shortly before you complete your Introductory Period, your supervisor is expected to prepare a written assessment of your performance recommending whether or not your employment should continue with the University in accordance with the Introductory Period Policy for Administrators on page 3 of the Handbook.

TIME OFF FROM WORK

The University offers a complete package of paid holidays, personal days, University closings, and vacation time.

Scheduled University Holidays

The University recognizes the following 16 holidays annually. Each year, the Office of Human Resource Management publishes and distributes a University Calendar to all departments. If you require a current holiday schedule, please contact the Office of Human Resource Management or go online to www.fordham.edu/hr. Part-time administrators working a minimum of 20 hours per week are entitled to holidays that fall on the day(s) they are normally scheduled to work.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Wednesday before Thanksgiving Day
Holy Thursday	Thanksgiving Day
Good Friday	Friday following Thanksgiving Day
Easter Monday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

During a Presidential election year, Election Day will be observed.

University Closings

The University closes during the week between Christmas and New Year's Day each year. All full-time and part-time administrators working a minimum of 20 hours per week will be paid their regular salary during this period. Please note if you were hired between Thanksgiving break and the Christmas closing you will **not** be entitled to paid time off during the University closing. You will, however, be paid for the University-designated holidays.

In addition, commencing with the Friday during the week in which Independence Day is celebrated, and continuing for a total of six (6) consecutive Fridays, the normal workweek will be Monday through Thursday. Administrators will be paid at their regular weekly salary during this period. Part-time administrators working a minimum of 20 hours per week are entitled to a pro-rated amount of time off. In the event that Independence Day falls on Friday or Saturday, the Thursday of that week will also be observed.

Personal Days

In addition to the regularly scheduled holidays, administrators are eligible to receive two (2) personal days annually upon satisfactory completion of their Introductory Period. Personal days may not be carried over from one year to the next. Part-time administrators, who work a minimum of 20 hours per week, are entitled to a pro-rated amount of personal time. The total number of hours they are entitled to will depend upon their commitment hours.

Personal days should be scheduled with prior approval from your supervisor, at a time that is mutually convenient to you and your department.

Vacation

The University will provide all active regular full-time and part-time administrators who work a minimum of 20 hours per week with paid vacation time. To be eligible for vacation time an administrator must have at least six months of continuous employment and have satisfactorily completed his/her Introductory Period. Payment in lieu of vacation time for active staff members is prohibited.

Annual Vacation Entitlement

Vacation benefits under this program are based on length of service and must be taken during the year in which it is earned. In situations where you are unable to use all accrued vacation time by your annual service date, you will be allowed to carry over a maximum of ten (10) days into the next vacation year subject to operational considerations and written supervisory approval. The following will describe the annual/monthly vacation accrual thresholds. Vacation accrual allowances are credited on the first day of each month.

<u>Years of Service</u>	<u>Annual Accrual</u>	<u>Monthly Accrual</u>
1 through 4	15 days (3 weeks)	(1.25 days per month)
5 through 19	20 days (4 weeks)	(1.67 days per month)
20 or more	25 days (5 weeks)	(2.08 days per month)

The vacation year is defined as the 12-month period, commencing on your service date. Your service date is defined as the date you became benefits eligible, the first day of the first month following your hire date. If your hire date is on the first of the month, your benefits begin immediately.

If you are a **part-time administrator** working a minimum of 20 hours per week, vacation is accrued on a pro-rata basis.

For example: Assume you fall within the 1 through 4 year category, and your commitment hours equal 20; you would be entitled to 8.57 days per year.

Commitment hours = 20 x 3 Weeks Vacation Eligibility = 60 hours

To convert vacation hours to days divide by 7. In this example, 60 hours divided by 7 equals 8.57 vacation days. (For accounting purposes, time will be rounded up to the nearest .25 increments).

Scheduling Vacation Time

All vacation time must be scheduled as far in advance as possible and receive the expressed approval of your supervisor/department head. Although every attempt will be made to avoid rescheduling your vacation requests, reasonable notice will be provided in the event rescheduling is required.

Vacation upon Termination

Administrators who leave the University with six or more months of continuous employment and have satisfactorily completed his/her Introductory Period **are** entitled to receive compensation for all accrued and unused vacation time, provided he/she gives adequate notice. Adequate notice is defined as follows:

- | | |
|---|------------------------|
| 1 through 4 years of service requires a minimum of | 3 weeks notice. |
| 5 through 19 years of service requires a minimum of | 4 weeks notice. |
| 20 or more years of service require a minimum of | 5 weeks notice. |

Administrators who leave the University with less than six months of continuous service, or who have **not** satisfactorily completed his/her Introductory Period **are not** entitled to paid vacation time.

Paid Sick Days

The University provides a maximum of 12 paid sick days annually to ensure continuity of income when you are absent because of illness, injury, or disability. Sick time cannot be used for any other purpose. If you are faced with an extended illness or injury, you may apply for Short Term Disability benefits (see page 23) and, if applicable, Long Term Disability benefits (see page 36).

Eligibility

All regular full-time and part-time administrators, working a minimum of 20 hours per week, who have satisfactorily completed their six-month Introductory Period, are entitled to paid sick time.

Annual Sick Time Allowance and Accumulation

During the first year of service with Fordham administrators will accrue one sick day per month, beginning on the first day of the first month following your date of employment. Administrators must satisfy the Introductory Period requirement in order to receive paid sick time.

Beginning with the first day of the new calendar year (January 1st), eligible administrators, who have satisfied his/her Introductory Period, will be credited with a maximum of twelve (12) sick days per year.

If you are a **part-time administrator**, sick leave credits will be computed on a pro-rated basis according to the formula below:

Assume you are an Administrator whose commitment hours are 25 per week. You would be entitled to 8.5* sick days, calculated as follows:

1. Divide your weekly commitment hours by 35 (full work week). The total will determine what fraction of a full workweek you work.

$$25 / 35 = .71$$

2. Multiply the answer from step 1 by the annual sick days (12) provided to full-time administrators. The answer will give you the number of sick days you are entitled.

$$12 \times .71 = 8.52^*$$

*For accounting purposes, time will be rounded up to the nearest .25 increment.

Payment in lieu of sick time for administrators is prohibited. Should your employment with Fordham terminate for any reason, you **will not** receive compensation for unused sick days.

LEAVES OF ABSENCE

The University will provide administrators with leaves of absence under a wide variety of conditions as outlined below. In cases where you are eligible for both a University Leave of Absence and Family & Medical Leave, leave time for both will run concurrently. Administrators must meet all conditions required for a leave of absence. Please consult with a Human Resources Benefits Specialist for specific details and applicable forms.

Personal, Temporary Leave of Absence

A personal, temporary leave of absence is an authorized leave **without pay**. To protect certain benefits, you must receive formal approval from your supervisor. If you have been employed with the University for six or more years, you are eligible to take a leave of absence for up to one year for self-development purposes.

If you take a personal, temporary leave of absence for up to one month, your medical insurance, life insurance, and disability benefits, along with all seniority accruals such as vacation, sick leave, retirement, salary continuation, etc., will remain active. Should your personal, temporary leave extend beyond one month, you will be eligible under COBRA for the full cost of the premiums in effect at the time of the leave in order to continue these benefits. Other benefits such as LTD, Life Insurance, seniority accruals such as vacation, sick leave, retirement, salary continuation, etc., will be suspended until you return from your personal, temporary leave of absence.

Family & Medical Leave Act (FMLA)

Under the Family & Medical Leave Act of 1993, administrators who have been employed for at least 12 months, and have worked for 1250 hours during the previous 12-month period, will be granted an unpaid leave of up to 12 weeks during any 12-month period, for one or more of the following reasons:

- ⊞ For the birth or placement of a child for adoption or foster care; or*
- ⊞ To care for an immediate family member (spouse, Legally Domiciled Adult, child or parent) with a serious health condition; or*
- ⊞ To take a medical leave when the employee is unable to work because of a serious health condition.

*Spouses/LDAs employed by the same employer are only entitled to a combined total of 12 workweeks of FMLA for the same reasons.

Intermittent Leave under FMLA

Under certain conditions, administrators may be eligible for a FMLA intermittent leave. This means that you may take your leave in blocks of time, or by reducing your daily or weekly work schedule. All requests for an intermittent leave must be approved by your supervisor, as well as the Office of Human Resource Management and must be accompanied by medical certification. There may be occasions when an employee will be temporarily transferred to another position of equivalent pay and benefits in order to accommodate the intermittent leave.

Eligible Benefits during FMLA

Administrators receiving FMLA will continue to receive health benefits, life insurance, LTD, etc through the duration of the approved leave. Administrators will continue to be responsible for the employee cost-sharing portion of these benefits. All benefits such as pension, sick leave and vacation will continue to accrue through leave status provided you are in pay status. Please note that Fordham University's policy requires that all sick leave credits plus unused and accrued vacation must be used during your approved FMLA. Sick leave, accrued vacation time and FMLA will run concurrently and cannot exceed 12 weeks. Upon returning from an FMLA, administrators will be restored to their original or equivalent position with equivalent pay, benefits and seniority.

Medical Leave of Absence - Salary Continuation (Short-Term Disability)

In the event of a prolonged illness or injury that results in a Short Term Disability, the University will provide Salary Continuation benefits. Under this benefit, administrators are eligible to receive one month of full salary for each year of completed service, up to a maximum of six months of full salary during any 12-month period. During this time your absence will run concurrently with your approved FMLA up to the maximum FMLA time.

Salary Continuation begins once you have satisfied the required 7-day waiting period and have provided the Office of Human Resource Management with the proper medical certification from your physician.

If you remain disabled after your salary continuation benefit has been exhausted and have not reached the 6-month threshold for Long-Term Disability, your benefit will revert to the New York State Short-Term Disability amount in effect. As required by law, pregnancy is treated as a disability.

Salary Continuation/Short-Term Disability benefits are all inclusive of holidays and/or University closings that occur during your period of disability.

If your disability extends beyond the 6-month period allotted under Short Term Disability, you may be eligible to receive benefits under Fordham's Long Term

Disability Plan (see page 36). Please contact a Benefits Specialist for more detailed information regarding Short Term Disability/Salary Continuation.

Bereavement Leave

Administrators scheduled to work a minimum of 20 or more hours per week are entitled to up to five (5) days off without the loss of pay, in the event of a death in your immediate family. For the purposes of this policy, immediate family is defined as parent, parent-in-law, step-parent(s), children, stepchildren, sibling(s), spouse, LDA and grandparent(s). If additional time is required to attend to family issues your department head may authorize the use of vacation days and/or personal time.

Jury Duty

If you are called to perform your duty as a juror, the University will continue to pay your full salary providing you comply with the following guidelines:

- Provide your immediate supervisor as well as the Office of Human Resource Management with a copy of your notice;
- Remit any payment you receive for jury duty from the court system to the Office of Human Resource Management;
- Return to work if you are released for any full or partial day from your duties as a juror.
- Upon your return, provide your supervisor and the Office of Human Resource Management with proof of the fulfillment of your jury duty obligation.

Uniformed Service Leave

Eligibility

All full-time and part-time administrators, including new hires within their first six months of employment are covered by this policy.

The Uniformed Services Employment and Re-Employment Rights Act of 1994 covers all uniformed services, including regular armed forces, the Reserves, the National Guard, the Public Health Service, and the Coast Guard. All categories of service, voluntary or involuntary are covered including active duty, active duty for training, drills, full-time National Guard duty, and absence from work for an examination to determine fitness for any types of duty.

Policy

Administrators who give advance notice and who leave the University for any period of active or encampment duty in the Uniformed Services of the United States are entitled to re-employment in accordance with federal and state law.

Administrators going on Uniformed Service Leave must give as much advance notice as possible to their supervisor and present the University with service orders. Administrators should be directed to contact a Benefits Specialist for information regarding the continuation of certain benefits.

Encampment Duty

Administrators who are called to military encampment duty are eligible to take two weeks or ten working days. During this time you may use your accrued vacation time. If you do not have accrued vacation time available, the University will grant you an unpaid leave of absence.

Active Service

For those administrators whose units are mobilized, the University will pay the difference between your regular bi-weekly salary and the amount you receive from the military, for a period not to exceed three (3) months. Administrators must submit documentation certifying the amount of compensation received from the Federal Government in order to receive differential pay from the University. Should an administrator choose to use accrued paid vacation or other paid personal time off, he/she is entitled to full pay from the University in addition to pay from the Federal Government.

Reinstatement

The University will reinstate eligible employees under the following conditions in accordance with federal guidelines:

- Unless precluded by military necessity or under all circumstances is impossible or unreasonable, advanced written or verbal notice must have been given to the University.
- Cumulative military service cannot exceed five (5) years.
- The administrator must receive an honorable or general discharge from military service.
- The administrator must generally apply for reemployment within a reasonable period after discharge as described below:

Period of Service	Notice for Re-employment
1 – 30 days	Report to work on the first full workday after travel home plus 8 hours.
31 – 180 days	Submit application for reinstatement within 14 days.
181 days plus	Submit application for reinstatement within 90 days

The University will reinstate eligible administrators who satisfactorily complete their service period without reduction in seniority, status or pay if all the other conditions required by law are met, including a timely application for reinstatement.

Retention after Reinstatement

Federal law protects employees returning from Uniformed Services Leave against discharge without cause for one year after reinstatement if the period of service was more than 180 days or for 180 days if the service is 31 to 180 days duration.

Returning to Work from a Leave of Absence

When returning from a leave of absence it is important that you contact a Human Resources Benefits Specialist and your Supervisor a few days before returning to work. The Human Resources Benefits Specialist will advise you of what documentation is required in order to have clearance to return to work.

PROBLEM SOLVING AND GRIEVANCES

Progressive Assessment Procedures

The University has developed a fair and orderly process to resolve work-related problems and to give you advance notice, whenever possible, of serious problems that may arise from your conduct or performance. This process is used in conjunction with Introductory Periods and Performance Appraisals (see pages 3 and 16). In the event a problem arises that requires immediate attention and remediation, including disciplinary action, the Progressive Assessment Procedure may be executed.

Disciplinary action may be initiated for a variety of reasons, including, but not limited to:

- a. violation of the University Code of Conduct
- b. insubordination, or
- c. unsatisfactory work performance.

The severity of the action taken will generally depend on the nature of the offense and your record of service. Sanctions may range from verbal counseling or warning to immediate discharge.

Under normal circumstances your supervisor along with a representative of the Office of Human Resource Management will notify you of problems with your performance, using the following steps:

- Verbal Counseling or Warning
- Formal Written Notification
- Suspension and/or final written notification or warning
- Termination

Depending on the nature and severity of the problem, the University reserves the right to apply any or all of the above sanctions at any time. Supervisors are expected to coordinate the application of such procedures and sanctions with the Office of Human Resource Management.

Informal Problem-Solving

Most work-related problems can and should be resolved informally. If you have a work-related problem the University encourages you to schedule a meeting with your immediate supervisor in an effort to resolve issues on an informal basis. If you feel that it would be inappropriate to discuss the problem with your immediate supervisor, you should first contact the Director of Labor/ Employee Relations. Every effort will be made to keep your complaint confidential.

Grievance Procedure

If you and your supervisor have tried unsuccessfully to resolve a work-related problem informally, and you believe the problem is still unresolved, you may follow the formal grievance process. If you seek resolution through this process, you will not be subject to retaliation. The process is strictly internal to Fordham University, so generally, the presence and participation of advisors or legal representatives is not permitted throughout the formal grievance process unless required by law.

Eligibility

The grievance procedure is available to all full-time administrators who have successfully completed their six-month Introductory Period with the following exceptions. You are **not** eligible to pursue formal grievance procedures for the following reasons:

- Termination based upon disciplinary action taken in accordance with the Progressive Assessment process.
- Termination related to staff reductions, unless termination is alleged to be discriminatory in intent or effect.
- Termination for cause (See University Code of Conduct, pages 56 - 58).
- The expiration of temporary assignments, externally funded grants, or contracts.

General University Policies Concerning Grievances

Any decision made as a result of a formal grievance hearing will apply only to you, and your particular situation. The review may not serve as a precedent for establishing or changing any University policy or procedure.

The University encourages you to exhaust the internal remedies available to you through the University problem solving and grievance procedures before seeking legal remedy or assistance from external investigating agencies. If, before or after you commence a complaint under the Fordham University grievance procedure, you also file a claim for the same matter in some external legal forum, the University reserves the right to discontinue the grievance proceedings if in its judgment and in accordance with the law, it determines that continuation of the proceedings either will not conclude the case or will be unnecessarily duplicative.

All employees are expected to comply with, and will be bound by, the time limits specified for each level of the grievance proceedings. Failure to comply with applicable time limits may result in a refusal to consider the grievance. If an employee has failed to seek a review within the applicable time limit, the Executive Director of Human Resources may at his/her discretion extend that

time limit. Extensions may be granted when justified by the complexity of the case, or by the unavailability of individuals involved.

Procedure for Formal Review of Grievances

Level One - You should first attempt to resolve the problem within your department by scheduling a meeting with your immediate supervisor and/or department head to discuss the issue.

Level Two - If you are not able to satisfactorily resolve your dispute through the mechanism described above, you may request a formal review of the complaint by writing to the Director of Labor/Employee Relations. The written request must include:

1. Statements describing the nature of the grievance;
2. The facts upon which it is based; and
3. The remedy or relief you are seeking.

Copies of your grievance, together with any applicable correspondence and/or documentation should be forwarded to the Director of Labor/Employee Relations, your supervisor, and in cases of alleged discrimination, the Director of Institutional Equity and Compliance. The request for a review of the grievance must be submitted within 30 calendar days following the event on which the grievance is based.

Upon the receipt of the grievance statement, the Director of Labor/Employee Relations or his/her designee will conduct a thorough investigation to determine whether or not University Policy was followed, and attempt to bring about a satisfactory resolution. A written response will be forwarded to you within fifteen (15) working days of receipt of the grievance statement.

Level Three - If you are still not satisfied with the results of Level Two, you may within fifteen (15) working days following receipt of the response, submit a written request to the Executive Director of Human Resources for further review. This request must be accompanied by copies of all correspondence related to the grievance. You must once again, send copies of the latest request to all concerned parties.

The Executive Director of Human Resources will arrange for a hearing on the grievance and will appoint an impartial, three-member Hearing Committee comprised of University employees who are not connected to the facts and details of the employment case and can therefore, render a decision based solely on the merits of the case. When necessary to maintain neutrality in a matter, a University Officer will convene the Hearing.

The members of the Hearing Committee will be comprised of one Vice President who will serve as the Chair of the committee, and two management employees of the University who have not been involved in the events on which the grievance is based. The Executive Director of Human Resources and, in cases of alleged discrimination, the Director of Institutional Equity and Compliance may serve as a resource in an advisory capacity to the Hearing Committee. The Hearing Committee will schedule a hearing as soon as possible. You and your supervisor will receive advance written notice of the time and place of the hearing. The Hearing Committee may continue the hearing if it determines that a continuance is necessary or advisable.

The hearing will generally conform to the following format:

- You will begin with an opening statement, followed by an opening statement by your supervisor or department head. The University encourages both you and your supervisor or department head to write opening statements before oral presentation. Your opening statement should summarize the problem, outline how you intend to present your case, and state the relief or remedy you seek from the University.
- Presentation of your case with intermittent questioning from the Hearing Committee.
- Presentation of the case by your supervisor or departmental head, with intermittent questioning from the Hearing Committee.
- Questioning of other staff members whom, based on information you present, the Hearing Committee feels necessary to call (In preparation for the hearing, both you and your supervisor will be asked to present to the Executive Director of Human Resources a list of staff members to be questioned.)
- At the discretion of the Hearing Committee, additional questioning of the principals or witnesses may be required.
- Your closing/summation statement.
- Your supervisor or department head's closing/summation statement.
- If necessary, additional requests for information by the Hearing Committee may be required.

Within fifteen (15) working days after the hearing is completed, the Chair of the Hearing Committee will submit a written decision for resolving the grievance to the Executive Director of Human Resources, the area Vice President and the aggrieved party. The decision of the Hearing Committee shall be final and binding.

In the event the grievance involves employment termination, the effective date of discharge shall not be affected by the initiation or furtherance of the grievance under this procedure. The discharge will stand unless or until such other action may be taken in accordance with the decision of the Hearing Committee.

HEALTH & WELFARE BENEFITS

Fordham University's health & welfare benefits programs are intended to provide competitive benefits and programs to meet the needs of our diverse community. They are also intended to give you and your family some financial security in the event of retirement, or your inability to work because of illness, injury or death.

Medical Plan Options

As a member of Fordham's administrative staff, you can choose a variety of options for your medical coverage. The following will summarize the current options offered through Fordham University. For comprehensive details on each option, **including important exclusions, and precise definitions**, please consult the provider booklets. If you require a booklet, please contact a Human Resource Benefits Specialist.

Eligibility Definitions

Full-time regular administrators, working 35 hours per week.
Part-time regular administrators, working 25 hours or more per week.

Enrollment and Effective Date

Medical coverage is effective on the first day of the first month following your employment date. If your employment commenced on the first day of the month, your health care coverage will begin immediately.

Who is Eligible for Coverage under Your Medical Plan

You	- Individual Plan
You + Your Eligible Dependent(s)*	- Family Plan

(contact a Human Resource Benefits Specialist to determine eligibility)

*Dependent(s) are defined as:

- A spouse or domestic partner (Category A Legally Domiciled Adult (LDA))
- Any children (natural, adopted or step-children) who are under age twenty-six and not eligible for medical coverage from their own employer.
- Blood relative (Category B LDA) who is otherwise ineligible for coverage but who meets the definition of dependent under Internal Revenue Code Section 152

The following health care options are available to eligible administrators:

Option	Medical Coverage	Dental Coverage	Vision Coverage
Empire Blue Cross Blue Shield- DMO	PPO	Yes- DMO	Yes
Empire Blue Cross Blue Shield- DPO	PPO	Yes-DPO (Dental Prime)	Yes
Oxford	POS	Not Offered	Discount Purchases
CIGNA	PPO	Not Offered	Not Offered
Aetna	HMO	Not Offered	Not Offered
HIP	HMO	Not Offered	Not Offered

Preferred Provider Organization (PPO) with Out-Of-Network Option

- You may choose network providers without referrals from a primary care physician.
- You can also choose Out-of-Network providers but will be subject to higher costs in the form of deductibles and coinsurance. Additionally, you may be responsible for any charges above “reasonable and customary” amounts.
- Fordham’s PPO options are offered through Empire and CIGNA.

Point-of-Service Option (POS)

- Similar to a PPO in that you have a choice between network and out-of-network providers or facilities.
- Not the same as a PPO because a POS can require that you obtain a referral from your gatekeeper or primary care physician to obtain additional services, such as a specialist office visit.
- Fordham’s POS option is offered through *Oxford Health Plan*

Health Maintenance Organization (HMO)

- The advantage of an HMO is the financial certainty that it provides.
- Your co-pay is the only financial obligation to obtain services. There are no claim forms, annual deductibles or coinsurance.
- In exchange for the financial stability of an HMO you are restricted to the network of providers and facilities. You are also required to select a primary care physician who will be the gatekeeper for medical services you may receive.
- Fordham’s HMO options are offered through Aetna and HIP.

Employee Cost-Sharing for Medical Coverage

The University requires that you share in the cost of health care. Your contributions, however, are very competitive when compared to the national average for employers. All contributions are deducted from your bi-weekly paycheck on a pre-tax dollar basis for your coverage as well as your qualified dependents. Please note that coverage for a Category A LDA as well as your dependents will be paid with after tax contributions. For complete information

regarding current employee cost sharing contributions, log into Fordham University's website <http://www.fordham.edu/benefits> or contact a Benefits Specialist in the Office of Human Resource Management.

Open Enrollment Period

Once per year, during the annual Open Enrollment Period, you will have the opportunity to change your medical plan option or to add dependents. The changes you elect will take effect January 1st of the following year. Should your dependent status change during the calendar year as a result of a qualifying event (divorce, birth of a child, etc.) you have 30 days from the date of the qualifying event to enroll your dependent(s) into your plan, otherwise you must wait until the next Open Enrollment Period.

Summary of Medical Plan Coverage

A summary fact sheet comparing the medical plan options offered through Fordham University is available at <http://www.fordham.edu/benefits>. Once again, we suggest that you review the provider booklet to gain a comprehensive assessment of each plan.

Flexible Spending Account Plan (FSA)

What is a Flexible Spending Account (FSA)?

A FSA is a program that enables you to use pre-tax dollars to pay for eligible health care expenses not covered through your health plan, and/or to pay for your qualified dependent/child care expenses. In addition, a FSA account can reduce your overall tax liability.

How Does a FSA Work and When Can I Enroll?

New administrators will be given the opportunity during employee orientation to enroll in the program for the current calendar year in which you are hired. Every year thereafter, during the annual Open Enrollment Period, the Human Resources Department will contact all benefits eligible administrators and offer them the opportunity to either enroll in the program for the first time, or to re-enroll for the following year.

To enroll in the program, you must complete the applicable form(s) designating a specific amount of pre-tax dollars to be deducted from your bi-weekly salary over the course of the calendar year. A minimum of \$120 and a maximum of \$2,500 can be deposited into the FSA Health Care Account and a minimum of \$120 and a maximum of \$5,000 can be deposited into the FSA Dependent Care Account.

Health Care Account

Under the FSA Health Care Account you can be reimbursed up to \$2,500 (effective 1/01/2013) per year for eligible health care expenses incurred by you, your tax-qualified spouse, and/or your tax-qualified dependent children. The reimbursement is for out-of-pocket expenses that are not covered by a health care plan in which you may participate. Typical examples of FSA Health Care Account expenditures under this program are health plan deductibles, dental expenses, regular physical examinations, vision care, well baby care, and orthodontia. For a complete list of eligible expenses under this program, please contact a Benefits Specialist in the Office of Human Resource Management.

Dependent Care Account

Under the FSA Dependent Care Account you can be reimbursed up to \$5,000 per year for dependent care expenses provided both you and your tax-qualified spouse are employed. A "dependent" is defined as anyone claimed as such on your income tax return that is under the age of 13, or regardless of age, who requires full-time care due to a physical or mental incapacity. A typical example of a FSA Dependent Care Account expenditure under this program is care provided inside or outside of your home. For a complete list of eligible expenses under this program please contact a Benefits Specialist in the Office of Human Resource Management.

IRS Regulations Affecting FSA

The Internal Revenue Service has established the following rules regarding the use of FSA accounts:

- Any money not used for allowable expenses within the benefit's plan year (January 1, through March 15, of the following year) will be forfeited and cannot be refunded.
- You **may not** transfer funds between accounts. Each account is separate, and funds designated for health care cannot be spent on dependent care and vice versa.
- You cannot stop FSA deposits, or change the deposit amount during a plan year in which you remain a University employee, unless you have a change in family or employment status.
- Amounts reimbursed through FSA cannot be legally declared as a tax credit or deduction on a tax return.
- Under current federal tax law any expense submitted on behalf of a Category A LDA or any other non-tax-qualified dependent will not be eligible for reimbursement.

Disability Insurance

Short-Term Disability

Please refer to page 23, under the section entitled “Medical Leave of Absence - Salary Continuation (Short Term Disability).”

Long-Term Disability (LTD)

The University’s Long-Term Disability Plan, is a fully-insured benefit that is designed to replace a portion of your lost income in the event of injury or illness resulting in a disability. For full details regarding this benefit, please consult with a Benefits Specialist.

Eligibility & Employee Cost

If you are a benefits-eligible administrator who has completed one full year of service, and have completed the applicable enrollment form(s), you are covered under this program. The Long-Term Disability Plan coverage is paid entirely by Fordham University, the cost of which is imputed as income to you. As a result, if you qualify and receive LTD benefits the benefit amount will be paid to you tax-free.

Monthly Income Benefit

Should you become disabled while employed by the University, your monthly benefit under this program is equal to 60% of your monthly salary at the time of your disability, not to exceed \$12,500 per month. If you are receiving other long-term disability benefits such as Social Security or Worker’s Compensation, the plan will coordinate payments with these other benefits so that you will not receive more than the your maximum LTD benefit from all sources. The monthly income benefit is payable effective on the first day of the month, after you have been totally disabled for six consecutive months.

Maximum Period Payable under this Benefit

Disability payments will continue according to the following formula:

<u>Age On The Date Disability Commences</u>	<u>Maximum Duration of Benefit</u>
59 or younger	Benefits continue to your 65 th birthday Benefits continue for 60 months or until you reach age 70, whichever occurs first.
60 through 68	
69 or older	12 months

Monthly Waiver Benefit – (403(b) Retirement Plan Contribution)

If you are a participant in the Fordham University Retirement Plan (“Retirement Plan”) while being qualified for and receiving LTD benefits from the Long Term Disability Plan, you will receive a contribution to the Retirement Plan that equals 10% of your base salary at the time of your disability up to the Social Security Wage Base, and 15% of your base salary at the time of your disability of any amount above the Social Security Wage Base. Each month, the employer portion of your Retirement Plan will be funded through the disability program. Your required retirement contribution of 5% will be waived.

Work-Related Illness or Injury

If you lose time from work or incur medical expenses because of a work-related illness or injury, you may be entitled to receive benefits under **New York State Workers’ Compensation**. Coverage is automatic, and paid by the University. Workers’ Compensation and the University’s Health Plan are two separate insurance programs with their own eligibility criteria and requirements. If an illness or injury is work-related, you should file for benefits through the Office of Human Resource Management.

If your illness or injury is not work-related, you may be eligible for benefits through your University medical plan coverage provided you are a participant in the medical plan. Under no circumstance will you receive benefits through both plans. Should you sustain a work-related illness or injury, please follow the procedure described below:

1. For assistance, contact the Office of Safety and Security immediately on extension

2222 - Rose Hill Campus
8111 - Lincoln Center Campus or
3333 - Westchester Campus

2. Notify the Office of Human Resource Management as soon as possible if you suffer any accident or injury while you are at work. The New York State Workers' Compensation Board requires specific documentation that allows them to ascertain if you have a valid claim. A Human Resource Representative will assist you in providing that information.

Group Life & Accidental Death and Dismemberment Insurance

The University provides both Group Life and Accidental Death and Dismemberment Insurance to all benefits eligible administrators. A nominal cost-share provision is associated with this benefit.

Group Life Insurance Benefit

In insurance terms, the University's Group Life policy is known as a "***decreasing term***" plan. As your age increases, the benefit from this term insurance policy decreases. The ***maximum*** death benefit is ***\$500,000***. The following is the formula used to determine your benefit:

<u>Age at Death</u>	<u>Benefit Entitlement</u>
Less than age 45	3.0 times your annual salary
45 but less than 50	2.5 times your annual salary
50 but less than 55	2.0 times your annual salary
55 but less than 60	1.5 times your annual salary
60 but less than 65	1.0 times your annual salary
65 or over	0.7 times your annual salary

Group Accidental Death & Dismemberment Benefit

The University's Accidental Death and Dismemberment benefit for administrators' equals the amount of your life insurance. In the case of accidental death, your beneficiaries would be entitled to receive an amount equal to twice the value of your life insurance benefit, not to exceed a maximum of \$1,000,000.00. If you suffer dismemberment as defined by the policy, you are entitled to receive a benefit from the accidental dismemberment insurance plan. For more details regarding this program, please consult with a Human Resource Benefits Specialist.

Group Supplemental Life Insurance

In addition to your Basic Life Insurance the University offers you the opportunity to increase your life insurance coverage through a Group Supplemental Life Insurance program. As a new hire you may select from One (1) to Five (5) times your annual salary up to a maximum of \$500,000. In addition, you may also select coverage for your spouse in the amount of \$10,000 increments that cannot exceed 50% of the amount you have chosen for yourself.

Another option allows you to elect Child Life Insurance payable at \$10,000 for each covered child who is 6 months and older.

The cost for the Supplemental Life Insurance is borne entirely by you. It is paid with after-tax premiums that are deducted from your paycheck. Your cost for Supplemental Life Insurance payable on your own life and your spouse's is based on your age-banded rates. Supplemental Child Life Insurance is a flat charge of \$2.20 per month.

Coverage of any amounts that you elect above \$300,000 will be subject to Evidence of Insurability. This means that the insurance company that provides this benefit will require proof of good health before amounts in excess of \$300,000 are approved for coverage. If you cover your spouse, Evidence of Insurability will have to be provided for any amounts of coverage above \$150,000. During the insurance company's period of review for Evidence of Insurability your coverage will be limited to \$300,000 and your spouse's coverage will be no more than \$150,000.

Conversion of Basic and Supplemental Life Insurance

Should your employment end with the University you have the option within thirty-one (31) days after termination, to convert any amount of life insurance up to the amount for which you were covered. This includes both your Basic and Supplemental Group Life Insurance. If you convert, your coverage will be based on an individual policy that is rated by age, class of risk and the amount selected for coverage. Your premiums will be paid directly to the insurance carrier.

TUITION REMISSION

Eligibility

Full-Time Administrators

If you are a full-time administrator working a minimum of 35 hours per week, and have successfully completed your six month Introductory Period, you, your spouse or Category A LDA and your eligible dependent(s) can enroll in courses offered through Fordham University according to the tuition remission schedule described below.

Part-Time Administrators

If you are a part-time administrator working a minimum of 25 hours per week and have been with the University for one year you can enroll in courses offered through the University according to the tuition remission schedule described below for part-time administrators. Part-time administrators are not eligible for tuition remission under the following programs: The Law School, The AEMBA Program, Joint JD/MBA Program, Fordham Preparatory School, FACHEX and the Tuition Exchange Program.

Definition of Spouse

Your spouse is eligible for benefits under this program. Tuition Remission's tax-favored benefits are regulated by relevant sections of the Internal Revenue Code. Under current federal law a Category A LDA is not considered a spouse. Therefore all tuition remission benefits provided to your Category A LDA will be taxable to you. If your spouse meets the definition under federal law then he/she will receive the tax benefits for a spouse under the Internal Revenue Code.

Definition of Dependent Children

The University defines a dependent child as one who has been claimed as a dependent on your most recent Federal Income Tax Return. Dependent children are eligible for undergraduate tuition remission through their 25th birthday. Dependent children are eligible for Graduate and Law School tuition remission through their 30th birthday.

Undergraduate Programs

If you are a full-time administrator and have successfully completed your six-month Introductory Period, you are eligible for 100% tuition remission, up to 24 credits per year, 10 credits in the fall and spring and 4 credits in the summer. Your spouse or Category A LDA, and/or your dependent children will receive 100% tuition remission for any number of courses taken. Certain Study Abroad Programs are not sponsored by the University, as well as lab, registration, and all other University fees are not included.

Your tax-qualified spouse will not be taxed for tuition remission benefits. If you have enrolled as a Category A LDA, the full value of tuition will be imputed as income to you.

If you are a part-time administrator who works 25 hours per week and have completed one full year of service with the University, you are eligible for 100% tuition remission, up to 12 credits per year. Study Abroad Programs, as well as lab, registration, and all other University fees are not included.

Graduate Programs (Excludes Law School & AEMBA Program)

If you are a full-time administrator and have successfully completed your six-month Introductory Period, you are eligible for 100% tuition remission, up to 24 credits per year, 10 credits in the fall and spring and 4 credits in the summer. Your spouse or Category A LDA, and/or your dependent children will receive 100% tuition remission for any number of courses taken. Lab, registration, and other University fees are not included.

If you are a part-time administrator who works 25 hours per week and have completed one full year of service with the University, you are eligible for 100% tuition remission, up to 12 credits per year. Lab, registration, and all other University fees are not included.

Law School & AEMBA Program

If you are a full-time administrator and have successfully completed your six-month Introductory Period, you are eligible to receive 100% tuition remission up to 24 credits per year, 10 credits in the fall and spring and 4 credits in the summer. Lab, registration, and other University fees are not included. Your spouse and/or Category A LDA, and/or your dependent children of administrators are entitled to tuition remission for the Law School and the AEMBA Program according to the following schedule:

After 5 Years of Service	50% Tuition Remission
After 15 Years of Service	100% Tuition Remission

Tuition Remission Taxation for Graduate & Professional School Tuition

Employees

Graduate school and professional school tuition remission is a taxable benefit. As an employee, you will be taxed for tuition for your own study that exceeds \$5,250 in a calendar year. Taxes will be withheld through your payroll deductions.

Spouse/ Category A LDA/Eligible Dependent(s):

100% of Graduate or Professional School tuition remission is a taxable benefit. Your tax exemption as an employee does not apply to your spouse or Category A LDA, or your dependents receiving graduate or professional school tuition remission. Taxes for this benefit will be withheld from your payroll deductions.

General Rules Governing Tuition Remission

1. You may not enroll in courses scheduled during regular business hours.
2. Tuition remission cannot exceed the cost of tuition for twenty-four credits per academic year (10 credits per semester in the fall and spring and 4 credits in the summer).
3. All tuition remission benefits are contingent upon satisfying admission and other requirements for the program.
4. When applying for tuition remission, you must complete a Tuition Remission Request Form, signed by your supervisor and area Vice President. This form should be submitted to the Office of Human Resource Management for approval, no later than one week after the official registration period is completed.
5. Tuition Remission is for courses only. All other fees, including but not limited to room and board, technology fees, student activity fees, mentoring fees and individual tutorials for which the University would incur an additional expense, are not covered.
6. Benefit recipients are required to apply for New York State Tuition Assistance Plan (TAP) grants and all similar awards for which they may be eligible. The University's tuition remission shall be reduced by the amount the student would otherwise be entitled to receive under such external grants.
7. Should you die, or become totally disabled as certified through social security or retire at age 62 or older, and have at least ten years of

service, your spouse/Category A LDA and/or dependent children are entitled to the same benefits to which they would have been entitled, had you continued your employment on a full-time or part-time basis.

8. Tuition Remission benefits are subject to the applicable tax laws in effect.

Fordham Preparatory School

Upon the successful completion of your six-month Introductory Period, dependent children of full-time administrators are eligible to receive 50% tuition remission at Fordham Preparatory School.

Exchange Scholarship Programs

FACHEX

The University participates in a tuition remission exchange program called FACHEX with other Jesuit colleges and universities. This program provides you with the opportunity to apply for tuition remission for your dependent children if they have been accepted at a participating institution as a full-time undergraduate. Room, board, and miscellaneous fees are not covered under this program. This benefit may be used for up to four years per child.

In order to qualify for this benefit, you **must** be a full-time administrator and have successfully completed your six-month Introductory Period. Your dependent children must be accepted within the quota identified by the institution to which the application is made. ***Please note that each of the schools participating in the FACHEX program generally receives many more applications for tuition remission under this program than they are able to accept. Therefore, even if you and your dependent child meet all of the qualifications, it is possible that you may not be awarded tuition remission under this program.*** If you would like more information about this benefit, please contact the FACHEX Coordinator in the Enrollment Services Department.

Tuition Exchange Program

If you are a full-time Administrator of Fordham University who has successfully completed your six-month Introductory Period, your dependent children are able to apply for a tuition scholarship at another university or college that participates in the Tuition Exchange Program. Currently, there are over 600 colleges and universities throughout the United States that participate in this program. ***There are stringent requirements relating to this program and only a limited number of dependent children of full-time administrators can be***

accommodated each year. As such, it is possible that we may receive a greater number of Tuition Exchange applications in a given year than we can accommodate. During such years, an appropriate number of applications will be selected for processing through the use of a lottery or some other random selection process. We encourage you to contact a Benefits Specialist in the Office of Human Resource Management for complete details.

Procedures to apply to any of the Member Institutions under the Tuition Exchange Program are as follows:

1. Obtain and complete the Tuition Exchange Certification form from the Human Resources Liaison Officer at Fordham University. There is a \$25.00 processing fee for each school to which an application is submitted. You may submit a maximum of five (5) applications for each eligible dependent child. Certification forms are accepted between September 15th and November 1st for the upcoming academic year. There is a \$35.00 fee when a decision of acceptance is rendered.
2. Contact the member institution(s) to obtain the Application(s) for Admission. The applicant must meet the regular admission requirements at the member institution(s) before being considered for the Tuition Exchange scholarship. Tuition Exchange scholarships are competitive and not guaranteed. Tuition Exchange scholarship awards are normally rendered in March. This benefit may be used for up to four years provided you remain employed as an eligible participant in the program.
3. If you are offered a Tuition Exchange scholarship please notify the Fordham Human Resource Liaison Officer as soon as possible of your decision to either accept or decline.

Tuition Remission for the Relatives of Members of the Society of Jesus

If you are an administrator and a member of the Society of Jesus, your siblings, nieces, or nephews are eligible to receive one-half tuition remission. This benefit is subject to the same conditions as the benefits afforded to dependent children of faculty and administrators.

RETIREMENT PROGRAM

Fordham University's Retirement Program is designed to help you build retirement income on a tax-favored basis. While there is no mandatory retirement age, certain criteria must be met, to be afforded benefits under this program. There are two plans that comprise Fordham University's Retirement Program – the Fordham University Retirement Plan and the Fordham University Tax-Deferred Annuity (TDA) Plan.

Normal Retirement from Fordham University is defined as age 65 with ten years of service.

Early Retirement from Fordham University is defined as age 62 with ten years of service

Eligibility

If you are a full-time or part-time administrator, working a minimum of 20 hours or more per week, you can participate in the Fordham University Retirement Plan on the first payroll date occurring after the first day of the first month following your employment with the University.

As a condition of employment, you are required to participate in the program after one year of service or the attainment of age 30, whichever occurs later.

You can participate in the Fordham University Tax-Deferred Annuity (TDA) Plan regardless of the number of hours in a week that you may work. This plan is also available the first payroll date occurring after the first day of the first month following your employment with the University.

Plan Descriptions

Fordham University Retirement Plan

In order to receive a contribution from the University under this plan you are required to make a basic contribution of 5% of your annual base salary. The University, in turn, will contribute an amount equal to 5% of your annual base salary up to the Social Security Wage Base and 10% on any salary above the Social Security Wage Base up to the maximum amount of compensation recognized by the IRS.

If you are under age 30 and have less than one year of service you are not required to make a 5% contribution. If however, you are at least age 30 and have at least one year of service, you are required, as a condition of employment to make the basic contribution of 5%.

After 5 years of service, the University will increase its contribution to 11% of your annual salary, up to the maximum permitted by the IRS.

Tax-Deferred Annuity (TDA) Plan (Voluntary Contributions)

You can enhance your retirement savings by participating in the Tax-Deferred Annuity TDA Plan. The maximum allowable contribution under this program is determined by Internal Revenue Service Regulations. Once per year, typically in December, you will be notified of the maximum voluntary contribution you can make under IRS regulations. If you are a new administrator, you will be advised during your New Employee Orientation on how to have this calculation performed. If you are an existing administrator and would like a recalculation of your benefit, please contact a Benefits Specialist in the Office of Human Resource Management.

You have the choice of making pre-tax or after-tax contributions. At the present time Fidelity is the only investment provider capable of administering after-tax contributions, otherwise known as a Roth contribution. Your Roth contributions must remain in the TDA for a minimum of five (5) years in order to be distributed to you tax-free.

Features of the Retirement Program

1. You are 100% vested in the program on the first day you join the plan. This means that all of the money that is placed into your account whether through Fordham University's or your own contributions are 100% your assets.
2. All of your contributions in the Fordham University Retirement Plan are based upon pre-tax dollars. This means that your contributions are taken from your bi-weekly paycheck before income taxes are computed. You may make your contribution in the Fordham University Tax-Deferred Annuity (TDA) Plan either as pre-tax or after-tax (otherwise known as a Roth contribution). If you choose after-tax contributions you may invest in Fidelity Investments, as it is the only provider that offers Roth contributions.
3. In both the Retirement and the TDA Plans you have the option of investing your contributions with one, or a combination of the following investment providers:
 - a. TIAA/CREF
 - b. Fidelity Investments
 - c. Prudential Financial Services

Each company offers a full-range of investment options, from money market and bond funds to stock funds. For full details regarding each vendor and their available investment options, please consult with a Benefits Specialist.

4. Your earnings can grow with time and are tax-deferred. This means that you will not have to pay taxes on the earnings until you withdraw the money from your account. If you make Roth contributions your withdrawals, including your interest growth may be withdrawn tax-free but must remain in your account a minimum amount of time set by the IRS.
5. Loan provisions are offered through this program. For full details please consult with your vendor.

Withdrawals

1. Withdrawals from your Retirement Plan are **not** permitted while you are actively employed.
2. In-service withdrawals from your TDA are permitted once you reach age 59 ½.
3. You are eligible for a Hardship Withdrawal from both the Retirement Plan and the TDA Plan provided you meet the requirements under IRS Regulations. All withdrawals are subject to a 10% penalty tax if you are under the age of 59 ½. To obtain more information on this benefit you should contact a Benefits Specialist.
4. Loans are allowed under both the Retirement Plan and the TDA Plan. You must meet certain IRS Regulations in order to obtain a loan from either of these plans. You can borrow up to the lesser of, 50% of your account balance or \$50,000. Your loan must be a minimum of \$5,000. The loan must be repaid within 5 years for a general purpose loan and 15 years for a loan to purchase a primary residence. The interest rate that is used to calculate your loan repayment will be set by the provider.

Retiree Benefits (Medical, Life Insurance & Tuition Remission)

The Office of Human Resource Management strongly encourages you to review the Summary Plan Description(s) of the health plan(s) you are considering, and consult with a Benefits Specialist for full details regarding the associated costs.

Normal Retirement (65 with 10 Years of Service)

Medical Benefits

Under the “Normal Retirement” provision you are eligible to participate in Fordham University’s Medicare Carve-Out plan through either CIGNA or Aetna Medicare Advantage (HMO) as long as you were eligible to elect coverage as an active employee, regardless of whether you chose coverage as an active employee. These programs are designed to supplement your Medicare

coverage. There is a cost sharing provision associated with this benefit so please refer to pages 49 and 50.

Group Life Insurance

As an administrator you are eligible for life insurance under Fordham University's Group Life Insurance Plan, based upon the following formula:

65 through 69 years of age	70% of your annual salary at the time of retirement
70 years of age or over	\$6,000

Fordham University's Group Life Insurance is a non-contributory benefit, therefore Fordham University is responsible for the entire cost of the premium.

Tuition Remission

Administrators who retire from Fordham University at age 65 with 10 years of service are eligible for the same benefits to which they would have been entitled had they continued their employment (see page 40, the section entitled Tuition Remission).

Early Retirement (62 with 10 Years of Service)

Medical Benefits

Under the "Early Retirement" provision you may continue to participate in the same group health coverage that was in effect at the time of your active employment status. Upon the attainment of age 65, you must convert to a retiree medical option, available to retirees beginning at age 65. Please refer to pages 49 and 50 for information regarding cost sharing.

Group Life Insurance

As an administrator you are eligible for life insurance under Fordham University's Group Life Insurance plan, based upon the following formula:

62 through 64 years of age	1 times your annual salary at the time of retirement up to a maximum of \$50,000
65 through 69 years of age	70% of your annual salary at the time of retirement up to a maximum of \$50,000
70 years of age or over	\$6,000

Fordham University's Group Life Insurance is a non-contributory benefit therefore the University is responsible for the entire cost of the premium.

Tuition Remission

Administrators who retire from Fordham University at age 62 with 10 years of service are entitled to the same benefits to which they would have been entitled had they continued their employment (see page 40, entitled Tuition Remission).

Cost-Sharing Associated with Medical Benefits during Retirement

The Office of Human Resource Management strongly encourages you to review the Summary Plan Description(s) of the health plan(s) you are considering, and to consult with a Benefits Specialist for full details regarding the associated costs.

Single Coverage – No Dependents

If you have elected **Early Retirement**, age 62 through 64, and have ten years of service you are entitled to the same health care benefits that were in effect as an active employee, provided you were eligible for active health care benefits. Your cost-share percentage will be equal to the amount you would have been responsible for had you continued your employment with Fordham University. Upon the attainment of age 65, (considered to be **Normal Retirement**), you must apply for Medicare Parts A & B and roll over into Fordham's CIGNA Medicare Carve-Out Program or the Aetna Medicare Advantage (HMO).

Dependent Coverage

The following chart will outline the options currently available to you and your family regarding retiree health care programs and the cost associated with each situation. These options are subject to change.

Early Retirement

Retiree Age 62 - 64 with 10 yrs. service
Spouse less than Age 65

Cost: 15% of monthly premium

Health Care Options:

- *CIGNA/BC (Indemnity/PPO)*
- *Empire Blue Cross (PPO)
- *Oxford (POS)
- *Aetna (HMO)
- *HIP (HMO)

*Note: The medical benefits offered to retirees under the age of 65 emulates the active employee medical program.

Upon the attainment of age 65 the Office of Human Resource Management will contact the retiree and present him/her with the options available under the normal retirement provision.

*The CIGNA cost-share is based on the active cost-share rate in effect.

Retiree Age 62 – 64 with 10 yrs. service
Spouse age 65 and over

Cost: 15% of monthly premium

Health Care Options:

- *CIGNA/BC (Indemnity/PPO)*
- *Empire Blue Cross (PPO)
- *Oxford (POS)
- *Aetna (HMO)
- *HIP (HMO)

*Note: The medical program offered to retirees under the age of 65 emulates the active employee medical program.

Upon the attainment of age 65 the Office of Human Resource Management will contact the retiree and present him/her with the options available under the normal retirement provision.

*The CIGNA cost-share is based on the active cost-share rate in effect

Normal Retirement

Retiree Age 65 & over with 10 yrs. service
Spouse Age 65 and over

Cost: 15% of monthly premium

Health Care Options:

- *CIGNA Medicare Carve-Out
- *Aetna Medicare Advantage (HMO)

*Note: Participation in both programs requires that the Retiree and his/her spouse enroll in Medicare Parts A and B.

Retiree Age 65 & Over with 10 yrs. Service
Spouse Under Age 65*

Cost: 15% of monthly premium plus
Blue Cross
Hospitalization monthly
premium for dependents only

Health Care Options:

- CIGNA Medicare Carve-Out Program
- Blue Cross Hospitalization
(Dependent Only)

Upon your spouse's attainment of age 65 both you and your spouse will be eligible for the Aetna Medicare Advantage option.

*If the Retiree requires individual coverage for himself/herself, the only option available is Aetna Medicare Advantage.

IF YOU LEAVE THE UNIVERSITY

The following will describe the procedures to follow in the event your employment ends with Fordham University:

Resignation

If you resign from the University you are expected to submit a letter of resignation to your immediate supervisor and the Office of Human Resource Management.

Separation from the University for Reasons other than Cause

If your employment with the University ends for reasons other than cause, such as a reduction in staff, reorganization, etc., you will receive notice or pay in lieu of notice as outlined below:

<u>Service</u>	<u>Minimum Notice</u>
6 months to 1 year	2 weeks
1 to 3 years	8 weeks
3 to 5 years	10 weeks
5 to 7 years	12 weeks
More than 7 years	16 weeks

Please note: Grant Funded positions are not eligible for pay in lieu of notice.

Termination for Cause

Your employment with the University may be terminated for cause, which includes but is not limited to dereliction of duty, misconduct, any violation outlined in the University Code of Conduct (pages 56- 58) or other similar events. In this instance, your employment with the University ends immediately and you are not subject to additional compensation.

Exit Interview

If you are ending your employment with the University for any reason other than cause, including retirement, it is recommended that you set up an appointment before your last day of employment with a Human Resources Employment Representative for an exit interview. During this meeting, the Human Resource Employment Representative will finalize with you all matters pertaining to your final paycheck, benefit status, pension distributions, etc.

ID Cards, Parking Device, Keys and Other Fordham Property

You are required to return your ID card, keys, parking device and other Fordham property not limited to cars, laptops, phones, expense accounts, etc. to your supervisor no later than your last day of your employment.

Benefits If You Leave the University

Vacation

If you have been employed by the University for six months, and have successfully completed your Introductory Period, you are entitled to be paid for any unused and accrued vacation time, providing your notice coincides with the vacation policy (see page 20).

Personal Days

Unlike vacation, the University does not compensate administrators for unused and accrued personal days.

Other Benefits

If you are leaving the University for a reason ***other than retirement***, you are eligible for the following benefits at your own expense:

Health Benefits

The Consolidated Omnibus Budget Reconciliation Act (COBRA) enables you and your dependent(s) to remain enrolled in the University's group health care plan, after your employment ends with the University. You will be responsible for 102% of the group premium in effect, subject to inflationary adjustments. The 2% surcharge represents the University's administrative cost. You will receive notification by mail of your continuation options under COBRA when your final paper work is processed.

Under NY State Law you may pay for COBRA coverage up to 36 months for you and your qualified beneficiaries. You should check with the insurance carrier from whom you have purchased COBRA coverage to determine if you can convert your group policy to an individual policy at the end of your COBRA coverage. If you covered a Category A LDA dependent at the time of your employment termination, you may elect continuation coverage for that person.

Group Life and Accidental Death and Dismemberment Insurance

You can convert your Group Life Insurance Coverage and pay premiums directly to the carrier providing you apply for such coverage within thirty-one (31) days after your employment ends with the University.

Retirement Plan - 403 (b)

When your employment ends all your contributions to the Fordham University Retirement Plan and to the Tax Deferred Annuity (TDA) Plan will stop. You may not make future contributions to either of the plans, except to repay any outstanding loans you may have as of your termination date. You will continue to retain ownership of all funds in the account, regardless of who made the contribution.

After you leave the University, the funds may remain in the investment instrument(s) you have selected. All pre-tax contributions will remain tax-deferred until you withdraw them. If you have Roth contributions they can be withdrawn tax-free if they have been in the plan for a minimum of 5 years, and have met the requirements under the IRS regulations for withdrawals. You also have the option of rolling over the funds into an IRA or another qualified plan. We suggest that you contact an investment advisor to assist you in your decision-making process.

Tuition Remission

Your access to continued tuition remission benefits depend upon the reason for which your employment with the University has ended. Please note: this benefits is for students who are enrolled in qualified course study at Fordham University. Fordham's Tuition Exchange Program as well as the FACHEX Program are **not** eligible under this provision.

1. If you **resign or are terminated**, you are no longer entitled to receive tuition remission benefits beginning on your final day of employment. If you are making use of these benefits at the time of your resignation or termination, you may make arrangements to pay a pro-rated amount for the remainder of the semester.
2. If you have been employed for **less than 3 years, and your job is eliminated**, you, your spouse/Category A LDA and/or your dependent children may continue to use your tuition remission benefits for one semester after your employment ends.

3. If you have been employed for **more than 3 years and your job is eliminated**, you, your spouse/ Category A LDA, and/or your dependents are entitled to complete the degree program for which you or they are enrolled at the time your employment ends.
4. If you have been employed **10 or more years, and your job is eliminated**, your dependent children under the age of 18 at the time your employment ends are eligible to receive four years of tuition remission toward the completion of a bachelor's degree when they reach college age.
5. **If you die, become totally disabled as certified through Social Security, or retire at age 62 or older with a minimum of ten years of service**, your spouse/ Category A LDA and/or dependent children are entitled to the same benefits to which they would have been entitled, had you continued your employment on a full-time or part-time basis.
6. **If you become totally disabled or die before completing 10 years** of employment, your spouse/ Category A LDA and/or your dependents are entitled to complete the degree program for which they were enrolled at the time of your disability or death.

APPENDIX A

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UNIVERSITY CODE OF CONDUCT

In November 1970, the Board of Trustees of Fordham University adopted the following Code of Conduct that appears in the University Statutes, amended as of June 1982, as Article Six.

Rationale for University Discipline

The reasonableness of University discipline must be judged in its relation to the educational purposes of the University. If those purposes may be described as the pursuit of truth and the advancement of knowledge, University discipline exists to assure a setting wherein those purposes may be achieved.

The educational purposes of the University can best be protected through the clear communication and enforcement of certain standards of behavior judged essential to the achievement of those purposes. What follows is a statement of these standards of behaviors developed through the cooperative efforts of the students, faculty, and administrative officers.

Jurisdiction

This Code shall apply to every member of the Fordham University community, which includes faculty, students, administrative officials and staff.

When any individual accused of violation of this University Code of Conduct maintains more than one of the above-mentioned statuses in the University, determination of his/her status in a particular situation will be made in the context of the surrounding facts.

Violations

The following actions are considered violations of the University Code of Conduct and are punishable by sanctions imposed in accordance with the published judicial procedures of the University:

- a. All forms of dishonesty including cheating, plagiarism, supplying false information to any University official, as well as forgery or use of University documents or instruments or identification with intent to defraud.
- b. Theft from or damage of University property and/or theft of, or damage to the property of another while located on property of the University. Knowingly receiving, retaining or disposing of the lost or mislaid

property of a member of the University community or of the University itself.

- c. Unauthorized entry, use or occupation of University facilities as well as the unauthorized possession, duplication or use of keys to the University facilities.
- d. Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment.
- e. Harassment (verbal or other) or physical abuse, threatening or attempting to inflict physical injury, or creating substantial risk of such injury to another member of the Fordham University community or to any person on University premises.
- f. The unauthorized selling, purchasing, producing, or possessing of any lethal weapons, explosives, fireworks, or incendiary devices.
- g. The unauthorized selling, purchasing, producing, or possessing of barbiturates, amphetamines, marijuana, hallucinogens, or other addictive or illegal drugs.
- h. Engaging in, or inciting others to engage in, conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
- i. Failing to surrender upon request by clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties, the University identification card that all members of the University community are required to carry.
- j. Engaging in lewd, licentious or disorderly conduct.
- k. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
- l. Violation of published University regulations including but not limited to those regarding motor vehicles, residence halls, and the McGinley Center.

LEGAL ACTIVITIES LAW

This prohibits the refusal to hire, discharge, and other forms of discrimination against an employee in compensation, promotion, or other terms of employment, because of participation in any one of the following protected activities off the employer's premises. The protected activities are:

1. political activities (including running for public office, campaigning for a candidate, or participating in fund-raising activities);
2. legal recreational activities for which the employee receives no compensation;
3. the legal use of consumable products before or after working hours; and
4. membership in a union or the exercise of certain rights related to union activities.

The new law's reference to "consumable products" used "before or after working hours" presumably includes smoking away from the worksite. Moreover, nothing in the law prohibits the employer from enforcing its existing substance and alcohol-abuse policies.

NOTICE

Disclaimer

This Handbook is provided to advise Fordham University administrators of the manner in which matters affecting their employment are normally administered. The statements contained herein reflect the general policies and procedures of the University with respect to its administrators. This Handbook, however, is not intended, nor should it be construed to be, a binding, enforceable contract between the University and its administrators, either individually or as a group. The University has and reserves the right, in its sole discretion, to change, modify, interpret, or depart from this Handbook when it deems it necessary and appropriate for proper University governance. However, when and if changes are made, the University will provide notice of the change as soon as practicable, including but not limited to, notice through various means of electronic communication by authorized University officials.

This Handbook supersedes and replaces all prior handbooks, memoranda, policies, descriptions, oral or written, affecting University administrators and pertaining to the terms and conditions affecting their employment.