

[Translated to English in March, 2026]



Organizational Development and Human Resources

EMPLOYEE HANDBOOK

Revised in July 2021

Message from the President

Since its beginnings in the 1880s, the educational project that is now the Universidad del Sagrado Corazón has contributed to the formation of outstanding citizens who occupy leadership positions in the public and private sectors in Puerto Rico and other parts of the world. The great strength of our institution lies in the original charisma of the Society of the Sacred Heart, in the ongoing support of the Board of Trustees, and in a faculty, student services staff, and administrative staff committed to the educational project and mission of the Universidad del Sagrado Corazón: *to educate individuals in intellectual freedom and moral conscience, willing to participate in the construction of a more authentically Christian society; a community united in justice and peace.*

With this mission as its guiding principle, the Universidad del Sagrado Corazón has a unique educational project in Puerto Rico, focused on the student, in which participatory, personalized, and relevant education in a community environment stands out. Each and every one of our employees is a participant and co-responsible for this great project: we are all educators. Our employees are the critical force that drives this project; each one is a key player in the formation, development, and education of our students. It is our calling and our goal to give our best for the good and success of our students. It is everyone's duty to maintain a work atmosphere that promotes the quality of community life.

At the Universidad del Sagrado Corazón, we strive to maintain a safe, respectful, and fair working environment for all. We firmly believe in the philosophy of teamwork because we are all an important part of our institution.

We are happy to have you as part of our team.

Welcome to Sagrado!



Gilberto J. Marxuach-Torrós

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1.1 PURPOSE OF THE EMPLOYEE HANDBOOK

At the Universidad del Sagrado Corazón, we are committed to providing employees in administrative and teaching roles with a healthy, participatory, and safe work environment. The general provisions of this Manual related to standards of conduct and institutional compliance apply to all individuals employed in administrative and teaching roles at the University. Provisions related to the accumulation of leave in excess of what is established by law, special leave granted by the institution, and fringe benefits apply exclusively to individuals regularly employed in administrative and teaching roles. This Manual shall not apply in instances where another manual, policy, or procedure so indicates or specifically addresses the issue, such as the Faculty Manual.

This Manual has been designed to provide you with valuable information about our University so that you have clear expectations and can better fulfill your daily work commitments. It is your responsibility to read, understand, and familiarize yourself with the rules of conduct, policies, and procedures included in this Manual. It is also your responsibility to stay up to date when changes to these rules or policies are communicated or enacted in the future.

This Manual contains a summary of our policies, procedures, and the most common situations that arise on a daily basis. No manual, no matter how convenient or comprehensive, can cover all situations that arise on a daily basis in the administration of the University, nor can it predict with absolute certainty all the changes that may arise in the future. For this reason, the University may impose corrective measures for conduct that jeopardizes the proper and normal functioning of the University, even if such conduct is not covered in this Manual.

Employees should take the time to read the Manual and feel free to refer to our University's leadership staff or the Organizational Development and Human Resources Unit for any questions, clarifications, or additional details that may arise. This Manual does not replace any policies, procedures, contracts, or programs that may be in effect at the time the conduct or misconduct occurs.

Because our University and regulations are constantly changing, it is possible that some of our policies and procedures may be modified or repealed, or that it may be necessary to enact new policies or procedures to bring them into line with changes or applicable laws or regulations in Puerto Rico or the United States. The Universidad del Sagrado Corazón reserves the right to amend or modify the content of this Manual when it deems necessary or to render it ineffective, in part or in whole, at any time. Changes will be duly communicated.

1.2 THE UNIVERSITY

The Universidad del Sagrado Corazón is an independent, coeducational, non-profit Catholic institution located in Santurce, one of the most central areas of the San Juan metropolitan area. The

University, faithful to its mission based on the teachings and ecumenical orientation of the Catholic Church, encourages and facilitates the integral development of the person in the spiritual, moral, intellectual, social, and physical spheres for a life of service to society. Its curricula are based on a core of general education courses, as it understands that these provide students with the best preparation for both personal and professional life.

Basic training in different disciplines and areas of human knowledge allows students to prepare for the world of work. The training our students receive prepares them to enter the job market. In this way, the University also addresses all aspects of humanistic education.

1.3 MISSION

Educate people in intellectual freedom and moral conscience, willing to participate in the construction of a more authentically Christian Puerto Rican society: a community of solidarity in justice and peace.

1.4 VISION

To offer a unique academic program, an innovative educational experience in which the classroom is the world, in an environment characterized by a community life of excellence and based on the principle that human beings and Christian values are at the very center of the program.

1.5 ETHICS AND COMPLIANCE

The personal and professional behavior of each member of the university community shall be oriented toward an environment and working conditions of justice, fairness, consideration, and respect for the highest ethical values and principles.

As an employee, it is your responsibility to read, understand, and familiarize yourself with the University's rules of conduct, policies, and procedures. It is also your responsibility to pay attention when changes to these rules or policies are communicated or enacted in the future. Similarly, you are expected to immediately report any violations of these rules to your immediate supervisor or a representative of the Organizational Development and Human Resources Unit.

1.6 OPEN DOORS

The University promotes free and open communication among the people who work at the institution. As a university, we are interested in hearing your ideas and contributions, as well as any difficulties you may encounter in your work. We encourage you to communicate any issues in your relationships with your colleagues or University leaders. Any complaints will be addressed in a timely manner and with discretion. In some situations, it will be necessary to conduct an investigation and communicate some or all of the information to the appropriate and necessary persons in order to address the complaint in an ethical, honest, and responsible manner. If, for any reason, you feel that you have not been treated appropriately, communicate your concern immediately to your supervisor, the person who occupies the highest role in the area, or the people who work in the Organizational Development and Human Resources Unit.

The University prohibits any and all retaliation, intimidation, or threats by any employee or person in a supervisory role toward any other employee who provides information leading to an investigation, reports a situation or violation of this Manual or any University policy or procedure, or files a complaint.

1.7 OUR COMMITMENT TO STUDENT SERVICE

At the University, we are committed to exceeding student expectations, striving unreservedly to achieve quality service through effective, efficient academic and administrative processes and friendly, respectful treatment. Our commitment is to maintain and continually improve the effectiveness of our academic programs and student support services.

1.8 Sophia Center

We have the Sophia Center, which provides religious services to the entire university community. Spiritual guidance, counseling, confessions, preparation for baptism, first communion, confirmation, marriage, and other services are offered. The University does not discriminate on the basis of religion, nor does it compel employees to participate in acts of this nature. However, conduct must be consistent with the Christian and Catholic character of the institution.

1.9 ENVIRONMENT, HEALTH, AND SAFETY

The University is committed to developing its educational program within a healthy and safe work environment, always considering the environment and the community around us, and complying with applicable laws and government regulations. We expect employees to exhibit an active and cooperative attitude in matters related to the environment, health, and safety throughout the University.

1.10 PRIVACY OF MEDICAL INFORMATION

At the University, we are aware of how important it is to keep our staff's medical information confidential. The University controls the use and disclosure of the medical information of all our staff in compliance with the federal Health Insurance Portability and Accountability Act ("HIPAA") and other applicable laws. Medical information is not shared with unauthorized persons, except for legal reasons or with the written authorization of the employee. To this end, the medical information of active staff is kept separate from personnel files.



The policies contained in the Employee Handbook are only a summary and do not include all existing policies. They represent a guide to some of the policies we have at the University and are not intended to replace those currently in effect. Failure to comply with University policies will result in disciplinary action, which could include termination of employment. The University reserves the right to modify or rescind any or all of these policies at any time. Such changes will be communicated as necessary and within the normal course of University operations. All policies are available on the University portal and from the Organizational Development and Human Resources Unit. It is your responsibility to access the portal to read them in detail.

2.1 NON-DISCRIMINATION IN EMPLOYMENT, REASONABLE ACCOMMODATION, AND AFFIRMATIVE ACTION

It is the University's policy not to discriminate in employment on the basis of age, color, national origin, citizenship, physical or mental disability, race, religion, sex, sexual orientation, marital status, status as a disabled veteran, recently separated or covered, victim of domestic violence, or any other characteristic protected by local and federal laws. In addition, it will provide **reasonable accommodation** to qualified individuals with physical or mental disabilities as long as they can perform the essential functions of the job and it does not represent an undue burden on the University. All requests for reasonable accommodations must be submitted in writing to the Organizational Development and Human Resources Unit. Those who are unable to submit a written request due to their medical condition may make a verbal request to a representative of the Organizational Development and Human Resources Unit.

Our policies and procedures are designed to comply with all applicable local and federal laws and regulations and cover all human resources actions, including: employment, compensation, benefits, training and education, educational assistance, transfers, promotions, and social/recreational programs. Personnel will be treated on the basis of their merits.

Our employees and job applicants will be evaluated fairly and equitably in all employment practices, including, but not limited to:

- Job assignments
- Promotions, demotions, or transfers
- Corrective actions
- Suspensions, terminations, or re-employment
- Training, social education, or recreational programs
- Compensation and benefits

The University prohibits any regular or temporary staff, contractor, supplier, or visitor from directly or indirectly engaging in conduct that violates this policy, including, but not limited to, inappropriate, offensive, or derogatory comments that promote a discriminatory environment for any of the reasons protected by law.

The University is committed to meeting its human resource needs by selecting the most qualified personnel to fulfill our educational purposes based on each person's qualifications and the requirements of the position to be filled.

Accordingly, the university will take affirmative action to:

- a. Recruit, employ, train, and promote individuals in all job classifications using as the sole criterion the qualifications of the individual in relation to the requirements of the position to be filled.
- b. Make decisions related to employee policy, promotion, and transfer decisions solely on the basis of the individual's qualifications in relation to the requirements of the position for which he or she is being considered; that is, to ensure that employees belonging to minorities, females, protected veterans, and qualified individuals with functional disabilities can advance to higher positions to the extent that their individual skills and qualifications warrant.

Any person who engages in discriminatory conduct will be subject to disciplinary action, which may include termination of employment.

This policy applies to all job applicants and all employees.

2.2 EMPLOYMENT HARASSMENT POLICY

The University prohibits sexual harassment and hostile environments. All staff members have a duty to behave in a professional and courteous manner. They are also expected to treat the people with whom they share their work, students, visitors, contractors, and suppliers with respect and dignity.

If an employee believes that they have been subjected to sexual harassment or a hostile environment by their supervisor, a coworker, a client, a supplier, or a service provider, they have a duty to report it immediately and file a written complaint with their supervisor, to any representative of the Organizational Development and Human Resources Unit or to the Title IX Coordinator. If an employee witnesses behavior that could constitute sexual harassment or a hostile environment toward another person at work by a supervisor, by someone who supervises them, a coworker, client, supplier, or service provider, they have a duty to report it immediately and file a written complaint with their immediate supervisor, any representative of the Organizational Development and Human Resources Unit, or the Title IX Coordinator.

The University encourages the reporting of all incidents or behaviors that may constitute sexual harassment or a hostile environment, regardless of the position held by the alleged employee-harasser. The University will investigate all complaints of sexual harassment or hostile environment promptly and discreetly. Complaints may be filed by the person who alleges to have experienced harassment or by another person who has witnessed conduct that could constitute sexual harassment or a hostile environment. A determination that an employee has engaged in sexual harassment or a hostile environment may result in disciplinary action, including termination of employment.

If persons who are not employees of the University engage in sexual harassment or a hostile environment, corrective measures reasonably within the control of the University will be taken.

This policy prohibits conduct that constitutes retaliation, intimidation, or threats against an employee who reports or files a complaint of sexual harassment or a hostile work environment. Retaliation means any conduct that results in adversely affecting employment opportunities, terms, and conditions. If it is determined that an employee has retaliated against another employee, they will be subject to serious disciplinary action, including termination of employment. However, if, after investigating a complaint of harassment or discrimination, it is determined that the complaint was not filed in good faith, or that false information was intentionally provided in connection with the complaint, disciplinary action may be taken against the person who filed the complaint or provided false information, including dismissal.

2.3 ATTENDANCE RECORD POLICY

The Attendance Policy provides guidelines related to the attendance of all administrative staff at the University. It provides guidelines for planning work time and time away from work in order to maintain an efficient work dynamic. It is not intended to interfere with or restrict staff from exercising their rights under the various leaves covered by federal and state laws.

If for any compelling reason you are unable to attend work or arrive on time, it is your responsibility to notify your supervisor immediately as soon as this becomes foreseeable, no later than the second hour of your work shift. Unless the medical situation is such that it prevents you from doing so, the call must be made by the employee directly to their supervisor. Similarly, any change to the established schedule must be notified and authorized.

All employees are responsible for recording their hours worked in the established system. Similarly, hourly employees (non-exempt personnel) are expected to comply with the established agreements for overtime work. It is the responsibility of all employees requesting paid leave to provide all relevant documentation within the stipulated time frame to ensure correct and timely payment. In cases of requests for unpaid leave, the applicant must also submit all relevant documentation so that it can be evaluated.

At the University, we will not tolerate excessive, unjustified, or patterned absences. If anyone working for the institution violates the Attendance Policy, they will be subject to disciplinary measures, including termination of employment.

2.4 ABUSE OF CONTROLLED SUBSTANCES AND ALCOHOL

The University is committed to providing a healthy and safe learning and working environment for students, administrative and teaching staff, contractors, and visitors. The abuse of alcohol and controlled substances, narcotics, and other drugs adversely affects both the level of performance and the quality of work performed, as well as the work environment.

The use of alcohol, controlled substances, narcotics, and other drugs is a potential danger to the health and safety of our coworkers, students, and visitors. Therefore, the manufacture, distribution, dispensing, sale, possession, or illegal use of a controlled substance, or being under the influence of alcohol or other drugs on University property, is prohibited. This policy seeks to create a safe place with zero tolerance for any criminal activity that could compromise and endanger the university community.

Staff will be subject to random testing for controlled substances and alcohol, as established by University policy and when there is reasonable suspicion.

2.5 NO SMOKING

The University promotes a healthy learning and working environment for students, administrative and teaching staff, contractors, and visitors. The University is also committed to providing the university community with a safe and healthy work environment. Therefore, smoking is prohibited on campus except in designated areas. Employees who smoke shall limit this activity to their free time. This policy also includes the use of electronic cigarettes.

2.6 POLICY ON USE OF UNIVERSITY RESOURCES

University resources may only be used for official University activities. They may not be used for personal gain or personal use, except in a manner that is incidental and reasonable and provided that it does not conflict with the employee's duties for the University (e.g., telephones). University resources include, but are not limited to, the use of information systems (e.g., telephone systems, data communication, and network services); the University's domain for electronic communication forums; the use of equipment (e.g., computers and official vehicles); the use of tools to acquire goods or services (e.g., purchase cards and cash); and the time and effort of staff, students, and other members of the University.

Employees should not have an expectation of privacy in their use of University resources. The University reserves the right to monitor written, verbal, and electronic communications generated by employees using University resources during and outside of their schedules, on and off campus. The University reserves the right to close or block staff access to University resources in the event of misuse of those resources.

2.7 ELECTRONIC SURVEILLANCE AND MONITORING POLICY – USE OF IMAGING CAMERAS

The University wants to ensure a safe learning, working, and residential environment for the university community. The use of cameras to record images is a common method

to prevent theft and maintain security. The university community's expectation of privacy regarding activities carried out on University premises and activities carried out off University premises is limited. The University uses security cameras as a tool to prevent activities that are contrary to institutional policies and/or that may endanger the life, property, or safety of any person.

The University may, at its sole discretion, place visible or non-visible security cameras in any area such as classrooms, offices, vehicles, common areas of University Residences, and all property within the campus, always respecting where there is a reasonable expectation of privacy such as bathrooms, showers, dressing rooms, medical treatment rooms, and rooms in residences for the safety and integrity of the environment. Non-visible security cameras will be installed when the University has reasonable suspicion that improper conduct or a violation of any institutional policy has occurred, or when there are special circumstances in which the life and safety of individuals and the integrity and property of the University may be at risk. In such instances, the person in charge of directing the security unit will consult with the Vice President of Organizational Development and Human Resources and request authorization from the University President prior to installing non-visible security cameras.

Monitoring will be carried out using a closed-circuit television monitoring system. The system consists of the installation of cameras connected to a recording system. Electronic surveillance will be carried out 24 hours a day, seven days a week. Electronic recordings of the images are stored on a server outside the University and preserved by the security camera system in their original state for a period of time. After that period, the security camera system automatically overwrites the images, creating a recording loop, except for those related to a complaint, investigation, or disciplinary process, in which case the University may determine to retain them for a longer period.

If an employee is caught engaging in an activity that is contrary to the University's rules of conduct, manuals, policies, and procedures, or that may endanger the life, property, or personal safety of any person, the images from the security cameras may be used in the applicable disciplinary proceedings.

2.8 WORKPLACE VIOLENCE PREVENTION PROGRAM

The Universidad del Sagrado Corazón does not tolerate any act of violence, as it is contrary to the values of peace, dignity, and respect that Puerto Rico and the entire university community deserve. The University is committed to the safety and health of our staff and to the prevention of violent incidents. All employees share the responsibility of ensuring a healthy, safe, and professional work environment. This includes being alert to any threats of violence and, when witnessing a violent event, immediately notifying your supervisor, the Organizational Development and Human Resources representative, or a security officer. All reports will be taken seriously and investigated as soon as possible.

2.9 PROTOCOL FOR HANDLING DOMESTIC VIOLENCE SITUATIONS IN THE WORKPLACE

The University is committed to providing a safe workplace for all employees and contractors. The University has designed a Regulation and Protocol for Handling Cases of Domestic Violence, which establishes that any employee who is a victim of domestic violence, sexual assault, or stalking, or who suspects that another employee or coworker is a victim of domestic violence, sexual assault, or stalking, sexual assault, or stalking in the workplace should feel completely free and safe to report the situation immediately to their supervisor or to the Organizational Development and Human Resources Unit so that the necessary action can be taken to safeguard the safety and well-being of the affected employee and the rest of the staff. This document is available to all staff on the institutional portal, under Human Resources.

As soon as the University becomes aware that one of its employees is a victim of domestic violence in the workplace, or is suspected of being a victim, it will take immediate action to assist the victim and take the necessary and appropriate protective measures. The Integrated Security and Risk Management Office will be informed that the presence or loitering of the aggressor on University property is strictly prohibited. If security officers are unable to handle the aggressor, the Police Station will be called.

This policy applies to all regular employees, temporary and part-time staff, visitors, contractors, suppliers, and consultants on University premises.

2.10 POLICY ON ROMANTIC RELATIONSHIPS IN THE WORKPLACE ("DATING")

Universidad del Sagrado Corazón is committed to its mission of educating individuals in intellectual freedom and moral awareness. **Romantic and intimate relationships between employees and undergraduate or graduate students enrolled at the University are prohibited unless they are legally married.**

The University promotes teamwork in a healthy work environment where bonds of camaraderie and friendship are developed. Relationships between staff members, whether employed in administrative or teaching roles, must always be professional and mutually respectful.

Romantic and intimate relationships between employees are prohibited where there is or could be a direct or indirect supervisor-supervisee relationship, or in instances where one party has or could have access to sensitive information about the other party, or where one party has or could have direct or indirect influence over the performance or terms and conditions of employment of the other party.

The University respects the privacy of staff and their romantic and intimate relationships outside working hours and outside the University, except when such conduct has or could have consequences within the workplace, with other staff or students, or for the University.

All staff must notify the Organizational Development and Human Resources Unit of any romantic or intimate relationship they have with another employee, temporary or part-time staff, contractors, or consultants who provide services at the

University. The Organizational Development and Human Resources Unit will assess whether there is an actual or apparent conflict of interest that could interfere with the proper and normal functioning of the University.

If the evaluation reveals that there is an actual or apparent conflict of interest, the Organizational Development and Human Resources Unit will handle the matter in question and explore alternatives such as:

- a. Reassigning one of the employees to another area of work
- b. Reassigning both employees to other areas of work

These alternatives are intended to prevent them from working together or performing tasks where one directly or indirectly influences the performance or working conditions of the other.

If either party in the romantic relationship does not accept the available solution, such refusal will be interpreted as voluntary resignation from employment.

Refusal to cooperate with the evaluation process and the search for a solution to the conflict of interest caused by a romantic and intimate relationship will be interpreted as insubordination and cause for immediate termination.

2.11 ACCOMMODATION DURING OFFICIAL ACTIVITIES

It is prohibited for an employee to stay overnight or remain in a room for a short or extended period of time with a student, unless that student is their son, daughter, or relative.

In the case of activities that require staff to stay overnight or remain at the location of the institutional activity, a single room will be required.

2.12 HIRING ADMINISTRATIVE STAFF AS PART-TIME FACULTY

We recognize that our administrative staff may have knowledge and experience (expertise) in various areas of knowledge that can enrich the educational offerings provided by the University. For this reason, we encourage employees who wish to teach at the University to do so, provided that the following requirements are met:

- a. The hiring of any administrative staff as part-time faculty must be authorized by their direct supervisor and by the Organizational Development and Human Resources Unit.
- b. The time spent planning and teaching their class must be outside of their schedule.
- c. The academic load of administrative staff shall not exceed six credits per semester.

Any exceptions to the above must be approved by the Office of the President.

2.13 POLICY AGAINST WORKPLACE HARASSMENT

The University prohibits workplace harassment. All employees must be treated with respect at all times.

Harassment is defined as **malicious**, unwanted, **repetitive**, and abusive **behavior** that is arbitrary, unreasonable, and/or capricious; verbal, written, and/or physical; **repeatedly** by the employer, its agents, supervisors, or employees, unrelated to the legitimate interests of the employer's company, unwanted by the person, and violating their protected constitutional rights, such as: the inviolability of human dignity, protection against abusive attacks on their honor, reputation, and private or family life, and the protection of the worker against risks to their health or personal integrity in their work or employment.

This workplace harassment creates an intimidating, humiliating, hostile, or offensive work environment that is not suitable for a reasonable person to perform their duties or tasks in a normal manner.

The University will investigate all allegations of harassment and impose the appropriate sanction, if applicable.

- ✓ The person who feels harassed must submit in writing to Human Resources the reasons why they feel harassed.
- ✓ Human Resources will interview the person filing the complaint, witnesses, and the alleged harasser.
- ✓ Human Resources will prepare a report and provide it to the parties.

2.14 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 ("COBRA")

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires the university to provide employees and/or their spouses and covered dependents who qualify as beneficiaries under COBRA with the opportunity to continue their coverage. This is done under the same medical benefits program, for a temporary period, at the group plan premium rates, and is granted under certain circumstances.

2.15 TELEWORK POLICY

Telework, also known as remote work, is a flexible employment arrangement that allows employees to perform their job duties from a location other than the university campus. Although the university's operational model is campus-based, the University recognizes that there may be situations where remote telework is necessary and/or beneficial to the university and/or employees.

To work remotely, employees need prior authorization from their supervisor and Human Resources. All requests for remote work will be evaluated on a case-by-case basis, taking into account the university's operational needs and business considerations. All employees authorized to work remotely must

Sign a Remote Work Agreement and comply with the University's Remote Work Guidelines.

3 RULES OF CONDUCT

It is impossible to list in detail a rule of conduct for every particular situation. However, as an example, we include some offenses that could be grounds for disciplinary action, including termination of employment. Offenses will be investigated confidentially and evaluated on a case-by-case basis. In the event of a conflict with any other current manual, code, policy, or procedure, the interpretation given by the University leadership in each particular case will prevail.

The rules of conduct apply to all regular staff, temporary and part-time staff, visitors, contractors, suppliers, and consultants on University premises.

Misconduct related to behavior:

Actions in violation of the rules of conduct.

1. Insubordination (i.e., refusing to perform assigned tasks or follow management instructions related to their duties).
2. Negligent or deliberate action that causes actual or potential losses to the University or its personnel, regardless of the amount involved, damage to University or personnel property, or physical harm.
3. Engaging in improper, disorderly, criminal, or immoral conduct that may affect the interests and image of the University.
4. Violating the University's Code of Ethics or any of the University's policies on or off campus.
5. Falsification, including altering reports, records, or failing to properly document documents, reports, or records.
6. Dishonesty, including but not limited to falsifying or altering documents.
7. Misuse of University funds and/or removal of property from University premises without prior written authorization issued by the appropriate department (ITI, Communications Center, Facilities, Security) and approved by authorized persons.
8. The use, sale, intent to sell, purchase, intent to purchase, distribution, and possession of controlled substances, narcotics, and other drugs; being under the influence of such substances; intoxication; or unauthorized consumption of alcohol or medications (e.g., stimulants) on University property, during working hours, during any University-sponsored activity, or in official vehicles.

9. Harassment, intimidation, mockery, ridicule, or coercion of a person based on race, age, color, national origin, citizenship, mental or physical disability, religion, sexual orientation, marital status, pregnancy, veteran status, or other condition protected by local and federal laws.
10. Failure to take appropriate corrective action upon receiving information about harassment or bullying in the workplace.
11. Falsely accusing any employee, visitor, or contractor.
12. Using offensive, threatening, and abusive verbal language and/or physical gestures or engaging in violence of any kind. Assaulting a coworker, supervisor, student, visitor, or contractor.
13. Gambling, betting, sales, commercial advertisements, unauthorized collections, or loans between employees on University property or during any activity sponsored by the University.
14. Political proselytizing on University grounds or during any activity sponsored by the University.
15. Interrupting the work of other employees without justification (i.e., talking about topics unrelated to the duties of the employee or other coworker, among others).
16. Littering and leaving trash on University property.
17. Performing work before or after your shift without proper authorization.
18. Engaging in horseplay, throwing objects, or running in buildings or on University grounds.
19. Driving motor vehicles negligently or at excessive speeds, violating traffic rules established by the University on campus, and off campus when the employee is driving University vehicles or their own vehicle on official business.
20. Failure to observe parking regulations (i.e., yellow lines, disabled parking, reserved parking, among others).
21. Sleeping during working hours on University property.
22. Ignoring restrictions in designated smoking areas.
23. Bringing radios, televisions, game consoles, or videos for personal use to work areas. Any of these devices or equipment that are in duly authorized work areas shall not be used by employees for personal use.
24. Using the University's cell phone and data allowance excessively, exceeding the normal limits established.
25. Using photocopiers for personal use without authorization.

26. Failure to wear identification cards in a visible area, or the required uniform, lab coat, or any other required protective equipment.
27. Failure to enter, remain in, and successfully complete the approved program to contribute to the rehabilitation and treatment of employees with alcoholism and drug addiction problems; and assistance programs in case of behavioral problems.
28. Carrying or possessing firearms or weapons of any kind on University premises, at any University event, or in official vehicles.
29. Having minors in work areas without prior authorization from the supervisor or the Organizational Development and Human Resources Unit.
30. Damaging, writing on, or defacing surfaces, walls, floors, equipment, machinery, or University property.
31. Disclosing confidential information from personal files or using it for personal purposes.
32. Retaliating against any employee who uses internal policies and procedures to resolve a particular situation.
33. Copying, modifying, or distributing computer programs without prior consent or a contract for the purchase of these programs and/or where intellectual property laws are violated.
34. Failing to comply with any of the necessary regulations, rules, policies, and/or procedures established by the University.
35. Failing to cooperate with or obstructing any inspection or investigation carried out by the University. Failure to cooperate makes you part of it.

Related to Attendance:

Excessive personal absences, unexcused absences, excessive tardiness that reflects a pattern (please refer to the Attendance Record policy).

1. Failure to provide evidence and/or a medical certificate for absences due to illness lasting more than two days. The provision of evidence does not imply that the absence will be authorized.
2. Failure to notify of absences as soon as they are anticipated, no later than the second hour of your work shift.
3. Failure to use the University's Time and Attendance System to record arrival and/or departure times for the workday.
4. Leaving work before the end of the shift without proper authorization.

5. Exceeding the time allowed for meals or breaks without proper authorization.
6. Making changes to the established schedule without prior authorization.

Health and Safety Related:

1. Violating safety and health policies, procedures, and practices, and violating environmental regulations or standards.
2. Failure to observe safety and hygiene measures.
3. Failure to promptly report an accident or incident that has occurred in the work area.
4. Operating, using, or possessing machinery, equipment, or tools that have not been assigned to you or for which you do not have the proper authorization and/or license.

Related to Quality of Execution and Compliance (Performance Management):

1. Engaging in a pattern of poor, inefficient, unsatisfactory, inadequate, tardy, or negligent performance. This includes:
 - a. Failure to comply with the Institution's quality and safety standards and regulations.
 - b. Low productivity
 - c. Lack of competence or ability to perform the job satisfactorily according to the University's expectations
 - d. Repeated complaints from students, employees, contractors, and visitors regarding your performance or behavior
2. Using or removing records outside the University, employee lists, student lists, or any other information classified as confidential, owned by the University.
3. Discriminating in offering employment, dismissing, paying, promoting, transferring, disciplining, giving promotions, or in the terms and conditions of employment of any employee on the basis of age, color, national origin, citizenship, physical or mental disability, race, religion, sex, sexual orientation, marital status, pregnancy, veteran status, or other status protected by local and federal laws.
4. Engaging in a pattern of errors in your duties, damaging work after being notified and/or trained on the correct way to do it, and/or creating unnecessary waste. Concealing defective work.
5. Performing unauthorized work.
6. Failure to observe security measures when using electronic resources.
7. Violations of confidential information protection policies.

8. Serious violations of any federal or local statute that could endanger lives, property, or the receipt of federal and state funds.
9. Failure to report personal changes, at the time they occur, that could affect benefits, such as:
 - a. Marital status
 - b. Physical or mailing address
 - c. Dependents
 - d. Beneficiaries

PERFORMANCE MANAGEMENT AND DEVELOPMENT PLAN

The performance of administrative staff will be evaluated in two stages. The first evaluation will take place during their probationary period. For exempt individuals, this will be five months after starting work. For non-exempt employees, it will be 3 months after starting work. Once the probationary period is complete, employees will participate in an annual evaluation with the primary objective of promoting continuous improvement and development for all staff, always keeping in mind respect for and promotion of the mission, vision, and institutional values. During the performance evaluation, the achievement of agreed-upon objectives, competencies, and areas for development will be reviewed.

An individual development plan will be prepared for all staff. This plan will include areas of strength that we want to continue developing, as well as areas that need improvement. All individuals in supervisory roles will complete the Individual Development Plan (IDP) document for each of the individuals they supervise, with specific activities to be carried out and completion dates. The primary responsibility for the development plan lies with the employee.

As an example, development activities may include, but are not limited to, the following:

- Training and education
- Job rotation
- Cross-training
- Continuing education
- Assignment of a coach or mentor
- Benchmarking

When performance consistently falls below expectations or needs improvement, an improvement plan will be developed for the employee, which will be reviewed periodically by their supervisor in accordance with the plan. Consistently unsatisfactory performance in evaluations or failure to satisfactorily complete the improvement plan could result in termination of employment.

LEAVE

5.1 SICK LEAVE – WITH PAY

1. The law provides that any employee who was hired before January 27, 2017, and who works at least 115 hours per month will accumulate 1 day per month for a total of 12 days per year; however, the University will provide all regular employees whose date of hire was before January 27, 2017, and who work at least 115 hours per month with 1.5 days per month for a total of 18 days per year. Employees whose date of hire is on or after January 27, 2017, must work at least 130 hours per month to accumulate one (1) day per month for a total of 12 days per year.
2. Sick leave begins to accrue from the first day of employment.
3. The use of sick leave will be considered time worked for the purposes of accumulating this leave.
4. Employees may use sick leave according to the number of days they have accumulated. It will be used when they are ill or have suffered an injury that prevents them from working or when they have to attend medical appointments or tests. At the discretion of their supervisor, **non-exempt employees** may charge one (1) or more hours of work to their accumulated sick leave. **Exempt employees** will not have their sick days divided into fractions; they must be taken in periods of eight (8) consecutive hours.
5. Employees may use up to five (5) days per year of their accrued paid sick leave to provide care and support in the event of illness to: children, spouse, father, or mother; minors who are not their children but over whom they have legal custody; elderly persons over whom they have legal custody; persons with disabilities over whom they have legal custody. Medical evidence must be presented in all cases.
6. In the event of prolonged non-occupational illness, the employee may apply for SINOT, Driver's Insurance, Family Medical Leave Act (FMLA), and then long-term insurance (LTD) benefits, provided they meet the established requirements.
7. In the event of occupational illness, the employee shall report to the State Insurance Fund (FSE) and, at its request, may use accumulated sick leave.
8. Sick leave not used during the course of the year by employees whose start date is before January 27, 2017, will be accumulated for subsequent years up to a maximum of eighteen (18) days. In other words, employees transfer the balance up to a maximum of 18 days of leave from one year to the next. In the case of employees whose date of entry is on or after January 26, 2017, they will transfer the unused balance up to a maximum of 15 days.
9. The use of sick leave does not exempt employees from complying with the rules of conduct validly established by the institution, such as rules on attendance, punctuality, medical certificates if the absence exceeds two (2) working days, and periodic reports on the continuation of the illness.

10. In the event of termination, the accumulation of unused sick leave by the employee will not be paid out.
11. Effective March 2, 2018, Law 28 comes into effect, creating a special annual leave that provides six (6) additional sick days for employees suffering from a catastrophic illness. These catastrophic illnesses are: AIDS, tuberculosis, leprosy, lupus, cystic fibrosis, cancer, hemophilia, aplastic anemia, rheumatoid arthritis, autism, post-operative organ transplant, scleroderma, multiple sclerosis, amyotrophic lateral sclerosis (ALS), and chronic kidney disease stages 3, 4, and 5. This leave has the following requirements:
 - a. Regular sick leave must have been exhausted.
 - b. If the special leave is not used, it will not carry over to subsequent years.
 - c. Upon termination of employment, the special leave of six (6) days or any remaining days shall not be paid.
 - d. The leave may be used in a split, intermittent, and flexible manner.
 - e. The use of this leave shall be considered time worked.
 - f. The employer, in this case the University, shall not consider the use of this leave as a negative factor in performance evaluations nor take adverse action against employees for using this leave, such as reducing their working hours, reclassifying their position, or changing their work shift.
 - g. Employees must submit medical certifications from a healthcare professional specializing in the applicable catastrophic illness, certifying that the employee has been diagnosed with a catastrophic illness under Law 28 and continues to receive treatment for that illness.
12. Any request by a supervisor for an employee to submit medical certification of their condition must be handled with strict confidentiality and privacy. The employee must submit all medical certificates to the Organizational Development and Human Resources Unit to comply with HIPAA.

5.2 PAID VACATION LEAVE

1. The law stipulates that any employee hired before January 27, 2017, who works at least 115 hours per month will accumulate 1.25 days per month for a total of 15 days per year; however, the University will provide all regular employees whose start date was before January 27, 2017, and who work at least 115 hours per month with 1.5 days per month for a total of 18 days per year. Employees whose date of hire is on or after January 27, 2017, must work at least 130 hours per month and will accumulate as follows:
 - a) Three-quarters of a day per month during the first year of service for a total of nine (9) days per year.
 - b) One day per month from the second to the tenth year of service for a total of twelve (12) days per year.

- c) One and a quarter days per month from the tenth year onwards for a total of fifteen (15) days per year.
2. The accumulation of vacation days during the month will begin on the first day of work and end on the last day of the month.
 3. Vacation time will be granted annually in such a way as not to interrupt the normal functioning of the University, for which purpose an annual vacation plan will be established.
 4. By agreement between the institution and the non-exempt employee, up to two days may be accumulated.
(2) years of vacation leave. If vacation leave is not granted after this maximum has been accumulated, the institution must grant the total accumulated up to that point, paying the non-exempt employee twice the corresponding salary for the period in excess of this maximum.
 5. A vacation request may be denied if it affects the normal functioning of the work unit.
 6. Absences for personal reasons may be authorized against accumulated vacation time if the person supervising the employee considers it meritorious and it does not affect the normal functioning of the work unit.
 7. In each calendar year (January to December), **non-exempt employees** must take at least five (5) consecutive days of accumulated vacation leave. The remaining accumulated days may be split up by written agreement between the employee and the supervisor. At the discretion of their supervisor, **non-exempt employees** may split one (1) or more hours of work against their accumulated vacation leave. **Exempt employees** may not split their vacation days, which must be taken in periods of eight (8) consecutive hours.
 8. During the vacation period, staff will receive the same pay they would have received had they been working their regular hours. Vacation pay will not be advanced.
 9. Holidays that fall within the vacation period will not interrupt the vacation and will not be part of it.
 10. In the event of illness before or during the vacation period, the vacation time may be canceled as long as the employee immediately notifies their supervisor on the first day of their illness and presents medical evidence.
 11. If the employee terminates their employment with the University, they will be paid the balance of their accrued vacation time.
 12. An employee on approved leave may request the vacation days accumulated during their period of absence.

5.3 MATERNITY LEAVE – WITH PAY

1. Act No. 3 of March 13, 1942, and Act 425, which amends Section 2 of Act 3, provide for paid maternity leave for pregnant employees for a usual period of eight (8) weeks. The employee must submit a medical certificate indicating that she is pregnant and her approximate date of delivery.
2. Maternity leave consists of four (4) weeks of prenatal leave and four (4) weeks of postnatal leave. However, an employee may remain at work until one (1) week before the estimated date of delivery, provided she submits a medical certificate authorizing her to work until that time. In addition, an employee may return to work up to two (2) weeks after giving birth, provided she submits a medical certificate certifying that she is fit to return to work.
3. If the date of birth is delayed, prenatal leave is extended until delivery without affecting postnatal leave, both with full pay.
4. If postnatal complications arise, the employee may take up to twelve (12) additional weeks of unpaid leave.
5. In the event of complications during pregnancy that prevent the employee from fulfilling her duties and responsibilities, she may use her sick leave or vacation leave and may be eligible for Non-Occupational Disability Insurance (SINOT) compensation and Family Medical Leave.

5.4 PAID MATERNITY LEAVE FOR ADOPTION

1. Act No. 3, as amended, provides maternity leave for any employee who adopts a preschool-aged child, meaning a child five (5) years of age or younger who is not enrolled in school. The adoptive mother shall have the same maternity leave rights as an employee who gives birth.
2. To be eligible for this maternity leave, the adoptive mother must have notified the University at least thirty (30) days in advance of her intention to adopt a child, take maternity leave, and her plans to return to work.
3. The leave will begin on the date the child is welcomed into the family.
4. The adoptive mother may return to work at any time during her maternity leave and will be deemed to have waived any unused portion of the leave.

5.5 BREASTFEEDING OR BREAST MILK EXTRACTION LEAVE

1. Law No. 427 of December 16, 2000, provides breastfeeding or breast milk extraction leave to working nursing mothers. This law also applies

also applies to any woman who has adopted a child and who, through scientific methods, is able to breastfeed.

2. Sagrado has two spaces set up for this purpose: one in the Sophia Center and another next to the office of the Vice-Presidency for Academic Affairs. During night hours, the Security Department will open these spaces if necessary.
3. Once a woman returns from maternity leave, she has the right to breastfeed her baby or express breast milk for a period of one (1) hour per workday. This period may be divided into two 30-minute periods or three 20-minute periods.
4. The leave shall have a maximum duration of twelve (12) months from the date the employee returned to work after her maternity leave.
5. In order to take this leave, the employee must submit a medical certificate during the fourth and eighth months of the infant's life, attesting and certifying that the employee is breastfeeding her baby.

5.6 FAMILY MEDICAL LEAVE (FMLA) – UNPAID

1. The Family Medical Leave Act of 1993, as amended, provides unpaid leave of up to 12 weeks during a 12-month period to any employee who is eligible for:
 - a. The birth and care of a newborn child
 - b. The placement of a child for adoption or legal custody
 - c. The care of a spouse, child, or parent with a serious health condition
 - d. Leave because the employee is unable to work due to a serious health condition
 - e. To meet a qualifying demand arising from the fact that the employee's spouse, child, or parent is on active duty or is called to service as a member of the National Guard or Reserve to serve in support of a contingency operation
 - f. Caring for a member of the Armed Forces, National Guard, or Reserve who is undergoing medical treatment, recovery, or therapy for a serious illness or injury that does not require hospitalization or is not on the list of those retired due to temporary disability. The member of the Armed Forces must be the employee's spouse, child, parent, or closest blood relative ("next of kin"). The employee may take a total of twenty-six (26) weeks of leave during a single twelve (12)-month period.
2. The benefits of this leave are not available for the care of parents-in-law or domestic partners.
3. The benefits offered by this leave may apply concurrently with other leaves such as sick leave, maternity leave, occupational accident leave (Fund), and SINOT. Any paid or compensated leave received by the employee may be deducted from the 12 weeks of unpaid leave provided by the FMLA.

4. Under certain circumstances faced by the employee, this leave may be taken intermittently or through a reduced work schedule. When leave is taken to receive planned medical treatment, the employee must make a reasonable effort to ensure that University operations are not unduly disrupted.
5. Whenever possible, the employee must notify their immediate supervisor and the Organizational Development and Human Resources Unit of the need to take advantage of this leave at least 30 days prior to the date they plan to begin using it. If the need to take advantage of these benefits is immediate, the employee must notify their immediate supervisor and the Organizational Development and Human Resources Unit as soon as possible.
6. The employee shall provide medical certificates certifying that he or she is unfit to perform his or her duties and the estimated time of return to work. Similarly, the employee shall submit medical certification when the leave is to care for a sick spouse, child, or parent and the estimated time of return.
7. Upon return from this leave, the University shall reinstate the employee to their original position or to another equivalent position with equivalent benefits and terms and conditions of employment.
8. Employee health insurance coverage will be maintained for the duration of the leave.

5.7 LEAVE FOR WORK-RELATED ACCIDENTS OR ILLNESSES (STATE INSURANCE FUND)

1. If an employee suffers an accident or injury at work or contracts a work-related illness, they will be referred to the State Insurance Fund Corporation (FSE), which will cover the costs of the employee's medical treatment until they are rehabilitated to work. The employee will receive the pay provided by the Fund for the duration of their treatment.
2. The employee must immediately notify their supervisor and the Organizational Development and Human Resources Unit of any accident or illness they suffer in relation to their work. Upon returning from the FSE and before returning to work, the employee must submit the Fund's discharge form to the Organizational Development and Human Resources Unit certifying that they can return to work. If the FSE grants the employee a CT (authorized to work while receiving treatment), the employee must report to work on the next working day after receiving such notification.

3. The term of job reservation is twelve (12) months from the date of the accident or from the date of reporting to the FSE, in the case of occupational illness. The reinstatement of the injured employee is subject to the following requirements:
 - a. The employee must request reinstatement within fifteen (15) days from the date of discharge by the CFSE, provided that such request is made within twelve (12) months.
 - b. The worker or employee must be mentally and physically capable of performing the job at the time of requesting reinstatement.
 - c. The job must still exist at the time the reinstatement is requested.
4. The employee must remain in contact with their immediate supervisor and with the Organizational Development and Human Resources Unit to inform them when they expect to return to work. This leave will be concurrent with Family Medical Leave.

5.8 DRIVER'S SOCIAL SECURITY

1. Any employee who, as an integral part of their job, is required to operate a motor vehicle and suffers an accident will be covered by the provisions of the Social Security Law for Drivers. The maximum duration of payments for this benefit will be 30 weeks within a period of 52 calendar weeks.
2. The job reservation period shall be one (1) year from the date of onset of disability. The employee may request reinstatement to their job within thirty (30) working days from the date of discharge, provided that the request is not made after one (1) year has elapsed from the date of onset of disability. The employee must also be mentally and physically fit to perform the job at the time of requesting reinstatement, and the position must still exist at that time.
3. The employee must remain in contact with their supervisor and the Organizational Development and Human Resources Unit to inform them when they expect to return to work. This leave will be concurrent with Family Medical Leave.

5.9 TEMPORARY NON-OCCUPATIONAL DISABILITY INSURANCE (SINOT)

1. Law 139 of June 26, 1968, as amended, establishes a benefits program known as "Temporary Non-Occupational Disability Insurance (SINOT)" for employees who are unable to work as a result of non-occupational illnesses or accidents.

2. Employees are entitled to apply for SINOT benefits starting on the eighth consecutive calendar day of being away from work due to a non-occupational illness or accident.
3. The maximum duration of payments for this benefit shall be 26 weeks within a period of 52 calendar weeks. The employee may choose to use up their accumulated sick leave or vacation time.
4. The employee must remain in contact with their supervisor and the Organizational Development and Human Resources Unit to inform them when they expect to return to work. This leave will be concurrent with Family Medical Leave.
5. The employee may request reinstatement within fifteen (15) days from the date of discharge, provided that such request is not made after twelve (12) months from the date of onset of disability and subject to the following conditions:
 - a. The employee is mentally and physically capable of performing the job at the time of requesting reinstatement, and
 - b. That said job still exists at the time the worker requests reinstatement.
6. Upon returning from SINOT, and before starting work, the employee must submit the certificate to the Organizational Development and Human Resources Unit, discharging them and authorizing them to work. The University will consider the request for reinstatement in accordance with legal provisions.

5.10 LONG-TERM DISABILITY INSURANCE – LTD (VOLUNTARY BENEFIT)

1. This disability insurance covers employees who are unable to perform their duties due to illness or accident, or while they are unable to perform all the tasks of their regular full-time or part-time position. This insurance offers the following benefits:
 - a. 60% of basic monthly salary
 - b. Maximum benefit of \$3,500 per month
 - c. Minimum benefit 10% of the benefit before any reduction or \$100, whichever is greater
 - d. Benefit duration: maximum five years
 - e. For mental conditions, the benefit will not exceed 24 months
2. This insurance carries a waiting period of 180 consecutive days (6 months) of illness. You must be totally unable to perform the duties of your own occupation during the waiting period.

5.11 MILITARY LEAVE – UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT BENEFITS ACT (“USERRA”) – UNPAID

1. This federal law provides unpaid leave for members of the United States Armed Forces (Army, Navy, Marine Corps, Air Force, and Coast Guard, as well as their respective reserves), the National Guard, the United States Public Health Service Commissioned Corps, and other categories of persons designated by the President of the United States in a period of war or emergency, when performing military service on a voluntary or involuntary basis.
2. As soon as the employee is notified that they will be activated, they must inform their immediate supervisor and the Development and Human Resources Unit by submitting the activation documentation.
3. When a regular employee, after having fulfilled their military duties, reports to work or requests re-employment within the period provided by law, they are entitled to have their seniority recognized and all the benefits determined by virtue thereof, as if they had continued in employment without interruption.
4. The University will grant unpaid leave to employees who are called to report for military camps or training during the summer, or other temporary obligations required by the Reserve or National Guard. Members of the Reserve or National Guard must report to work on their next workday after completing training. As soon as you are notified of any commitment requiring this leave, you must immediately inform your supervisor and the Human Resources Office and submit the relevant documentation.

5.12 JURY LEAVE – WITH PAY

1. Employees officially summoned to appear before any Court of First Instance of the Commonwealth of Puerto Rico to serve as jurors shall be granted special paid leave for up to a maximum of fifteen (15) working days.
2. If, due to the requirements of jury service, it is necessary for the employee to appear in court for a period longer than that specified above, the employee may charge that time to their vacation leave, if they so request.
3. If an employee is selected to serve as a juror, they must immediately notify their supervisor and the Organizational Development and Human Resources Unit at least five (5) working days prior to the date for which they were summoned or as soon as they receive the summons to appear.
4. The employee must return to work on the next working day after completing their jury duties. Once they return to work, they must submit to their supervisor and the Organizational Development and Human Resources Unit

a certificate issued by the Court Clerk, clearly stating the time spent in court, including the days and hours. Failure to do so and to contact the University to justify their absence will be understood as a waiver of their right to reinstatement.

5.13 LEAVE TO SERVE AS A WITNESS IN A CRIMINAL CASE – WITH PAY

1. The law provides for paid leave for the days and hours that an employee duly summoned by the public prosecutor or by a court spends appearing as a witness in a criminal case. To be entitled to this leave, the employee must inform their supervisor and the Organizational Development and Human Resources Unit at least two (2) working days before the day on which they will have to be absent from work.
2. As soon as the employee has finished appearing as a witness, they must return to work, presenting a certificate issued by the court clearly stating the time spent appearing, with the days and hours specified.
3. Employees shall not suffer any reduction in salary for appearing as witnesses in criminal cases, but such time shall not be considered as time worked for the purposes of accruing vacation and/or sick leave, nor for the calculation of overtime worked.
4. Employees who are summoned as defendants in any court of law shall not be entitled to this leave.

5.14 SPORTS LEAVE – UNPAID

1. This leave shall be granted to personnel who are duly certified by the Olympic Committee as athletes to represent Puerto Rico in the Olympic Games, Pan American Games, Central American Games, or in regional or world championships. Athletes include athletes, judges, referees, coaches, delegates, and any other person certified in such capacity by the Olympic Committee.
2. The leave shall have a cumulative duration of no more than fifteen (15) working days per year and up to a maximum of thirty (30) days. The salaries of employees who take this leave shall be paid by the Puerto Rico Olympic Committee.
3. Personnel who qualify as athletes certified by the Olympic Committee must submit to their supervisor and to the Organizational Development and Human Resources Unit a certified copy of the document accrediting them to represent Puerto Rico in the competition in question, at least ten (10) days prior to their barracks. Such certification must indicate the time they will be participating. If the request exceeds the duration limit of the leave, it may be processed as vacation leave if so indicated by the employee.

5.15 FUNERAL LEAVE – WITH PAY (VOLUNTARY BENEFIT)

1. In the event of the death of the employee's father, mother, spouse, children, or grandchildren, the University will grant three working days of paid leave.
2. In the event of the death of a sibling or grandparent, two working days of paid leave will be granted.
3. One paid day will be granted for the death of parents-in-law, sons-in-law, daughters-in-law, uncles, and nephews.
4. The use of this leave must be notified to the Organizational Development and Human Resources Unit and evidence (card in honor of the deceased person) must be presented.
5. To be eligible for such leave, it must be used at the time of the family member's death and will not be paid in addition to any other payment made to the employee for the same period of time, whether for vacation, holiday, or sick leave.
6. If an employee is designated as a representative of the University to attend the funeral of a colleague, the authorized time will not be charged to any leave.

5.16 SPECIAL UNPAID LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

1. This leave allows employees to take up to 15 days of unpaid leave each calendar year to address situations related to domestic or gender-based violence, child abuse, sexual harassment in the workplace, sexual assault, indecent assault, or stalking in its most serious form.
2. These 15 days may not be accumulated or transferred to the following calendar year.
3. The employee must notify the University of their intention to take Special Leave at least two (2) business days prior to the day they will be absent from work, unless circumstances do not allow for prior notification.
4. The required notification may be made through a communication processed by the employee themselves, a family member, a duly certified counselor, social worker, health professional, religious leader, shelter director, legal representative, or any other qualified professional who has cared for or provided some type of assistance to the employee or their family member in relation to a situation covered by Special Leave.

5. The University may request that an employee who takes Special Leave, or who requests a reasonable accommodation under the parameters of the new Law, provide documentary evidence demonstrating that the leave has been taken under the parameters established therein.
6. The employee must provide the requested documentation within a reasonable period of time, which shall not exceed two (2) business days after the last absence taken under this Special Leave.
7. The documentation provided by the employee must contain a certification clearly stating the time spent dealing with the situation, specifying the days and hours. In cases involving minors, the minor's name will not be disclosed, only their initials. The University may not request evidence of a person's arrest or conviction to justify absences under this leave.

5.17 PAID LEAVE - BIRTHDAY DAY (VOLUNTARY BENEFIT)

The University grants all regular staff one paid day off on their birthday. This benefit may be taken after the person has completed their probationary period. The period for using this leave is limited to three months from the date of the birthday. The benefit may not be taken before the birthday date or after the three-month period has expired.

GENERAL INFORMATION

ORGANIZATIONAL DEVELOPMENT AND HUMAN RESOURCES UNIT

The Organizational Development and Human Resources Unit has professionals available to help you. It is our desire to achieve the maximum individual development of our staff, as well as to promote good relations between all levels. In this way, we create an environment conducive to the development of ideas and knowledge that serve as the basis for achieving the objectives of our University.

In our Organizational Development and Human Resources Unit, you will find guidance on the University's manuals, codes, policies, and procedures, as well as best work practices. You can learn about professional development opportunities, receive information about other positions that may interest you, and gain profound knowledge of your benefits, which include: Health Plan, Savings and Investment Plan ("401K"), Life Insurance, Short-Term Disability Insurance ("SINOT"), and Long-Term Disability Insurance ("LTD"). You can find information about your vacation and sick leave, State Insurance Fund (FSE), and Family Medical Leave (FMLA). You can also receive guidance on study opportunities as part of a performance plan. Come visit us, we are happy to serve you.

EMERGENCY MANAGEMENT

7.1 MEDICAL EMERGENCIES

If you have a medical emergency, paramedics will decide on the course of action depending on the emergency. Notify the security officer of the emergency via telephone extensions: **2552, 2553, or 2557.**

7.2 EMERGENCIES DURING ATMOSPHERIC EVENTS

For the University, the safety of our staff is paramount. During an emergency due to an atmospheric event, you should take the necessary precautions before leaving your home. You can stay tuned to announcements through the University's official media channels, such as social media and University email, or call the switchboard at 787-728-1515, where you will hear a recorded message with updated information.

REMEMBER

Your job is where you spend most of your time; therefore, we must strive to ensure that the prevailing atmosphere is one of harmony that fosters the desire for improvement and development, both personally and professionally.

It is important that you channel your questions, concerns, and worries conveniently through your supervisor or the Organizational Development and Human Resources Unit.

Performing your work professionally, effectively, and efficiently, with special attention to providing excellent service to our students and visitors, a positive attitude, adequate communication, and teamwork are essential to successfully achieving the goals and objectives of our University.

Approved



Gilberto J. Marxuach-Torrós
President