

# UNIVERSITY OF HARTFORD

## Annual Reminders from Human Resources Development

February 2025

Each year, the University of Hartford, as an employer, has a responsibility to advise its constituencies about certain policy statements. Below please find this important information.

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### FAMILY & MEDICAL LEAVE POLICY

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The purpose of the University's Family and Medical Leave Policy is to establish guidelines concerning the leave rights and income replacement benefits of all eligible employees at the University of Hartford. This policy complies with the federal Family and Medical Leave Act ("federal FMLA") and the Family and Medical Leave Act of the State of Connecticut ("CT FMLA") and describes three different forms of unpaid leave collectively known as "Family and Medical Leave": (1) non-military Family and Medical Leave ["Non-Military FMLA Leave"], (2) military-related Family and Medical Leave for qualifying exigencies ["Military Exigency Leave"], and (3) military-related Family and Medical Leave for the care of a covered military service member or covered veteran ["Military Caregiver Leave"]. It also describes the Connecticut Paid Leave Law ("CTPL") which may provide income replacement benefits during leave. The federal FMLA, CT FMLA, and CTPL may run concurrently if the need for leave or benefits qualifies under applicable law.

Leave under federal FMLA and CT FMLA, as well as income replacement benefits, are available for up to twelve weeks in a twelve-month period. An additional two weeks of leave and income replacement benefits may be available for incapacity due to pregnancy under CT FMLA and CTPL.

An Eligible Employee may take **Non-Military FMLA Leave** and may be eligible for income replacement benefits for any of the following qualifying purposes:

- i. For the birth and subsequent care for a child of the employee\*;
- ii. For the placement of a child with the employee by adoption or foster care arrangement\*;  
\*Note: The right to take leave for the birth or placement of a child by adoption or foster care arrangement may arise prior to the birth or placement of the child or when required because of the impending birth or placement, and will expire 12 months from the date of the child's birth or placement.
- iii. To care for an employee's spouse, child, or parent who has a serious health condition (under federal FMLA, CT FMLA, and CTPL) as well as parent-in-law, sibling, grandparent, grandchild, or individual related to the employee by blood or affinity whose close association with the employee is equivalent to a family relationship (under CT FMLA and CTPL) who has a serious health condition;
- iv. For a serious health condition of the employee that renders the employee unable to perform the essential functions of his/her job; or
- v. To serve as an organ or bone marrow donor.

An Eligible Employee may take **Military Exigency Leave** for any qualifying exigency arising because the employee's spouse, child, or parent (and parent-in-law under CT FMLA and CTPL) is (a) in the National Guard, the Reserves, or has been retired from the Regular Armed Forces or Reserves and subject to call to active duty and (b) is under a call or order to active duty, or a notification of an impending call or order to active duty, in support of a covered contingency operation (as defined by federal regulation).

An Eligible Employee may take a **Military Caregiver Leave** for up to twenty-six weeks in a single twelve-month period for a spouse, child, or parent, (and parent-in-law under CT FMLA and CTPL) or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty while on active duty in the Armed

Forces. A covered service member must be a current member of the Armed Forces who is on the temporary disability retired list.

Eligible Employees may also take up to twelve days of leave in a twelve-month period to deal with the effects of family violence separate from leave time available under state or federal law. This is protected leave under the Connecticut Family Violence Leave Act and Eligible Employees can apply for CTPL in connection with these absences.

The amount of leave allowed under the federal FMLA and CT FMLA is determined on a rolling month basis from the first day of absence forward. Details regarding leave entitlement are available online at [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

Applications for Family and Medical Leave of Absence must be made in accordance with the University's standard absence notification procedures unless there are extenuating circumstances. The appropriate forms must be submitted to initiate a Family and Medical Leave and to return the employee to work upon completion of the leave.

An employee may request that a leave be retroactively designated as a Family and Medical Leave upon returning to work. The University reserves the right to retroactively designate a leave as a Family and Medical Leave as appropriate under applicable law.

A staff member on an approved Family and Medical Leave may be required to use his/her allotted Vacation and/or Personal Days if and when the unpaid portion of the leave begins, consistent with applicable law. Vacation and Personal Days will not be allotted during any type of leave of absence.

Income replacement benefits under CTPL may be available during leave and employees can apply for such benefits through <https://ctpaidleave.org/>. Benefits will be administered through the Connecticut Paid Leave Authority.

Discrimination or retaliation against an employee for requesting, applying for, or using federal FMLA, CT FMLA, or CTPL or any other rights described herein is prohibited by law as well as University policy. Further, federal and state law and University policy prohibit discharging or otherwise discriminating against any person who opposes or complains about any unlawful practice under the federal FMLA, CT FMLA or CTPL. Eligible Employees have the right to raise a complaint to the University or to the Connecticut Department of Labor.

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## **SEXUAL AND OTHER DISCRIMINATORY HARASSMENT PREVENTION POLICY**

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The University of Hartford affirms its commitment to providing an environment for all employees and students which is fair, inclusive and respectful - an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately insert sex or sexuality into the workplace or educational environment, which treat persons differently based on gender, sex or sexuality or which otherwise create hostile or unwelcoming conditions relating to gender, or sexuality, are damaging to this environment. Such behaviors are prohibited by federal and state law and violate our policy.

Harassment on the basis of sex (including gender, sexual orientation, and transgender status) is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as well as State of Connecticut law. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The University of Hartford applies the same protection to students in the academic learning environment. The Office for Civil Rights, U.S. Department of Education's memorandum, "Title IX and Sexual Harassment

Complaints," defines sexual harassment as follows: " **Conduct on the basis of sex that involves conditioning the provision of an aid, benefit, or service based on an individual's participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity.**"

Questions regarding Title IX can be directed to either the University's Title IX Coordinator at the following email address: [title9@hartford.edu](mailto:title9@hartford.edu), or to the Office of Civil Rights, U.S. Department of Education, Boston, MA 02109.

The University of Hartford prohibits such conduct as it is an abuse of authority, and thus it is an official University policy that sexual harassment on or by either employees, students or others will not be tolerated. The University accepts that sexual harassment, like any civil rights violation, generates a harmful atmosphere. The University will act affirmatively to investigate alleged harassment, and to take remedial action when an allegation is determined to have validity. Retaliatory action of any kind taken by an employee of the University against another employee or student of the institution as a result of that person seeking redress under University procedures or participating in any proceedings under University procedures is prohibited by law as well as by University policy.

Complaints about sexual (or other protected class) harassment by employees or by students should be registered with the Office of Title IX Compliance. Complaints about other protected class harassment by students should be registered with the Office of Equal Opportunity Programs. Additional contacts include the Regional Director, Office for Civil Rights, U.S. Department of Education, 550 12th Street, SW, Washington, DC 20202-1100 regarding the University's compliance with regulations implementing Title VI, Title IX and Section 504.

The Connecticut Commission on Human Rights and Opportunities (CCHRO), 999 Asylum Avenue, 2nd Floor, Hartford, CT 06105 can also be contacted. Filing with the latter must be done within 300 days of the date when the alleged sexual harassment occurred.

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### CONFLICT OF INTEREST POLICY

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It is the University of Hartford's policy, initiated by the Board of Regents and currently in full force and effect, to respect the rights of its employees to invest in private enterprise and engage in outside activities of a private nature with the understanding that, in all facets of their duties with the University, employees are expected to act in the best interest of the University to the exclusion of considerations of personal preference and/or private gain.

A potential conflict of interest exists whenever an employee or any member of his/her family has a financial interest in, or any connection with, an enterprise that does business with the University if the employee is in a position, either directly or indirectly, to make or influence decisions concerning transactions with such outside enterprise. Good judgment is the key to the effective and fair implementation of any conflict of interest policy.

This is a statement of University policy as established by the Board of Regents in regard to conflicts of interest and business ethics. This policy is not intended to cover every situation in detail, but serves only as a general guide. Every employee is responsible for being aware of the importance of personal conduct and the University places its basic reliance on the integrity, good judgment and high ethical standards of the employee. Management reserves the right to determine when an employee's activities conflict with the University's best interest and to take whatever action is necessary to resolve the situation. That action can include appropriate disciplinary action, up to and including termination of employment.

Presented below are some, but not all, of the cautions and concerns University employees must consider:

- a. An employee should not be personally benefit from the present or potential dealings of the University with suppliers, contractors or service organizations.

- b. University employees are prohibited from buying, renting or selling property, facilities, equipment or services to the University absent prior approval from the appropriate Officer.
- c. No University employee should accept, either directly or indirectly through his/her family or friends, gifts (other than those of nominal value) or other consideration from firms or individuals doing or seeking to do business with the University.
- d. Outside activities of University employees should not interfere with their University duties, time schedules or normal participation in appropriate University events.
- e. All compensation of University employees for any and all services rendered to the University, and in recognition of past, present or future services to the University, is the responsibility of the direct supervisor of the employee in question. No gift (other than those of nominal value), gratuity or additional compensation may be given to, or accepted by, a University employee without the knowledge and express advance approval of that individual's direct supervisor and such other officials as would normally be involved in compensation decisions relating to the individual in question.

Where there is any question of interpretation of the conflict of interest policy, employees should first consult with their supervisor. If there is still any reasonable doubt as to the proper action, the full situation should be presented to HRD for review and further action.

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Federal and state legally-mandated employment notifications are located on employee communication centers located on the first floor of the Auerbach Computer and Administration Center, the Handel Performing Arts Center, the Facilities Building, the office of HRD as well as on the [HRD website](#).

Employment opportunities can be found on the website: [Employment Opportunities - University of Hartford](#)

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