

# Boston Graduate School of Psychoanalysis

## Staff Handbook 2016



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## **FROM THE PRESIDENT**

Welcome to the Boston Graduate School of Psychoanalysis.

Since 1973 BGSP has offered training in clinical psychoanalysis. BGSP is a community of students, faculty, and staff dedicated to the advancement of learning, research, and public service.

To help acquaint you with the school, I am pleased to provide you with this staff handbook. The handbook contains employment policies and practices that enable us to work together effectively.

We in the administration and on the faculty take great pride in our school and its accomplishments and hope that you join in sharing it with us. We are interested in your work and future because your performance and commitment are essential to our continued success.

Once again, welcome aboard.

Sincerely,

Jane Snyder, Ph.D.

## **ABOUT THE HANDBOOK**

Although the staff handbook is published to acquaint the new staff member with school policy and practice, it is also intended as a useful guide to other staff members.

The contents of this handbook are informational only. The benefits, policies, and practices described in this book are not conditions of employment. BGSP reserves the right to modify, revoke, suspend, or change any benefit plans, policies, and practices at any time, with or without notice. Please consult your supervisor if you have any questions about the school's personnel policies.

Written communications are limited in that communication is one-way. To minimize this limitation we can discuss the contents regularly. Revisions to this handbook will be made as changes in policy are made and approved.

## **EQUAL OPPORTUNITY**

BGSP is committed to a policy of non-discrimination on the basis of race, gender, religion, disability, sexual orientation, or ethnic origin in its hiring and recruitment practices. Candidates are considered solely on the basis of their demonstrated skills and their ability to make a positive contribution to BGSP.

All decisions at BGSP that affect employment, training, promotion, compensation, and benefits are made in accordance with the principles of equal employment opportunity.

BGSP has established a policy to provide and maintain a community environment, that is free from all forms of illegal discrimination and sexual harassment. All directors, managers, and supervisors have the responsibility to take immediate corrective action to prevent and discriminatory action or harassment of a faculty member, staff member, or student.

## **EMPLOYMENT POLICIES AND PRACTICES**

The employment policy of BGSP is to hire individuals who have demonstrated a high degree of competence and quality in their educational and work experience.

### **Hours of Work**

The regular work week for full-time employees in administrative positions consists of five seven and a half hour days with a thirty-minute unpaid lunch period each day. Normal office hours are 9:00 AM to 5:00 PM. Supervisors may allow employees to work other schedules when appropriate and when such schedules do not cause operating problems.

### **Payroll and Deductions**

Employees are paid on a bi-weekly basis, generally on Wednesday, for the previous two-week period. For the convenience of employees, direct deposit is available. Direct deposit authorization forms are available from the Controller.

All employees are required to complete and sign a tax withholding statement and an employment eligibility verification statement. All tax deductions are based on the employee's salary and exemptions. An employee may have additional amounts withheld by request on their withholding form.

The stub attached to each paycheck or transmittal notice shows legally required deductions such as Federal and State Income Taxes, Social Security, Medicare and any other mandated deductions, that may apply. Changes to Federal/State withholding require a completed signed W-4 form, available from the Controller.

Additional voluntary deductions (e.g., health insurance, 403(b) contributions, etc.) are also shown on each pay stub. Such deductions can only be made, discontinued or changed upon written employee request, subject to applicable plan enrollment/eligibility provisions.

Should any questions about a paycheck arise, they should be directed to the Controller.

### **Court Ordered Withholdings**

In Massachusetts, up to 65% of your pay after taxes and deductions can be withheld each week for the payment of alimony or child support. The amount a court can order withheld for reasons other than alimony, child support or unpaid taxes is limited to the lesser of 25% of disposable earnings or the difference between disposable earnings and thirty times the current minimum wage rate.

### **Personnel Records**

A confidential personnel file is established and maintained for every employee. The following records are to be kept in the employee's personnel file:

- 1) Resume
- 2) Reference checks
- 3) Offer letter
- 4) W-4 withholding forms
- 5) I-9 Forms
- 6) Performance reviews
- 7) Records/documentation of disciplinary or corrective actions (if applicable)

Each employee has a right to review and receive a copy of his/her personnel file. This information is available upon request.

Personnel files are confidential. No information will be disclosed by BGSP to any outside party without the employee's prior written consent, unless it is required under a subpoena or other valid legal process.

### **EMPLOYEE CLASSIFICATIONS**

Employees fall into one of the following employment classifications:

Full-time                      regularly scheduled to work 37.5 or more hours per week

Part-time                      regularly scheduled to work at least 20 hours per week  
(benefit-eligible)

Part-time                      regularly scheduled to work less than 20 hours per week  
(not benefit-eligible)      sometimes with variable hours that may exceed 20

## **And**

Temporary schedule varies as required, generally filling an assignment that has a pre-determined end date and lasts less than 6 months; not eligible for benefits or paid time off.

In addition, positions are classified as either exempt and not eligible for overtime pay, or non-exempt and eligible for overtime pay under the Fair Labor Standards Act.

Exempt employees are generally paid on a salary basis, meaning an employee regularly receives a pre-determined amount of compensation each pay period, which amount is not reduced because of changes in the quantity or quality of his/her work. Exempt employees are not eligible for overtime pay.

Non-exempt employees are paid an hourly rate. Non-exempt employees must accurately record hours worked and any time off on a weekly time sheet, which should be submitted for approval to his/her supervisor each week.

## **Working from Home**

Staff is expected to work on-site. BGSP acknowledges there maybe exceptions to this rule in extenuating circumstances. In order for an employee to be paid for work outside the office, the employee's immediate supervisor pre-approves the work from home. The work order specifies the out of office work and the time associated with it. When the work is complete, the employee submits a time sheet to payroll with the supervisor's signature. Each additional work -from -home period follows this process.

## **Employment of Relatives**

BGSP policy precludes employment of immediate family members, with the exception of faculty assignments or temporary assignments. An immediate family member should not in any case regularly report to another immediate family member. For purposes of this policy, immediate family includes parents, children, spouses or siblings. Cases involving other close relatives working at BGSP will be evaluated by the Vice President of Finance and Institutional Relations.

## **Disability Accommodation**

It is the policy of BGSP to administer all personnel policies without regard to disability status. BGSP has a policy of non-discrimination toward qualified individuals with disabilities who can perform the essential functions of a position without posing a direct threat to the safety of themselves or others and without causing undue hardship to the school.

A person is considered to be disabled if that person has a physical or mental impairment that substantially limits one or more major life activities. A reasonable change is any

change in the way work is customarily done, or to the work environment which will enable a person to perform the job. BGSP will make a reasonable accommodation, which does not pose an undue hardship to the school to accommodate an employee or potential employee with a known mental or physical disability.

To request a reasonable accommodation, an employee needs to inform his/her supervisor of the disability and the accommodation needed. Next the Vice President of Finance and Institutional Relations is consulted and a decision is reached after consideration of all alternatives.

### **Performance and Salary Reviews**

BGSP will conduct employee performance and salary reviews for all employees. The initial review period for new employees is three months from the day of hire. Reviews will be conducted annually thereafter. At the day of hire new employees will be informed of their daily responsibilities and any special projects that will be assigned. At each review period the employee's daily functions will be restated for the upcoming year, special projects may be assigned and goals and objectives will be established and agreed upon.

Employees will be reviewed for their performance of their assigned daily functions, knowledge of their assigned functions, and performance of special projects if applicable. Specific areas to be reviewed will include:

- Quality of work
- Quantity of work
- Attendance and tardiness
- Professionalism
- Ability to work well with others
- Ability to meet deadlines
- Initiative in learning new functions

In addition, the employee's ability to meet established goals and objectives will be reviewed.

Salary reviews will be based on the overall performance review and the School's budget, and will be issued at the time of the performance review. Reviews will be administered by the employee's immediate supervisor.

### **Unsatisfactory Performance or Conduct**

If an employee exhibits unsatisfactory performance or conduct it will be brought to his/her attention immediately by the appropriate supervisor. BGSP has the policy not to wait until annual reviews to bring unsatisfactory performance to an employee's attention.

The employee and supervisor will discuss the reasons leading to the unsatisfactory performance or conduct, and develop a plan to correct or prevent the condition from

continuing. Every effort will be made to give the employee an opportunity to remedy the situation.

If the unsatisfactory condition continues the employee will be issued a written warning by their immediate supervisor, and once again afforded the opportunity to remedy the situation. The employee and supervisor will meet frequently to discuss progress on the plan to correct the condition.

If the employee fails to remedy the unsatisfactory performance he/she may be subject to termination.

### **GENERAL POLICY AGAINST HARASSMENT**

It is BGSP's goal to promote a workplace that is free of any form of harassment. Harassment of employees will not be tolerated. For additional policies regarding harassment please refer to the Annual Security Report, under security and safety.

### **GENERALLY UNACCEPTABLE BEHAVIOR/TERMINATION**

It is expected that BGSP employees exercise good judgment in following norms of professional conduct. The following are examples of conduct that is considered unacceptable and which may lead to immediate termination:

- Fighting/Violence or threats of violence
- Possession of weapons
- Theft
- Destruction of property
- Harassment/Discrimination
- Engagement in illegal activities
- Coming to work under the influence of alcohol and/or drugs
- Dishonesty
- Falsification of records
- Insubordination
- Excessive or inappropriate use of personal cell phones or other electronic devices
- Serious policy violations

In addition to this list, any other form of disruptive, inappropriate and/or illegal behavior as determined by the President in her sole discretion, will not be tolerated and may result in immediate termination.

### **RESIGNATION**

Employees who resign from employment are requested to submit a written letter of resignation, with at least 2 weeks' notice.



## **BENEFITS**

Full-time employees and part-time benefit-eligible employees are eligible to participate in the benefit programs offered by BGSP. Benefit programs are subject to all rules, regulations, and policies adopted by BGSP. BGSP may from time to time add or delete benefit programs or adopt changes to them.

BGSP offers the following benefit programs

- Health insurance
- TIAA-403(B)
- Holiday Observance (see schedule)
- Vacation (see policy below)

Any questions concerning these programs should be directed to the Controller.

### **Health Care Plans Tufts: HMO**

Full-time and part-time benefit-eligible employees are eligible for a comprehensive health insurance plan. Eligible employees may enroll in the Health Care Plan on the date of hire and once a year during the December Open Enrollment Period. Enrollment may also be allowed following certain qualifying events, such as loss of spousal coverage. Please contact the Controller.

#### Health Care Provider: Tufts Health Plan

##### Individual Plans:

##### HMO Advantage Plan:

BGSP 70% coverage monthly	\$404.60
Employee pays monthly 30%	\$173.39
Bi-weekly payroll deduction	\$ 80.02

##### Family Plans:

##### HMO Advantage Plan

BGSP 50% coverage monthly	\$823.64
Employee pays monthly 50%	\$823.64
Bi-weekly payroll deduction	\$380.14

In order to allow employees to take advantage of tax savings under the Internal Revenue Code, the BGSP offers, a Pre-Tax Premium Payment Plan for medical insurance programs.

## **VACATION**

BGSP provides paid vacation for benefit eligible employees. BGSP encourages employees to use their available vacation time. If available vacation time is not used by the end of a calendar year, it does not carry over into the following year. The only exception to this policy is if, for reasons of work, it was not possible for the employee to use all available vacation before the end of the calendar year. In that case, and with the prior approval of the Vice President of Finance and Institutional Relations, the employee may carry over no more than one week of vacation time to be used during the first three months of the next calendar year.

Part-time non-benefit-eligible employees may take unpaid time off with prior approval from the supervisor and the Vice President of Finance and Institutional Relations.

Vacation is earned according to length of service to BGSP:

Length of Service	Vacation Earned
< 3 Years	2 Weeks
4- 9 Years	3 Weeks
>10 Years	4 Weeks

One week's vacation is defined as the number of hours typically worked by the staff member during a week. A staff member will move to the next higher vacation earning level on the pay period following the relevant service anniversary date. Vacation is accrued beginning as of January 1st each year, except the year of commencing employment. In the first year of employment, vacation will be prorated to the date of employment and accrued beginning on that date.

If a holiday falls during the employee's vacation, the day will be charged to holiday pay, as applicable, rather than vacation pay.

Accrued unused vacation will be paid to a departing employee upon separation.

## **SICKNESS**

Full-time employees will accrue sick leave at a rate of 1/2 day per month. Benefit-eligible part-time employees will accrue sick leave on a pro-rated basis, based on the average hours worked per day. As an example, an employee who works 30 hours/week, averaging 6 hours/day, will earn 3 hours of sick time per month.

Employees may not use paid sick leave during their first 90 days of employment. Paid sick leave will not be paid out upon termination, nor will it carry over from year to year.

When an employee is on leave protected by the Family Medical Leave Act (FMLA), he/she will continue accruing sick time as long as the employee is using paid leave benefits. If an employee on FMLA leave uses all paid leave in accordance with the FMLA

policy and remains unable to return to work, then the remainder of the FMLA leave will be unpaid. Sick time used during a qualifying leave of absence runs concurrently with time off under the Family and Medical Leave Act.

### **Family and Medical/Maternity Leave**

Regular employees are eligible for unpaid FMLA leave. Under the Massachusetts Maternity Leave Law, certain employees who do not meet service and /or hours requirements for FMLA are eligible for up to 12 weeks of unpaid leave in the event of the birth of a child or adoption of a child under 18.

For employees eligible for FMLA, leave under the Massachusetts Maternity Leave Law and FMLA run concurrently.

### **Jury Duty Leave**

An employee called for jury duty will be paid full base wages, excluding overtime, for the first 3 days of service. For jury duty beyond 3 days, the difference between jury duty compensation and regular base weekly earnings will be paid, provided the employee reports for work when reasonably able to do so and presents the jury service voucher or check to the Vice President of Finance and Institutional Relations.

### **Bereavement Leave**

Recognizing that a death in an employee's immediate family creates many hardships, employees are allowed five (5) days off with pay in the event of the death of a parent, spouse or child and three (3) days off with pay for a sibling, grandparent, grandchild, parent-in-law or sibling-in-law.

### **Military Leave**

Military leave is available for eligible employees consistent with state and federal laws.

### **Personal Leave**

Employees with at least one year of service may request unpaid leave of up to three (3) months for compelling personal reasons. Such requests should be in writing and should include the reason for leave and expected dates of departure/return. Personal leave is granted only with the approval of the Vice President of Finance and Institutional Relations, taking into consideration the operational needs of the school.

## **HOLIDAY POLICY**

All full-time employees are eligible for holiday pay based on the schedule below, provided the day falls on a normal work day. Part-time, benefit-eligible employees are eligible for holiday pay only when their regular schedule includes a day that falls on a recognized holiday. Holiday pay will be based on the employee's scheduled hours for that day.

The following holidays are observed by BGSP:

- New Year's Day
- Martin Luther King Day
- President's Day
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day through New Year's Day

### **Summer Schedule for Full-time Employees**

The administrative office closes at 3pm every Friday from the first Friday in July through the last Friday in August.

## **EMPLOYEE RELATIONS**

### **COMMUNICATIONS**

Communication between employees and their supervisor about their work and progress is very important and encouraged. If an employee has any questions, ideas, or suggestions about improvement they should not hesitate to talk to their supervisor.

### **STAFF GRIEVANCE**

Every effort should be made to informally resolve any grievance by means of an open discussion between the employee and his/her supervisor. If the grievance cannot be resolved informally, the employee should file written notice with the Vice President of Finance and Institutional Relations. The employee states the problem and indicates the resolution sought. A meeting between the employee and the Vice President of Finance and Institutional Relations will be scheduled as well as meetings with other individuals involved. At the conclusion of all the interviews, a written response from the Vice President of Finance and Institutional Relations will be issued to the employee stating their decision and resolution if applicable.

## **EMERGENCY CLOSING**

If inclement weather forces the closing of the school, employees will be notified by telephone between 7:00 and 7:30 AM. The decision to cancel work is made by the President. If the decision is made to close BGSP after the workday has begun, individuals will be notified at that time.

## **REFERENCES**

Request for references on BGSP employees, both past and present, should be directed to the Controller. The only information the Controller will disclose is the employee's most recent job title and the employee's length of service.

## **SEVERANCE PAY**

Severance pay will be provided as a continuation of pay in those cases involving involuntary separation due to a reduction in force or reorganization. The amount of severance pay will be determined as follows:

Non-officers                      Two weeks after one year of service  
                                            Four weeks after three years of service

Officers                              One month after one year of service  
                                            Two months after three years of service

School contributions to health insurance will continue during the severance pay period. After that, continuing coverage of health benefits is offered under COBRA.

## **ELECTRONIC USE POLICY**

### **Internet Access**

Although BGSP recognizes that the Internet may have useful applications to our school, employees should engage in Internet use only when a specific job-related purpose requires such use.

Employees should not waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, streaming audio, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are job-related.

While recognizing that instances of invoking this right will be few and far between and will be reserved for cases when system abuse is suspected, BGSP reserves the right to

monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

### **Network and computer systems**

Network and computer systems are property of the BGSP, with very few exceptions. Employees have no right of personal privacy in any matter stored in, created, received, or sent through these systems. In its discretion as owner of system, BGSP reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent using the system, for any reason and without the permission of any employee. Use of passwords or other security measures does not in any way diminish BGSP's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to BGSP upon request, as files may need to be accessed in an employee's absence.

### **E-mail use**

Every BGSP employee is responsible for using the electronic mail (e-mail) system properly. The e-mail system has been provided for use in conducting BGSP affairs. All communications and information transmitted by, received from, or stored in this system are property of the BGSP. The e-mail system is to be used for school purpose only. Use of the e-mail system for personal purposes is prohibited.

### **Computer virus detection**

Files obtained from sources outside the BGSP, including disks brought from home; files downloaded from the Internet, new groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the computer network. Employees should exercise sound judgment when downloading files from the Internet and accepting e-mail attachments. If an employee suspects that a virus has been introduced into the network, notify the CMIT help desk at #617-399-1460.

### **Unauthorized hardware, software, and applications**

BGSP provides all necessary computer equipment, software and applications to employees. No employee is authorized to use equipment purchased through an outsider vendor without first consulting with Vice President of Finance and Institutional Relations, nor is any employee permitted to connect unauthorized equipment to BGSP computer network.

### **Personal Electronic Devices**

Employees who have personal cell phones, i-Pods or other portable electronic devices should use them during non-working time and outside work areas.

## Employee Handbook

I acknowledge that I have received, read, and understand the policies outlined in the BGSP's Employee Handbook. I understand that BGSP has the right to change the Handbook without notice. I also understand and agree that the information contained in these materials does not constitute an employment contract between BGSP and me, and that either BGSP or I may terminate our employment relationship at any time, with or without cause.

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Employee Signature

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Employee Name (Please Print)

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Date