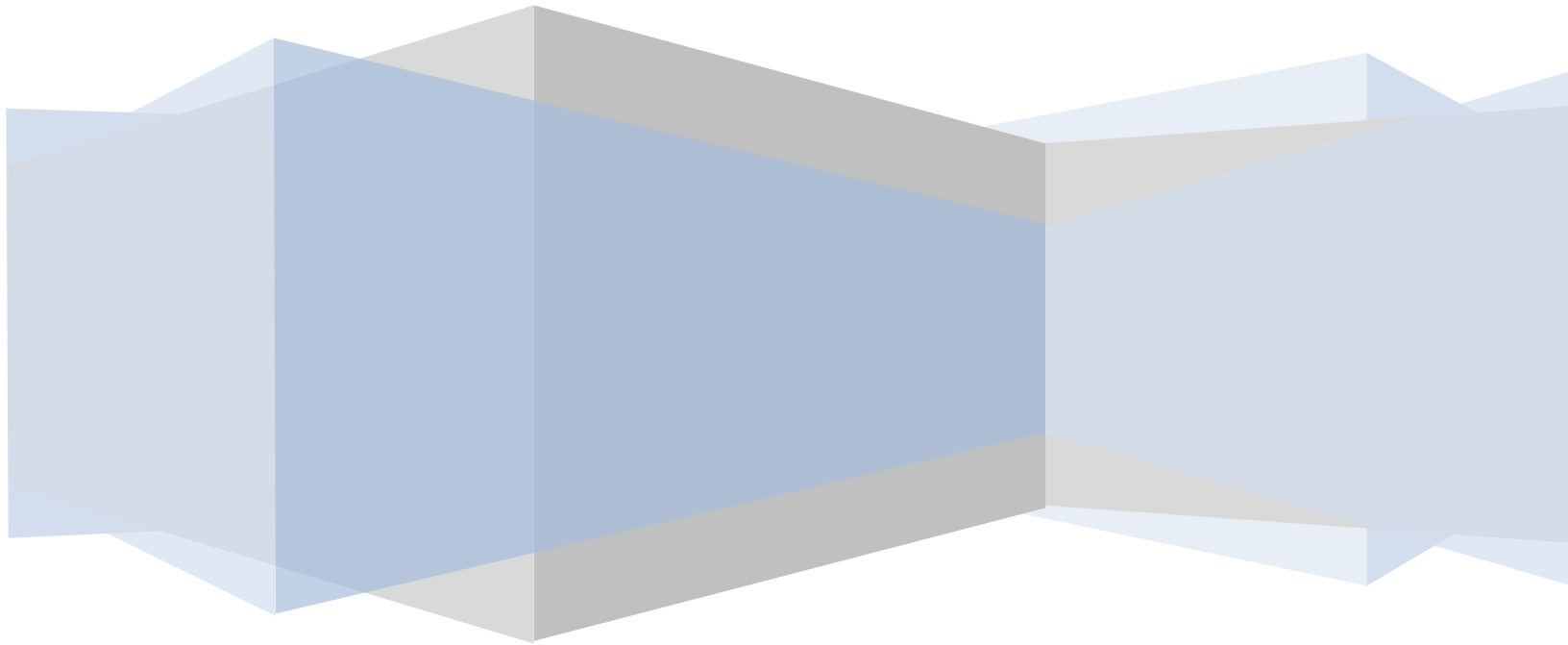# STUDENT EMPLOYEE HANDBOOK

INTRODUCTION

Welcome to the University of Connecticut, Information Technology Services (ITS)! ITS is a large organization, comprised of multiple service areas with more than 200 dedicated professionals and students working in concert to deliver effective technology solutions for our community.

MISSION

The primary ITS mission is to facilitate, coordinate or implement information technologies that effectively enable the institutional missions of research, teaching, learning and outreach. This is accomplished by identifying systems, services, and capabilities that will have a substantive impact on the community and delivering them robustly and at scale. Please view our Service Catalog
https://its.uconn.edu/

ITS provides a myriad of computing and communication services to the University and other educational entities including:

- Personal Computing: Accounts and access, Desktop support, Email and calendar, File services, Software
- Teaching & Learning: Academic Applications, HuskyCT, Hi-Tech Classrooms, Test Score Scanning
- Telecommunications: Wired, Wireless, Video, Voice
- Enterprise Infrastructure: ITS Data Center, Storage, Virtualization
- Research: Storage, Vulnerability Assessments, High Performance Computing
- Applications: Web Services, Mobile Applications, Data Management, Administrative Applications

The goals and strategies of ITS are to meet the needs of the community in their roles as individuals and within their institutional groups.

This handbook is the primary resource outlining the general policies and procedures for student employees within ITS. It was compiled to demonstrate our commitment to developing knowledgeable, creative, and innovative students as part of the ITS workforce.

By this time, you have been contacted by a staff person in the ITS department to complete applicable new hire paperwork. If you have not, please contact the person who made your job offer and schedule an appointment to do so. Federal Law states that your completed I-9 form must be on file with UConn before you can begin working. In addition, please review this handbook in its entirety as you are required to sign acknowledgement forms stating you have read and understand the contents within, a confidentiality statement and code of conduct.

The ITS-HR website contains a Student Employment section which has a copy of this handbook as well as other resources for your use. You can find it here: https://hr.its.uconn.edu/

Once again, welcome to ITS. We hope you find your employment with us very rewarding.

ORGANIZATION STRUCTURE

The Senior Leadership Team is responsible for the leadership and overall operation of the department. The team consists of:

- Michael Mundrane - Vice President and Chief Information Officer
- Chris Bernard – Chief Information Security Officer
- Josh Boggis – Director, Research Information Technology
- Haleh Ghaemolsabahi – Director, Campus Technology Services
- Kim Hopkins – Executive Assistant to the VP & CIO
- Ryan Kocsondy – Director, CEN
- Michael Williams – Director, Telecommunications

For additional information, visit www.ITS.uconn.edu > About ITS > View Organizational Charts

CUSTOMER SERVICE

Your actions, demeanor, and word choice are a reflection of the department and the University. Clear and concise communication patterns are exemplified by the following:

- Speak in a friendly and inviting tone
- Listen to the customer and summarize their concerns to clarify the issue/inquiry
- Ask questions politely to gather further information
- Respond to inquiries promptly

If you do not know the answer to a question, explain that you will research the inquiry to obtain the correct answer, and that you will contact the person in a prompt manner.

If you are rushing off to class, or cannot answer the inquiry, pass the message on to a co-worker to follow up with the customer. Provide all necessary details your co-workers will need to understand the nature of the inquiry.

Be aware of your surroundings when engaging in all conversations and be sensitive to the diverse environment in which we work. Also demonstrate sensitivity to customers who speak English as a second language, as they may experience difficulty in expressing their concerns. Demonstrate patience and ask questions to help them communicate their concerns.

PROBATIONARY PERIOD, WORK SCHEDULE AND ATTENDANCE POLICY

PROBATIONARY PERIOD
Upon hire, all student employees will be subject to a 90-day probationary period (which can be extended at the supervisor's discretion). During this probationary period, ITS may terminate employment immediately, with or without cause (including budgetary). Upon successful completion of this working test period, your employment may be continued. **Students are appointed on a semester basis and should not assume automatic renewal of appointment from semester to semester.**

WORK SCHEDULES
As stated by the Student Employment department: During a semester, on average, student employees work between eight (8) and twelve (12) hours per week, with a maximum of twenty (20) hours per week (recommended). International students are strictly limited to no more than twenty (20) hours per week during a semester. Up to 40 hours per week may be worked when class is not in session.

During intersession, spring break and summer, students should not exceed 40 hours per pay week in all UConn jobs collectively (this is the same for international students) without notifying their supervisor and the Business Office in advance (via email).

The number of hours a student works is typically based on the following considerations:
- The student's class schedule
- The department's staffing needs and fiscal restraints
- The student's award amount (for a student working under Federal Work-Study)

In creating your schedule, take into consideration any religious observations that result in you not being available for work.

LIMITED WORK HOURS

Part-time work for students is an important part of University activity. Such work provides much needed financial assistance and valuable work experience. In setting a work schedule, employers and students are encouraged to keep in mind that the student's primary focus should be on academic endeavors and that there must be a balance between educational responsibilities and work. The student's work schedule and number of hours per week should be negotiated between the student and the supervisor.

Under no circumstances may ITS student employees work more than 80 hours in a pay period (total hours for all UConn jobs collectively) without prior approval from their manager/supervisor.

MEAL AND BREAK POLICY

CONNECTICUT STATE LAW ON MEAL PERIODS
Under Connecticut State Statute (Sec. 31-51ii), hourly workers (students employed on the Student Labor and/or Work-Study payrolls) who work for seven and one-half (7 1/2) or more consecutive hours must be offered a period of at least thirty (30) consecutive minutes for a meal period. The law requires this period to be given some time after the first two (2) hours of work and before the last two (2) hours of work.

Although the State Statute (Sec. 31-5 1ii) states "must be offered" a period of at least 30 minutes, ITS students are required to take a period of at least 30 minutes for meal breaks off the clock unless other arrangements are previously made with the student's supervisor.

- COMPENSATION OF MEAL PERIODS: Student employees are not paid for meal periods which are thirty (30) or more consecutive minutes, in which they are released from work duties and/or are allowed to leave their workstations. Therefore, the meal period should not be logged as hours worked on the student's timecard. The student must punch out for the time of the meal period on his/her timecard.

- The ITS policy is that students will be allowed to take a 15-minute paid break if working 4 consecutive hours. Consider your work location when taking short breaks to use the restroom or get a beverage. To the best of your ability, ensure there is coverage in your absence. Students are to notify their supervisor when they are stepping away from the work area.

DEPENDABILITY
Dependability is crucial. When you are absent others must absorb a greater workload. Good attendance is an expectation and includes showing up for all scheduled work hours unless previous arrangements have been made with your supervisor. Excessive absenteeism may result in disciplinary action.

PUNCTUALITY
It is important that students arrive on time for their shifts. Repeated tardiness may result in disciplinary action.

PROMPT COMMUNICATION

If you are going to be late or are unable to cover your shift, please contact your supervisor immediately with notification and an anticipated return to work date. Do not email or leave a message on a voicemail. Speak with your supervisor or another department staff member (not a student employee). A belated explanation accounting for why you missed your shift is not acceptable and will be considered a no call/no show. Student employees should refer to their direct supervisor for call out procedures. Please contact your supervisors as soon as possible if you are going to be late or absent.

TARDINESS

Consistent tardiness may result in disciplinary action. If you are going to be late for your shift, please contact your supervisor and communicate your arrival time before your shift starts.

ABSENCES - SCHEDULED / UNSCHEDULED

Arrangements made in advance (more than 24 hours before a scheduled shift) to miss work for any reason will be considered a scheduled/excused absence. Calling in to cancel a shift with less than 24-hour notice is an unscheduled/unexcused absence.

CANCELLING A SHIFT

You are a student here at the university and we support your need to ensure you obtain the best grade possible in your course work. However, calling in at the last minute to report you cannot work due to the need to study is not an acceptable absence. Let your supervisor know well in advance (at least a couple of days before you are scheduled to work) of any time off for studying that you may need before exam time so other arrangements can be made to cover your shift. Reviewing your course requirements outlined in the course syllabi in relation to your semester work schedule may help you with managing your time accordingly. Calling in to cancel your shift at the last minute because you are going home for the weekend is considered an unscheduled absence.

Everyone gets sick. When you do experience an illness, notify your supervisor immediately. You are a valued employee, and we depend on you to make the department run efficiently and smoothly. Qualified student employees have paid sick time they can use as needed. Please refer to the paid sick leave section for more information.

NO CALL NO SHOW - NOT ACCEPTABLE

No call no show is unacceptable. The 1st no call no show absence will result in a documented verbal counseling and will be kept in your employment file. A 2nd no call no show will result in a written warning. A 3rd will result in dismissal from employment.

HOLIDAYS AND RELIGIOUS OBSERVATIONS

The University is not closed for all holidays and religious observations. Do not assume you are not required to report to work. This should be discussed with your supervisor in advance. Straight hourly pay rate is paid on any worked holiday or religious observation. Students working on the student labor and work-study payroll are considered temporary, non-exempt employees and do not receive benefits such as holiday pay.

INCLEMENT WEATHER / SNOW DAYS

If the University is closed due to inclement weather, you will not be expected to work. However, if the University is open but conditions cause you to feel it would be unsafe to travel, you are not expected to work. Please notify your supervisor before the beginning of your shift if you will not be reporting to work.

EXAM WEEK

During exam week, you are expected to work your scheduled shifts. Notify your supervisor as soon as possible if you have a scheduling

conflict so the schedule can be modified.

TWO WEEKS NOTICE

It is recommended that students give two weeks' notice if they must terminate employment. Upon withdrawal or dismissal from the University, student employees must notify their supervisor and stop working immediately.

TRANSFERRING TO ANOTHER ITS DEPARTMENT

Transferring from one ITS department to another mid-semester is not allowed unless both supervisors agree. An agreed upon transfer date should be determined by the supervisors.

PAID SICK LEAVE – must have at least 17 hours sick time accrued to be eligible to use sick time

ACCRUAL OF PAID SICK LEAVE:

Student employees of the University of Connecticut begin to accrue paid sick time upon hire under the following terms and conditions:

- Student employees accrue one (1) hour of paid time for every forty (40) hours worked.
- The maximum accrual of sick time is forty (40) hours per calendar year.
- Student employees may carry over a maximum of forty (40) hours of unused sick time from one calendar year into the next, but the employee shall not be able to use more than forty (40) hours in one (1) calendar year.
- Under no circumstances are student employees entitled to any payout for accumulated but unused sick leave.

USE OF PAID SICK LEAVE

Student employees shall be entitled to the use of paid sick leave upon completion of their 680th hour of employment with the University. Sick leave must be taken in one (1) hour increments and submitted to the student's supervisor for approval via email. A maximum of forty (40) hours of sick leave may be used each calendar year. Sick leave may only be used in lieu of previously scheduled hours. Sick leave will be paid at the student employee's normal hourly rate at the time the leave is taken.

REASONS FOR USE OF PAID SICK LEAVE

Student Employees may only use accrued paid sick leave for the following reasons:

- To treat the employee's own illness, injury, or health condition; for the medical diagnosis, care, or treatment of the employee's own mental illness or physical illness, injury, or health condition; or for preventative medical care for the employee.

- For the treatment of the employee's child or spouse's illness, injury, or health condition; the medical diagnosis, care, or treatment of an employee's child's or spouse's mental or physical illness, injury, or health condition; or preventative medical care for the employee's child or spouse.

- For the employee's treatment or service related to the employee's status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain service from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

If the reason for the sick leave is foreseeable, the student employee should provide at least seven (7) days advance notice to their supervisor. If the leave is not foreseeable, the student employee must provide as much notice as is practicable. Documentation signed by a health care provider may be required if sick time is used for leave of three consecutive scheduled work days or more.

PROFESSIONAL ATTIRE

ITS provides highly visible services to students, parents, faculty, administrators and visitors. As an employee of ITS your appearance reflects not only upon yourself, but the department as well. Please present an appropriate appearance during work hours. We suggest:

- Avoid clothes that are revealing and expose the midriff, back and cleavage areas of the body.
- Avoid clothes that are not clean and have holes or tears in the fabric.
- Avoid shirts that include language, pictures or logos that could be considered offensive
- Avoid exposing tattoos that include profanity or erotic pictures
- Avoid extremely short shorts and skirts
- Avoid sweatpants and pajamas

Remember you are a professional and you should always represent ITS in every way possible as a professional.
Technology Support student employees will be given two shirts, so be sure to have one clean for all shifts. Your work shirt associates you with our team and identifies you to the client.

WORK ENVIRONMENT

MEETINGS
Periodically, meetings will be scheduled for training or other necessary purposes. Attendance at these meetings is mandatory. These announced meetings are treated as though they are scheduled shifts; you will be paid for attendance. If you cannot attend an announced meeting, you must notify your supervisor in advance with a valid reason such as class, going home for doctor's appointment, etc. Meeting times will be prescheduled for the semester as you will be notified during training.

EMAIL
You will be given an exchange account and work email. ITS will communicate work related information through this email account. Student employees should conscientiously check their work email at the beginning and occasionally throughout their shift.

OFF HOURS ACCESS
Due to safety and security concerns, student employee access to some ITS work locations may be limited to scheduled work hours. Refer to your supervisor for the policy in your area.

FOOD
Snack foods and drinks may be consumed in the work area. However, discretion is to be used. Please clean up after yourselves.

HOMEWORK
Homework should not be done on work time.

OFFICE CONFLICTS
Students who have concerns in their work environment should address those concerns with their immediate supervisors first. If the concerns persist, they may bring them to the attention of the first supervisor beyond your immediate supervisor.

TEXT MESSAGING, WEB USAGE AND CELL PHONE USAGE

TEXT MESSAGING
Instant and text messaging is a non-work-related activity and is prohibited in the workplace.

WEB/INTERNET USAGE
In compliance with the State of Connecticut and University Code of Conduct the computers and all equipment (printers, copy machines, etc.) at ITS should only be used for work-related activities including internet usage.

CELL PHONE USAGE POLICY
While at work, students are expected to exercise discretion regarding the use of personal cellular phones. Personal calls during work hours, regardless of the phone used, can interfere with productivity and be distracting to others. Cell phones are not to be visible while at work and must be kept on vibration/silent mode at all times. If a student has an emergency requiring use of their cell phone, they are to notify their immediate supervisor.

Students may check their phones, make personal calls, or text message during breaks and lunch periods outside the office. Students are to make both family and friends aware of the department's policy. ITS will not be liable for the loss of personal cellular phones brought into the workplace.

VISITORS
Personal visitors (roommates, friends, significant others) can become a distraction from work. The occasional visitor passing through the office to say hello or drop off an item is acceptable; however, visits should be kept to a minimum and short in duration. Visitors should only be in allowed areas

CONFIDENTIALITY
ITS student employees assist in the support of a variety of University technology functions. As part of your duties, you may have to access individual student, employee and affiliate data, information, and records from various sources (both electronic and non-electronic), as well as other confidential and proprietary University of Connecticut data, information, and records such as financial and statistical information, communications, strategic plans, computer code, etc.

Confidential Information is protected by Federal and State laws and by University policies. Because of these Federal and State laws and University policies, all student employees must sign a confidentiality agreement. You will be asked to sign an acknowledgement stating you have read and understand the policy.

CODE OF CONDUCT / ETHICS POLICY

As stated in a letter from the University of Connecticut's President,

"This Code serves to guide the conduct of University activities in support of the University's mission and is designed to serve three key purposes:
1. To set the basic standards of workplace behavior that the University expects of all faculty, administrators, and staff.
2. To state publicly the University's long-term commitment to the highest standards of integrity in education, research, health care, public engagement, and service.
3. To assure that faculty, administrators, and staff understand their shared responsibility for keeping the University in full compliance with all applicable laws, regulations, and policies"

The Code of Conduct can be found at http://policy.uconn.edu/2011/05/17/employee-code-of-conduct/.

SMOKING POLICY

As stated on the University of Connecticut's policy website: https://policy.uconn.edu/2011/06/02/smoking/:

Smoking is prohibited:

- In all University owned or leased buildings, facilities, and vehicles.
- Within 25 feet of all campus buildings, including residence halls[1].

Signage communicating this policy must be posted within 10 feet of all building entries.

Definitions

For the purposes of this policy, "smoking" includes all tobacco-derived or containing products, including and not limited to, cigarettes, electronic cigarettes, cigars, pipes and similar products.

Compliance

All University employees, students, visitors, guests, and contractors are required to comply with this policy. Organizers of public events, such as conferences, meetings, public lectures, social events, and cultural events using campus facilities will be mindful of this Policy and encourage compliance.

No person who makes a complaint of a violation of this policy or who furnishes information about a violation of this policy shall be retaliated against.

DISCIPLINE POLICY

GROUNDS FOR DISCIPLINARY ACTION

Irregular attendance, poor performance or inappropriate workplace conduct are a few of the issues that are subject to employment disciplinary action. The following disciplinary action will be taken:

	Action Taken
1st Violation	**Verbal Warning**
2nd Violation	**Written Warning**
3rd Violation	**Dismissal from Employment**

If a student is dismissed from employment, he/she may not be eligible for future employment in the ITS department.

OPPORTUNITY TO CORRECT BEHAVIOR RESULTING IN DISCIPLINARY ACTION

ITS gives the student several opportunities to correct the behavior through:
- Conversation/verbal warning regarding unacceptable behavior, then
- A formal written warning (copy to personnel file).

CAUSES FOR IMMEDIATE DISMISSAL

Certain actions will result in immediate dismissal such as but not limited to:
- Submission of fraudulent hours on a timecard
- Destruction or theft of property

- Threat of or physical harm to others
- Violation of the ITS Confidentiality Policy
- Gross misconduct and/or insubordination

PERFORMANCE EVALUATIONS

Performance evaluations are a valuable tool for both supervisors and employees and will be given at least once per academic year. They enhance the management of an organization, recognize employee achievement, and offer constructive suggestions for improvement.

ON THE JOB INJURY

If a student sustains an injury while working, he/she must:

1. Immediately notify an ITS supervisor (if your supervisor is not available, the nearest available supervisor will suffice). Do not leave a voicemail.
2. The supervisor will see that the employee receives necessary medical attention; Emergency medical care if necessary (in the case emergency care is needed, report to the nearest medical emergency facility)
3. If emergency medical care is not needed, refer to the medical provider directory for a designated treatment provider
4. The supervisor must complete the WC207 First Report of Injury form which can be found on the Department of Human Resources website https://hr.uconn.edu/workers-comp/ and reports the claim to the injury reporting hotline at 1-800-828-2717.
5. Within 24 hours, the supervisor faxes the completed WC207 to Human Resources via the secure fax line: 860-486-0406.
6. Employee should forward all medical documents relating to the injury to the Human Resources department.

PERSONAL PROPERTY CLAIMS

If a student employee's personal property is damaged while on the job, a claim may be filed through the Office of Real Estate and Property Risk Management: 860-486-4896.

TIMECARDS AND PAYCHECKS

HUSKYTIME – ELECTRONIC TIMECARD SYSTEM

Requesting a Profile - New student employees should go to http://HuskyTime.uconn.edu to request a student employee profile.

- Login
- Click on Create your Profile.
- Add address and cell phone number
- Choose Appropriate Department – either ITS or Technology Support Center (TSC) (as directed)
- Click Create and Logout

Reporting Hours – UCONN policy states hours should be recorded each time hours are worked.

- Go to http://huskytime.uconn.edu
- Login
- Click on Timecards > Current
- Enter Date
- Select job from drop down
- Enter Time-In and Time-Out hours (you may have multiple entries in one day if you take lunch, go to class, etc. and return to work).

- Include the UCTEL code for all hours worked remotely. Leave the Code field blank for hours worked on campus.
- Click on Submit

All timecard entries must be complete by 4PM on Wednesday of pay week unless directed otherwise by your supervisor. Processing a timecard after the deadline may result in at least a two (2) week delay in payment.

PAYCHECK POLICY

All manual paychecks will be mailed by the state payroll department directly to the address on record with the university. Pay statements of checks which are deposited directly can be accessed on-line via Core-CT at http://ess.uconn.edu.

Please note that checks are distributed bi-weekly (see payroll calendar sent to you via email for pay dates). Please be aware that the state requires a 2-week processing period to process checks. The check you receive on payday will be for the hours worked in the pay period which ended two weeks prior. If a student is employed by more than one department within the university, a check from each department will be received. For your convenience, your paycheck will be directly deposited to your bank account by completing Direct Deposit information in CoreCT. You may enter bank account information into CoreCT after you receive access to the system, which is typically within a day or two after your first day of work. If you have a question about direct deposit, please contact the Payroll department at 860-486-2423. If there is an error in the amount of your paycheck, please notify your ITS-HR contact right away.

DUAL EMPLOYMENT
In the event a student employee is going to be paid on another state of CT payroll in addition to the UConn student payroll (i.e. Department of Transportation or another State Agency), the student is required to notify the ITS-HR contact immediately to process required paperwork. If a student is working for both the UConn ITS and UConn Facilities departments, notification is not necessary as both positions are with UConn and considered one employer.

EMERGENCY EVACUATION AND EMERGENCY CLOSING PROCEDURES

ITS EMERGENCY BUILDING EVACUATION PROCEDURE
In the event of an emergency building evacuation, staff should leave the building by the closest exit, and assemble in the areas designated below:

- **Math Science Building:** Jorgensen, main entrance plaza (if not feasible, then UConn Foundation building lawn)
- **Sub-basement - Homer Babbidge Library:** Outdoor Plaza area (South) (if not feasible, Dodd Center Plaza)
- **Technology Support Center - Homer Babbidge Library**: Fairfield Way (if not feasible, then the entrance to the UConn Bookstore)
- **Rowe:** Fairfield Way (if not feasible, then the entrance to the UConn Bookstore)
- **Chaplin Cottage:** Chaplin Cottage parking lot (if not feasible, the Surplus Store parking lot)
- **ITS Temporary Administrative Building:** Entrance to the UConn Bookstore (if not feasible, then Sherman Field)

Once assembled, staff should await instructions from either emergency personnel or members of the ITS Senior Team. Information and decisions will be shared with staff as quickly as possible. Staff should wait in the designated assembly areas until directed how to proceed.

UNIVERSITY OF CONNECTICUT EMERGENCY CLOSING POLICY/PROCEDURES
Communication of Emergency Closing Decision: If a decision is made during normal business hours (8:00 A.M. -5:00 P.M.) to close, delay opening, or release staff early, the Provost's Office will notify the Vice Presidents, who will be responsible for notifying their Deans,

Directors, and Department Heads. In turn, Deans, Directors, and Department Heads must notify all employees in their school, department, or unit.

In addition to the notification procedures described above, information regarding closure, delayed opening, or early release may be found on the **alert.uconn.edu** website or obtained by calling the **24-HOUR EMERGENCY INFORMATION LINE: 860-486-3768**. Employees with e-mail address will receive a message. Employees should check their e-mail, the University web site or the emergency information line.

You may also be notified by the UCONN Alert system by entering your cell phone information into the Student Administration System. Go to the Student Administration system, log in, click on Self Service and scroll down to the Personal Information section. Access the Phone Numbers area and update your cell phone information as needed. https://studentadmin.uconn.edu.

Closing information for the Storrs campus will also be announced on all major radio and television broadcast stations. Each employee is responsible for being informed about whether an emergency release condition has been established by the University and for following related instructions.

ITS CONFIDENTIAL INFORMATION POLICIES/PROCEDURES

ITS employees, including student employees and consultants (hereinafter "employees" or "employee"), support a variety of University technology functions. Employees will, as part of their duties, need to access individual student, employee and affiliate data, information and records from various sources (both electronic and non-electronic) as well as other confidential and proprietary University of Connecticut data, information and records such as financial and statistical information, communications, strategic plans, computer code, etc.) (Hereinafter "Confidential Information"). Confidential Information is protected by Federal and State laws and by University policies.

By signing the required employee acknowledgment form, the employee acknowledges that s/he has been afforded a full opportunity to become familiar with ITS policies and procedures concerning Confidential Information as follows:

(1) The employee acknowledges that s/he has had a full opportunity to read and understand IT policies, standards, guidelines and recommendations. Upon notification by ITS management of additional IT policies or a change to current IT policies, the employee acknowledges that s/he is responsible for becoming familiar with the new or changed policy.
(2) The employee acknowledges that s/he has been advised of the specific Confidential Information to which s/he has been granted access and agrees to access that Confidential Information solely in order to perform his/her specified duties.
(3) The employee acknowledges that any Confidential Information to which s/he has access, regardless of the form of that Confidential Information, will not be exhibited, revealed, released or distributed to or discussed with anyone except as required within the scope of his/her job responsibilities and/or as directed by a member of the ITS executive team.
(4) The employee agrees not to seek personal benefit or to permit others to benefit personally from any Confidential Information, as defined above, which has come to them through their work assignments.
(5) The employee agrees not to make or permit unauthorized use of any Confidential Information.
(6) The employee acknowledges that s/he will not attempt to access, alter, change, modify, add, or delete from any record, report or information system including audit trails and logs, a true and correct entry, outside of the scope of his/her job responsibilities.
(7) The employee acknowledges that s/he will not intentionally include or cause to be included in any record, report or information system, a false, inaccurate, or misleading entry.
(8) The employee acknowledges that s/he is responsible for any access by the employee to Confidential Information made using his/her ID and agrees not to share his/her ID and/or PIN number with any other individuals except as directed by a member of the ITS executive team).
(9) The employee acknowledges that s/he will report activities by any individual or entity that s/he has knowledge and evidence

(10) of that may compromise the proprietary nature and/or confidentiality of Confidential Information to the ITS Help Center.

(11) The employee acknowledges that violations of the aforementioned Policies and Regulations and/or any breach of confidentiality (including any discussions about the workplace on Social Networking sites, e.g. Facebook, MySpace, Twitter, Blogs, or any other Internet related forum) will result in immediate termination and may also result in appropriate disciplinary measures in accordance with local, State, and Federal laws, as well as University Laws and By-Laws, General Rules of Conduct for All University Employees, and the University of Connecticut Student Conduct Code.

THE UNIVERSITY OF CONNECTICUT ETHICS STATEMENT

The standards contained in this Code of Conduct reflect the University of Connecticut's core values, as they have been articulated over time by generations of faculty, staff, administrators, students, and the State of Connecticut. These values are essential and enduring tenets of our organization. A statement of these values, while reiterating concepts already well understood, is helpful in outlining the context in which our Code will operate. Please be advised that violation of the standards in this Code of Conduct may result in appropriate disciplinary measures.

Knowledge: Members of the University community value truth, the pursuit of truth, intellectual curiosity, and academic freedom. Our faculty and students seek to create new knowledge and are committed to sharing ideas, research findings and the products of intellectual and creative pursuits with the broader community.

Honesty: Members of the University community are truthful and sincere in their words and actions and do not intentionally mislead others or provide inaccurate information.

Integrity: Institutional and individual behaviors at the University reflect fundamental moral and ethical values. Our actions are beyond reproach and avoid both the fact and the appearance of impropriety.

Respect: The University honors individuality and demonstrates tolerance for the personal beliefs and cultural differences of all individuals. As members of an academic community, we seek to foster a spirit of civility and collegiality through open and honest communication. We strive to protect the health and safety of all people. We protect the private and confidential information that is provided by our patients and research participants, faculty, administrators, staff, students, volunteers and others. We value an environment that is free from harassment and violence.

Professionalism: The University and its members expect that the professional standards and requirements that are applicable to the academic, research, clinical, administrative and other professions comprising our community will be followed. We are responsible and accountable for our actions and are expected to make reasonable efforts to comply with all applicable federal, state and local government laws and regulations. As individuals and an institution, we also strive to follow ethical business practices and to act as good stewards of the resources made available to us.

CODE OF CONDUCT: UNIVERSITY OF CONNECTICUT

This document serves to guide the daily operations of our University system including:

- The Storrs campus;
- Schools of Law and Social Work;
- Regional campuses throughout the State;
- University of Connecticut Health Center

INTRODUCTION TO THE UNIVERSITY OF CONNECTICUT CODE OF CONDUCT

In all its endeavors, the University of Connecticut is dedicated to excellence that is demonstrated through national and international recognition. As Connecticut's public research university, through freedom of academic inquiry and expression, we create and disseminate knowledge by means of scholarly and creative achievements, graduate and professional education, and outreach. Through our focus on teaching and learning, the University helps every student grow intellectually and become a contributing member of the state, national and world communities. Through teaching, research, service and outreach, we embrace diversity and cultivate leadership, integrity and engage citizenship in our students, faculty, staff and alumni. As our state's flagship public land and sea grant institution, we promote the health and well-being of Connecticut's citizens through enhancing the social, economic, cultural and natural environments of the state and beyond.

If you are faced with an ethical issue, you should consult this Code of Conduct as well as current University policies and procedures. You are responsible and accountable for addressing your ethical dilemmas. Consultation with your supervisor, other appropriate colleagues, or the Office of Audit, Compliance & Ethics is appropriate and valued.

EDUCATION STANDARDS

The University of Connecticut recognizes education as one of its primary missions and strives to maintain a professional environment conducive to the development of its students. To that end, the University believes that the purposes of an educational institution are best served by attracting scholars of proven professional and personal competence and integrity and by assuring those teachers and scholars' freedom to expand human knowledge and understanding.
We educate students from a wide range of backgrounds and respect differences in each individual's heritage and goals.

We respect the individual choices that students make for career paths. We respect each student as a valuable individual regardless of age, race, color, nationality, ethnicity, ancestry, marital status, gender, disability, religion, sexual orientation or personal beliefs.

We acknowledge and support students' rights to question faculty members, the administration and staff in good faith. We comply with all applicable statutes and regulations.

Student conduct is governed by the applicable codes of conduct and professional standards of conduct adopted by their schools. While this Code applies primarily to faculty, administrators and staff, its underlying principles are, however, common to codes and regulations governing students.

CAMPUS-WIDE STANDARDS

The University of Connecticut values all members of its community and recognizes that each person contributes to the overall success of the institution. The University further recognizes that it is through the efforts of its faculty, administrators, and staff that it achieves national and international prominence and delivers a world class education to its students. The culture of the University is one of trust, cooperation, and collaboration among all its members. We believe all members of the University community are entitled to an environment that nurtures collegiality and mutual respect.

Conduct of Faculty, Administrators and Staff Members of the University community shall perform their duties in a fair and ethical manner in accordance with established policies, procedures, and regulations. Members of the University community shall carry out their duties with professionalism. The University supports the efforts of its faculty, administrators, and staff to achieve and maintain professional standards. The University provides equal opportunity and access to its employment programs, benefits, and services. Supervisors have a particular responsibility to support the Code of Conduct and to demonstrate compliance within their units. Relationships of an inappropriate personal nature between supervisors and those they supervise are prohibited.

NON-DISCRIMINATION

The University encourages and respects diversity within the university community and does not allow discrimination on the basis of age, race, national origin, religion, disability, sex, sexual orientation, or any other characteristic protected by law in any activity or operation of the institution.

HARASSMENT

The University affirms its dedication to foster a community that condemns all forms of discrimination or acts of intolerance including sexual harassment, intimidation, and retaliation.

CONFIDENTIALITY

Confidentiality of faculty, staff and student records is respected and maintained in accordance with University policies and procedures, federal laws, and state regulations. We use such records for legitimate purposes only and in accordance with proper authorization.

COMPUTER/TELECOMMUNICATIONS USE

The University's computer and telecommunication networks are University resources that are provided to employees, students, and volunteers to allow them to carry out the functions of the institution. Those who use the computer and telecommunication networks are responsible for the appropriate use of these resources. We understand, support, and abide by the policies concerning the ethical and responsible use of computers and electronic information at the University of Connecticut.

REGULATORY COMPLIANCE

The University of Connecticut Office of Audit, Compliance and Ethics strives to ensure that we meet the highest possible standards where relevant federal, state and local regulations, laws and guidelines are concerned. This office supports ethical conduct by all faculty, administrators and staff and requires ongoing monitoring of policies, procedures, and practices. Education is a key component of this program.

HEALTH AND SAFETY

We are responsible for complying with all workplace safety and health regulations and will report unsafe conditions, equipment or practices to appropriate University officials, as required by law.

CONFLICT OF INTEREST

We, as employees of the State of Connecticut, adhere to the guidelines set forth in the Connecticut Code of Ethics for Public Officials, as well as the University's Guide to the State Code of Ethics. We will not engage in outside activities which will create an actual conflict of interest and will strive to avoid the appearance of a conflict. If faced with a potential conflict of interest, members of the university community should disclose the nature of the conflict to the appropriate parties.

We do not accept gifts, including food and beverage, from vendors, lobbyists or any other person or entity that is doing business with or seeking to do business with the University unless permitted under the Connecticut Code of Ethics for Public Officials.

We do not accept secondary employment that will impair our independence of judgment as to our official duties or which will require us to disclose confidential information.

We will not use our state positions for personal financial gain beyond our official compensation, or for the financial benefit of our family members or domestic partners. We will not use state resources for personal use or for use unrelated to our University responsibilities.

PRACTICAL CONSIDERATIONS

- Have I treated others as I wish to be treated?
- Do I make discriminatory statements?
- Have I used my position to intimidate others?
- As a faculty member or staff member, should I accept a gift from a student?
- As a supervisor, should I accept a gift from a subordinate?
- As a staff member, should I accept a gift from my supervisor?
- Do I frequently use my university telephone for personal phone calls?
- Do I use my contacts at the University to help my outside business?
- What should I do if a vendor offers me a gift as a thank you?

- Do I maintain appropriate professional relationships with students, colleagues, patients, clients, and customers?
- Am I aware of any environmental hazard that should be reported?
- Do I take shortcuts that create a safety hazard?

BUSINESS, FISCAL, AND LEGAL STANDARDS

The University of Connecticut adheres to established business standards in its conduct as an institution of higher education and as a health care provider. We comply with all applicable federal, state, and local government laws and regulations and strive to follow ethical business practice standards. We endeavor to conduct all University business with honesty, integrity, accuracy, and fairness.

CONTRACTS

We strive to make all purchasing decisions based on the best interests of and value to the University. The University follows fair business practices in its contracting. We recognize the value of obtaining competitive bids when appropriate, maintaining independence, ascertaining the financial and legal status of vendors, and obtaining clear written agreements for services or goods to be purchased. We comply with all state guidelines regarding procurement activities. We comply with all laws relating to pricing, competition, and business arrangements.

PROPRIETARY INFORMATION

In the course of doing business, the University creates and receives information that could directly affect the success of its business ventures or those of its current or prospective business partners. If used inappropriately, this information could unduly benefit individuals who have access to such information. The University depends on the ethical business practices and personal integrity of its employees to protect this information from premature or improper use and disclosure.

PHYSICAL PROPERTY AND INTELLECTUAL PROPERTY, INCLUDING DATA

The University's physical property includes property that is owned by the University but entrusted to individuals or organizational units within the University. Examples include office and departmental equipment and supplies, vehicles, facilities, cash, reports and records, including clinical and billing records in department offices, computer software, electronic files and data, patents, trademarks and service marks.

We utilize such resources properly and protect property against loss, theft, misuse and waste. Research materials, inventions or devices developed through the use of University resources are the property of the University. Rights to such property may be transferred to other parties (such as commercial sponsors) only with express written authorization. Materials subject to copyright are generally not the property of the University. Research data is considered the property of the principal investigator or the joint property of collaborating individuals when research data is generated by a principal investigator working in collaboration with one or more faculty colleagues. Research data generated by postdoctoral fellows, graduate students, research trainees or others who have had significant intellectual input, shall be considered the joint property of the collaborating individuals.

FINANCIAL RECORDS AND FUNDING SOURCES

We understand that the federal and state governments constitute major funding sources for the University in student financial aid, research and other areas. As such, we acknowledge responsibility for the stewardship of such funds, understanding and complying with federal and state laws and regulations.

We maintain accurate and timely financial records in accordance with the University's policies and Generally Accepted Accounting Principles. We use appropriate internal financial controls to safeguard assets and to ensure compliance with all internal and external accounting rules and regulations. We cooperate fully with internal and external auditors and regulatory agencies during examinations of all books and records and do not alter or destroy any documents in anticipation of such reviews.

We, as employees of the University, accurately account for our time and properly document when seeking reimbursement for work-related expenses. We charge and bill for patient care services in accordance with third party regulations and applicable state and federal laws. We bill for medically appropriate services that are clearly and accurately documented in the medical record. We submit claims for services in a timely manner. We maintain accurate patient accounts and promptly correct billing errors. We acknowledge that clinical care providers, coding personnel and billing staff have a collective responsibility to understand the third-party regulations and federal and state laws governing the services they are providing.

PRACTICAL CONSIDERATIONS
- Did I document my work clearly, honestly and accurately?
- When I sign a document do I understand what I am signing?
- Do I promise business to a potential vendor without considering the competitive bidding process?
- Have I signed a contract without obtaining proper authorization?
- Am I wasteful of university supplies?
- Do I share my computer password with others?
- To view the University of Connecticut's Code of Conduct Policy in its entirety please visit the e-policy website at: http://policy.uconn.edu/2011/05/17/employee-code-of-conduct/

Acknowledgement of Receipt – ITS Confidential Information Policies/Procedures:

I hereby acknowledge that I have read and understand the ITS Confidential Information Policies/Procedures and been provided opportunity to ask questions regarding the same. I understand that failure to comply with the policies, rules and procedures referenced herein is grounds for immediate discipline, up to and including dismissal from the work position and the University, and in certain circumstances may further subject the employee to legal proceedings. I acknowledges that violations of the aforementioned Policies and Regulations and/or any breach of confidentiality (including any discussions about the workplace on Social Networking sites, e.g. Facebook, MySpace, Twitter, Blogs, or any other Internet related forum) will result in immediate termination and may also result in appropriate disciplinary measures in accordance with local, State, and Federal laws, as well as University Laws and By-Laws, General Rules of Conduct for All University Employees, and the University of Connecticut Student Conduct Code.

My signature below verifies that I have read and understand the ITS Confidential Information Policies/Procedures.

Acknowledgement of Receipt – University Dual Employment Policy:

I hereby acknowledge that I have read and understand the ITS policy on Dual Employment. I understand that if I am going to be paid on another state of CT payroll in addition to the UConn student payroll (i.e. Department of Transportation or another State Agency), I am required to immediately bring this to the attention of the ITS-HR student employee contact.

My signature below verifies that I have read and understand the Dual Employment Policy.

Acknowledgement of Receipt – University of Connecticut Code of Conduct:

I hereby acknowledge that I have read the University of Connecticut's Code of Conduct Statement. I understand that this is to inform of the conduct that is expected of employees of the University of Connecticut.

My signature below verifies that I have read and understand the University's Code of Conduct Statement.

Acknowledgement of Receipt – ITS HuskyTime Timecard Policy

I hereby acknowledge that I have read and understand the UConn policy on submitting student employee timecards. I understand that if timecards are not submitted by the deadline or improperly completed, a delay in receiving a paycheck for that period may occur.

My signature below verifies that I have read and understand the ITS HuskyTime Timecard Policy.

Acknowledgement of Receipt – ITS Student Employee Handbook

My signature below verifies that I have read and understand the contents of the ITS Student Employee handbook.

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TO BE SIGNED ELECTRONICALLY VIA PROVIDED LINK