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Welcome:

Your employment with Polytec begins a relationship of progressive university development, team building, and professionalism of the highest quality. Your opportunities for growth within the university are yours to choose and often, create.

Polytec is the Miami and Orlando campuses of Polytechnic University of Puerto Rico founded in 1966, which holds international recognition and accreditation for programs in engineering, architecture, and business and computer science. More than 5,000 students are presently enrolled at the San Juan campus. Our goal is to create a smaller, more personalized school in the Miami and Orlando areas not to exceed 1,500 students.

Your skills, talents and forward thinking should always serve students in ways that they become leaders of the community and country. Leadership and knowledge linked with practical application is the foundation of a strong society in which we will contribute. We have a commitment to integrity, ethics, and community service.

I look forward to meeting you personally during my time on the Miami and Orlando campuses and welcome your communication. On behalf of the university family, I wish you success in your professional endeavor with Polytec.

Sincerely,

Ernesto Vazquez-Barquet
President
I. Introduction

A. Purpose of Employee Handbook

This Handbook is designed to acquaint the employee with Polytechnic University of Puerto Rico, Miami and Orlando campuses (hereafter referred to as Polytec) and to give every employee a ready reference to answer most of their questions regarding their employment with the university. We intend for this Handbook to clarify Polytec’s expectations and establish avenues for open communication.

The contents of this Handbook constitute a general overview of the employee benefits, personnel policies, and employment regulations in effect at the time of publication, and are not intended to be all-inclusive. Polytec reserves full discretion to add, modify or delete provisions of this Handbook at any time without advance notice. For this reason, employees are encouraged to consult with the Human Resources Department to obtain current information regarding the status of any particular policy, procedure, or practice.

All employment at Polytec is at will. This means that employment with Polytec is for no definite period; employment may be terminated by the employee or by Polytec at any time, with or without cause or notice. The status as an “at will” employee may not be changed, except in a written document signed by the Campus Director. Thus, this Handbook and the guidelines, policies, and procedures contained herein do not in any way alter the “at will” nature of the employment. Further, this Handbook does not in any way constitute, and should not be construed as, a contract (either express or implied) or promise of employment nor does it otherwise create legally enforceable obligations on the part of Polytec or its employees.

B. Equal Employment Opportunity Policy

Polytechnic University of Puerto Rico is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, handicap, disability, age or any other characteristic protected by law (referred to as protected status). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as use of all Polytec facilities, participation in all Polytec sponsored activities, and all employment actions such as promotions, demotions, compensation, benefits, and termination of employment.

C. Harassment/Discrimination/Retaliation

Harassment of any employee based on any protected status or any other personal attribute protected by federal, state or local law is prohibited. While it is not easy to define what harassment is, examples include verbal (including improper joking or teasing) or physical conduct that denigrates or shows hostility toward any employee because of his or her protected status.
Sexual Harassment

Polytec prohibits any sort of direct or implied sexual harassment. Sexual harassment is a form of sexual discrimination and is defined as:

- Unwelcome sexual advances
- Request for sexual favors; and all other verbal, physical, or visual conduct of a sexual or otherwise offensive nature, particularly where:
  - submission to such conduct is made explicitly or implicitly a term or condition of employment
  - submission to or rejection of such conduct is used as a basis for decisions affecting an individual’s employment or
  - such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment
- Sexual innuendo, suggestive comments, sexually oriented “kidding or teasing,” “practical jokes” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material; or
- Unwelcome physical contact, such as patting, pinching or brushing against another’s body.

If you believe that someone has violated this policy irrespective of the position or relationship that person holds with Polytec you should bring the matter to the attention of your superior and the Human Resources Department. If, however, your superior is the person to whom the complaint is directed or you do not feel comfortable complaining to this person, then the complaint should be taken to the next higher management level. In all cases, the complaint must also be taken to the Human Resources Department.

Your concerns will be promptly investigated and kept confidential to the extent possible, consistent with the conduct of a full and fair investigation. Communications will be made to others only on a limited “need to know” basis. If you make a complaint under this policy and have not received a timely response, you should contact the Campus Director.

Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, or immediate termination. Anyone, regardless of position or title, found through the investigation to have engaged in harassment, discrimination or retaliation will be subject to discipline up to and including termination. If the investigation is inconclusive, Polytec may still provide counseling or take other appropriate action.

Polytec prohibits any sort of discipline or retaliation for reporting in good faith any incident of discrimination or harassment in violation of this policy, pursuing any such claims or cooperating in the investigation of such report.
Employees violating Polytec’s EEO policy shall be subjected to disciplinary action up to and including termination.

D. Disability Accommodation

Polytec is fully committed to ensuring equal opportunity in employment for qualified persons with disabilities or handicaps. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations are available to all disabled or handicapped employees, where their disability or handicap affects the performance of job functions providing that the requested accommodation does not place an undue hardship on Polytec. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability or handicap of the individual.

E. Open Door Policy

Polytec is committed to its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question may be brought to the attention of management. Polytec will strive to ensure fair and equitable treatment of all employees. All employees, including management, are expected to treat each other with respect. Employees are encouraged to offer management positive and constructive feedback whenever necessary in order to improve any aspect of our operation.

F. Request for Review

A non-probationary, full-time, non-management employee may take the steps outlined below if, after discussing the matter with their immediate supervisor, they continue to believe:

1. that Polytec’s policy has been improperly applied, or
2. they have been improperly disciplined by receiving time off without pay, or
3. have been improperly terminated

The procedure cannot be used to appeal decisions related to Polytec’s responsibility in determining the number and assignment of employees, to establish rules of conduct, to determine the hours and days of work, starting or quitting times, wages or benefits, or safety and procedural matters.

Step One

The employee files a written Request for Review to appeal the supervisor’s decision. The request must be filed by the employee within seven (7) calendar days after the date he/she learns about the supervisor’s decision of which he/she is requesting a review.
The employee prepares an original and four copies of the written request explaining the reasons why they feel the actions taken against them were improper. The request is routed as follows:

1. Original and two copies to employee’s immediate supervisor, who will date, sign and return one copy to the employee to acknowledge receipt of the request. The employee retains this copy for their personal file.
2. One copy to the employee’s Manager and one copy to Human Resources.

The supervisor receiving the employee’s Request for Review will promptly give the original to the supervisor or manager to whom he/she reports. That individual will review the case and render a decision within seven (7) calendar days. The decision is sent to the employee, with a copy to the Human Resources Department and to the employee’s supervisor.

**Step Two**

An employee who is dissatisfied with the decision in Step One may submit an appeal within seven (7) calendar days after receiving that decision. The employee files his/her appeal in writing as follows:

1. original to the Campus Director
2. one copy to employee’s immediate supervisor
3. one copy to employee’s Manager, one copy to the Human Resources Department.

The employee must submit a copy of his/her original request for review with the answer they received in Step One. Any additional facts may be submitted at this time as part of the appeal and or through the use of attachments.

The Campus Director will review the case and render a written decision within seven (7) calendar days following receipt of the appeal. This decision will be returned to the employee with a copy to their immediate supervisor.

This is the final step in the Request for Review procedure and the decision rendered is final and binding upon both Polytec and the employee.
II. Employee Status, Records and Information

A. Employee Classification

Employees are classified in accordance to the terms under which they have been hired.

- Regular Full-Time: Regularly scheduled for the full forty (40) hour work week applicable to the department.
- Regular Part-Time: Regularly scheduled each week for less than thirty (30) hours. Part-Time employees are ineligible for benefits except as indicated.
- Temporary: Scheduled either as full-time or part-time and hired for a limited period of time. Temporary employees are ineligible for benefits except as indicated.

Regardless of their classifications, all employees retain “at will” status.

Polytec has a flex schedule which may be used by those employees who face unexpected situations. An employee may start or finish their work schedule before or after their official schedule as long as it is pre-approved by their supervisor.

B. Evaluation Period

All employees are evaluated on a yearly basis. The evaluation allows Polytec to make sure that the employee can handle their work responsibilities and that their abilities are consistent with the demands of the job.

C. Personnel Records

Employees must promptly notify the Human Resources Department of any changes in their name, address, telephone number, beneficiary, number of exemptions and or emergency contact number. This information is necessary in order to keep your personal data current, and to adjust insurance coverage and other pertinent benefits information.
D. Outside Inquiries Concerning Employees

All inquiries concerning employees from outside sources should be directed to the Human Resources Department. No information should be given regarding any employee by any other employee or manager to an outside source.

E. Confidentiality

All records and files of Polytec are the property of the University and considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters, student files and grades, payroll or personnel records of past or present employees as well as all records pertaining to vendors and suppliers.

III. Compensation

A. Work Schedules and Time Keeping

Attendance is an essential part of your job and you are expected to be at work at your scheduled time every work day. You are also expected to take your lunch/meal times within the time limits set by your department head. If you are going to miss work because you are going to be late or you are sick, you must notify your immediate supervisor at least thirty (30) minutes before your start time or as soon as practically possible. If you do not inform your tardiness or absence in a timely manner it may be considered an unapproved, unscheduled absence. If you fail to notify your absence for three (3) consecutive days, you will be considered to have abandoned your job and have voluntarily resigned. These rules will be enforced uniformly on a non-discriminatory basis. Excessive absenteeism or tardiness (whether excused or unexcused) and absences without notice may lead to disciplinary action, up to and including termination.

All employees are required to complete a weekly timesheet. Timesheets must be submitted to the Human Resources Department on the Tuesday following the previous pay date. Any changes in schedules due to institutional recesses will be notified by the Human Resources Department.

Polytec operates on a Monday through Saturday schedule with operations running from 9:00 a.m. to 10:00 p.m.

The regular workweek for administrative personnel shall generally consist of forty (40) hours. Usually, our normal hours are 9:00 a.m. to 8:00 p.m., Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Friday; however, some employees may be scheduled to work half days on Saturdays. Individual departments may have different days and hours of operation. The department head will inform its employees as to their schedule. Polytec reserves the right to require, when necessary, for employees to work outside their normal work schedule.
The allotted time for lunch periods will be thirty (30) minutes. Lunch periods shall be scheduled in a manner as to best serve the operation of the department. All employees are expected to utilize their lunch periods as scheduled by their supervisor.

Time worked is all time actually spent on the job performing assigned duties. Overtime work must always be pre-approved by the department head or office supervisor before it is performed. Only employees classified as non-exempt under the law will be eligible for overtime compensation at the rate of one and one half times (1 1/2) for all hours worked in excess of forty hours per week.

Overtime work performed without proper authorization will not be compensated and may result in disciplinary action up to and including termination.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action up to and including termination of employment.

B. Pay Day

Employees are paid every other Friday. If pay day falls on a holiday, checks or direct deposits will be made available the day before the holiday. Employees with questions concerning their paycheck should discuss the matter with the Human Resources Coordinator. Any corrections, if necessary, will be made by the payroll office and reflected in their next paycheck.

Employees may elect to direct deposit their paychecks. This option will be provided to all new hires when completing employment papers or at any time if the employee did not elect to do so when hired. Please keep in mind that the set up by our payroll department may take several weeks before direct deposit of employee payroll takes place.

IV. Benefits

A. Purpose

Polytec provides full-time employees a comprehensive benefit program after one month of continuous employment. This Handbook merely provides a summary of certain benefits. The employee should be aware that these benefits or portions thereof are subject to change. More detailed information on these benefits as well as any changes may be obtained through the Human Resources Department.
B. Health and Dental

Polytec provides contributory health and dental insurance plans. Eligible employees commence coverage no later than the first day of the month following thirty (30) days of continuous employment. Employees can also insure eligible dependents. Further information is available in the Human Resources Department.

C. Life and Disability Insurance

Polytec provides life and short-term disability insurance to all eligible employees upon completion of thirty (30) days of employment. Enrollment in these plans is on the first of the month following the thirty days. Polytec will provide basic life insurance as stipulated in the life insurance policy at no cost to the employee. Further information is available in the Human Resources Department.

D. Vacation

Full time employees will accrue vacation at the rate of one-and-a-half (1½) days per month up to a maximum of eighteen (18) days per year. This accrual becomes effective after working a minimum of 90 hours in any given month.

Vacation becomes earned as it is accrued and employees may commence to use it upon completing their evaluation period at the end of ninety (90) days of employment. All planned vacation must be scheduled in advanced and approved by the department supervisor. For payroll purposes, employees must complete a Request for Leave form, approved by their supervisor. The approved form should be forwarded along with the employee’s timesheet to the Human Resources Department for processing and to insure pay continuation during this period.

Any unused vacation may be carried over to the following year with a maximum of eighteen (18) days accumulated. The payment of earned vacation in lieu of observing vacation is not allowed; except at the time of employee separation from Polytec.

E. Sick Leave

Employees will accrue sick leave while on a pay status at the rate of one-and-a-half (1½) days per pay month, up to a maximum of eighteen (18) days per year. This accrual becomes effective after working a minimum of 90 hours in any given month. Sick leave becomes earned as it is accrued and employees may commence to use it upon completing their evaluation period at the end of ninety (90) days of employment. Sick leave accrual may be carried over to the following year for a maximum accrual of eighteen (18) days. Employees are reminded that this accrual is to be used by employees when sick and should not be used for any other purpose. Sick leave should be used judiciously since an employee may find themselves without any sick leave accrual when needed in order to insure their pay continuance.
For payroll purposes employees must complete a Request for Leave form upon returning from sick leave. Once the form is completed and approved by the immediate supervisor, it should be forwarded along with the weekly timesheet to the Human Resources Department for processing. A Request for Leave form must be accompanied by a return to work notice from the employee’s doctor for any sick leave consisting of three (3) or more consecutive days. In the event of a scheduled surgery or any other prescheduled medical testing, the employee is to notify their immediate supervisor of the date(s) he/she will not be able to report for work.

F. Paid Holidays

New Year’s Day
Three King’s Day
Martin Luther King Jr. Birthday
Presidents Day
Holy Thursday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran’s Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Years Eve

If a holiday falls on a Saturday or Sunday, the President of the university will determine when and if the holiday will be observed.

Additionally, employees will have twenty-four (24) hours of Personal leave per calendar year. Institutional recess is usually observed the last two (2) weeks of December. These days will vary from year to year based on the holidays and the Academic Calendar.

G. TIAA-CREF Retirement Program

Full-time employees are eligible to participate in the TIAA/CREF retirement program as of the first day of employment. The Human Resources Department will provide employee’s with a registration package and a letter of agreement so that employee’s salary is reduced by their contribution to plan on a pre-tax basis. Polytec will contribute to the plan on behalf of the employee on a percentage basis. Polytec will only contribute to the plan as long as the employee is a participant.
H. Staff Tuition Remission Program

Full-time employees are eligible to enroll in classes with a 50% tuition reduction for a maximum of 10 credit hours per trimester. In order to qualify for tuition remission, employees must have successfully completed the ninety (90) day evaluation period and capacity availability in the course.

Enrollment must be approved by their Department Head and employee must comply with all entry requirements. The tuition remission form must be approved by the Human Resources Department prior to class registration. Employees may register for up to ten (10) credit hours per trimester and will be responsible for all fees, books and any other class requirements. The 50% tuition reduction will become effective with the submission of the employee’s qualifying final grade.

After one year of service and with the approval of their Department Head an employee may attend classes during working hours. These hours will be charged against the employees accrued vacation time.

V. Leaves

A. Bereavement Leave

Full-time employees are eligible to receive up to three (3) days of paid bereavement leave in the event they miss work days due to the death of a member of the employee’s immediate family. The immediate family includes spouse, children, stepchildren, parents, grandparents, grandchildren, brother, sister, spouse’s parents, spouse’s brother or sister and any other relative who resides in the employee household. If the death occurs out of state, the leave may be extended to five (5) days.

An employee who is notified of a death in his or her immediate family while at work will be paid for the remainder of their scheduled hours that day. The leave will not commence until the next regularly scheduled work day. All time off in connection with the death of one of the above-listed relatives should be coordinated and scheduled with the employee’s supervisor.

B. Other Leaves and Time off Policies

Polytec will provide employee’s with other type of leaves of absence as required by law, such as jury duty or military leave, in accordance with the particulars of those laws. If an employee is interested in finding more information on Polytec’s time off policies relating to vacation, sick leave, personal leaves of absence, etc., they should contact the Human Resources Department.
VI. Policies

A. In General

The Employee Handbook will help you understand what is expected of you with regard to proper behavior, performance, and personal conduct. By complying with the standards contained in the Employee Handbook, you will help to maintain a positive, safe work environment for you and your colleagues. To address those times when you have not lived up to positive standards, we may provide you counseling, institute progressive discipline, or terminate your employment if your conduct warrants it. Polytec has the sole discretion to decide whether counseling, progressive discipline, or immediate termination is appropriate.

Any violation to Polytec’s policies and procedures will be considered misconduct. Although it is not possible to identify every possible act, which constitutes misconduct, the following list will serve as a partial guide:

- Supplying false or misleading information when applying for employment or during your employment
- Reporting to work unfit or impaired; using, selling, possessing, distributing or being under the influence of alcohol while at work; using, selling, possessing, distributing or being under the influence of illegal drugs whether on company time or premises; or abusing prescription drugs
- Insubordination
- Theft, misappropriation, destruction, or unauthorized use of company or fellow employee’s property
- Engaging in unethical or illegal conduct
- Excessive absenteeism or tardiness
- Disclosing confidential information to unauthorized people
- Having a conflict of interest
- Making or publishing false or malicious statements concerning an employee, supplier, student, client or the University
- Unauthorized removal of Polytec property
- Failure to observe safety rules
- Damaging or destroying an employee’s or Polytec property due to careless or willful acts
- Conduct that reflects adversely upon you and us
- Performance which does not meet the requirements of the position
- Other circumstances which warrant disciplinary action
Depending on the nature and severity of the misconduct as well as whether it has previously occurred, you supervisor and the Human Resources Representative may investigate your actions using any and all means available to Polytec. An investigation is designed to obtain all pertinent facts and may include interviewing you and other witnesses, reviewing documents, etc.

Outside parties are not allowed to participate in the internal investigation. Failure to cooperate with an internal investigation is grounds for disciplinary action up to and including termination.

When the investigation is complete, your supervisor and the Human Resources Representative will review the facts and applicable policy violation. At this point, a recommendation will be made as to the appropriate discipline the violation warrants; this may be progressive discipline or termination of employment. The system of progressive discipline gives the employee notice of deficiencies in performance or behavior and the opportunity to improve and/or correct the problem. When misconduct occurs, progressive disciplinary action may include but is not limited to the following: counseling, verbal reprimand, written warning, suspension with or without pay or termination.

B. Standards of Conduct

1. Conflict of Interest

Polytec’s policy forbids a financial interest in an outside concern which does business with Polytec (except where such interest consists of securities of a publicly owned corporation regularly traded on the public stock market). Rendering of directive, managerial, or consulting services to any outside concern which does business with Polytec, except with the knowledge and written consent of the Campus Director, is not permitted.

If the employee feels there is a possibility of a conflict of interest, the situation should be disclosed to the Campus Director, who will make a determination regarding the issue. If there is no conflict, a written approval will be issued.

2. Substance Abuse/Smoking Policy

It is our desire to provide a drug, alcohol and smoke free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Our offices are smoke free and as such designated smoking areas are provided.

While at the worksite and while conducting business related activities off premises, no employee may use, possess, distribute, sell or be under the influence of alcohol
or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place.

Following is a list of some but not all circumstances considered reasonable that could be indicators of substance abuse:

- Observed alcohol or drug abuse during working hours on Polytec premises
- Apparent physical state of impairment
- Incoherent mental state
- Marked changes in personal behavior that are otherwise unexplainable
- Accidents or other actions as well as personal observation that provide reasonable cause to believe the employee may be under the influence of drugs or alcohol

3. Work Place Violence Prevention

We are committed to preventing workplace violence and maintaining a safe work environment. The following guidelines have been adopted to deal with intimidation, harassment, or any other threats of (or actual) violence that may occur during business hours or on Polytec premises.

- All employees should be treated with courtesy and respect at all times.
- Employees are expected to refrain from fighting, horseplay, or any other conduct that may be dangerous to others.
- Firearms, weapons of any kind, and other dangerous or hazardous devices or substances including but not limited to ammunition, fireworks, or other similar items are prohibited from Polytec premises.
- Conduct that threatens, intimidates, or coerces another employee, a student; staff member, vendor or the public will not be tolerated.
- All threats of (or actual) violence, both direct and indirect should be reported using the procedures described in the EEO Policy.

We will promptly and thoroughly investigate all report of threats (or actual) violence and of suspicious activities. The identity of the individual making a report will be protected as much as practical. In order to maintain workplace safety and the integrity of its investigation employees may be suspended with or without pay pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, including suspension or termination of employment.
4. Solicitation and Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed material of any kind, sell merchandise, solicit contributions, or solicit for any other cause during working hours. Employees who are not on working time (e.g., lunch or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, non-employees may not distribute literature or printed material of any kind in Polytec premises at any time.

C. Safety

Each employee is expected to obey safety rules and regulations as issued from time to time and to exercise caution in all work activities. Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Employees must immediately report any unsafe condition to the appropriate supervisor and/or Human Resources Department. Violating safety standards, causing hazardous situations, or failing to report or where appropriate, remedy such situations, may be considered sufficient cause for disciplinary action, including suspension or termination of employment.

D. On the Job Injury

Polytec will provide a comprehensive worker’s compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker’s compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their immediate supervisor and complete an injury report as soon as medically possible. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Polytec nor the insurance carrier will be liable for the payment of worker’s compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Polytec.
E. Miscellaneous

1. Personal Appearance

Discretion in style of dress is essential to the image we project since it becomes a direct reflection on Polytec. Employees are, therefore, expected to dress in a manner that is appropriate for the job they perform and which projects a professional image to anyone who comes in contact with Polytec personnel. We expect all employees to present a neat, well-groomed, and business like appearance.

Please avoid extremes in dress, such as flashy, skimpy, or revealing outfits, cut up or holes in jeans, hip huggers, tight fitting knits, shorts, sweat suits, exercise wear, tank tops, and T-shirts, as well as shower shoes, flip-flops, or any other similar footwear. Such clothing and footwear are not considered appropriate and should not be worn to work. This list is not all-inclusive, and employees are encouraged to use their good judgment.

Fridays will be considered as casual or dress-down days unless you have a business meeting or plan on receiving outside people in the office.

Exceptions to the dress code will be made on a case-by-case basis to accommodate religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public. Request for accommodations should be presented to the Human Resources Department.

Employees who report to work in unacceptable attire may be required to leave work and return in acceptable attire. Such time off from work will be without pay. Repeated disregard for this policy may result in disciplinary action up to and including termination.

2. Employment of Relatives/Fraternization Policy

Whenever a particular working relationship is created or developed that might be detrimental to the best interest of Polytec, Polytec will consider the nature of the employment and the nature of the relationship, and will make a decision regarding job placement. In some cases, this may result in a decision not to hire an applicant, or may require one or more of the employees involved to transfer to another department, or to terminate their employment with Polytec.

Working relationships which might be detrimental to the best interest of Polytec include employment of any two employees in a direct supervisory relationship, or in the same department or on the same shift, where there is between the employee involved (whether they are married or not, or otherwise related or not) a sufficient close emotional, physical, or romantic relationship so as to create a concern about the possibility that such relationship might interfere with the operations of Polytec.
In no case shall a person who is a spouse, sibling, parent, or child of a current employee be hired or transferred into a position where the current employee or the proposed employee would become their supervisor and could recommend personnel actions affecting the relative. Also, no relative by blood or marriage will be employed in a position requiring that person to report to the same immediate supervisor as the current employee.

3. Bulletin Boards

Polytec maintains a bulletin board as an important source of information. This bulletin board is to be used solely to post information approved by Polytec regarding our policies, government regulations, and other business matters of concern to all employees and related to the employee’s employment by Polytec.

Employees are expected to check the bulletin boards on a regular basis. No information may be placed on the bulletins boards without prior approval from the department supervisor or Human Resources.

VII. Conclusion

The Employee Handbook highlights the benefits and responsibilities we all have at Polytec. By keeping the contents of the Employee Handbook in mind, most of your questions and concerns as an employee will be answered.

Once again, welcome to Polytec, and we look forward to working with you.
VIII. Employee Handbook Acknowledgment Form

I understand that the Employee Handbook describes important information about Polytechnic University of Puerto Rico and that revisions to these policies may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

- My employment with Polytec is entered into voluntarily and that I and Polytec are free to end the employment relationship at any time, for any reason, with or without cause or advance notice.
- These policies are neither a contract nor a legal document.
- Polytec has sole discretion in altering these policies from time to time.
- I have read and will comply with all policies contained herein and any revision’s made to them.
- These policies supersede any and all prior editions.

________________________________________  ________________________________
Employee Signature                          Date

________________________________________  ________________________________
Print Name                                  Polytechnic University of the Americas