CREC

Excellence in Education

YOU & CREC

EMPLOYEE MANUAL

DEPARTMENT OF HUMAN RESOURCES

SEPTEMBER 2022

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PLEASE NOTE: All items are clickable.

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NOTICE TO EMPLOYEES

Please read carefully!
THIS MATERIAL DEFINES YOUR RIGHTS AND RESPONSIBILITIES

Introduction and Disclaimer Notice

This Employee Manual is designed to acquaint you with the Capitol Region Education Council (CREC) and provide information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all personnel policies and practices. This manual describes many of your responsibilities as an employee and outlines the programs developed by CREC to benefit employees. One of our objectives is to provide a work environment that is conducive to both professional and personal growth.

No employee manual can anticipate every circumstance or question about policy. This manual is not an employment contract and is not intended to create contractual obligations of any kind, either with respect to the employment relationship itself or to any policies or benefits described herein. Where there are differences between the provisions of this manual and more specific statements contained in the files of CREC (such as insurance policies), or in collective bargaining agreements, those statements shall control. The employment relationship between CREC and its employees (unless the employee is a member of a collective bargaining unit) is employment at will. Under this relationship, neither the employee nor CREC is bound to continue the employment relationship and either may choose, at will, to end the relationship at any time, for any reason, with or without notice. If you are a member of a collective bargaining unit, and there is a difference between the provisions of this manual and the collective bargaining agreement, the collective bargaining agreement controls.

The need may arise to change policies described in this manual. CREC, therefore, reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this manual at its sole and absolute discretion. Employees will be notified of such changes as they occur. Please note: this manual is the property of CREC.

CREC – THE ORGANIZATION

Dear CREC Employee:

I would like to take this opportunity to reaffirm our commitment to providing a safe, dynamic, and enjoyable workplace and educational facility for all who come in contact with us. The challenges presented to our students will be met as we work together to fulfill the vision for CREC as set by the CREC Council. CREC's vision statement reads as follows: "To become our member district's primary resource to facilitate collaborative efforts that create equitable and sustainable educational opportunities, assist in maximizing district and regional resources, and advance successful educational practices for all learners at all ages." I know each of you will do your best to keep CREC at the forefront of educational leadership.

I would also like to remind you of our commitment to providing an environment free of sexual harassment and other civil rights violations. It is extremely important that each of us be sensitive to the diversity of our staff, customers, and students. Thoughtless comments may be just as hurtful as overt intimidation. It is your responsibility to report any violation of civil rights that you experience or observe. This includes any civil rights violation experienced by you, any other CREC employee, student, member of the public, or any other individual on CREC premises or in contact with a CREC employee through CREC business.

I encourage you to bring such matters to the attention of your program director or administrator. In the event that you prefer not to follow that course of action, you may contact the Director of Human Resources or bring the matter directly to my attention. The Civil Rights Grievance Procedure Form is also available online on CREC Online Resources & Information (CORI) at cori.crec.org, under Human Resources >Policies and Procedures.

I am confident that you will continue to bear your responsibility for ensuring that CREC continues to be an excellent environment to work and learn.

Sincerely,

Greg J. Florio, Ed.D. Executive Director

WHAT WE DO

The Capitol Region Education Council (CREC) is a regional educational service center. Our mission is to help our regional school systems to work together to meet educational needs and solve common educational problems. All of our programs have been designed to improve the quality of public education. This is why CREC exists.

Although we are a voluntary association of local boards of education, CREC operates somewhat like a business. The 35 school districts that are members of CREC support it financially by purchasing services. However, the school systems are not required to do so. In order to survive and flourish, CREC must continually work hard to earn the support and involvement of local districts by providing necessary, high-quality services that are cost effective. Anything less diminishes our value as a cooperative educational resource to local schools. While most of our financial support is from sale of services, CREC is eligible for state, federal, and private grants, and receives some basic support from the State of Connecticut.

HOW WE OPERATE

CREC is governed by board of education members appointed by each member school district. One representative from each district forms the Council, which is responsible for making policy.

The Council meets nine months in the year to address programmatic, fiscal, and personnel items. The executive director carries out the directives of the board.

CREC is geographically and programmatically diverse. We employ approximately 2,500 people including project consultants, temporary and substitute employees, and are supported by an annual budget of approximately $400 million. Our central administration, better known as "CREC Central," is located at 111 Charter Oak Avenue, Hartford. CREC programs and schools are located throughout the region.

CREC's Divisions and Programs:

Business Services
School Choice
Communications
Community Education Services
CREC Resource Group
Human Resources
Magnet Schools
Open Choice Program
Diversity, Equity & Inclusion
Head Start
Operations
Facilities and Construction
Food Services
Information Technology Services
Safety and Security
Transportation
Student Services

CREC
Excellence in Education

MISSION

To pursue equity, excellence, and success for all through high-quality educational services.

VISION

To become our member districts' primary resource to facilitate collaborative efforts that create equitable and sustainable educational opportunities, maximizing district and regional resources and advancing successful educational practices for learners at all ages.

CORE VALUES

Expect Excellence	Demand Equity
Act with Courage	Embrace Collaboration

GOALS

CREC will be an efficient, accountable, and transparent organization.

CREC will be an organization that values and develops its employees.

CREC will be the convener of regional conversations to share, analyze, and disseminate data for the purpose of assisting with educational planning at the local and regional level.

CREC will work to eliminate bias and implement equitable practices, policies, and structures that lead to successful outcomes.

CREC will be an expert and a partner in the development and implementation of innovative, research-driven programs and services to support children, families, adults, and communities.

CREC will work collaboratively to develop sustainable and equitable school choice programs in the region.

CREC will lead the region's efforts to increase the number of students who demonstrate preparedness for college or careers.

DIVERSITY, EQUITY, AND INCLUSION

CREC is an intentionally diverse social justice organization whose members work to acknowledge, respect, and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion. We commit to affirm and honor the lived experiences of others, to willingly challenge inherited beliefs and ideologies, and consequently learn, grow, and serve.

CREC – EMPLOYEES

YOU AND CREC

CREC's greatest resource is its workforce. You and the other employees who work for CREC are the measure of what this organization can do. Whether in administration or teaching, support, professional, or clinical services – your abilities, energies, and commitment largely determine what this organization will accomplish.
CREC is a demanding, yet rewarding environment in which to work. We expect a lot from our employees. Our customers have high expectations of us and expect us to help meet their needs.

There's a challenge in working for an organization that changes rapidly. But, as the needs of our customers change, so must CREC. Our employees must be flexible, able to adapt to new areas of service, new locations and new customers. CREC strives to provide opportunities for staff training so that you continue to grow as the organization does.

CREC needs people who are efficient, responsive, and dedicated to serving children, families, and educators. We seek people who are passionate about helping others and who take pride in their work. CREC's mission demands it

YOU AND YOUR JOB

Most CREC employees have a job description. It tells them what to expect from their job and what CREC expects. CREC offers many different services. Although you share a job title with many other employees, your specific responsibilities may vary according to the nature of your program. For example, a paraeducator working with emotionally disturbed adolescents will have different responsibilities than one working in a class with elementary- school-aged, hearing-impaired students. To access existing job descriptions, please visit http://www.crec.org/careers/.

The most important written document that describes your rights and responsibilities is the CREC Personnel Policy and Procedures document, available on CREC's website at www.crec.org/about/policies.php. It contains an overview of all CREC policies and procedures related to: employment, wage and salary, benefits/leaves of absence, and staff regulations. Many of your rights and responsibilities are outlined in those procedures.

After reviewing the CREC Personnel Policy and Procedures, if you still have questions, please contact the Department of Human Resources at 860-524-4070 or via email at HumanResources@crec.org. Staff in the department can lead you to the appropriate unit, program, or person for the answer. The Department of Human Resources provides services and information in the following areas:

- Annual salary notices
- Benefits
- Job vacancies
- Annual salary notices
- Personnel files and records
- Interpretation of personnel policies an d prcedures

EMPLOYEE CLASSIFICATION

The following positions are represented by distinct bargaining units. Employees are encouraged to connect with their bargaining units for information and additional support. All other employees are considered "Non-Bargaining Unit" employees.

ROLES	BARGAINING UNITS
Certified Administrators	CREC Administrators Association
Teachers	Capitol Region Education Council Education Association ("CRECEA")
Paraeducators and Child Care Workers	Local 1303 of Council 4 American Federation of State, County and Municipal Employees, AFL-CIO ("AFSCME")
Hartford and Granby Drivers	Teamsters Local 671
Health Professionals (RN, APRN, LPN, OT, PT, and Audiologists)	American Federation of Teachers - Connecticut (AFT)

COLLECTIVE BARGANING AGREEMENTS

New employees who are members of a bargaining unit are given a copy of their collective bargaining agreement prior to New Employee Orientation held each month online via a virtual platform. Collective Bargaining Agreements may also be accessed on CORI. Members of bargaining units should please take the time to read their contract. It will describe your specific rights under union representation.

The Open Door: CREC's management believes in open communication among all levels of staff within the organization. It is important and helpful to you, and essential to the effective operation of the organization. Your program manager is the direct line of communication between you and the organization and is most likely the person to help you get your questions answered.

CREC is an "at-will" employer and operates under the principle that employees have the right to resign their position at any time with or without notice, or with or without cause. CREC, the employer, has similar rights to terminate the employment relationship at any time with or without notice, or with or without cause. This status may only be altered by written approval of the Executive Director and executed for the specific employee.

As a new employee of CREC, you will become acquainted with CREC and your individual program through the following process:

When you are interviewed you are given information on your job and the individual CREC program in which you would be working. After being hired, you are required to attend the New Employee Orientation held by the Department of Human Resources. This orientation includes an overview of CREC as well as specific information related to your benefits. You may also attend a program specific orientation in addition to the Human Resources orientation.

PERFORMANCE EVALUATIONS

CREC has a firm commitment to the growth and development of its employees and considers evaluating staff performance and supporting their growth, one of the most important duties of a manager or supervisor. Our process of employee evaluation is a critical component of building relationships with our employees and designed to focus on development and support, with the goal of improving learning, growth and performance.

Frequent one-to-one meetings with your supervisor and setting performance and professional development goals are an integral part of the evaluation and support process at CREC. Check-in meetings between you and your supervisor throughout the year will provide opportunities to share your concerns, your aspirations and your successes with your immediate supervisor. On a yearly basis, a final evaluation is conducted and becomes part of your personnel file in the Human Resources Department.

The plans and required forms are featured on the Performance Evaluations page on CORI..

Your evaluation plays an important part of the analysis, along with your program manager's recommendation, in determining your annual salary increase. However, CREC reserves the right to take any factors it deems relevant into account when making salary decisions.

PERSONNEL FILE

Your official CREC personnel file is housed in the Department of Human Resources. You may review your file upon request to the Director or Assistant Director of Human Resources. You may have anything copied, except legally protected materials (e.g., transcripts), within a reasonable amount of time. **Please note**: Copies may be made available at your expense.

EMPLOYEE NETWORK GROUPS

Employee Network Groups (ENG) serve to enhance the experience and climate for individuals from systemically underrepresented groups. The traditional definition of an employee network group is an "employer-recognized group of employees who share the concerns of a common race, gender, national origin or sexual orientation--characteristics protected in some instances by law and in many organizations as a matter of company policy".

Employee Network Groups help create a sense of belonging for all employees, support a healthy and inclusive work environment, provide a collective voice around shared issues or concerns, and promote internal diversity initiatives.

Current ENGs include:

- Juntos Avanzamos Employee Network Group (We Advance Together)
- Black Employee Network Group (BEN)
- Pride LGBTQIA+ & Allies Employee Network Group
- US Military Community

To learn more about the CREC ENGs including how to join, please visit the Employee Network Groups page on CORI.

YOUR BENEFITS

Eligibility for benefits is determined by your position, your full- or part-time status, and the type of work for which you are hired each year. Project consultants, temporary, and substitute employees are ineligible for benefits except pursuant to applicable law.

ASSIGNMENT OF BENEFITS

Available benefits are determined based on an individual employee's classification, job title, number and length of workdays, and full- or part-time status. No benefits are assigned to employees working less than 15 hours per week, except pursuant to applicable law. Otherwise, employees working 15 – 19.9 hours per week are eligible for personal days and sick time ONLY (no holidays or vacations). Employees working 20 hours or more per week are eligible for benefits as stated in the Eligibility Tables in this manual.

The standard for determining eligibility for benefits is based on both the 12-month annual work year and the academic work year, both with a five-day work week. These standards are specified in the eligibility tables by job classification and working hours.

Employees assigned to work less than a full standard academic (school) or annual (fiscal) year and/or less than a five-day work week, will receive prorated benefits based on the appropriate standard work year and job classification, except pursuant to applicable law.

"Work Year" falls into two categories: annual (fiscal) year and academic (school) year. Specifically, these are:

Annual Work Year:

July 1 – June 30 of the following year

Academic Work Year:

Certified Teaching Staff: 180 - 227 days maximum)

Paraeducators/Child Care Workers: 180 - 188 days

Support Staff: 180 - 188 days

TEMPORARY PERSONNEL

A CREC "Temporary Employee" is defined as a person employed in a "temporary position," i.e., a position that is (1) not on the roster of permanent positions, and (2) is approved by the Director of Human Resources or their designee. Temporary employees are not entitled to paid time off, to receive any employee benefits, nor participate in any employee benefit programs, such as health or life insurance, except pursuant to applicable law. In addition, employees in this category do not accrue seniority rights or recall rights upon termination.

CREC retains the right to terminate the employment of any temporary employee at any time with or without cause as they serve as an at-will employee. A letter of appointment will be provided by the program to the temporary employee specifying the terms of the assignment. Temporary employees must acknowledge the terms and conditions of their employment by signing and returning a copy of the appointment letter. Furthermore, temporary employees are subject to the standard pre-employment process – application and background check.

While temporary employees may apply for openings in permanent positions through the application process, they will have no preference over other applicants. Information regarding The Temporary Personnel Policy #4220 is available on CREC's website at www.crec.org/about/policies.php .

ANNUAL INCREASES

Annual increases that are not governed by bargaining unit contracts are determined by merit basis only. They are effective each July 1.

To be eligible for a merit annual salary increase, an employee under an annual or academic work year must have commenced employment **on or before April 1** of the current fiscal year of employment.

NOTE regarding negotiated contracts:

- Certified Teaching Staff: please refer to your collective bargaining agreement between CREC and the CRECEA.
- Paraeducators/Child Care Workers: please refer to your collective bargaining agreement between CREC and the Local 1303 of the Council 4 American Federation of State, County and Municipal Employees, AFL-C10.
- Drivers: please refer to your collective bargaining agreement between CREC and the Teamsters Local 671.
- Nurses: please refer to your collective bargaining agreement between CREC and the American Federation of Teachers - Connecticut.
- Administrators: please refer to your collective bargaining agreement between CREC and the Administrators Association.

ANNUAL SALARY NOTICES

Annual salary notices are issued on or about July 31st of each new fiscal year. Annual increases not governed by bargaining unit contracts are merit-based only and awarded in July, if applicable. Wages are based on an individual's placement within a salary range. Such placement is determined at the time of hiring based on education and experience that is relevant to the position being filled.

PAYROLL

Timekeeper

Each program has a timekeeper or a supervisor who you can go to for help in filling out your electronic timesheet or issues you may have concerning your check. **All questions should be routed to the program first**.

Your program has a set day and time it will require you to submit your timesheet for payment. All paper timesheets from the programs are due in the Payroll Department by the end of the day on Friday, all electronic timesheets are due in the Payroll Department by the end of the day on Monday. Only a program timekeeper or manager may submit timesheets to the Payroll Department.

Payday

Employees are paid biweekly on Fridays. Checks are mailed on Friday (payday), there is no option for pick-up, please consider utilizing direct deposit if you would like to receive your monies in a more timely fashion.

Employment Eligibility Forms (I-9)

It is the policy of the Capitol Region Education Council to comply with the U.S. Immigration Law. CREC will verify the identity and eligibility of all persons hired after the effective date of the Immigration Reform Act (11-6-86). Employees who refuse to comply with this policy will face disciplinary action.

Direct Deposit

Employees are encouraged to have their checks direct deposited into their bank or credit union account. Direct deposit allows employees to have their paycheck deposited directly into a checking and/or savings account, if the service is available at their bank. This service is available to all employees. CREC Direct Deposit Forms are available in the copy center at CREC Central, by contacting your timekeeper, or on CORI > Business Services > Forms.

All employees covered by the collective bargaining agreement for teachers (CRECEA) and paraeducators (AFSCME) shall be paid via electronic direct deposit into a bank account designated by the employee. Such bank account information shall be provided to the Payroll Department via the CREC Direct Deposit Form. Designated banks may be changed in any month except for June, July and August. Please refer to the collective bargaining agreement for further information.

Payroll Deductions:

Costs for benefits, taxes, 403b plans, etc., that are the responsibility of the employee are deducted from biweekly paychecks. The following is a breakdown of the various payroll deductions.

FICA: A total of 7.65% of the gross are automatic payroll deductions from all non-certified personnel and is mandated by the Federal Government: 1.45% of the gross represents Medicare (this percentage deduction includes certified personnel); 6.2% represents Social Security.

Teachers' Retirement: "TRB 1.25%" and "TRB 7%" represent your teachers' retirement deductions. The State of Connecticut requires that all certified teachers who work more than half time pay into the Teachers' Retirement Fund. This deduction is made from the first and second payroll of each month (September through June.) In the months where there are three payrolls, no deductions will be made for teachers' retirement in that third paycheck.

Federal Income Tax (FIT): Automatic payroll deductions are made biweekly, based on the number of exemptions claimed on your Federal W-4 form.

State Income Tax (SIT): Automatic payroll deductions are made biweekly, based on the filing status selected on your Connecticut W-4 form.

Insurance: If an employee decides to select health insurance and/or the buy-up/optional long term disability (LTD) insurance, the employee's portion of the premiums will be deducted biweekly. Your benefit package will not become effective until the first of the month following your official start date or the month following a probationary period and the completion of a mandatory orientation session conducted by Human Resources. For any employee who is not on a full 12-month work year, insurance deductions for the months of July and August for health and/or optional LTD coverage will have extra deductions taken beginning January through June or February through June. Please refer to your bargaining agreement.

Union Dues: Union dues or any representation fee authorized or negotiated by CREC contracts will be deducted biweekly each month. For more information, contact your union president.

CREC Savings & Retirement Plan: A voluntary deduction is made biweekly from each paycheck for those employees who participate. The deduction code on your biweekly paycheck will reflect "pension" and will include the percentage elected.

Direct Deposit: All or part of your remaining pay may be electronically deposited into a banking institution you designate. You may have up to three (3) different direct deposits.

Note: For year round, salaried employees (excluding certified teachers), your pay is calculated based on your annual salary divided by the number of pays in the fiscal year. Each pay will be 1/26th of your annual salary, starting with the first check that is dated in July. Upon termination of employment from CREC, we will calculate the number of days worked for that fiscal year (what we owe you from your time worked), versus what you have already been paid year to date, to determine your final payout. You will also receive compensation for any accrued and unused vacation days remaining at the time of termination of employment.

ELIGIBILITY TABLES

The following tables provide you with the current listing of the benefits to which you may be entitled. If you have any questions, contact the Department of Human Resources at **860-524-4070 or via email at HumanResources@crec.org**. Except where otherwise provided by law, CREC reserves the right to amend, expand, or discontinue any or all benefits at its sole discretion. The specific benefits to which employees are entitled are subject to the applicable collective bargaining agreement, if any. The following eligibility tables are based on a full standard academic (school) or annual (fiscal) year.

Employees working less than a full standard academic (school) or annual (fiscal) year and/or less than a 5-day work week will receive prorated benefits based on their work schedule and job classification. Temporary employees will not be entitled to paid time off or receive any employee benefits or participate in any employee benefit programs such as health or life insurance, except pursuant to applicable law.

Administrative Staff (Bargaining Unit) – Jobs #101
Annual Work Year: 12 Months

Based on the terms and conditions during your employment with CREC, an administrator must be hired to work between 20 to 29.9 hours per week in order to qualify for basic benefits. Administrators are not eligible for vacation, medical insurance, or participation in CREC's 403(b) Savings and Retirement Plan if hired to work for fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, they are eligible for sick and personal days only. They are ineligible for benefits if hired to work less than 15 hours per week, except pursuant to applicable law.

Administrators are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation*	25 days annually accrued Accrued vacation time is prorated if employment begins less than a full fiscal year (July 1 – June 30). Vacation is accrued at 2.08 days per month.
Sick Leave	20 days annually, accumulative to 225 days maximum
Personal Days	3 days annually
Bereavement	5 days annually
Holidays	14 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan — A CREC match is available to eligible, participating, non-certified administrators.

In addition, participating non-certified administrators are eligible to receive either a minimum $1,000 administrator annuity or a maximum $2,000 administrator annuity. To receive the maximum $2,000 administrator's annuity benefit, a participating non-certified administrator must contribute a minimum of 8% of compensation or $8,000, whichever is greater. Otherwise, the minimum $1,000 administrator annuity contribution benefit will be applied.

A newly hired, non-certified administrator with less than two years of continuous employment who elects to participate in the plan, must contribute at least 1% of compensation or $1,000 whichever is greater.

CREC offers certified administrators the choice of participating in the minimum $1,000 administrator annuity benefit for certified administrators who contribute 1% of annual compensation or $1,000, whichever is greater or the maximum $2,000 administrator annuity benefit for certified administrators who contribute 2% of annual compensation or $2,000, whichever is greater. Depending on contribution annuity choice, CREC will deposit either $250 or $500 each quarter into a participating administrator's account.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and disability insurance.

Life Insurance: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

*Vacation time can be carried over for one year only with the exception of positions in grant-funded programs. No further vacation carryover beyond the next fiscal year.

Administrative Staff (Non-Bargaining Unit) – Jobs #121
Annual Work Year: 12 Months

Based on the terms and conditions during your employment with CREC, an administrator must be hired to work between 20 to 29.9 hours per week in order to qualify for basic benefits. Administrators are not eligible for vacation, medical insurance, or participation in CREC's 403(b) Savings and Retirement Plan if hired to work for fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, they are eligible for sick and personal days only. They are ineligible for benefits if hired to work less than 15 hours per week, except pursuant to applicable law.

Administrators are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation*	25 days annually accrued Accrued vacation time is prorated if employment begins less than a full fiscal year (July 1 – June 30). Vacation is accrued at 2.08 days per month.
Sick Leave	20 days annually, accumulative to 225 days maximum
Personal Days	3 days annually
Bereavement	5 days annually
Holidays	14 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan — A CREC match is not available to bargaining unit administrators.

CREC will make available a 403(b) Savings and Retirement Plan available to all Administrators. In addition, CREC will contribute $500 each quarter to the annuity account of all administrators actively participating in the 403(b) plan. This contribution shall increase to $750 for administrators with more than 10 years of administrative service. CREC will make a $500 annuity contribution each quarter for all bargaining unit certified administrators who are actively participating in the CREC 403(b) Savings and Retirement Plan. In addition, CREC will make a $750 annuity contribution each quarter to all bargaining administrators who have attained 10 or greater years of administrative service with CREC who are actively participating in the CREC 403(b) Savings and Retirement plan.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and disability insurance.

Life Insurance: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

*Vacation time can be carried over for one year only with the exception of positions in grant-funded programs. No further vacation carryover beyond the next fiscal year.

Child Care Worker/Paraeducator – Job #122
Academic Work Year

Based on the terms and conditions during your employment with CREC, a child care worker or paraeducator must be hired to work between 20 - 29.9 hours per week in order to qualify for basic benefits. Child Care Workers and Paraeducators are not eligible for vacation and medical insurance if hired to work fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, child care workers and paraeducators are eligible for sick and personal days only. They are ineligible for benefits if hired to work for fewer than 15 hours per week, except pursuant to applicable law.

Child Care Workers and Paraeducators are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation	None
Sick Leave*	15 days annually, accumulative to 80 days maximum Personal
Days	2 days annually
Bereavement	5 days annually
Holidays	4 days annually - Thanksgiving Day, Christmas Day, Memorial Day and New Year's Day
Religious Holidays	3 days annually (upon approval)

CREC's Savings and Retirement 403(b) Plan - Please refer to the AFSCME collective bargaining agreement, Article 12.

INSURANCE: First of the month following completion of 60 days of a 90-day probationary period.

Medical	Premium share varies depending on option chosen.
Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. Orthodonture coverage IS NOT provided in this plan.

Excused Absences

Three unpaid days may be granted for personal leave. Please refer to Article 9.2 of the AFSCME Collective Bargaining Agreement.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

* Sick Leave - following the 90-day probationary period. During probation, an employee may use one paid sick day every 30 days which may be used at any time during each 30-day period. Please refer to Article 8.3 (a) of the CREC AFSCME Collective Bargaining Agreement.

Child Care Worker/Paraeducator – Job #122
Annual Work Year: 12 months

Based on the terms and conditions during your employment with CREC, a child care worker or paraeducator must be hired to work between 20 to 29.9 hours per week in order to qualify for basic benefits. Child Care Workers and Paraeducators are not eligible for vacation, medical insurance, or participation in CREC's 403(b) Savings and Retirement Plan if hired to work fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, child care workers and paraeducators are eligible for sick and personal days only. They are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

CCW/Paraeducators are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20-29.9 hours per week

Vacation*	First year, accrued to 10 days annually. However, days are prorated if date of hire is less than a full fiscal year (July 1 – June 30). Effective the first day of the month following the completion of year six, vacation days are accrued to a maximum of 15 days annually. However, days are prorated depending on date of hire. Effective the first day of the month following the completion of 10 years, vacation days are accrued to 20 days annually. However, days are prorated depending on date of hire. Vacation is accrued at 5/6 days per month from 0-5 years; at 1.25 days per month from 6-10 years; and at 1.666 days per month for 10 or more years of employment.
Sick Leave	15 days annually, accumulative to 100 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Holidays	14 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan - Please refer to Article 12.4 of the AFSCME Collective Bargaining Agreement.

INSURANCE: First of the month, following the completion of 60 days of a 90-day probationary period.

Medical	Premium share varies depending on option chosen.
Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. Orthodonture coverage IS NOT provided in this plan.

Excused Absences

Three additional unpaid days may be granted for personal leave. Please refer to Article 9.2 of the CREC AFSCME Collective Bargaining Unit Agreement.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

* Vacation must be taken during official program "shut down" days if applicable, except that an employee who is eligible for a least 15 vacation days, it may be required that an employee take a maximum of five (5) days during an open period. Vacation can be carried over for one year only, with the exception of positions in grant-funded programs. No further vacation carry-over beyond the next fiscal year.

Certified Professional Teaching Staff – Job #102
Academic Work Year

Based on the terms and conditions during your employment with CREC, a teacher must be hired to work between 20-29.9 hours per week in order to qualify for basic benefits. If hired to work between 15 to 19.9 hours per week, the employee is eligible for sick and personal days only. They are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

Certified Professional Teaching Staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits:

Vacation	None
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Religious Holidays	3 days annually (upon approval). Also see Article 31.3 of CRECEA Bargaining Unit Agreement.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. Orthodonture coverage IS NOT provided.

Excused Absences

Up to five (5) unpaid days may be granted for excused absences. Please refer to Article 31, A.4 of the CRECEA Collective Bargaining Unit Agreement.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

Certified Professional Teaching Staff – Job #102
Annual Work Year: 12 Months

Based on the terms and conditions during your employment with CREC, a teacher must be hired to work between 20-29.9 hours per week in order to qualify for basic benefits. Certified Professional Teaching Staff are not eligible for vacation time, if hired to work between 15 to 19.9 hours per week. Employees are ineligible for benefits if hired to work less than 15 hours and are eligible for sick and personal days only, except pursuant to applicable law.

Certified Professional Teaching Staff are eligible to participate in CREC's 403(b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits:

Vacation	None
Time Off	Up to 20 days unpaid maximum annually Article 16.B of the CRECEA Bargaining Agreement
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Holidays	14 days unpaid, Article 16.B of CRECEA Bargaining Agreement
Religious Holidays	3 days annually (upon approval), also see Article 31.3 of CRECEA Bargaining Agreement

INSURANCE	**Medical**	Premium share varies depending on option chosen
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flex Dental Plan. Calendar year maximum $2,000 per covered member, per year. Orthodonture coverage IS NOT provided in this plan.

Excused Absences

Up to five (5) unpaid days may be granted for excused absences. Please refer to Article 31, A.4 of the CRECEA Collective Bargaining Unit Agreement.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

CREC Health Professionals (RN, APRN, LPN, OT, PT & Audiologist) Job #129 – Academic Work Year

Based on the terms and conditions during your employment with CREC, Nursing staff must be hired to work between 20-29.9 hours per week in order to qualify for basic benefits. Nursing staff are not eligible for vacation, medical insurance, or participation in CREC's 403(b) Savings and Retirement Plan if hired to work fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, Nursing staff are eligible for sick and personal days only. Nursing staff are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

Nursing staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation	none
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually

CREC's 403(b) Savings and Retirement Plan - CREC match after completion of 2 years of employment.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flex Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above, plus they include life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

CREC Health Professionals (RN, APRN, LPN, OT, PT & Audiologist)

Job #129 – Annual Work Year: 12 months

Based on the terms and conditions during your employment with CREC, a nurse must be hired to work between 20-29.9 hours per week in order to qualify for basic benefits. Nursing staff are not eligible for vacation time. Employees are ineligible for benefits if hired to work less than 15 hours and are eligible for sick and personal days only, except pursuant to applicable law.

Nursing staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation	none
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Holidays	14 days annually

CREC's 403(b) Savings and Retirement Plan - CREC match after completion of 2 years of employment.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flex Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above, plus they include life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

Professional Staff – Job #129 – Academic Work Year

Based on the terms and conditions during your employment with CREC, Professional staff must be hired to work between 20 to 29.9 hours per week in order to qualify for basic benefits. Professional staff working an academic year are not eligible for vacation time. If hired to work between 15 to 19.9 hours per week, Professional staff are eligible for sick and personal days only. Professional staff are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

Professional staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation	none
Sick Leave	15 days annually accumulative to 165 days maximum.
Personal Days	2 days annually
Bereavement	5 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan - CREC match after completion of 2 years of employment.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

Professional Staff – Job #129 – Annual Work Year: 12 months

Based on the terms and conditions during your employment with CREC, Professional staff must be hired to work between 20-29.9 hours per week in order to qualify for basic benefits. Professional staff are not eligible for vacation, medical insurance, or participation in CREC's 403(b) Savings and Retirement Plan if hired to work fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, Professional staff are eligible for sick and personal days only. Professional staff are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

Professional staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation*	20 days accrued annually. Accrued vacation is prorated if length of employment is less than a full fiscal year (July 1 – June 30). Vacation is accrued at 1.666 days per month.
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Holidays	14 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan - CREC match after completion of 2 years of employment.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flex Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above, plus they include life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

*Vacation can be carried over for 1 year with the exception of positions in grant-funded programs. No further vacation carryover beyond the next fiscal year.

Support Staff – Job #123 – Academic Work Year

Based on the terms and conditions during your employment with CREC, Support staff must be hired to work between 20 to 29.9 hours per week in order to qualify for basic benefits. Support staff working an academic year are not eligible for vacation time. If hired to work between 15 to 19.9 hours per week, Support staff are eligible for sick and personal days only. Support staff are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

Support staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation	None
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan - CREC match after completion of 2 years of employment.

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above, plus they include life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

Support Staff – Job #123 – Annual Work Year: 12 Months

Based on the terms and conditions during your employment with CREC, Support Staff must be hired to work between 20 to 29.9 hours per week in order to qualify for basic benefits. Support Staff are not eligible for vacation, medical insurance, or participation in CREC's 403(b) Savings and Retirement Plan if hired to work fewer than 20 hours per week. If hired to work between 15 to 19.9 hours per week, Support Staff are eligible for sick and personal days only. Support Staff are ineligible for benefits if hired to work fewer than 15 hours per week, except pursuant to applicable law.

Support staff are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 - 29.9 hours per week

Vacation*	First year, accrued to 12 days annually. However, vacation days are prorated if date of hire is less than a full fiscal year (July 1 – June 30). Effective with the first day of the following month after the completion of year four, vacation is accrued up to a maximum of 15 days annually. However, days are prorated depending on date of hire. Effective the first day of the following month after the completion of year seven, vacation is accrued to 20 days annually. However, days are prorated depending on date of hire. Vacation is accrued at 1.0 days per month from 0-4 years, 1.25 days per month from 5-7 years, and 1.666 days per month after the completion of 7 or more years of employment (i.e. at the start of the 8th year).
Sick Leave	15 days annually accumulative to 165 days maximum
Personal Days	2 days annually
Bereavement	5 days annually
Holidays	14 days annually
Religious Holidays	3 days annually (upon approval)

CREC's 403(b) Savings and Retirement Plan

INSURANCE	**Medical**	Premium share varies depending on option chosen.
	Vision	Copayment amounts are applicable to Network Provider examinations and materials. Members save 20% to 40% or more off retail when visiting an Anthem Network Provider. Reimbursements vary for services out-of-network.
	Dental	Anthem BC&BS Flexible Dental Plan. Calendar year maximum $2,000 per covered member, per year. This plan also includes orthodonture coverage.

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.

Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

* A maximum of up to one year's accrued, remaining vacation may be carried over each year, with the exception of grant-funded programs.

Drivers (Hartford) – Job #123 – Academic Work Year

Based on the terms and conditions of employment with CREC, a driver must be hired to work 20 hours per week to qualify for basic benefits, except pursuant to applicable law. A driver hired to work 30 or more hours per week is eligible for basic benefits as well as insurance.

Drivers are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 hours per week

Vacation	None
Paid Time Off	All seniority Employees returning to the program shall be awarded eight (8) days PTO at the beginning of each school year. After 7 years of service, employees shall be awarded 10 days PTO at the beginning of the school year. After 12 years of service, employees shall be awarded 12 days PTO at the beginning of the school year. An employee may elect to have unused PTO days paid out at the end of the year. PTO time may be used for any reason including on days that school is not in session during the regular school year. PTO days cannot be used during summer programs and months. Any employee whose seniority date falls after the beginning of the school year, shall accrue PTO time at the rate of one (1) day per month to a maximum of eight (8). PTO time may be used for any reason, including but not limited to sick pay, snow days or any unpaid day when school is not in session.
Bereavement	Up to 5 days annually, in accordance with the Teamsters collective bargaining agreement.
Holidays	**2022-23:** 7 days annually, Thanksgiving, the day after Thanksgiving, Labor Day, Memorial Day, Martin Luther King Day, Good Friday, and Columbus Day. **2023-24**: 8 days annually, Thanksgiving, the day after Thanksgiving, Labor Day, Memorial Day, Martin Luther King Day, Good Friday, Presidents Day, and Columbus Day. Please refer to your Bargaining agreement.
Religious Holidays	None

CREC's 403(b) Savings and Retirement Plan - CREC match available after completion of 2 years of employment.

INSURANCE	**Medical**	Teamsters Insurance Plan
	Dental	Teamsters Insurance Plan

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.
Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

Drivers (Granby) Job #123 – Academic Work Year

Based on the terms and conditions of employment with CREC, a driver must be hired to work 20 or more hours per week to qualify for basic benefits, except pursuant to applicable law.

Drivers are eligible to participate in CREC's 403 (b) savings and retirement plan. However, a match does not apply if hired to work less than 20 hours per week.

Basic benefits: 20 or more hours per week

Vacation	None
Paid Time Off	All seniority Employees returning to the program shall be awarded eight (8) days PTO at the beginning of each school year. After 7 years of service, employees shall be awarded 10 days PTO at the beginning of the school year. After 12 years of service, employees shall be awarded 12 days PTO at the beginning of the school year. An employee may elect to have unused PTO days paid out at the end of the year. PTO time may be used for any reason including on days that school is not in session during the regular school year. PTO days cannot be used during summer programs and months.

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	Any employee whose seniority date falls after the beginning of the school year, shall accrue PTO time at the rate of one (1) day per month to a maximum of eight (8). PTO time may be used for any reason, including but not limited to sick pay, snow days or any unpaid day when school is not in session.
Bereavement	Up to 5 days annually, in accordance with the Teamsters collective bargaining agreement
Holidays	**2022-23:** 7 days annually, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, Martin Luther King Day, Good Friday, and Memorial Day. **2023-24:** 8 days annually, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, Martin Luther King Day, Presidents Day, Good Friday, and Memorial Day. Please refer to your Bargaining Agreement.
Religious Holidays	None

CREC's 403(b) Savings and Retirement Plan - CREC match available after completion of 2 years of employment.

INSURANCE	**Medical**	Teamsters Insurance Plan
	Dental	Teamsters Insurance Plan

Hired to work at 30 or more hours per week

Benefits remain the same as above with the addition of life and long-term disability insurance.
Life: 100% paid. Amount payable is twice an employee's annual salary rounded to the nearest thousandth.

EMPLOYEE SELF SERVICE

Employee Self Service is the Munis® Self Service application that CREC employees use to access personal information, pay and tax information, including check detail, W-2's, 1095s, benefit deductions, and certifications. All information presented through Employee Self Service can be printed by right clicking in the body of the page, selecting print or print preview, and selecting the appropriate printer. Paycheck, W2 and 1095-C images can be printed by selecting the image.

Employee Self Service accesses information from, and stores information in, the CREC Munis programs. When information is updated in Employee Self Service, the updates also are visible in the other Munis programs.

Employee Self Service Users

Employees must be an active, regular employee and have a valid CREC active directory login to access the Employee Self Service application. New employees will have access to this service one to two weeks following their dates of hire.

For More Information or Reference:

Munis Employee Self Service user guide: http://www.crec.org/c/MunisESSguide

For Access

To access Munis Employee Self Service, visit https://munisess.crec.org/MSS
User Name: Windows User Name (i.e., jdoe, NOT jdoe@crec.org) Password:Windows Password (45-day refresh and sync)

You may also link to the following CREC resources from the Employee Self Service page:

- Employee Self Service payroll deduction codes
- Frequently asked questions regarding self service
- Human Resources benefits
- Munis Employee Self Service user guide
- You and CREC employee manual

BENEFIT SPECIFICS

CREC offers a comprehensive benefit package for eligible employees covering medical, life, and disability insurance, 403(b) savings and retirement plan, sick time, personal time for religious holidays and family observances, and vacation time. Where there are differences between the provisions of this manual and specific statements contained in CREC's files (such as insurance policies), those specific statements shall control. Please take a few minutes to **carefully read through this section**; it may save you costly and confusing time. For additional questions, please contact the Human Resources Department at 860-524-4070 or via email at HumanResources@crec.org. As noted previously, CREC reserves the right to amend, expand, or discontinue any or all benefit programs.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is a confidential counseling and referral service that serves employees and their families who are experiencing individual or family difficulties. The range of services may involve emotional stress related to family or marital conflicts, job stress, alcoholism and other substance abuse, general health, anxiety, and pressures of everyday life.

The CREC Employee Assistance Program, available through Deer Oaks, is available to ALL CREC employees and their household members/dependents. The services that are paid for by CREC include initial referral and individual counseling interviews, up to eight sessions, conducted by highly qualified clinical social workers and psychologists. The employee assumes financial responsibility for any additional diagnostic or treatment sessions which may be recommended.

All records regarding an employee's participation in the program are confidential. No information regarding the nature of such problems will be discussed with school administrators or other personnel, nor will it be included in any school file.

Employees interested in seeking confidential help from the EAP are urged to call the EAP at (888) 933-7650 for more information. Information on the EAP may also be retrieved from the Deer Oaks EAP page on CORI.

LONGEVITY

Employees with 10 or more years of service who are in the 123 and 129 budget code categories receive annual longevity bonuses; 10-15 years - $500.00; 15 years or more - $750.00

Longevity bonuses are distributed in January and July. Employees with a hire date between January 1st through June 30th receive bonuses in the July disbursement. Employees with a hire date between July 1st and December 31st receive bonuses in the January disbursement.

Employees must be employed on January 1st and July 1st in order to receive longevity payments.

FLEXIBLE SPENDING ACCOUNTS – SECTION 125

Based on the terms and conditions during your employment, CREC's Flexible Spending Accounts-Section 125 Program allows eligible participants who are hired to work 20 hours or more to use pre-tax dollars as set forth by the IRS. The IRS allowable amounts are outlined on the enrollment form. This program is administered through Stirling Benefits, Inc., and the pre-tax dollars are used to pay for out-of-pocket medical copays or deductibles, dependent care, and unreimbursed medical expenses that are incurred from January 1 through December 31 each year.

Unused funds, up to $500 as of the last day of the plan year, will carry over and be available for the new plan year and through the submission period (March 31). Current plan year expenses will be reimbursed with the current plan year salary reductions first, and carryover funds within the submission period will be applied as needed, per IRS ordering rule. Carryover funds remaining after the submission period will be available through the end of the plan year.

Carryover funds are available to participants regardless of whether they elect to have a salary reduction election in the next plan year. The carryover option does not apply to dependent care.

PLEASE NOTE: Re-enrollment is not automatic. Enrollment must be completed each year via Munis Employee Self Service (ESS) during the open enrollment period (early November through early December) for a January 1 effective date, or at the time of a "qualifying event." Detailed information on the Health and Dependent Care Flexible Spending Accounts – Section 125 is available on the Flexible Spending Account page on CORI.

TUITION REIMBURSEMENT

Administrators (non-bargaining) in job codes 101 or 121 who have been employed for one year or more are eligible to apply and receive tuition reimbursement for a maximum of $2,000 per year, per approval, if the following conditions are satisfied:

- All courses must be approved by the immediate supervisor.
- A grade of a "B" or better must be achieved.
- A receipt from the college must be submitted for reimbursement.
- Applications must be submitted for approval prior to the start of the course.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course unless otherwise approved by the immediate supervisor. A receipt from the college must be submitted for reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement.

Administrators (bargaining) in job codes 101 or 121 who have been employed for one year or more are eligible to apply and receive tuition reimbursement for a maximum of $2,000 per year, per approval, up to the maximum annual total expenditure in accordance with the collective bargaining agreement. The following conditions must be satisfied:

- All courses must be approved by the immediate supervisor.
- A grade of a "B" or better must be achieved.
- A receipt from the college must be submitted for reimbursement.
- Applications must be submitted for approval prior to the start of the course.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course unless otherwise approved by the immediate supervisor. A receipt from the college must be submitted for reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement.

Health Care Professional Staff (Nurses) in job codes 123 and 129 who have completed two years of continuous employment at CREC are eligible to apply and receive tuition reimbursement for a maximum of $2,000 per year, per approval, up to the allocated maximum in accordance with the collective bargaining agreement. The courses must be job related and reimbursement is for tuition only and excludes books or other related expenses. The following conditions must be satisfied:

- The employee must have passed the first open enrollment period following the completion of two (2) years of actual employment.
- The employee must be scheduled to work twenty (20) hours a week or more.
- A grade of a "B" or better must be achieved.
- Overall performance and attendance must meet CREC standards.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course. A receipt from the college must be submitted for reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement. This information must be submitted to CREC Human Resources within 30 days of the end of the course to receive reimbursement.

Doctorate Finance Program for Administrators in Job Codes 101 and 121

CREC will reimburse the cost of a doctorate program from an accredited college or university, upon approval from the executive director or designee, for up to $10,000.

Teachers in job code 102 are eligible to receive tuition reimbursement. The amount received should not exceed the actual tuition cost, the in-state UConn graduate course rate, or the amount budgeted for tuition reimbursement. If requests exceed the amount of the tuition reimbursement fund, the total number of classes will be divided into the total account sum. No teacher will be eligible for more than the actual amount paid, or the in-state UConn graduate course rate. Conditions for participation in the Tuition Reimbursement Plan include:

- All courses must be preapproved for graduate course work at an accredited college or university.
- A grade of a "B" or better, or "Pass" in a pass or fail course, must be achieved.
- Proof of the cost and completion of the course must be submitted by June 30 to receive reimbursement.

Reimbursement payments will be distributed by July 31. Please refer to Article 51 of the Collective Bargaining Agreement for additional information.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course. A receipt from the college must be submitted for reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement. This information must be submitted to CREC Human Resources within 30 days of the end of the course to receive reimbursement.

Professional Staff in job code 129 who have completed two years of continuous employment at CREC are eligible to apply and receive tuition reimbursement for a maximum of $2,000 per year, per approval if the following conditions are satisfied:

- A grade of a "B" or better must be achieved.
- Tuition reimbursement for undergraduate level courses, or offerings that lead to professional certification or career advancement, are limited to eligible employees who are hired to work 20 hours a week or more.
- Tuition reimbursement for graduate courses is limited to eligible employees hired to work a minimum of 30 hours a week or more.
- Overall evaluation must be on or above target.
- Attendance rating must be on or above target.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course. A receipt from the college must be submitted for reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement. This information must be submitted to CREC Human Resources within 30 days of the end of the course to receive reimbursement.

Support Staff in job code 123, excluding Drivers, who have completed two years of continuous employment at CREC are eligible to apply and receive tuition reimbursement for a maximum of $2,000 per year, per approval, if the following conditions are satisfied:

- The support staff employee must have passed the first open enrollment period following the completion of two years of actual employment.
- The employee must be hired to work 20 hours per week or more.
- A grade of a "B" or better must be achieved.
- Overall evaluation must be on or above target.
- Attendance ratings must be on or above target.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course. A receipt from the college must be submitted for

reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement. This information must be submitted to CREC Human Resources within 30 days of the end of the course to receive reimbursement.

Paraeducators and Child Care Workers in job code 122 are eligible to apply and receive tuition reimbursement for a maximum of $2,000 per year or up to the allocated overall maximum in accordance with the collective bargaining agreement, if the following conditions are satisfied:

- The employee must have completed at least two years of continuous employment at CREC.
- The employee must have passed the first open enrollment period following the completion of two years of actual employment.
- The employee must be scheduled to work 20 hours a week or more.
- A grade of a "B" or better must be achieved.
- Overall evaluation must be on or above target.
- Attendance ratings must be on or above target.

Tuition reimbursement applications should be submitted before the start of the course.

Reimbursement will be paid after the completion of the course. A receipt from the college must be submitted for reimbursement. The receipt must state clearly the cost of tuition per class and must have the name of the college on it. Costs for books, materials, and any other fees are not eligible for reimbursement. This information must be submitted to CREC Human Resources within 30 days of the end of the course to receive reimbursement.

For more information regarding tuition reimbursement for any job classification, visit the Tuition Reimbursement page on CORI. You can also contact CREC Human Resources directly.

LEAVE TIME

Approved leave time offered by CREC may or may not be paid. It depends on the type of leave and/or applicable benefit time that an employee requesting a leave has available. Please note: all leave time must be approved by the Executive Director or designee. If an employee requesting a leave is part of a bargaining unit, that employee must also follow the guidelines stipulated in their bargaining unit contract as it pertains to the type of leave requested. Leaves of absences are intended to cover specific emergencies in an employee's personal life. Leave days must be requested in whole or half-day increments. **Please note**: during any leave of absence including Family Medical Leave Act (FMLA), no additional benefits accrue.

Sick Leave: Sick leave is accumulated throughout an employee's time for up to varying maximums. These days may be used in units of one-half or whole days. In addition, if an employee uses up all their accrued benefit time due to illness, scheduled surgery, or for any other reason and it is not covered under FMLA, if applicable, the Executive Director may grant an unpaid leave of absence for up to an additional 8 work weeks for disability or medical reasons. In addition, a program manager can grant up to a five-day absence without pay. All sick, personal, and vacation time must be exhausted before an unpaid leave of absence will be granted. Contact the Department of Human Resources for information on disability leaves. Paid sick leave may be counted against the FMLA entitlement as noted above. When employees leave CREC they are not eligible to be paid for accumulated sick days.

Leaves of Absence (paid/unpaid): An employee who is disabled and unable to work may use accumulated sick leave to cover the period of disability. At the end of the period covered by accumulated sick leave, and if the employee's physician continues to certify that they are unable to work due to a disability, the employee may request a disability leave from the Executive Director (NOTE: teachers and para/ccws: also refer to your bargaining unit agreements). Disability leaves due to pregnancy follow the procedures above. For specific information, please refer to your collective bargaining agreement if applicable or contact the Human Resources Department at 860-524-4042 or via email at fmla@crec.org.

Any employee who continues to be absent from work, whether from illness or other causes, and has used up all of their accrued benefits not covered under FMLA, can be terminated at the discretion of the Executive Director. In case of illness, any employee (not covered under the collective bargaining agreement), can submit an application for a formal unpaid leave of absence for up to eight (8) workweeks. Eligible employees hired to work 30 or more hours can refer to the CREC Employee Benefits page on CORI for a copy of the Life/Long Term Disability booklets for more detailed information.

Family and Medical Leave Act (FMLA): The FMLA entitles an eligible employee up to 12 work weeks of unpaid leave during any rolling 12-month period. An eligible employee must have been employed for 12 months and have worked 1,250 hours immediately preceding the leave, and work for an employer with 50 or more employees within a 75 mile radius. CREC has partnered with Matrix/Reliance Standard to designate FMLA for employees. More information about how to open a claim with Matrix/Reliance Standard can be found on the FMLA page on CORI.

Leave under the FMLA may be taken for the following reasons:

- the birth of a child, or placement of a child for adoption or foster care;
- a serious health condition that makes an employee unable to work or unable to perform the essential functions of their job;
- a serious health condition affecting an employee's spouse/domestic partner, child, or parent for which the employee is needed to provide care;
- a "qualifying exigency" arising from an employee's spouse, child, or parent, being on active duty in the Armed Forces; or
- the need to care for a wounded service member affecting the employee's spouse, child, parent, themselves, or next-of-kin.

Military Family and Medical Leave: Eligible employees are entitled to up to 12 work weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse/domestic partner, child, or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualified employees.

Military Leave Entitlement: An eligible employee who is the spouse/domestic partner, child, parent or next-of-kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

As appropriate, all leave time both paid and unpaid will count against the FMLA entitlement for eligible employees taking a FMLA qualified leave. (See Notice of Eligibility and Rights & Responsibilities [FMLA] form, available on CORI under: Human Resources then search for FMLA). When appropriate, your program may mail or hand deliver the Certification of Health Care Provider form (also available on the CORI) and the FMLA Rights and Responsibilities form to an employee who has been absent for more than three (3) consecutive scheduled work days. For absences of 10 or more consecutive work days a completed Certification of Health Care Provider form is required. The form must be completed by an employee's physician and must be sent directly to Human Resources before an employee's return to work whether qualified for FMLA or not. For more information, contact CREC Human Resources at 860-524-4070 or via email at HumanResources@crec.org.

Employee Responsibilities: When necessity of a FMLA leave is foreseeable, employees must provide a 30-day notice to CREC and Matrix or as soon as practicable. Certification of a serious health condition by a doctor or health care provider is required. When a 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-out attendance procedures. During an approved FMLA leave, if applicable, your health insurance will continue (including coverage for your dependents) at the employee rate under the same conditions as if you were actively at work.

Employees will be responsible to pay monthly premium shares once all applicable paid time has been exhausted under the leave. In the event an employee voluntarily does not return to work when the leave expires, they will be offered continuation of health coverage via COBRA provisions.

Military Leave: CREC adheres to the law governed under the CT State Statutes. Contact CREC Human Resources for information at 860-524-4042 or via email at fmla@crec.org. For specific information, please refer to your collective bargaining agreement, if applicable.

Personal Days: Personal days are days that eligible employees are entitled to use for any reason. Employees may be eligible for two (2) or three (3) personal days, depending on the terms of employment and their specific position at CREC. Days are prorated if an employee works less than a full academic or annual work year. Personal days may be used

only in whole or one-half day increments. It is expected that whenever possible, the days will be taken at a time convenient both to the employee and the needs of the employee's program. The request to use personal days should be submitted to a supervisor for pre-approval except in cases of an emergency. In case of an emergency, the request should be made as soon as possible. Employees must use or lose personal days by June 30 of each year. Personal days do not accumulate from year to year. Programs may establish limits on when these days can be taken. Previously approved personal time may not be converted to sick time in the event of illness.

Bereavement: CREC policy grants up to **five (5) days annually** (per fiscal year) for all eligible employees (full, part-time employees working more than 15 hours per week) who have lost a member of their immediate family or spouses'/spouse/domestic partner's immediate family. Immediate family is defined **as parent, child, sibling, spouse, grandparent, grandchild, step relations in the six preceding relationships, or any person who is a member of the employee's household at the time of death. For family members or relatives and others not covered under the definition of immediate family**, time for bereavement may be taken as personal days, vacation days, or an unpaid excused absence may be requested. Days may be requested in full- or half-day increments.

Drivers: Receive up to four (4) days annually (per fiscal year) for bereavement. See above for qualified family members.

VACATION AND HOLIDAYS

All employees who work under an academic work year follow their school or program calendar and do **not** receive paid vacation or holidays. Employees hired to work under an annual work year may be eligible for vacation days. Vacation days must be taken in one-half or whole increments. All holidays including floating holidays are taken in **whole increments only**. Religious holidays not defined under regular holidays listed below are the only holidays which are not automatically taken and must have program approval **one week** in advance, or if necessary, approval from Human Resources.

Vacations: 12 to 25 vacation days are accrued each year, depending on an employee's eligibility. It is expected that whenever possible, the days will be taken at a time convenient both to the employee and the needs of the employee's program. The request for vacation days should be submitted to the supervisor for pre-approval except in cases of an emergency. In case of an emergency, the request should be made as soon as possible. Employees hired to work an annual work year, with the exception of child care workers, paraeducators, and employees in non-grant or funded programs, can take vacation time in either the fiscal year it is earned, or in the next fiscal year. Further carryover of vacation days are not permitted. Employees in grant or contract funded programs **may not** carry over any vacation beyond the end of the fiscal year or grant period, or whichever is earlier. When employees leave CREC, they may decide to take their accrued vacation time or be paid for any accrued unpaid days. Employees may locate the resignation procedures on CREC's website at www.crec.org/about/policies.php. Employees in programs for which grant funding is no longer available must take vacation prior to the end of the period for which funding is available. An employee who has not taken accrued vacation prior to the termination of the program will not receive vacation pay. Vacation is prorated for a partial year of work. Previously approved vacation time may not be converted to sick time in the event of illness.

Holidays: CREC recognizes the following holidays per year:

Independence Day	Good Friday
Labor Day	Christmas Day
Indigenous Peoples' Day	Martin Luther King Day
Veterans Day	Presidents' Day
Thanksgiving Day	Memorial Day
New Year's Day	Juneteenth

Paraeducators and Child Care Workers who are not on an annual work year and drivers, shall receive three (3) paid holidays (**Thanksgiving, Christmas and Memorial Day**). Please also refer to collective bargaining agreements, if applicable.

If a program has a school calendar, all certified, clinical, paraeducator/child care workers, and professional staff must observe it.

Religious Holidays: Up to **three (3) whole** or **six (6) one-half days** are available for eligible employees working 20 hours a week or more, to take for approved formal religious observances (not available to employees working less than 20 hours). The observance(s) is limited to that time which is required for the formal observance(s) only. A **formal** request must be made in writing to the program Director one full week prior to the day of the holiday(s). Please note that a request for a religious observance(s) may require additional approval from Human Resources.

Records on the number of benefit days (sick, personal and vacation, as applicable) available to each CREC employee is available on Employee Self-Serve (ESS).

RETIREMENT

CREC offers three retirement plans: CREC's 403(b) Savings & Retirement Plan administered through Transamerica Retirement Solutions, the State of Connecticut Teachers' Retirement System, and a Deferred Tax Investment Program. CREC also contributes to Social Security for eligible employees.

CREC's 403(b) Savings and Retirement Plan: Administered through Transamerica Retirement Solutions, this program allows eligible employees to contribute up to the IRS allowable maximum (adjusted annually for inflation) of their income on a pre-tax and after tax basis. A catch-up contribution is also available in the plan year you reach age 50. The maximum contribution for the "catch up" provision is the allowable IRS maximum adjusted annually for inflation for employees age 50 or above.

State of Connecticut Teachers' Retirement System: Eligible, certified personnel contribute 7.25% of their annual salary through payroll deductions each September through June. The system offers regular retirement, early retirement, disability retirement, and specific medical and life insurance benefits.

As a member of the Teachers' Retirement System, state law requires that 8.25% of your annual salary be paid into the retirement fund as mandatory contributions. Although these are employee contributions, under the provisions of Section 414(h)(2) of the Internal Revenue Code, they are treated as employer contributions for federal tax purposes. The change in tax treatment of the contributions became effective July 1, 1991. This means that your mandatory contributions are paid to this system on a pre-tax basis while you are actively employed. Of the mandatory 8.25% contribution, 7% is posted into your membership account and 1.25% is posted to the Health Insurance Fund which helps reduce the cost of health insurance for retired members and spouses/domestic partners.

Social Security: A percentage of your salary, based on your average lifetime earnings, will be paid monthly to you, your spouse/domestic partner, and children, if they are eligible, after you reach the appropriate retirement age.

CREC'S 403(b) SAVINGS & RETIREMENT PLAN

CREC offers eligible employees the opportunity to participate in their own Savings and Retirement Plan sponsored by CREC. CREC sponsors a defined contribution 403(b) plan administered by Transamerica Retirement Solutions, Inc. in which eligible employees may enroll or make contribution changes to their 403(b) plan during any open enrollment period. Open enrollment dates are mid-May through mid-June for a July 1 effective date and mid- November through mid-December for a January 1 effective date. Employees may increase or decrease their salary deferral contributions during open enrollment periods only. However, they may change investment options offered through this plan at any time.

CREC offers both a pre-tax traditional option and an after tax Roth option.

Employees may stop contributions at any time (changes will become effective with the next pay period). For additional information, contact CREC Human Resources.

CREC offers matching contributions to eligible employees, after the completion of two years of continuous employment. It is an amount of money that is deposited into your retirement account—as illustrated in the employee contribution matching table, below. Please refer to collective bargaining agreements, if applicable.

CREC's Savings & Retirement Plan matching schedule for qualified participants:

Employee Contribution	CRECContributes
Percent of Salary	Percent of Salary
1	1
2	2
3	3
4	3.6
5	4.2
6	5

An annual minimum of $1,000 or a $2,000 maximum administrator annuity benefit is provided to certified and non-certified administrators who participate in the CREC Savings and Retirement 403(b) Plan administered through Transamerica. Annuities are deposited quarterly to participating non-union administrator accounts, according to their contribution who are hired to work at 20 or more hours per week. For bargaining unit administrators, please refer to the collective bargaining agreement. Certain provisions apply to certified and non-certified administrators. Contact CREC Human Resources for more information.

With Transamerica, you make your own investment decisions in the allotted asset allocation funds managed by Transamerica. The entire amount is 100% vested and you derive the benefits of any growth in the account. You also bear the risk if the account loses value. You may contact Transamerica at 1-800-755-5801 or access their website at my.trsretire.com for more information relative to your account. Account reports are distributed quarterly to your home address by Transamerica. For more information, please visit the Employee Benefits page on CORI.

HEALTH INSURANCE

Health Plan Summary Options:

CREC offers multiple plans for participating employees who are normally scheduled to work 20 hours or more per week and meet all eligibility requirements, except pursuant to applicable law. CREC's health insurance plans are meant to help meet the needs of you and your family.

Please review the plan design summaries for your job classification. This will help you determine the best health plan option for you and your family. All available health plans are offered through Anthem Blue Cross and Blue Shield. Please review the plan design summaries for each specified group.

Dependent Age Maximum: A dependent child may stay on your health plan up to age 26, regardless of whether they are in school; not in school; married; live in Connecticut; or employed. Health coverage will end on the last day of the month of the dependent's birth date.

Open Enrollment: CREC's annual open enrollment period typically begins in late October through mid-November with a January 1 effective date. This allows eligible employees who are hired to work at least 20 hours per week the opportunity to enroll in or change health coverage through their employer without the application of a "pre-existing condition."

At other times, you can only make changes within 31 days of a change in family circumstances, or a "qualifying life event," such as marriage, loss of other coverage, etc. You have 61 days from the date you give birth or adopt a child to add that child to your health plan.

However, you may terminate your coverage at any time. Termination of coverage will be effective the first day of the following month and an application must be completed to cancel your coverage.

Coverage Effective Dates: Eligible employees hired on the first day of the month, will be eligible for benefits on the first day of the month they are hired. Otherwise, all medical plans are effective on the first day of the month after your official date of hire.

Paraeducators and Child Care Workers - Eligible employees to be enrolled on the first of the month after completion of 60 days from the date of hire. Please refer to Article 12 of the CREC and AFSCME Collective Bargaining Agreement.

Drivers (Hartford and Granby) - Eligible employees to be enrolled in the Teamsters Insurance Plan on the first of the month following 60 days of employment. Please refer to the Teamsters Local 671 and CREC Collective Bargaining Agreements.

CREC Health Professionals (RN, APRN, LPN, OT, PT & Audiologist) - Eligible employees to be enrolled on the first of the month after completion of 60 days from the date of hire. Please refer to Article 15 Employee Insurance of the CREC and AFT – CT Local Collective Bargaining Agreement.

Customer Service: Anthem Blue Cross and Blue Shield strives to provide quality customer service. For additional information, call Anthem Blue Cross and Blue Shield at 1-800-233-4947, or visit www.anthem.com.

LIFE INSURANCE AND LONG TERM DISABILITY (LTD) INSURANCE

Life Insurance is available for eligible employees who are hired to work 30 hours or more per week. Life insurance is twice your annual salary rounded to the nearest thousandth and will be paid to your most recent beneficiary. An accidental death and dismemberment rider gives you coverage up to four times your annual salary rounded to the nearest thousandth.

Long Term Disability is a benefit for eligible employees hired to work 30 hours or more per week. Employees have a one-time opportunity to select regular/core LTD or supplemental/ optional LTD. Regular/core LTD is paid 100% by CREC. There is no cost to you. It pays up to 50% of your gross monthly salary. Supplemental/optional LTD is 50% paid by CREC; you pay the other half. Supplemental/optional LTD pays up to 60% of your gross monthly income up to $8,000. If no selection is made by an eligible employee to enroll into the supplemental/optional LTD plan, that employee will be automatically enrolled into the regular/core LTD plan. Upon initial date of eligibility all Life/LTD participants are enrolled with no evidence of insurability required. If an employee enrolled in the regular/core LTD decides that they may want to purchase the supplemental/optional LTD, after the initial enrollment period, evidence of insurability as well as additional information will be required by our Life/LTD carrier who will decide if an employee is eligible to be enrolled into the optional/supplemental plan. Please refer to collective bargaining agreements, if applicable.

LTD Plan Options

LTD Plan Options	**Monthly Costs**	
	Core LTD	**Optional LTD**
Benefits as a percentage of monthly salary	50%	60%
Maximum Monthly Benefit	$1,042	$12,500
Elimination Period (6 months)	180 days	180 days
Social Security Elimination Integration Method	Family	Family
Conversion Option Available	Yes	Yes
Cost of Plan	Employer paid	CREC pays half of the cost

AFLAC

Aflac is a voluntary benefit that offers several policies including short-term disability insurance, which may help you with out-of-pocket expenses not covered by your medical insurance. Aflac's policies pay cash benefits directly to you and your family, unless assigned, regardless of any other insurance you may have. Open enrollment is held once every year. You must be a CREC employee, eligible for benefits and scheduled to work 20 or more hours per week.

RELLEVATE FINANCIAL SERVICES

Rellevate is a digital financial and banking service offered to all CREC employees. The feature product is Pay Any-Day, which enables employees to access their earned wages between pay periods. If opted in, Rellevate will become the primary bank into which your entire paycheck will be deposited. Visit the Rellevate Financial Services page on CORI for more information. This benefit is available to all CREC staff.

LIBERTY MUTUAL AUTO/HOME INSURANCE

This benefit is available to all CREC employees, including temporary employees. CREC and Liberty Mutual offer a discounted homeowners and auto insurance program with payroll deduction.. This benefit offers interested employees the opportunity to save on their personal insurance costs. Ian Anctil, Executive Insurance Agent for Liberty Mutual, will provide professional, personal consultations to employees. You may contact Liberty Mutual at 860-601-4567 or Book an Appointment with Ian to get a quote. Visit the Liberty Mutual Auto & Home Insurance Program page on CORI for more information. This benefit is available to all CREC staff.

LIVONGO FOR DIABETES PROGRAM

Livongo for Diabetes makes living with diabetes easier by providing members with a connected meter, unlimited strips, and coaching. This program is being offered at no cost to employees and covered dependents who have diabetes and medical coverage through CREC's health plan. Livongo is paid for by CREC, through their membership in CT PRIME, a regional partnership of towns and schools to reduce health care costs. Visit the Livongo for Diabetes Program page on CORI for more information.

AMERICAN EAGLE FEDERAL CREDIT UNION

All CREC staff (including temporary staff) are eligible to become members of the American Eagle Federal Credit Union (AEFCU). The American Eagle Federal Credit Union has 10 convenient locations and serves all persons who live, work, worship, and attend school in Hartford, Middlesex, and Tolland counties. Membership requires an initial $5 deposit which must remain in the account to keep membership active. The interest paid varies. AEFCU offers automatic savings through payroll deductions, loans, club accounts, and life insurance savings. For more information, please visit AEFCU online at info@americaneagle.org, or call the member contact center at 800-842-0145.

VERIZON PHONE DISCOUNTS

Verizon Wireless, through a partnership with CREC, offers monthly discounts on qualifying plans and select accessories to all CREC employees, including temporary staff. In order to determine eligibility for this exclusive employee discount, employees must register through the Verizon Discount Portal with their work email address at https://www.verizon.com/discounts. For detailed steps to register and validate employment, visit the Technology Help & Information page on CORI. Select “Mobile Phone Plans” to view the CREC Verizon Plan discount flyer. If you need assistance, you may call the Verizon Employment Validation Center at 1-800-890-8007.

PLEASE NOTE: CREC is not responsible for the management of your plan or the repair of your mobile phone when technical issues might arise. You must contact a Verizon Wireless customer service representative.

POLICIES AND NOTICES

For additional information on all CREC policies, please visit www.crec.org/about/policies.php.

CODE OF ETHICS

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

1. Commitment to the Students

The educator strives to help each student realize their potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

2. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

AFFIRMATIVE ACTION

CREC and all its contractors have a strong commitment to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

CREC will continue to take affirmative action to ensure that no persons are discriminated against with regard to their age, ancestry, color, criminal record, gender identity or expression, genetic information, learning disability, marital status, mental disability, intellectual disability, national origin, physical disability, race, religious creed, sex (including pregnancy or sexual harassment) and sexual orientation. Such action includes, but is not limited to, employment upgrading, demotion to transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including internship. CREC will continue to make good faith efforts to comply with all federal and state laws and policies, which speak to Equal Employment Opportunity and Affirmative Action.

Further, CREC will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

DIVERSITY, EQUITY & INCLUSION STATEMENT

CREC is an intentionally diverse social justice organization whose members work to acknowledge, respect and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality and religion. We commit to affirm and honor the lived experiences of others to willingly challenge inherited beliefs and ideologies, and consequently learn, grow and serve.

DRESS CODE GUIDELINES

All CREC employees should take pride in our professional atmosphere and in the positive image that we present as representatives for the organization. Employees are expected to use their best judgment in dressing appropriately to present at all times a professional and neat appearance, and to assure safe and sanitary working conditions.
In light of the nature of the job responsibilities of some employees and leadership's concern for the safety of our employees and the safety of our students, there are specific articles of clothing that certain employees will not be permitted to wear. A notice of the prohibited articles will be provided to employees assigned to programs in which safety is a factor. Please direct any concerns or questions to your program director, principal, or supervisor.

DRUG FREE WORKPLACE

Illicit Drugs/Alcohol on CREC Premises/CREC Events

Alcohol, Drugs, and Tobacco

CREC is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the misuse of alcohol, drugs and tobacco is hazardous to one's health. In addition to posing a health hazard, such misuse affects certified employees' responsibility of imparting knowledge and serving as role models to students. CREC recognizes the importance of maintaining a drug-free environment for its staff and students.

Alcohol and Other Drugs

In compliance with federal and state requirements, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance in the workplace. Controlled drugs are defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done. This includes any school building or premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of CREC.

Smoking

Smoking is prohibited in all CREC owned or leased buildings, facilities, vehicles, and any CREC sponsored activity.

"Smoking" includes all tobacco-derived or containing products, including and not limited to, cigarettes, electronic cigarettes, cigars, pipes, and similar products.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or may be suspended or terminated, at the discretion of the administration, or, as appropriate, the Council.

Anti-Drug Abuse Act of 1988

The Federal Anti-Drug Abuse Act of 1988 contains various requirements for employers who receive grants from the United States Government. The Capitol Region Education Council receives such grants. This notice is published pursuant to requirement of the Act.

You are herewith notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and presents a danger to CREC employees, students, and the public. Employees are expected to abide by these rules and report to the Department of Human Resources any conviction. Employees engaging in such prohibited activities may expect disciplinary action up to and including dismissal pursuant to discipline provisions of their respective collective bargaining agreements or CREC personnel policies governing employees.

Distribution of this statement and CREC's employee targeted communication are part of CREC's effort to establish drug-free awareness among its employees. Problems related to substance abuse in the workplace may be discussed with the Department of Human Resources, which maintains liaison with its Employee Assistance Program. Alternate methods or referral are acceptable and encouraged. The Capitol Region Education Council seeks counseling and rehabilitation for substance abusers when appropriate to the circumstances.

Should a criminal drug statute conviction result from employee conduct in the workplace, sanctions will be imposed, or in lieu thereof, satisfactory participation in drug abuse assistance or rehabilitation programs may be required.

The Capitol Region Education Council will continue efforts in good faith to provide a drug-free workplace.

JURY SERVICE

Jury Service is essential! Connecticut law prohibits employers from dismissing, threatening or coercing employees who are summoned for jury service, respond to a jury summons, or serve as a juror. To ensure that jury service is convenient for both you and your employer, you should talk to your supervisor immediately after receiving a summons.

Full time employed jurors (those normally required to work at least 30 hours per week) are paid their regular wages by their employers for the first five (5) days of jury service. Beginning on the 6th day of jury service, all jurors are paid per day by the state, regardless of their employment status. Any CREC employee who is obligated to serve jury duty shall be paid the difference between his/her regular weekly salary and what is received for such jury service.

NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

Nondiscrimination/Equal Employment Opportunity

The Director of Employee and Labor Relations is hereby designated as CREC's Civil Rights Compliance Coordinator. S/he will contact programs as necessary to review program materials and to ensure that CREC's guidelines are being met. S/he will also hear any discrimination or harassment grievances at the first level, and provide information regarding nondiscrimination/equal employment opportunity policies as requested.

If you have an unresolved problem that you feel involves discrimination within CREC, complete the Civil Rights Grievance Form and submit it to the Director of Employee and Labor Relations. The Civil Rights Grievance Form is available on the Policies and Procedures page on CORI or you may contact the Director of Employee and Labor Relations.

Discrimination Grievance Procedure

The purpose of this grievance procedure is to secure, at the lowest possible administrative level, equitable and speedy resolution of claims of discrimination, including harassment, and it shall be utilized by any employee or official who wishes to make a complaint of discrimination.

Evidence of reprisal against a complainant or witness shall be viewed as a violation of CREC's nondiscrimination policy.

Level I: The complainant will first discuss the alleged discriminatory act or practice with the immediate supervisor. This will normally be a principal, teacher, counselor, department chairperson, division director, head custodian, or cafeteria manager.

Level II: If the complaint cannot be resolved through discussion with the immediate supervisor, the complainant may continue the process by putting the complaint in writing on forms provided, and filing it with the Director of Employee and Labor Relations, within forty (40) calendar days of the alleged incident. Within five (5) working days of receipt of a complaint the Director of Employee and Labor Relations will hold a conference with the complainant. If the complaint is not resolved within five (5) working days following the conference, the Director of Employee and Labor Relations will refer the complaint to the Executive Director, and will notify the employee of such referral. These timelines may be extended by mutual agreement.

Level III: The Executive Director will notify the Council of the receipt of a complaint. Within ten (10) working days after receipt of such complaint, the Executive Director will hold a hearing in order to receive information and address the complaint. Within five (5) working days after the hearing, the Executive Director will make a decision, which may: resolve the complaint; negotiate a long-term solution; or refer the complaint to the Council for consideration and resolution. These timelines may be extended by mutual agreement.

Level IV: The Council will address the complaint in accordance with its established operating procedures and will render a decision. The Council's decision will be final.

Upon learning of, or having reason to suspect, the occurrence of discrimination or harassment, supervisors shall notify the Director of Employee and Labor Relations in order to ensure that appropriate corrective action is taken, whether or not the affected employee reports the matter.

To facilitate the internal resolution of complaints the Department of Employee and Labor Relations encourages persons needing to file a complaint to complete the grievance form as soon as possible. Grievance forms are available in the Department of Human Resources and on CORI under Policies and Procedures.

A. **Within five (5) days** you and the Director of Labor and Employee Relations or designee will discuss the problem, the methods previously tried to eliminate or alleviate the problem, etc. Together you will determine alternative methods and avenues to be explored. **Within four (4) days** following the meeting, the Director of Labor and Employee Relations or designee will write up the alternatives to be explored. These will be delineated specifically with a time commitment that must be followed. If you are unable to come to a viable alternative **within five (5) days** or after all alternatives have been tried, or you find that none has been successful, you may follow the next step in the procedure.

B. The next step is to meet with the Director of Labor and Employee Relations and the executive director of CREC. This meeting will serve to outline the problem, the steps already pursued, and to review the documentation submitted by you and the unacceptable alternatives. This meeting may also involve the person charged with the discriminatory act, if another is involved.

   Within five (5) days of this meeting, the executive director will render a decision and the reasons in writing. If this course of action proves untenable after it has been tried, or if you are unable to agree on a course of action, you may proceed to the next step. You may request discussion with the CREC Council or a committee of the Council. The Council or committee thereof shall, within 30 days after the receipt of the request, meet with the grievant for the purpose of resolving the problem. Minutes of the meeting shall be kept by the Council or a committee of the Council and made available to you upon written request.

   The Council or committee thereof shall, within five days after such meeting, render its decision, and the reasons in writing to the grievant. Such decision shall be final.

C. Utilization of this procedure is not required before the complainant can utilize statutory procedures and remedies administered by the Connecticut Commission on Human Rights and Opportunities, the Equal Employment Opportunity Commission, and the Office of Civil Rights.

SEXUAL HARASSMENT

It is the policy of the Capitol Region Education Council to maintain a learning and working environment that is free from sexual harassment. The Council prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with CREC policies and procedures.

It shall be a violation of this policy for any student, employee, consultant, or volunteer subject to the control of the Council to harass a student, employee, consultant, or a volunteer, through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non-verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with a person's employment or education or create an intimidating, hostile, or offensive work or educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

Sexual harassment by a student, employee, consultant, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, no individual may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Persons who feel that they have been denied equal opportunities or suspect that may be victims of sexual harassment may file a complaint with CREC's Title IX Compliance Officer at (860) 509-3703 or the Director of Human Resources at (860) 524-4070.

WEAPONS AND DANGEROUS DEVICES

CREC's policy is to prohibit the possession, storage or use of all firearms, lethal knives, and any other weapons or dangerous devices in, on, or near any CREC building, site, or vehicle, or at any CREC or CREC approved event regardless of location or vehicle used in CREC business. This policy applies to all persons (including but not limited to employees and students) on CREC property or at CREC-sponsored activities, regardless of any lawful license or other legal right to possess or carry a firearm or other weapon. For purposes of this policy, weapons or dangerous devices shall include, but not be limited to, any weapon loaded or unloaded from which a shot may be discharged or a switchblade knife, gravity knife, billy club blackjack, metal or brass knuckles, dirk knife, switch knife, or any knife having an automatic spring release device by which a switchblade is released from the handle having a blade of more than 1½ inches in length, stiletto or any knife with the edge portion of the blade of which is four inches or more in length, or any martial arts weapon or electronic defense weapon, as defined in section 53a-3 of the Connecticut General Statutes, or any other dangerous or deadly weapon.

CHILD ABUSE AND NEGLECT REPORTING

The public policy for the State of Connecticut mandates that any person paid to care for children in any public or private facility licensed or governed by the State is required to report any suspected case(s) of child abuse and/or neglect. The purpose of the public policy is to protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and make the home safe for the children; to enhance parental ability to provide good child care; and, to provide a temporary or permanent safe environment for the child(ren) if needed. CREC respects and honors this policy mandated by the State of Connecticut regarding child abuse and neglect. It is the expectation and responsibility of CREC employees to report any suspected child abuse or neglect cases they may encounter. To report suspected child abuse or neglect in Connecticut, contact the Child Abuse and Neglect Careline at 1-800-842-2288.

TECHNOLOGY POLICY AND PROCEDURES

CREC provides electronic resources in networked learning environments to prepare responsible citizens for an information-based society and to improve the processes of teaching, learning, and managing. The Council has installed networks and appropriate computer technologies within and among its buildings which enable students and staff to share voice, video, and data information. These networks are also the means for accessing the Internet.

Local networks and the Internet enable users to find, manage, and use information from a large number of sources. The Council believes that these information systems enrich the educational experience. However, unlike traditional instructional materials which can be pre-selected through Council-approved processes, the ever-changing nature of electronic information makes it impossible to predict with certainty what information users access.

In this fluid information environment, the Council believes that every user shares the responsibility to abide by existing laws, statutes, and CREC policies and to respect and protect the rights of other users. To that end, the Council requires the Executive Director to develop and implement guidelines for responsible use of electronic information systems. These guidelines shall be called CREC's Acceptable Use Policies (AUP) and shall apply to all users for all modes of access to networks and for stand-alone workstations. The AUP shall:

1) comply with state and federal laws regarding intellectual property and ethical use of information, privacy, confidentiality;
2) be consistent with other CREC Council policies;
3) address issues related to Internet publishing;
4) define user responsibilities and acceptable behaviors and consequences for inappropriate usage;
5) establish processes and agreements whereby users are equipped with the skills to utilize information systems and are informed of and held accountable for their responsibilities;
6) outline CREC responsibilities; and
7) ensure the physical and data integrity of local information systems.

For additional information, please refer to the Acceptable Computer Network Use Policy on CREC's website.

NOTICE OF PRIVACY PRACTICES UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Capitol Region Education Council (CREC) Group Benefit Plans (the "Plans") are required by federal law, specifically the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, to protect the privacy of your personal health information and to provide you with notice of their legal duties and privacy practices (the "Notice") under HIPAA.

This Notice explains:

- How the Plans may use and disclose your personal health information (called "Protected Health Information" or "PHI") and their legal duties with respect to such information
- Your rights regarding this information

Protected Health Information ("PHI")

Under HIPAA, PHI is defined as confidential, personal, individually identifiable health information that is transmitted or maintained in any form, which is collected from you or created or received by a health plan, provider, health care clearinghouse or your employer on behalf of a group health plan that relates to (1) your past, present or future physical or mental health or condition; (2) the provision of health care to you; or (3) the past, present or future payment for the provision of health care to you.

"Identifiable" means that a person accessing this information could identify the individual or could reasonably use it to identify an individual.

Some examples of PHI include health care claim forms, detailed claim reports, explanations of benefits and notes documenting discussions with plan participants.

How the Plans May Use Your Information

The Plans are permitted by HIPAA privacy regulations to use and disclose your PHI in order to administer the Plans (as described below) without your authorization:

For treatment. The Plans may use and disclose your PHI to coordinate or manage health care services you receive from providers. For example, so that your treatment and care are coordinated, case managers from your insurance provider may discuss your condition with your physician. Or, our benefits administrator may contact your physician concerning potential drug interactions or the availability of generic or formulary alternatives.

Please note, however, that disclosure of psychotherapy notes beyond the treating therapist generally requires your specific authorization.

For payment. The Plans may use and disclose your PHI to determine plan eligibility and responsibility for coverage and benefits and to facilitate payment for the treatment and services you receive from health care providers. For example, to make sure that you receive the correct benefits and claims are paid accurately, the Plans may use your information when the Plans confer with other health plans to resolve a coordination of benefits issue. The Plans may also use your PHI for utilization review and case management activities.

For operation and administration of the Plans. The Plans may use your PHI in several ways, including plan administration, quality assessment and improvement, and vendor review. Your information could be used to ensure quality and efficient plan operations, for example, to assist in the evaluation of a vendor who supports the Plans.

The Plans may also disclose your PHI to Lindberg & Ripple, our insurance agency (on behalf of the plan sponsor) in connection with these activities. Lindberg & Ripple has designated a limited number of employees who are the only ones permitted to access and use your PHI for the above purposes of treatment, payment and operation and administration of the Plan. When appropriate, the Plans may share two types of PHI with other Company employees:

- Enrollment/disenrollment data - information on whether you participate in the health plan or whether you have enrolled or disenrolled from a plan option (for example, an HMO).
- De-identified Summary Health Information - summaries of claims from which names and other identifying information have been redacted. Summary information may be used by the Company for obtaining premium bids or modifying, amending or terminating the Plans. The Company agrees not to use or disclose your PHI for employment-related actions, such as hiring or termination, or for any other purposes not authorized by the HIPAA privacy regulations.

If you are covered under an insured health plan (such as an HMO), the insurer will provide you with its own Notice of Privacy Practices.

Other Permitted Uses and Disclosures

Federal regulations allow the Plans to use and disclose your PHI, without your authorization, for several additional purposes, in accordance with law:

- For reporting and notification of potential physical abuse, neglect or domestic violence to an appropriate government authority
- For public health and safety
- For oversight activities of a health oversight agency
- For judicial and administrative proceedings
- When requested by law enforcement officials
- When requested by a coroner or medical examiner
- When requested by certain organ, eye or tissue donation programs
- To avert a serious threat to health or safety
- When requested by specialized government functions (e.g., military and veterans' activities, national security and intelligence, federal protective services, medical suitability determinations, correctional institutions and other law enforcement custodial situations)
- For workers' compensation or similar programs established by law that provide benefits for work-related injuries or illness
- As otherwise required or permitted by law, provided that the use or disclosure complies with and is limited to the relevant requirements of such law
- If the Plans use or disclose PHI for underwriting purposes, the Plans will not use or disclose for that purpose PHI that includes your genetic information. Also, any entity covered by the HIPAA privacy rules (such as a business associate of the Plans or a provider) must comply with an individual's request that a specific health care item or service not be disclosed to the Plans, even for payment or health care management, if the individual or other person outside the Plans has paid the full amount due.

Required Uses and Disclosures

Upon your request, the Plans are required to give you access to your PHI in order to inspect and copy it. You may always request and receive a copy of health information that is maintained as an Electronic Health Record (as defined by the HIPAA rules).

You may also have an Electronic Health Record sent to another entity or person, so long as the request is clear, conspicuous, and specific and made in writing. The Plans are also required to use and disclose your PHI when requested by the Secretary of the Department of Health and Human Services to investigate or determine the Plans' compliance with the privacy regulations.

In Special Situations...

The Plans may disclose your PHI to a family member, relative, close personal friend, or any other person whom you identify, when that information is directly relevant to the person's involvement with your care or payment related to your care. The Plans also may use your PHI to notify a family member, your personal representative, another person responsible for your care, or certain disaster relief agencies of your location, general condition, or death.

If you are incapacitated and there is an emergency or you otherwise do not have the opportunity to agree to or object to this use or disclosure, the Plans will do what in their judgment is in your best interest regarding such disclosure and will disclose only information that is directly relevant to the person's involvement with your health care.

The Plans will make other uses and disclosures only after you authorize them in writing, by law including those pertaining to the uses and disclosures of psychotherapy notes, uses and disclosures of protected health information for marketing purposes, and disclosures that constitute a sale of protected health information unless otherwise required. You may revoke your authorization in writing at any time. Any revocation you make will not affect information that was used or disclosed prior to revocation.

With only limited exceptions, we will send all mail to the employee. This includes mail relating to the employee's spouse and other family members who are covered under the Plans, and includes mail with information on the use of benefits under the Plans by the employee's spouse and other family members.

If a person covered under the Plans has requested Restrictions or Confidential Communications (see below under "Your Rights"), and if we have agreed to the request, we will send mail as provided by the request for Restrictions or Confidential Communications.

Your Rights Regarding Protected Health Information
You have the right to:

- Inspect and copy certain PHI used to make decisions about your health care benefits
- Request that inaccurate information be amended or corrected
- Receive a paper copy of this notice, even if you agreed to receive it electronically
- Receive an accounting of certain disclosures of your PHI made by us (as described on the previous page under "Other Permitted Uses and Disclosures") and a written access report that indicates who has accessed electronic protected health information maintained by the Plans.

However, you are not entitled to an accounting of several types of disclosures including, but not limited to: Disclosures made for payment, treatment or operation and administration of the Plans; Disclosures made to you; Disclosures you authorized in writing; Disclosures made incidental to otherwise permissible disclosures; Disclosures made before April 14, 2003.

In addition, you have other rights stated below.

Right to Request Restrictions You may ask us to restrict how the Plans use and disclose your PHI as the Plans carry out payment, treatment, or health care operation and administration. You may also ask us to restrict disclosures to your family members, relatives, friends, or other persons you identify who are involved in your care or payment for your care. While the Plans will consider all requests for restrictions carefully, we are not required to agree to a requested restriction, except for a requested restriction which pertains only to a health care item or service for which the individual or other person outside the Plans has paid the full amount due.

Right to be Notified of a Breach of Your Information In the event of a breach of your information as defined under the HIPAA/HITECH Rule, you have a right to be notified of that breach and measures being taken by the plan to mitigate the effect of that breach.

Right to Request Confidential Communications You may request to receive your PHI by alternative means or at an alternative location if you reasonably believe that other disclosure could pose a danger to you. For example, you may only want to have PHI sent by mail or to an address other than your home. While we are not required to agree to all requests, the Plans will accommodate all reasonable requests for confidential communications. *For more information about exercising these rights, contact the office listed below under "Contacting Us."*

Complaints If you believe that your privacy rights have been violated, you may file a written complaint without fear of reprisal. Direct your complaint to the office listed below under "Contacting Us" or to the Secretary of the Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue, SW, Washington, DC 20201.

About this Notice

This Notice is effective on September 10, 2020. The Plan is required to provide you this Notice regarding the Plans' privacy policies and procedures and to abide by the terms of this Notice, as it may be updated from time to time. The Plan reserves the right to change their privacy practices and to apply such changes to all PHI they maintain or receive prior to the date of the change.

If the Plan materially changes any practices described in this Notice, you will receive a revised version of this Notice by mail.

Contacting Us You may exercise the rights described in this notice by contacting the Privacy Officer identified below, who will provide you with additional information. The contact is:

Capitol Region Education Council (CREC)
Human Resources – Benefits Department
147 Charter Oak Avenue
Hartford, CT 06106
860-524-4070
benefits@crec.org

Conclusion The use and disclosure of PHI by the Plans is regulated by HIPAA. This Notice is a summary of these regulations; however, in the event of a discrepancy between the information in this Notice and the regulations, the regulations shall control.

CONFIDENTIALITY

CREC expects each employee to treat information received in the course of performing their duties, confidentially and professionally. Under HIPPA and the Family Educational Rights and Privacy Act (FERPA), student or employee Personally Identifiable Information (PII), Protected health information (PHI) or Electronic Protected Health Information (ePHI) should not be discussed in casual conversation.

ADDITIONAL INFORMATION

CREC'S WORKERS' COMPENSATION MEDICAL CARE PLAN

Any work related injury that involves a CREC employee, no matter how minor, must be reported by calling Trust TeleCare (Medcor) at 1-866-730-1143. Your supervisor should also be on the initial call, if they are available. Trust TeleCare hours are not limited. An employee may call 24/7 to reach a triage nurse and report an injury. CREC policy does require reporting work related injuries within 24 hours of the occurrence.

Introduction

These instructions are part of CREC's Medical Care Plan which has been submitted and approved by the State of Connecticut Workers' Compensation Commission for providing medical treatment to employees who have work-related injuries or occupational illnesses. It is our goal to provide injured employees with prompt and effective medical care through a network of plan providers, treatment centers and hospitals. The objective of the Plan is to ensure that you receive prompt and effective medical care consistent with your injury and that you have access to specialty medical care if the need arises.

What You Should Do If You Are Injured

If you have a work related injury, you should report the injury immediately to your supervisor. Then, you should call Trust TeleCare at 1-866-730-1143. Based on your conversation and reporting of the incident to the triage nurse at the above number, that phone call will determine if medical treatment is recommended. If medical treatment is needed, please call and make an appointment at one of the First Treatment Centers:

Saint Francis Center for Occupational Health
100 Deerfield Road, Windsor, CT
860-714-9444

Saint Francis Center for Occupational Health
114 Woodland Street, Hartford, CT
860-714-4270

If you seek medical attention from a provider not listed in the directory for a specialty covered by the plan, we are not required to pay for that medical treatment and you risk losing your right to receive workers' compensation benefits and payment for medical treatment, subject to the order of the Workers' Compensation Commissioner.

Emergency Treatment

In the case of an emergency, you should seek treatment from the nearest emergency facility or hospital. You or a family member must also contact your supervisor as soon as possible. If further treatment is required, you must follow up with the First Treatment Center or a specialist listed in the online directory. If the physician at the emergency facility recommends treatment by a physician in a specialty area **not** listed online, you may choose any licensed Connecticut physician within that specialty. This plan does not restrict your treating physician from referring you for inpatient or outpatient treatment at any licensed hospital in Connecticut.

Additional Information

In some situations, requested medical procedures and treatment must be pre-certified by the Trust's licensed Utilization Review agency. Should the proposed treatment be denied, you, your physician, and employer have the right to appeal that decision in accordance with the appeals process, which will be sent with the denial letter to the provider or is available from the Trust.

If you have any questions about how this plan works or how to obtain medical treatment for a work-related injury, please contact your location supervisor, the CREC Workers' Compensation Coordinator, or the Trust at 203-678-0100 or toll free at 1-866-600-0258.

TRAVEL PROCEDURES

CREC has a long tradition of supporting and encouraging professional development for staff throughout the agency. At the same time, certain standards should be in place to guide funding and other matters. The Travel Procedures are here to assist staff with travel arrangements and to ensure that any/all travel related expenses are approved and documented correctly.

These procedures apply to professional development travel away from home, as well as other necessary and essential travel and business expense reimbursements.

Travel Pre-Approval

CREC will assume financial responsibility for reasonable travel expenses for employees through a company credit card. Reasonable expenses while traveling on Company business may include travel airfares, or other approved transportation, accommodations and meals.

All travel accommodations should be arranged through the CREC travel agency. This will ensure that all travel will go through the approval process and be paid for utilizing the CREC travel credit card.

Travel and related expenses must be pre-approved using the Travel Approval Form. This form must be signed by the immediate supervisor and the Executive Leader that authorizes your travel. Once the form is received by the CREC Purchasing Department, a Travel Authorization Number will be assigned to each traveler. The agency will require this number for any travel arrangements. See complete CREC Travel Procedures.

Mileage Reimbursement

CREC will reimburse an employee at the most current published IRS rate per mile for any job-related travel other than going to and from their regular place of work. Travel reimbursement forms should be sent to your immediate supervisor or designee by the end of each month. Reimbursement will be made in the next regular paycheck (added to net pay.)

PURCHASING PROCEDURES

The procurement function is one of CREC's major business responsibilities. The duties of purchasing for CREC shall be directed by the Purchasing Manager. CREC's purchasing program complies with state and federal laws and regulations, applicable case law and the Uniform Commercial Code (UCC). Purchases involving federal funds shall comply with C.F.R.

The Purchasing Department is responsible for the procurement of appropriate supplies, materials, equipment and services for all programs and departments. The Purchasing Department strives to achieve practical, efficient and effective purchasing procedures that will meet this objective. It must do this while maintaining fair and open competition among vendors competing for CREC business, meeting all legal requirements and ensuring a proper commitment and expenditure of CREC funds.

All employees must follow the Purchasing policy for all purchases and ensure to obtain proper approvals before making a purchase. Detailed information can be found in the Purchasing Policy manual. Every program has a Purchasing liaison that shall be trained by the Purchasing department.

All contracts between CREC and outside organizations, agencies, contractors or vendors that bind CREC in any financial or risk exposure manner must be signed by either the Executive Director or the Deputy Executive Director and adhere to the purchasing policy as well as local and federal law.

Please visit CORI to review CREC policies in full on purchasing and procurement.

ABSENCE DUE TO INCLEMENT WEATHER OR SCHOOL CLOSINGS

Employees working an academic (school) year do not need to report to work when a program is closed but they must make the day up during the school year. All other staff must report to work unless notified by the supervisor or designee.

ATTENDANCE

Regular attendance at work is an essential function of all positions at CREC. Good attendance is part of responsible, professional behavior.

Your attendance record involves not only days missed because of sickness or injury but times you arrive late to work or overstay a lunch break or other program-approved breaks. Good attendance means you are on the job at the time expected.

If you know you are going to be absent or anticipate absence(s), **contact your supervisor immediately** so arrangements can be made to handle your work. Any employee who continues to be absent from work, whether from illness or other causes, and has used up all of their accrued benefits not covered under FMLA, can be terminated at the discretion of the Executive Director.

DEPARTMENT OF COMMUNICATIONS

The Department of Communications fosters public understanding of, and support for, CREC's mission. Outstanding customer service is our number one goal with both internal and external customers. Please keep us in mind if your school or program is working on a project that the Communications team can assist you with.

Working with Communications

Communications is here to support all of CREC's employees and programs. Any project that requires assistance from Communications needs to be submitted through the Communications Project Request Form. This online form allows Communications to track requests, establish realistic timelines for projects, communicate easily with customers, and notify customers when a project has been completed. Visit the Communications CORI page at cori.crec.org for the Project Request Form.

You can request support through the Project Request Form in any of the following areas: print and electronic publication development; paid advertising; graphic design; proofreading or editing; web page creation or editing; photography or video production; news or event publicity; fundraising; ordering business cards, magnetic name badges, or letterhead; or select "other" for other kinds of projects.

The Department of Communications maintains a large library of logos, images, files, and information for use by our schools and programs.

Media Policies

Important Media Rules

- Agency-wide rule: Do not, under any circumstance, speak to or email anyone in the media (*even to communicate a positive story*), before contacting Communications for guidance.
- All media requests must go through the Department of Communications. Direct all calls to the main Communications line: 860-524-4084.
- We may approve for you, or someone in your division, to speak to a reporter covering a story. If this is the case, we will communicate that approval with you and your Director.

Social Media

Social Media Policy

CREC's current Social Media Regulations are available on the Department of Communications page on CORI.

Social Media Pages

Communications manages CREC social media pages on behalf of CREC's schools and programs. All staff are encouraged to connect with our pages and to send us updates about the work of your school or program to be distributed on our social media channels. Email facebook@crec.org to have your updates shared on CREC's social media pages.

- Facebook: www.facebook.com/CRECExcellenceinEducation
- Twitter: @CRECEducation www.twitter.com/CRECEducation
- Instagram: @CRECEducation www.instagram.com/CRECEducation
- YouTube: www.youtube.com/CRECSCHOOLS
- LinkedIn: www.linkedin.com/company/crec

CREC BRANDING

CREC Logos and Taglines

The agency has three specific branding taglines to go with our logo. For assistance identifying the correct logo for your project, please contact the Department of Communications.

You can download all of the logos on cori.crec.org under Communications > Communications Resources.

CREC General Brand ***"Excellence in Education"***	**School Brand** ***"Schools of Excellence"***	**CREC Services Brand** ***"Expert Solutions"***
(green) • Business Services • Communications and Community Relations • CREC Foundation • Diversity, Equity and Inclusion • Executive Director & Leadership Team • Human Resources • Interdistrict Grant Programs • Open Choice • Other Central Departments • Regional School Choice Office	*(purple)* • Magnet Schools • Magnet School Central Office and Magnet School Leadership Team • Student Services Schools • Student Services Division and Central Department Staff • Head Start	*(blue)* • CREC Resource Group • Grants and Development • Operations ○ *(Construction & Facilities, Transportation, Information Technology, Food Services, Safety & Security)*

Email Signature Guidelines

CREC has established standard email signatures for all CREC staff. Your signature must follow the guidelines provided at the Communications CORI page at cori.crec.org.

The approved visual formats for CREC email signatures are provided on the web page and are meant to be copied and pasted into your own signature editor; all you need to do is plug in your personal contact information. As a reminder, your signature editor can be accessed in Outlook by going to File > Options > Mail > Signatures.

EMPLOYEE RECOGNITION

There are several ways that CREC recognizes the outstanding work of its employees. Here are examples of the awards that are given out at CREC:

- **Shining Stars** – awarded to any CREC employee who exemplifies hard work and CREC's core values; given out throughout the school year
- **Teacher of the Year** – awarded once per year
- **Paraeducator of the Year** – awarded once per year
- **Core Value Awards** – awarded to four employees each year at FallStaff. One to coincide with each of CREC's four Core Values: Expect Excellence, Act with Courage, Demand Equity, and Embrace Collaboration
- **CREC Kudos** - awarded to any CREC employee who exemplifies hard work and CREC's core values; given out throughout the school year at any time using CORI

CONTACT US

Please contact us to find out how we can assist you. Our offices are located at CREC Central at 111 Charter Oak Avenue, Hartford. Visit our Communications CORI page at cori.crec.org, call the main Communications line at 860-524-4084, or email communications@crec.org for more information.

CREC CARES FUND

For staff, CREC isn't just a workplace, it's a community. And in times of crisis, a community offers support. Established in 2014, The CREC Cares Fund is a unique employee directed giving program that is intended to support the emergency and immediate needs of CREC community members, including staff, teachers, students, and families who have experienced a catastrophic incident that has caused serious economic hardship. The CREC Cares Fund is supported through employee donations and is a program managed by the CREC Foundation.

Each year, employee contributions towards this fund are used to provide aid to students, families, and other CREC community members who have experienced an emergency, disaster, or some other personal or financial hardship. Situations that may qualify for assistance include:

- Accident or illness
- Death of an immediate family member
- Natural disaster (i.e. flood, tornado, etc.)
- Critical incidents (i.e. fire, theft, etc.) that cause a dramatic disruption in income or loss of primary residence

Employee donations are crucial to the success and availability of this fund. To support your colleagues in times of need, please download and fill out the payroll deduction form and send it through interoffice mail to the CREC Foundation. Contributions can be made by check, cash, credit card or Payroll deduction.

To contribute towards this fund, employees can direct their donations throughout the year via payroll deduction. While the focus is on CREC employees helping each other, the fund will accept donations from sources outside of CREC as well. Decisions regarding the use of funds will be directed by the Executive Director or designee on the basis of financial need, severity, and impact of the emergency on the CREC community member and availability of funds.

MY NOTES

Name: _____

Job title: _____

Date of hire: _____

other important info...

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Rev. 09/2022

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Excellence in Education

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