

Eastern
International
College

Administrative and Operational Policies and Procedures Manual

2023-2024

Main Campus: 684 Newark Ave, Jersey City, NJ 07306

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Contents

I. HISTORY AND MISSION	4
Philosophy/Mission Statement	5
Accreditation/Affiliation	5
II. ORGANIZATION AND GOVERNANCE	7
Organizational Chart	7
III. ADMINISTRATIVE DUTIES AND RESPONSIBILITIES	19
IV. THE FACULTY	23
Teaching Schedules	28
Admission to Class	30
Student Discipline	30
Student Attendance Policy	30
Assignments, Tests, Examinations and Proctoring and Grading	31
Service to the College Community	33
Statement of Academic Freedom	34
Hiring Procedure for Faculty Members	37
Faculty Development	38
V. GENERAL PERSONNEL POLICY	39
Anti-Harassment Policy:	48
Employee Complaint Policy:	55
Conflict of Interest Policy:	56
Copyright Policy:	69
Social Media Purpose:	70
Social Media Policies:	70
Paid Holiday Policy:	77
Vacation Policy:	78
Sick Leave Policy:	78
Family and Medical Leave Policy:	79
New Jersey Family Leave Act:	80
Compensation & Employee Benefits Policies:	91
Employment Practices	97
VI. STUDENT SERVICES POLICIES AND PROCEDURES	102

Placement and Career Services	10296
Library/Learning Resource Center	10296
Counseling & Academic Advising	10397
Tutoring	10397
Student Life	10398
Financial Aid Advisement and Consultations	10498
Default	104
VII. BUDGETARY PROCESS AND PROCEDURES	105
VIII. ADMISSION REPRESENTATIVE AND THE RECRUITMENT PROCESS	107
IX. REGISTRAR, BURSAR, CAREER SERVICES AND PLACEMENT, FINANCIAL AID, DEFAULT, AND STUDENT LIFE	1104
X. STUDENT COMPLAINT PROCESS	113
XI. HOURS OF OPERATION	115
XII. ADDENDUM	116
XIII. ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF ADMINISTRATIVE AND OPERATIONAL POLICIES AND PROCEDURES MANUAL	117

EASTERN INTERNATIONAL COLLEGE

I. HISTORY AND MISSION

History

Micro Tech Training Center, now Eastern International College (EIC), was established in 1990 to provide customized computer training to students referred by local corporations. Initially, the school, which was located in East Orange, New Jersey, occupied two classrooms and trained 15 students in job-related software applications. Shortly thereafter, the school was approved by the New Jersey Department of Education and expanded its course offerings to include customized training for local companies in conjunction with the Job Training Partnership Act (JTPA).

As training programs offered by the school met with success, student enrollment increased and additional classes were added to accommodate the scheduling demands of the working group. In 1995, after five years of demonstrated ability to train and place individuals in computer-related occupations, the Accrediting Commission of Career Schools and Colleges (ACCSC) granted initial accreditation to Micro Tech Training Center. In 1996, the school began offering financial aid to qualified students.

In 2009, Eastern International College began offering an Associate in Applied Science Degree in Diagnostic Medical Sonography (AAS). After much success, the College expanded its program base and began offering Associate in Applied Science Degrees in Nursing in 2011, Medical Assistant (AAS) in 2010, Dental Hygiene (AAS) in 2013, and Cardiovascular Degree (AAS) in 2014.

In 2013, Eastern International College's Jersey City campus moved to a new building located at 684 Newark Ave., Jersey City, NJ.

In 2014 Eastern International College also began offering its first Bachelor Degree in Diagnostic Medical Sonography.

In August 2015, the Dental Hygiene Program received initial programmatic accreditation by the Commission on Dental Accreditation (CODA). In September 2015, the Commission on Accreditation of Allied Health Education (CAAHEP) granted initial accreditation for the Cardiovascular Technology program. In October 2015, the Nursing Program was granted full accreditation by the New Jersey Board of Nursing.

On March 12, 2020, the Accreditation Commission for Education in Nursing (ACEN) approved EIC's application for the addition of a new off-campus program instructional site, the Jersey City campus.

On October 29, 2020, the MSCHE approved EIC's substantive change request application to include distance education as an alternative delivery method within EIC's scope of accreditation.

On December 15, 2021, The New Jersey Board of Nursing approved EIC's application to establish a Bachelor of Science in Nursing Generic Program with a provisional accreditation status. The first BSN cohort started in the Spring 2022 semester. On June 22, 2022, The MSCHE approved EIC's substantive change request applications to close the Belleville campus and the teach-out of the Cardiovascular Technology Program.

Mission Statement

Eastern International College is a student-centered and career-oriented institution of higher education dedicated to the professional development of its diverse student body. Through innovative curricula, leading-edge technology, experiential (“hands-on”) learning and caring and responsive student services, EIC will provide:

- Challenging health sciences curricula and environments that maximize student success by equipping and engaging students to critically appraise and apply knowledge and skills necessary to succeed in their chosen profession, in the service of others, and in their communities.
- Scholarly faculty and dedicated staff who encourage and support diversity and promote excellence in teaching, learning and service as the college’s primary focus.
- Academic programs that foster ethical and critical thinking informed and enriched by nationally recognized general education standards and professionally accredited career competencies to ensure a quality collegiate experience.
- Leadership with innovative and responsive health science programs designed to anticipate and respond to healthcare market needs and provide the foundation for lifelong learning - skilled in, and adaptable to new information and technologies.

The Eastern International College community will achieve these goals through dedicated teaching and scholarship, the provision of student support services that include career and personal development programs, the meaningful participation of all the constituencies of the EIC community in the educational process, and by treating each other with mutual respect and understanding.

- **Accreditation/ Affiliation**

Eastern International College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801 Tel (267) 284–5011 www.msche.org. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Eastern International College is licensed by the New Jersey Office of the Secretary of Higher Education, 20 West State Street, 4th Floor, PO Box 542, Trenton, NJ 08625-0542, phone: 609-292-4310.

The Associate Degree in Nursing Program at Eastern International College is approved by the New Jersey Board of Nursing, Division of Consumer Affairs, 124 Halsey Street, 6th Floor, P.O. Box 45010, Newark, New Jersey 07101, phone: 973-504-6430.

The Bachelor of Science in Nursing Program was granted provisional accreditation by the New Jersey Board of Nursing, Division of Consumer Affairs, 124 Halsey Street, 6th Floor, P.O. Box 45010, Newark, New Jersey 07101, phone: 973-504-6430.

The Accreditation Commission for Education in Nursing (ACEN) has granted accreditation to the Associate Degree in Nursing program at Eastern International College. Accreditation Commission for Education in Nursing (ACEN): 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326. Phone: 404-975-5000

The Bachelor of Science in Dental Hygiene program at Eastern International College in Jersey City is accredited by the Commission on Dental Accreditation (CODA), American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, Phone: 312-440-4653. www.ada.org/en/coda. *Date of next review: 2023.*

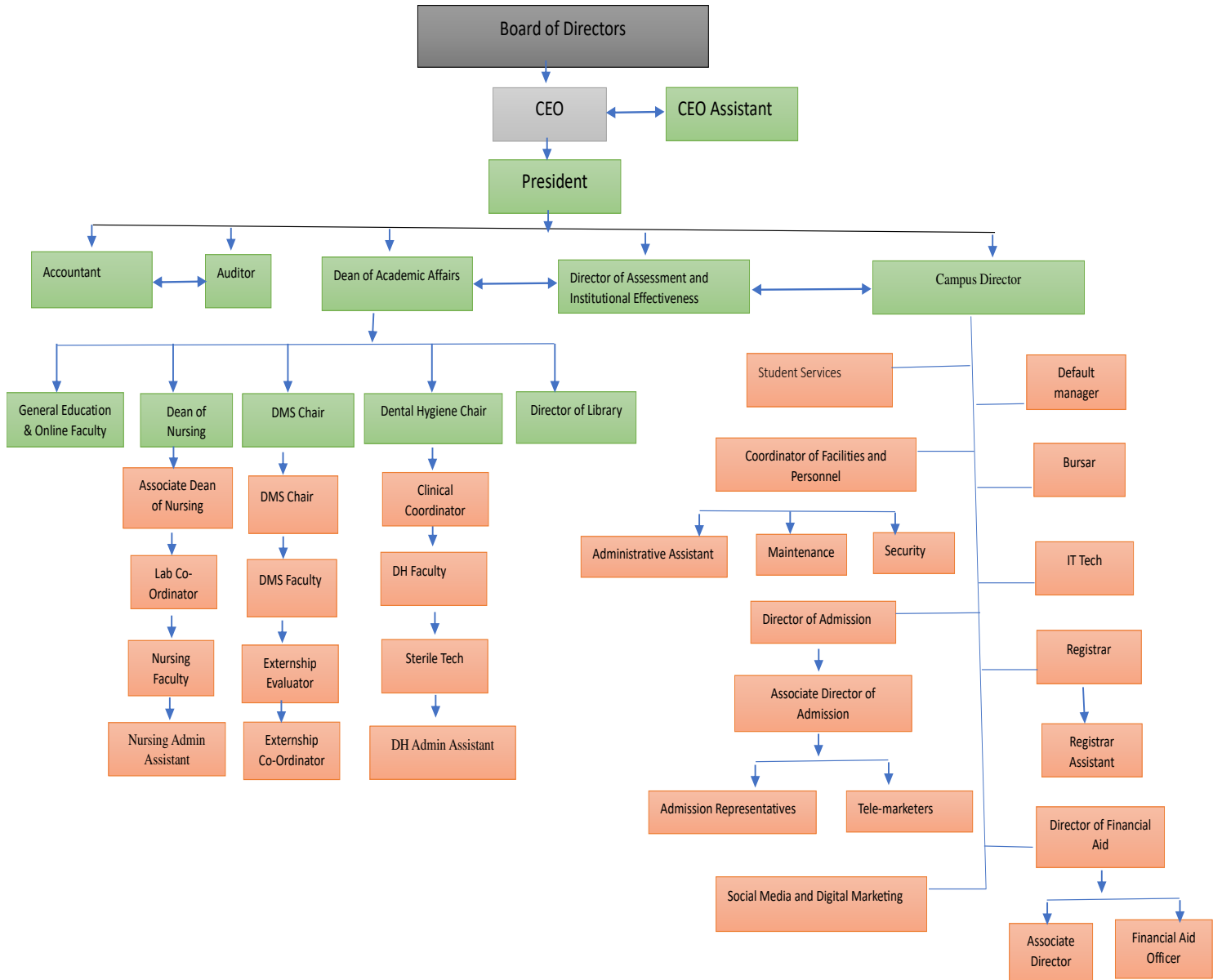
The Cardiovascular Technology Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT). The Commission on Accreditation of Allied Health Education Programs is located at 9355 113th St N. #7709, Seminole, FL 33775 Phone: 727-210-2350, Fax: 727-210-2354 www.caahep.org. *(This program is on a teach-out process)*

National Council for State Authorization Reciprocity Agreements (NC-SARA) 3005 Center Green Drive, Suite 130, Boulder, Colorado 80301 Phone: 303.848.3275 info@nc-sara.org

Eastern International College is approved to offer online education programs and participate in the State Authorization Reciprocity Agreement (“SARA”). For a current list of SARA member states, see <http://nc-sara.org>.

Non-SARA States: California: Due to state regulations for distance education, Eastern International College cannot accept residents of California into its online courses or education programs.

ORGANIZATION AND GOVERNANCE



College Personnel

Board of Directors

Philip Balis, MBA

Donald Grunewald, DBA

Bashir Mohsen, EdD

Lt. Col. Robert Tilli, Jr.

Paula Bloom, MHA, MPH

Executive Administration

Bashir Mohsen, EdD, CEO

Senior Administration

Julius Wangiwang, EdD, Acting President

College Administration and Staff

- **College Personnel**

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III. SUMMARY OF ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

Eastern International College is managed by an administrative team consisting of the Chief Executive Officer, President, Dean of Academic Affairs, department Chairpersons, Chairperson of General Education, Director of Assessment and Institutional Effectiveness, Financial Aid Director, Library Director, Coordinator of Facilities and Personnel, Registrar, Bursar, Default Manager, Director of Admissions, Externship Coordinator, and Coordinator of Student Services and Academic Support.

Chief Executive Officer (CEO)

The Chief Executive Officer of Eastern International College is the owner of the College. The CEO has full control of Eastern International College.

President

The President is the head of leadership and stewardship of the college and responsible for all facets of strategic management and oversight of the entire institution. The President assists the CEO and Board in developing and implementing the strategic direction of the College and reports to the CEO and Board of Directors.

Academic Administration

Duties and Responsibilities of the Dean of Academic Affairs

The Dean of Academic Affairs (DAA) is responsible for providing academic leadership to the College to ensure that students receive quality training. The DAA is responsible for, but not limited to, the management of the academic departments including the online eLearning programs;

enhancement of programs; curriculum, teaching; institutional accreditation; faculty recruitment; faculty development; and evaluation; assessment; advising; and student retention. The DAA participates in academic planning, budget development and the allocation of resources., and serves as the eLearning direct line for purposes of project assignments and deliverables, guidance, and support for online eLearning. The DAA reports to the College President.

Duties and Responsibilities of the Director of Assessment and Institutional Effectiveness

The Director of Assessment and Institutional Effectiveness is responsible for the development, organization, evaluation, and coordination of institutional, curricular, and programmatic assessment activities and documents for the purpose of improving institutional, educational, and programmatic outcomes. The Director is also the lead for all accreditation and compliance materials and issues. He/she will work closely with the Interim President, Dean of Academic Affairs, Deans, Department Chairs, and faculty members. The Director of Assessment and Institutional Effectiveness reports to the College President..

Duties and Responsibilities of the Chairperson of General Education

The Chairperson of General Education oversees the General Education Department (CGED). Student-centered approach, the CGED designs and posits “general studies” curricula (e.g., humanities and social science courses) and academic support programming (e.g., English and math tutoring) for the purpose of solidifying students’ most basic academic skills, fostering critical thinking, and supporting the overall academic progress of students, so that they may develop the skills needed for success at the college level and beyond. The CGED reports to the Dean of Academic Affairs.

Duties and Responsibilities of the Dean of Nursing

The Dean of Nursing is the administrative office of the College’s nursing program and is responsible for the supervision of the faculty and staff assigned to the department. The primary duties are to ensure that adequate and appropriate personnel and facilities are available for effective instruction and to provide comprehensive oversight for the planning, growth, and improvement of the programs. The Dean of Nursing provides leadership and counsel to faculty staff and students, monitors trends in nursing education, participates in research, ensures adherence to federal and state College regulations, maintains accreditation standards, and establishes strategic partnerships. The Dean of Nursing oversees all operations of the nursing program. The Dean of Nursing reports to the Dean of Academic Affairs.

Duties and Responsibilities of the Associate Dean of Nursing

Under the supervision of the Dean of Nursing or designee, the Associate Dean of Nursing is responsible for the management of administrative functions of the Nursing Department. The Associate Dean collaborates with the Dean on strategic planning and initiatives; administrative leadership in areas of curriculum development and evaluation; compliance with NJ State Board and programmatic/institutional accreditations; assessment; faculty development, hiring, and performance appraisal; and student support and discipline. The Associate Dean of Nursing reports to the Dean of Nursing.

Duties and Responsibilities of the Department Chair

The responsibilities of the Department Chair (DC) at Eastern International College center on providing overall leadership to the department to achieve the outcomes and goals of the degree program. The DC will create and facilitate achieving the vision for the growth and development of the department through leadership, scholarship, and supervision of faculty and staff. Professional development, scholarly activities, and service to the College are expected. The DC is a community role model who fosters an environment of professionalism and technical and cultural competencies. The DC reports to the Dean of Academic Affairs.

Non-Academic Administration

Duties and Responsibilities of the Campus Director

The Campus Director provides leadership, direction, supervision, and accountability for student and faculty services, technology and E-Learning, evaluation of student services processes and procedures, and marketing the College to prospective students. In addition, the Campus Director coordinates with the Director of Institutional Effectiveness and Assessment for institutional accreditation activities which include preparation, completion, and timely submission of the Self Study Report and compliance with accreditation standards. The Campus Director reports to the College President

Duties and Responsibilities of the Director of Admissions

The Director of Admissions is in charge of the Admissions Department, which oversees the recruitment and enrollment of students based on standards approved by the accrediting bodies; designs and plans advertisements for the College pending approval by the Campus Director and/or the College President; determines the “goodness-of-fit” between an applicant and a particular program and provides appropriate advisement and/or recommendations; maintains an effective database for applicant and/or prospective student data; and follows up with applicants in a timely and systematic manner. Ensures that Admissions operations are conducted in accordance with administrative compliance requirements as mandated by the U.S. Department of Education and college’s institution and programmatic accreditations, assisting in the development and direction of marketing and institutionally- approved advertising strategies and completing other assigned tasks requested by the College President. The Director of Admissions reports to the Campus Director. In the absence of the Campus Director, the Director of Admissions reports to the College President.

Duties and Responsibilities of the Director of Financial Aid

The Director of Financial Aid has the general responsibility of processing applications for financial aid and provides students with information about available financial aid services, conducts interviews, and determines if an applicant is eligible for financial aid, provides student financial aid orientation information using videos and question-and-answer formats, assists students in properly filling out forms, and advises on default management; coordinates with BURSAR for students under “Bursar Hold” when necessary.

Importantly, the Director of Financial Aid ensures that the department adheres and complies with the standards and policies of the US Department of Education, State and Federal regulations, and institutional accreditation bodies. The Director of Financial Aid reports to the Campus Director. In the absence of the Campus Director, he/she reports to the College President.

Duties and Responsibilities of the Registrar

The Registrar is responsible for student records and files. The Registrar maintains confidential student records and files, daily maintenance of Diamond D (the student records management system), and generates daily and weekly attendance and academic progress reports. In addition, the Registrar coordinates with the Campus Director and Dean of Academic Affairs regarding student graduation and prepares graduation certificates and/or diplomas; verifies information required by outside agencies needed by enrolled students and prepares outgoing correspondence regarding student concerns. The Registrar reports to the Campus Director. In the absence of the Campus Director, the Registrar reports to the College President.

Duties and Responsibilities of the Library Director

The Librarian is responsible for the management of the Learning Resources System and overall supervision of library holdings and cataloging, including bound and E-Library collections. In addition, the Librarian consults with the Education Department and faculty regarding new acquisitions and the development of all collections. The Librarian is also responsible for the delivery of standard academic library services, including library instruction and Information Literacy, as well as reference and circulation assistance. The Librarian heads the Library Committee and reports to the Dean of Academic Affairs.

Duties and Responsibilities of the Default Manager

The Default Manager (DM) reports to the Campus Director and works together with the Financial Aid Director. The DM is responsible for coordinating with students regarding their delinquent accounts, conducts exit counseling, provides useful tips and information in managing loans, and also provides general information about student loan payments. The DM conducts and documents exit interviews and financial aid advising upon student graduation, and follows up with students regarding their loan repayment progress.

Duties and Responsibilities of the Coordinator for Facilities and Personnel

Under the guidance of the Campus Director, the Coordinator for Facilities and Personnel (CFP) works to ensure efficient maintenance and function of campus facilities and promotes positive interactions between maintenance personnel and other departments of the campus. In addition, the CFP facilitates the employment process for new employees and works with the Campus Director to ensure that orientation and training are provided for the new staff members. The CFP also works with the college auditor for payroll preparation.

Duties and Responsibilities of the Student Services and Academic Support Coordinator

Under the supervision of the Campus Director, the Student Services and Academic Support Coordinator (SSASC) coordinates and organizes all aspects of student services, including career services and placement, and creates innovative programs to promote opportunities for students to achieve student learning outcomes and academic success. The SSACS connects students to appropriate resources, provides ongoing support as needed, and facilitates communication with faculty and staff.

Duties and Responsibilities of the Information Technology Services Support

The Information Technology Services Support oversees operational activities relating to technology services in the College. Specifically, the Information Technology Services Coordinator has the following duties: Oversees and assists in daily IT activities, operations, and processes to ensure a smooth flow of operations; Coaches staff, faculty, and students on questions and resolution of technology issues in the College; Coordinates the repair or replacement of all technology equipment in instructional areas and offices; Assists in meeting with users to determine the quality of service and recommends necessary adjustments to accommodate their needs; Coordinates updates to the instructional database, Diamond-D, and other reports as needed; Monitors and recommends the purchasing of technical equipment and IT supplies; Maintains an inventory of all IT equipment in the College. The Information technology Coordinator reports to the Campus Director

IV. THE FACULTY

The Faculty

All appointments to the faculty are made by the President of Eastern International College through his designee, the Dean of Academic Affairs, who receives recommendations from the Program Director, Chairperson of General Education, and Dean of Education.

In any given academic year the faculty consists of:

- The full-time faculty status
- The adjunct faculty status with a part-time teaching assignment.

Faculty Status

The term “faculty status” refers to that special standing in the college community belonging to those who are assigned the rank of instructor, and who are subject to review by the appropriate department chair and by the Dean of Academic Affairs for contract renewal or promotion and who hold a current full-time faculty contract with the college.

Faculty status gives the person an active and passive voice for purposes of general faculty meetings and for departmental faculty meetings.

Faculty Ranks

The academic rank for all faculty members is Instructor.

Faculty Qualifications

Faculty members who teach general education courses must have, at minimum, a master's degree with appropriate academic coursework (minimum of 15 semester credit hours) and preparation in the subject area(s) taught.

Faculty members who teach technical courses must have a minimum of four years of related practical work experience in the subject area(s) taught and possess a related degree at least at the same level as the course the faculty member is teaching.

Faculty Expectations

Instructors are expected to have fulfilled the duties and services of a full-time teaching faculty member in a collegial fashion as detailed in the Duties, Privileges, and Procedures for Instruction. Other factors that must be considered are professional degrees and licenses, evidence of sincere interest in the objectives of the college and its programs, interest in the general welfare of its students, active participation in activities of learned and professional societies, participation in departmental affairs, work with student organizations, directing students to noteworthy achievements, serving on various departmental and college-wide committees when appointed or elected, and reputation and recognition among professional colleagues and in academic circles.

A dress code is expected to be maintained by faculty while on campus. Eastern International College instructors will wear business, or business casual, at all times in the classroom. For men, "business casual" is considered to be a long- or short-sleeve shirt or a polo-style shirt with a collar. For women, "business casual" is considered to be a blouse with a collar. Instructors in clinical situations will dress according to that profession's standards and to infection control protocols.

Library Personnel with Faculty Status

The Director of Libraries is an officer of the administration with faculty status. Library personnel may hold faculty status and may be classified as Associate or Assistant Librarian, Director of a Campus Library, Reference Librarian, Circulation Librarian, Periodicals Librarian, Media Librarian, Head of Technical Services, or Cataloger.

Adjunct Faculty

Based upon the individual's professional qualifications and, where appropriate, ranking at another institution of higher education, academic titles such as lecturer or adjunct instructor will be awarded. Adjunct faculty is ineligible for participation in the college fringe benefit programs. Attendance at faculty meetings and membership in faculty committees are optional.

Teaching

The primary responsibility of the faculty is to prepare and teach courses, bringing to bear research, which is current and in-depth, utilizing the best of teaching and learning techniques to motivate and lead students. The college assigns for each course a certain number of contact hours, in accordance with the requirements of the State of New Jersey, and faculty are expected to carefully meet with classes for the full-time stipulated. Eastern International College hires individuals for faculty positions with the purpose of providing learners with excellent classroom experiences.

Conflict of Interest and Conflict of Commitment

Members of the faculty with a full-time faculty contract are expected to have as their principal occupation and occupational interest the teaching of their classes and the carrying out of other assigned duties. It is the responsibility of the faculty member to ensure that outside commitments do not interfere with the fulfillment of his or her responsibility to Eastern International College. The immediate supervision of this commitment is the responsibility of the appropriate program director under the direction of the Vice President.

Duties and Responsibilities

In collaboration with the Program Director, and Dean of Academic Affairs, the faculty is responsible for reviewing and maintaining the integrity of the curriculum offered by Eastern International College. Specifically, the faculty

1. Teaches assigned classes in accordance with course syllabi and maintains appropriate student records on achievement and attendance.
2. Reviews and updates course outlines, and recommends text selection and syllabi in cooperation with the Program Director and Dean of Academic Affairs.
3. Proposes and develops new courses as appropriate for continued program growth.
4. Modifies, when necessary, curriculum and/or teaching style based on supervisor assessment, professional improvement plan (PIP), and professional development experiences.
5. Evaluates and assesses student academic achievement.
6. Maintains current instructional standards and communicates these standards with students, in writing (syllabi), of such standards and policies.
7. Provides input to the Program Director on curriculum
8. Maintains certificates and/or licenses as necessary for employment eligibility.
9. Maintains acceptable standards of conduct for the profession at all times. Maintains an awareness of new instructional technology and teaching methodology.
10. Participates in a self-evaluation process for the individual and the department.
11. Attends professional development workshops.
12. Holds or seeks membership in local, state, and/or national professional organizations.
13. Adheres to the start and end policy for all instructional assignments.

14. Enforces all institutional rules and regulations relating to the classroom environment, student responsibilities, and all other policies listed in the student handbook and faculty handbook.
15. Assures that no school property leaves the premises unless approved by the Campus Director or Dean of Academic Affairs
16. Takes part in independent professional research or readings beyond that necessary to meet normal course preparation.
17. Other duties to support instruction, as assigned by the Department Chair/Department Dean, and the Dean of Academic Affairs

Professional Responsibility

At Eastern International College there exists a strong tradition of dedication to the importance of teaching and service to the student. The faculty members are urged to strive toward excellence in the profession of college teaching, regularly seeking the counsel of their colleagues and the evaluations of their students. Concern for the students and availability to them outside of class have long been hallmarks of the faculty.

Faculty members are expected to express their ideas and guide their actions in such a manner as to command respect for their character, their scholarship, and their objectivity. When they speak or write publicly, they should leave no doubt as to whether they speak as private citizens exercising their constitutionally guaranteed freedom of speech, or as members of a learned profession, or as representatives of the college.

Faculty should devote themselves to the interest of the students' intellectual welfare by keeping abreast of developments in their particular fields.

They must remember that the maintenance of good academic standards demands a very high level of preparation and teaching. The placing of high ideals and standards before the minds of the students stimulates them to greater accomplishments and is an advantage to each student, faculty member, and the college. Only then can the requirements imposed on the students be administered fairly.

Faculty Evaluation Process

Full-time faculty members are evaluated in three ways- faculty evaluation by students, evaluation of faculty through classroom observation by the chairperson or Dean of Academic Affairs, and annual evaluation. Adjunct faculty members are evaluated via the faculty evaluation by students and classroom observation. All faculty members are evaluated by students through the EIC evaluation form. New faculty members receive at least one classroom observation by the Department Chairperson (and in some instances, the Dean of Academic Affairs) during the first three months of employment. All continuing full-time faculty members are observed at least once during the year and as needed.

Classroom Observation

Classroom observations are guided by the EIC Administrator Observation of Classroom Teaching form that contains evaluative statements on pedagogy, mastery of content, and student involvement. The form is formatted in a Likert Scale type wherein the faculty is rated within a range of 1-5 where 5 is Strongly Agree and 1 is Strongly Disagree. The primary purpose of this observation is to help the faculty members identify ways in which they may improve pedagogy and content. This observation is also a tool for the administrator and/or observer to identify training needs for faculty members. A post-observation conference is scheduled between the observer and faculty to discuss the result of the observation. A follow-up observation may be done if necessary.

Faculty Evaluation by Students

Each faculty member is subject to a student evaluation during each semester using EIC's Student Evaluation Form. This form, which is Likert scale-based, contains 17 questions that include pedagogy, content, student participation, grading, among others. Students rate their teachers from 0 through 4, 0 being Poor and 4 as Excellent. The result of the evaluation is reflected on a form showing mean rating for each item and an overall mean. Each evaluated faculty member receives the result of his/her evaluation at the end of the semester. The result becomes partly a basis for faculty and curriculum improvement.

Faculty Committees

Full time faculty members are mandated to join at least two (or more) committees. Adjunct faculty members are not required to join faculty committees but are encouraged to participate. Faculty committee meetings are held at least twice every semester.

Library Committee

Chaired by the College Librarian, incumbents are responsible for the review of the library and its holdings in support of curriculum and learning. The committee receives and reviews recommendations of collection improvement and for the provision of on-line learning resources that complement in-class instruction.

Standards Committee

Chaired by a faculty member, incumbents are responsible for the systematic review of all academic standards including, but not limited, to the assessment of student learning outcomes, admission criteria, Dean's list criteria, grading and grading policy, and standards of academic progress.

Academic Affairs Committee

Chaired by the Dean of Academic Affairs, incumbents are responsible for the systematic and continuous review of eastern International College courses and curriculum. The Committee reviews and, if warranted, suggests revisions in current courses and programs.

Facilities Committee

Chaired by a faculty member, incumbents are responsible for the review of College facilities such as physical resources supporting the curriculum and learning. The Committee reviews and makes proposals regarding classrooms, laboratories, learning technology and educational equipment purchases.

Retention Committee

Chaired by the staff member, incumbents are responsible for planning, monitoring, implementing, and evaluating initiatives related to retention and graduation rates for students in the bachelor and associate degrees. Members include Department Chairs, faculty representatives from each department, representatives from the non-academic staff, student life coordinator and a student representative.

Curriculum and Assessment Committee

Chaired by the Director of Assessment, Accreditation and Compliance, incumbents are responsible for planning, monitoring, implementing, and evaluating initiatives related to program and course level assessments. Members include Department Chairs, program faculty representatives, and the Dean of Academic Affairs.

Teaching Schedules

Total Hours

The full-time faculty member must teach 15 hours per week, in addition to five office and five tutoring hours. Compensation for overload is extra.

Course loads

It is to be understood and agreed that the number of courses assigned may be greater or less in one semester than the number assigned in the other semester, as long as the aggregate amount of academic hours does not exceed the maximum number of hours specified. Any additional teaching will be compensated accordingly. Courses may be assigned during the day, evening or weekend sessions.

Credit Hours

A semester hour of credit is normally based upon fifty minutes of classroom work each week for fifteen weeks per semester. Thus, a course that meets for three fifty minute periods each week is worth three semester hours of academic credit. Classroom laboratory sessions and practice sessions may receive less academic credit than credit awarded for standard lecture/recitation sessions depending upon the requirements of the course. One didactic hour will be equal to one credit hour; two laboratory and/or clinical hours will be equal to one credit hour. A semester credit is equivalent to 1.5 quarter credits.

Meeting Times

All classes are to meet for the full length of time designated. Punctuality in beginning and concluding class periods is essential. Student attendance at class and laboratory sessions is to be recorded from the first day of class. Such records involve legal and financial aid decisions. Some General Education courses are delivered online. All major courses for face to face degrees are delivered on-campus.

Absences

When a faculty member becomes ill or is unable to attend classes, he or she should notify the appropriate program director. In the absence of the program director, the faculty member must inform the Dean of Academic Affairs Education. If the absence is for a cause known ahead of time, such as an academic conference, the program director should be notified well in advance. The faculty member should arrange for coverage or rescheduling of the classes to be missed and inform the program director of the arrangements. If the faculty member is incapacitated by illness and cannot make these arrangements, the program director will do so. If a faculty member becomes ill for an extended period, the Department Chair/Dean in consultation with the Dean of Academic Affairs, will make arrangements for a substitute.

Support for Absences

Teaching faculty are expected to conduct classes for absent colleagues, if called upon to do so by the Dean of Academic Affairs or the program director, and if notified in advance in reasonable time. If substitution is required, faculty members will be compensated on an hourly basis.

Special Sessions

All courses offered in the evening, weekend, summer and special sessions are under the general administration of the Dean of Academic Affairs. These programs, even when condensed as to time, are taught under the same academic standards as those in the day sessions. The college prefers that evening, weekend, summer and special sessions courses be taught by regular faculty members. When the number of students and/or courses necessitates, the college utilizes part-time adjunct faculty members.

Course Roster

The college has the right to impose a minimum number of students needed to carry a course, and if it is unlikely that this condition will be met, to cancel the course. The final decision rests with the Dean of Academic Affairs in consultation with the President. The compensation of the faculty for overload teaching will be paid on a predetermined hourly basis. Evaluation of laboratory hours will be determined, according to circumstances, by the appropriate program director in consultation with the department faculty, Dean of Education and the Vice President for Academic Affairs.

Admission to Class

Before the first class of each course, the Registrar's Office will provide the faculty member with an initial class roster. The faculty member will be informed about a late registrant in his/her class. Shortly after conclusion of late registration and change of program period, the faculty member will receive a final course roster. Any student not listed on this roster shall be sent to the Registrar's Office immediately to clarify his or her status and shall not be admitted hereafter without a written statement from the Registrar. If the Registrar is not available, the Dean of Education clarifies the student's status.

Student Discipline

Faculty members are responsible for the maintenance of discipline in their classes at all times. This responsibility includes the enforcement of college regulations such as those relating to the behavior in class and to local ordinances such as those prohibiting smoking in classrooms. Serious violations of discipline should be reported to the Dean of Education or Vice President for Academic Affairs.

Student Attendance Policy

Responsibility

All students must accept personal responsibility for absences and are responsible for fulfilling all the requirements and completing all assignments made in each course, they will also be held responsible for the entire content of each course. The number of absences from a class is part of the grading system, and absence may preclude meeting requirements of certain courses, particularly when class participation is essential. Instructors are not required to provide a substitute test or quiz for a student who is absent from the class session during which the test or quiz is given. Students who absent themselves from laboratory periods, field trips and similar class activities cannot expect that any special arrangements (such as setting up laboratory apparatus) will be made for them to complete the work that was missed.

Provisions for Absences

For all students, provision for necessary absences is included in the catalog. The absence policy is also indicated in each course syllabus.

Excessive Absences

If the tolerated limit of absences is exceeded, the instructor may request that permission from the Dean of Education or Vice President for Academic Affairs be required before a student is readmitted to sessions of affected courses.

All students who are absent from two or more successive sessions of a course shall be reported to the Dean of Education so that the Dean in collaboration with the Registrar may determine if the student is still attending the college.

A student who incurs two or more absences in any of his/her courses is subject to academic advising.

Tardiness

The policy for lateness/tardiness is indicated in the course syllabus.

Religious Observance

It is the policy of Eastern International College that students should not experience adverse or prejudicial effects as a result of their religious beliefs or practices. If a student notifies an instructor in writing prior to the start of a class, that he or she will be absent from class on a particular day (s) due to participation in an established religion's observance, there will be no penalty for absence and, if an examination or other course requirement is missed, an opportunity will be provided to satisfy the requirement.

Assignments, Tests, Examinations and Proctoring and Grading

Academic Expectations

At the first class meeting of each semester faculty members shall notify their students in writing of the requirements of the course and the method and criteria that will be used in determining the grade, such as class work, quizzes, papers, types of examinations, etc. They shall also file these requirements together with each course syllabus with the Program Director and the Dean of Education. The Program Director or Dean of Education reviews and approves all midterm and final examinations.

Final Exam Requirement

All courses have written and online exams according to the syllabus course requirements and EIC catalog policies unless exceptions are made with the approval of the department chairperson and the Vice President for Academic Affairs.

Exam Proctoring

Each faculty member is expected to proctor all his/her own examinations. In the event that a faculty member gives a common examination to all sections of the course he or she teaches, the program director will, if necessary, assign additional members of the department to help proctor the exam. If a department examination is given for all sections of the same course, the program director will ascertain that a sufficient number of proctors are available.

Final Exam Absences

Students failing to appear for the final examination should be considered to have failed to complete the course requirements. The grade of “I” (Incomplete) is given for the course. It is the responsibility of the student to contact the instructor. After reviewing the student’s explanation for the regular examination, the instructor will make arrangements, if warranted by the circumstances, to complete the course requirements. Students will be bound by all dates and policy statements applicable to the incomplete grade as outlined in the college catalog.

Only those students who have time period conflicts and/or three examinations in the same day as a result of the published examination schedule may take a deferred examination. They can go to the Registrar’s Office to apply for a deferred examination. These students will be bound by all dates and policy statements applicable to the incomplete grade as outlined in the college catalog.

Grading Standards

In the matter of grading, the role of the department is critical. It is the professional responsibility of each department and of each faculty member to see that standards are developed and maintained on a regularly scheduled basis on such items as course outlines, course requirements, reading lists, tests, etc. Regular periodic reviews of grade distribution and grade policies in the department will be done.

Reporting of Grades

The material for reporting grades will be supplied by the Registrar’s Office during the last days of each semester or session. All faculty members are expected to report grades for all students in their classes to the Registrar by the date specified in the instructions issued to accompany grade sheets or computerized grade forms.

Field Trips

Field trips taken in connection with any course of study should be held on days on which there are no classes. Any departure from this regulation must have the prior approval of the Vice President for Academic Affairs and the department chair.

Cancellation of Classes

It is the policy of the college not to cancel regularly scheduled classes. In cases of emergency such as when transportation is disrupted, faculty members are expected to make every effort to meet with their classes. In the event a decision is made to cancel classes due to inclement weather or any other emergency situation, certain radio stations will be notified. If possible there will also be notification by telephone or availability of phone service to the college if the switchboard is open.

Guest speakers

Any faculty member is free to invite a guest speaker to his or her class. All requests must be approved by the faculty’s immediate supervisor.

Guest speakers may also be invited to co-curricular activities provided their names have been cleared by the faculty advisor of the particular activity. In all cases of doubt, the faculty advisor should discuss the matter with the appropriate Vice President for Academic Affairs.

Student Advisement

Counseling at the College is provided by a master's-level counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the EIC counselor to discuss concerns related to family, friends, general anxiety, low self-esteem, etc. The counselor will meet with students on a regular and "as needed" basis.

Eastern International College students are advised by faculty members, as well as program directors and the Dean of Education, when needed. These Academic Advisors who are well-versed in program-specific scheduling, grading, and curricula, are motivated to help students achieve their academic goals. In some special circumstances, the Vice President for Academic Affairs may also advise the students.

Academic Offerings

The official listing of academic offerings, curriculum requirements, academic calendar, and other information may be found in the catalog published by the college and in various brochures and memos. Faculty members are expected to be knowledgeable about the catalog and requirements insofar as they pertain to their work. Knowledge of curricular offerings and academic requirements will enable faculty members to be competent academic advisors to their students.

Service to the College Community

Department Meetings

Full time faculty members are contractually obligated to attend department meetings and to participate actively in the work of their department. Efforts should be made to schedule department meetings so that they do not interfere with class schedules of the faculty, with meetings of the committees to which faculty has been appointed, or with outside commitments of the faculty, which have been approved by the college.

College-wide Committees

Full-time faculty members are expected to serve, when appointed or elected, on departmental or college-wide committees, on college ad hoc committees, on standing committees as may be created, and as advisors or moderators of recognized student organizations.

Faculty Meetings

Full time faculty members are contractually obligated to attend general faculty meetings, held at the beginning of each semester and on such other dates as the need may arise. The full time faculty members are expected to be present at all ceremonial occasions such as commencements and special convocations. A faculty member unable to attend any of these occasions should inform the Dean of Education or Vice President for Academic Affairs in advance. Full time faculty members are required to attend faculty committee meetings.

Membership in and Attendance at Professional and Learned Societies

For the purpose of intellectual and professional growth, the college deems it advisable that faculty members belong to and take part in activities of learned and professional societies in their teaching fields.

Faculty members are expected to belong to and pay the dues required by at least one such society in their discipline.

The college is interested in the attendance of the faculty at national and regional meetings of such groups. It is the responsibility of the program directors, in consultation with the Vice President for Academic Affairs and Dean of Education, to nominate faculty members to attend such meetings. Every faculty member is encouraged to attend meetings which will add to professional growth, and the college will allocate funds for such travel whenever feasible. After attending such a meeting, the faculty member should make an oral or written report to his or her program director or to the Vice President for Academic Affairs. If the report is judged to be of interest to the department or faculty at large, the faculty member should be prepared to make a presentation in the respective faculty meeting.

Statement of Academic Freedom

Eastern International College is committed to the principles of academic freedom. The College acknowledges that this freedom is essential for the growth and maintenance of a strong faculty and for achieving student learning outcomes. A faculty member, while recognizing a special responsibility to the College as a member of the academic community, is free to use creative teaching methods and discuss relevant topics that will enhance student learning, is encouraged to promote freedom of inquiry in peers and students, and is free to do professional research and publish results.

Teaching decisions of faculty members will reflect the objectives and content of the approved course syllabus in particular and the curriculum in general, and meet the standards of the College's policies and those of accrediting agencies and other regulatory bodies.

While abiding by and supporting the policies, mission, standards, and procedures of the College, a faculty member is free and encouraged to participate in the discussion and revision of institutional policies and the improvement of the curriculum and instructional practice.

A faculty member, while enjoying academic freedom, shares responsibility with the administration for the preservation of this freedom. Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. A faculty member, therefore, enjoys academic freedom as a shared responsibility not only with colleagues and students, but also with society and its basic mores and morals.

Hiring Procedure for Full Time Faculty Members

To be considered for a teaching position at Eastern International College, an applicant must have, at minimum, a Master's degree with appropriate academic coursework and preparation in the subject area(s) taught. Applicants for technical and/or clinical courses must have the necessary educational requirement, certification and/or license if necessary, and the required related practical work experience.

The following faculty hiring procedure is as follows:

1. All applications are channeled through the Vice President for Academic Affairs.
2. A Hiring Committee is formed, which comprises the Department Chairperson, Dean of Education, Vice President for Academic Affairs, a full time faculty who has expertise on the area of which the applicant is applying for, and another full time faculty from another department.
3. The Hiring Committee reviews all application letters and resumes. Only qualified applicants will be called for an interview. The interview is conducted on a day and time convenient to all members of the hiring committee.
4. An internal applicant or an applicant who is already working in the College as adjunct and is applying for a full time position will be evaluated based on the following:
 - a. Teaching Excellence as reflected on the applicant's student evaluation and class observation by the Chairperson
 - b. General evaluation by the Dean and/or Vice President for Academic Affairs
 - c. Examples of scholarly work (if any) and potential for research work
5. All other applicants will be evaluated based on the following:
 - a. Educational background
 - b. Documented and verified related work experience. Recommendation letters from previous employers stating dates of employment will suffice.
 - c. Examples of scholarly work (if any) and potential for research work

- d. Evaluations by students (if available)
 - e. A teaching demonstration may be required (but can be waived based on the applicant's teaching experience)
6. If the hiring committee recommends a teaching demonstration, the applicant will be asked to come back on another day to present a prepared teaching demonstration. An EIC form is used to evaluate the applicant's teaching demonstration.
 7. If there are more than one applicant, applicants will be ranked from most qualified to least qualified based on the criteria set in #4 and #5
 8. After the decision has been made to extend an offer of employment, the applicant meets with the Vice President for Academic Affairs to discuss remunerations and applicable benefits.
 9. If an applicant refuses employment, the next in rank applicant will be contacted.
 10. After the decision has been made to extend employment and the applicant accepts the offer, the applicant must complete an employment application form and submit the following documents:
 - Official transcript of records and Diploma
 - Curriculum Vitae and three (2) references
 - Proof of licenses/certifications
 - Two (2) forms of I.D. as required by the US Department of Homeland Security USCIS I-9 List of Acceptable Documents
 11. Upon receipt of the aforementioned documents, an Employment Verification Form is mailed or faxed to the applicant's previous employer to confirm the applicant's employment experience. A letter or certification from the applicant's previous employment is acceptable. A contract is signed only after all required employment papers are completed and signed by the applicant.
 12. After Eastern International College receives the completed Employment Verification Form, the program director confirms employment experience via phone.
 13. Prior to the beginning of their teaching assignment, all newly hired faculty members are given a training orientation and workshop that covers the following areas:
 - Best teaching and administrative practices*
 - Understanding of syllabi course objectives and student learning outcomes
 - Academic advising, and classroom management
 14. All applicants are also required to participate in a seminar on preventing sexual harassment for employees.

Eastern International College is an equal opportunity employer, and does not discriminate on the basis of race, national origin, sex, age, religion, marital status, sexual orientation, veteran status, physical disability, or any other basis prohibited by applicable law.

Hiring Procedure for Adjunct Faculty Members

To be considered for a teaching position at Eastern International College, an applicant must have, at minimum, a Master's degree with appropriate academic coursework and preparation in the subject area(s) taught. Applicants for technical and/or clinical courses must have the necessary educational requirement, certification and/or license if necessary, and the required related practical work experience.

1. The Program Director, Dean, or Vice President for Academic Affairs review all application letters and resumes. Applicants who meet the required qualifications for the position are contacted for an interview.
2. The Program Director, Dean or the Vice President for Academic Affairs interview the applicant.
3. If the applicant is recommended for potential employment, the applicant will be asked to return and present a prepared teaching demonstration. Waiving the teaching demonstration on the basis of a documented long term teaching experience is the discretion of the Program Director, Dean, and Vice President for Academic Affairs.
4. After the teaching demonstration, the applicant meets with the Vice President for Academic Affairs to discuss compensation matters.
5. After the decision has been made to extend an offer of employment and the applicant accepts the offer, the applicant must complete an employment application form and submit the following documents:
 - Official transcript of records and Diploma
 - Curriculum Vitae and three (3) references
 - Proof of licenses/certifications
 - Two (2) forms of I.D. as required by the US Department of Homeland Security USCIS I-9 List of Acceptable Documents
6. Upon receipt of the aforementioned documents, an Employment Verification Form is mailed or faxed to the applicant's previous employer to confirm the applicant's employment experience. A letter or certification from the applicant's previous employment is accepted.

7. After Eastern International College receives the completed Employment Verification Form, the Program Director or Vice President for Academic Affairs confirms employment experience via phone. A contract is signed only after all the required documents for employment are accomplished.

8. Prior to the beginning of their teaching assignment, all newly hired faculty members are given a training orientation and workshop that covers the following areas:

- Best teaching and administrative practices*
- Understanding of syllabi course objectives and student learning outcomes
- Academic advising, and classroom management

9. All applicants are also required to participate in a seminar on preventing sexual harassment for employees.

Eastern International College is an equal opportunity employer, and does not discriminate on the basis of race, national origin, sex, age, religion, marital status, sexual orientation, veteran status, physical disability, or any other basis prohibited by applicable law.

Faculty Development

Eastern International College provides faculty development opportunities for full time and adjunct faculty members. The general goal of EIC's Faculty Development program is for the professional and personal development of the faculty member. Specifically, the faculty development program has the following objectives:

1. Orients new faculty members
2. Provides faculty members with in-house/school seminars and workshops on content, pedagogy and technology
3. Encourages faculty members to formulate a professional improvement plan.
4. Give opportunity for each faculty member to demonstrate expertise in their field through periodic seminar presentation
5. Instructors will be encouraged to maintain professional certifications and competencies and to participate in professional societies, meetings and conferences.

The Program Director, Chairperson of General Education and Dean of Education coordinate faculty development activities.

V. GENERAL PERSONNEL POLICY

It is the policy of Eastern International College to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of Eastern International College shall apply to all employees, volunteers, officials, vendors and independent contractors. In the event there is a conflict between these rules and a personnel services contract, or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

The Directors and all managerial/supervisory personnel are responsible for implementing College personnel policies and procedures.

As a general principle, Eastern International College has a “no tolerance” policy towards workplace wrongdoing. Eastern International College employees, officials, vendors, volunteers and independent contractors are to report anything perceived to be improper. The College believes strongly in an open door policy and encourages employees to talk with their supervisor or Director concerning any problem.

TO THE EXTENT PERMITTED BY LAW, THE EMPLOYMENT PRACTICES OF EASTERN INTERNATIONAL COLLEGE SHALL OPERATE UNDER THE LEGAL DOCTRINE KNOWN, AS “EMPLOYMENT AT WILL”. WITHIN FEDERAL AND STATE LAW, EASTERN INTERNATIONAL COLLEGE SHALL HAVE THE RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME AND FOR ANY REASON, WITH OR WITHOUT NOTICE.

SECTION ONE

Policies Relating to Employee Rights and Obligations:

Equal Employment Opportunity Policy:

Eastern International College is committed to the principle of equal employment opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will Eastern International College discriminate on the basis of pay, sex, race, creed, color, religion, national origin, civil union or domestic partnership status, ancestry, age, marital or political status, affectional or sexual orientation, gender identity or expression, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection) or handicap which can be accommodated without undue hardship, veteran, and/or any other characteristic protected by Federal or State law.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, layoff, compensation, benefits and all other conditions, terms and privileges of employment in accordance with Federal or State law. Decisions regarding hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or applicant. If any employee or applicant feels he/she has been treated unfairly, he/she has the right to address his/her concerns with his/her supervisor, or if he/she prefers, the Campus Director or Human Resources.

Open Door Policy:

Eastern International College encourages employees who feel they have been treated unfairly or contrary to the College's policies to discuss their concerns with their Supervisor, or if they prefer, the Campus Director. This includes work related problems or those of harassment or discrimination. The College encourages employees to express their concerns about their employment with the College. Please refer to the following policies: Non-Discrimination and Equal Employment Opportunity Policy, Anti-Harassment Policy and Employee Complaint Policy regarding complaint procedures.

Non-Discrimination and Equal Employment Policy:

It is the policy of the College that there shall be equal employment opportunity for all employees and applicants without regard to pay, sex, race, creed, color, religion, national origin, civil union or domestic partnership status, ancestry, age, marital or political status,

affectional or sexual orientation, gender identity or expression, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection) or handicap which can be accommodated without undue hardship, veteran, and/or any other characteristic protected by Federal or State law.

1. This policy applies to all areas of employment and includes recruitment, selection, promotion, demotion or transfer, layoff, recall, termination, rates of pay and other forms of compensation, selection for training and special assignments.

2. All levels of management, through day-to-day actions, shall ensure the full integration of all employees into the workforce in all occupations and at all levels regardless of the employee's pay, sex, race, creed, color, religion, national origin, civil union or domestic partnership status, ancestry, age, marital or political status, affectional or sexual orientation, gender identity or expression, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection) or handicap which can be accommodated without undue hardship, veteran, and/or any other characteristic protected by Federal or State law.

3. Employees are encouraged to report any instance of alleged discrimination or harassment by members of the public, vendors or employees of the College's workforce. All inquiries and reports of discrimination should be directed to their Supervisor or the College Director.

The College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. The College will not tolerate discrimination or harassment of or by College employees towards anyone, including any supervisor, co-worker, vendor, student or citizen.

Violations of this policy will result in disciplinary action up to and including dismissal or, in the event non-employees are found to be at fault, other appropriate action. Employees who feel they have been subject to discrimination, harassment or disrespect as prohibited above, should file a complaint pursuant to the College's Anti-Harassment Complaint Procedure.

Americans with Disabilities Act Policy:

In compliance with the Americans with Disabilities Act of 1990 ("ADA") and the NJLAD, Eastern International College does not discriminate based on disability. The College will endeavor to make every work environment handicap accessible.

The College will not discriminate against any qualified employee or applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. The College will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an undue hardship on the College.

The Campus Director or Human Resources shall initiate an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodations shall be made by the Campus Director. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The ADA does not require Eastern International College to offer permanent “light duty”, relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Genetic Information Nondiscrimination Act Policy (GINA):

Eastern International College recognizes its obligations under the Genetics Information Nondiscrimination Act (“GINA”) of 2008 with respect to hiring, promotion, pay, fringe benefits, job training, classification, referral and other aspects of employment.

Under the GINA, the College is also restricted from acquiring and strictly limits the disclosure of genetic information.

Contagious or Life Threatening Illnesses Policy:

Eastern International College has a legal obligation and is committed to providing a safe and health work environment for all employees and the public. As such, employees who have been diagnosed with any illness that poses a health hazard to other employees or to the public must immediately disclose this information to the Campus Director. The Director shall consult with Human Resources and a physician, if necessary, to assist in making a determination as to the appropriate course of action. All medical information received about the employee will be kept strictly confidential.

Eastern International College treats life-threatening/catastrophic illnesses in accordance with its policy on equal employment opportunity and the requirements of the NJLAD and the ADA. The College recognizes that a supportive and caring response from supervisors and co-workers is an important factoring in maintaining the quality of life for an employee with a life-threatening/catastrophic illness.

Eastern International College encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. All decisions regarding continued employment will be based on the ability of the employee to perform the essential functions of the job with or without reasonable accommodation in accordance with the legal requirements to allow qualified employees with contagious or life-threatening illnesses to perform all the essential function of their jobs as long as they are able to meet acceptable performance standards, and on the receipt of satisfactory medical evidence that the employee does not present a direct threat of harm to him/herself or others. The College shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the College.

The College will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by Federal or State law.

Directors and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action, including possible termination.

To fulfill the College's obligation, management may direct the employee to pursue any of the following options:

- Family leave
- Sick and/or vacation leave
- Short term disability, if the illness is of short duration.
- Unpaid leave of absence, if the employee has no accumulated leave time to utilize.
- Permanent disability, if the illness is of a permanent nature and if the employee qualifies under the appropriate state pension plan.
- Resignation, if the illness is of such a nature that the employee cannot return to work.

Employees with questions or concerns about contagious or life-threatening illnesses are encouraged to contact Human Resources.

Employees who fail to disclose contagious illness(es) which would pose a direct threat to the health and safety of other employees or the public will be subject to the appropriate disciplinary action including termination.

Safety Policy:

Eastern International College is committed to providing a safe and healthy work environment in compliance with Federal and State laws. Eastern International College is also concerned about the safety of the public. Employees will receive periodic safety training and will be provided with appropriate safety equipment, where necessary.

Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action, including possible termination. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to a supervisor or Director. Any on-the-job accident or accident involving Eastern International College facilities, equipment or motor vehicles must also be immediately reported to a supervisor or the appropriate Director. Employees are encouraged to discuss safety concerns with the College.

All injuries on the job, regardless of their suspected seriousness, must be immediately reported to your supervisor or Director.

Drugs and Alcohol Policy:

Eastern International College has a vital interest in maintaining a safe, healthy and efficient working and educational environment. The College recognizes that the use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees, students and those who come in contact with the user in the workplace. Therefore, the use, sale, purchase, transfer, possession or being under the influence of illegal drugs or alcohol in the workplace poses unacceptable risks for safe, health and efficient operations and will be grounds for immediate discipline up to and including dismissal. Any employee who is observed by a supervisor or Director to be intoxicated or under the influence of alcohol or drugs during working hours or is under reasonable suspicion of the same shall be immediately tested and may be subject to discipline up to and including termination.

Scope:

This policy applies to all departments, all employees (including all contract employees) and all designated applicants.

Employee Responsibilities:

Each employee has a responsibility to:

1. Report to work at all times free of alcohol or illegal drugs and their effects.
2. Be aware of the College's Drug and Alcohol Policy.
3. Seek assistance for alcohol and other drug abuse or related problems through an approved program before job performance is impacted.

4. Support the College's efforts to eliminate alcohol and other drug abuse among employees.

Reasonable Suspicion:

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that such employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use, or in cases where continued employment has been conditioned upon remaining alcohol, drug, or controlled substance free following treatment. The decision to so test will be based on a reasonable belief that the employee is using a prohibited drug/alcohol on the basis of the specific, contemporaneous, physical, behavioral or performance indicators of probable drug/alcohol use. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors or Directors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative. The Supervisor or appropriate Director will immediately report any reasonable suspicions to the President.

Supervisory personnel who will be in a position to determine whether an employee must be drug/alcohol tested based on "reasonable cause" will receive a minimum of one (1) hour of training on the specific physical, behavioral and performance indicators of probable drug/alcohol abuse.

Employee Assistance Program:

Eastern International College will contract with an Employee Assistance Program for its employees and supervisory personnel which will include a program of education and training on the effects of drug/alcohol abuse. The College will make available to all employees informational material related to the cause and effects of substance abuse and additionally will provide a community service hotline telephone number, which can be used by its employees whenever assistance is required. The availability of a treatment program is not a substitute for disciplinary action up to and including termination.

Rehabilitation:

All employees are entitled to voluntarily participate in the Employee Assistance Program. However, if there is a positive test result, participation in the Employee Assistance Program or an alternate program shall be a prerequisite to continued employment. Costs not covered under the employee's health insurance plan shall be paid by the employee. During rehabilitation, the employee will be prohibited from working and will be required to submit periodic updates to the College. Refusal to enroll in a program or to complete a full course of rehabilitation shall be cause for immediate termination of services.

Testing after Rehabilitation:

Upon successful completion of rehabilitation, the employee will be subject to unannounced drug and/or alcohol testing for a period of thirty-six (36) months. In the event the employee fails to successfully complete the rehabilitation program or tests positive in a test conducted after rehabilitation, the employee will be terminated.

Prescription and Non-Prescription Medication:

Employees using prescription drugs that may affect job performance or safety must immediately notify the Campus Director, who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act, as to the medication required, its properties, the dosage and the period during which the employee is required to take this medication. This notification shall be by the prescribing physician.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on College property or while performing College business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

The manufacturing, distribution, dispensation, possession and use of alcohol or unlawful drugs on College premises or during work hours by employees is strictly prohibited.

Drug Conviction:

Employees must notify their supervisor within five (5) days of conviction for a drug violation in the workplace.

Workplace Violence Policy:

Eastern International College will not tolerate workplace violence committed by or against employees, students or the public. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Eastern International College property, at Eastern International College events or under other circumstances that may negatively affect the College's ability to conduct business.

This list of behaviors, while not inclusive, provides examples of prohibited conduct:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on College property or while on College business; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. Eastern International College will actively intervene in any potentially hostile or violent situation.

Anti-Harassment Policy:

The College has a strong commitment to provide a work environment free from harassment, sexual or otherwise, or intimidation of any employee or applicant, male or female. The College does not accept, condone, or tolerate actions of harassment by any employee, official, volunteer, vendor, member of the public or any other person associated with the College on the basis of sex, affectional or sexual orientation, race, color, religion, national origin, age, disability (including AIDS or HIV infection), ancestry, atypical hereditary cellular or blood trait (AHCBT), veteran, creed, civil union or domestic partnership status, handicap, marital or political status, gender expression or identity, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members,

officers, managers, superintendents, agents, employees, business associates, suppliers, or customers, or other characteristic protected by Federal or State law.

Purpose:

To ensure all employees of Eastern International College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

The College will not tolerate harassing conduct that affects tangible job benefits, that interfere unreasonably with an individual's work performance, or that creates an intimidating, coercive, hostile or offensive working environment.

Provisions:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, race, creed, color, religion, national origin, civil union or domestic partnership status, ancestry, age, marital or political status, affectional or sexual orientation, gender identity or expression, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection) or handicap which can be accommodated without undue hardship, veteran, and/or any other characteristic protected by Federal or State law.

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:

- *Unwelcome remarks and actions based on the protected classification that may include, but is not limited to, inappropriate jokes, comments or posted materials.*
- *Threats or suggestions that an employee's employment status will be adversely affected based upon the protected classifications.*
- *Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.*
- *Engaging in a negative tangible employment action based upon the protected classifications.*
- *Retaliation against an employee who has reported an alleged violation of this Policy or participated in an investigation related to this Policy.*

2. **Sexual Harassment:** Sexual Harassment is defined as: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct based on gender when:
 - Submission is made explicitly or implicitly a term or condition of employment; or
 - Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Unwelcome sexual advances toward non-employees such as, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission is such conduct is made either explicitly or implicitly in exchange for a benefit;
 - Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creates an intimidating, hostile, or offensive environment.
3. **Gender Harassment:** Generalized gender-based remarks and behavior.
 4. **Seductive behavior:** Inappropriate, unwanted, offensive physical or verbal sexual advances.
 5. **Sexual Bribery:** Solicitation of sexual activity or other sex-linked behavior by promise of reward.
 6. **Sexual Coercion:** Coercion of sexual activity by threat of punishment.
 7. **Sexual Assault:** Gross sexual imposition, such as touching, fondling, grabbing or assault.
 8. **Supervisory Personnel:** In order to ensure the integrity of the work environment, supervisory personnel are required to ensure adherence to and compliance with this policy; and, upon being informed of possible discrimination/sexual harassment, are

required to take appropriate immediate action in response, including informing employees of their right to file a discrimination/harassment complaint with the College Director. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and Directors whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different ranks.

9. **Reporting:** Employees who observe actions they believe to constitute harassment, sexual harassment or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Campus Director. Reporting of such incidents is encouraged both when an employee feels that he/she is subject to such incidents, and observes such incidents in reference to other employees.

Employees are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question is offensive and unwelcome. However, failure to do so does not preclude filing a complaint. Employees are encouraged to promptly report all alleged incidents of discrimination/harassment to their supervisor or Campus Director.

10. **Complaint Procedure:** Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should report the incident directly to his/her supervisor or Director. The Director will report such an incident to the Campus Director, who shall convene the Employee Issues Committee. If circumstances prevent reporting the incident directly to the employee's supervisor or Director, the employee should report the incident to the Campus Director. One of the designated individuals must be promptly advised of such a complaint. If the complaint involves a direct supervisor, the employee is not required to complain to that direct supervisor. The complaint should then be made to any of the other above-mentioned individuals. A complaint of harassment shall be investigated in a timely manner.

The College encourages the prompt reporting of complaints so that a rapid response and appropriate action may be taken. All complaints will be investigated regardless of when they are filed.

The complaining employee shall submit a written report using the Employee Complaint Form setting forth the alleged discrimination/harassment to which the employee was subjected and naming the alleged harasser and any and all witnesses to such alleged discrimination/harassment. The employee, the alleged harasser and any witnesses may

be interviewed regarding the alleged discrimination/harassment. All reports of discrimination, harassment, sexual harassment, or other wrongdoing will be promptly investigated by the Campus Director or third party deemed appropriate.

11. Contents of Employee Complaint:

The complaint filed must include the following information:

- a. The name and department of the complainant;
- b. The name and department of the charged party;
- c. The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and
- d. Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.
- e. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.
- f. The initial complaint may be made orally or in writing. If the complaint is made orally, the same shall be reduced to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable making a written complaint, Eastern International College may proceed with its investigation without a formal written complaint.

12. Investigation Procedure:

Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the merits of the complaint. The objective investigator may include the College Director or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of the investigation on the parties involved.

The investigation, at a minimum, will include the following:

- a) Interview with the complainant;
 - b) Interview all potential witnesses, including those persons who may have knowledge of similar incidents;
 - c) Interview the charged party in detail;
 - d) Review files for similar incidents involving the complainant and the charged party;
- a. Assess the presence or absence of corroborative evidence for either party.

If Eastern International College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include a written warning, suspension, demotion, or dismissal.

All employees have a responsibility to cooperate fully with the investigation of harassment.

The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of the incident.

13. Privacy: The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individuals as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

To the extent practical, the discrimination/sexual harassment investigation will be conducted in a manner to protect the confidentiality of the complainant, the alleged harasser and all witnesses. All parties in the proceedings will be advised to maintain strict confidentiality, from the initial meeting to the final decision, to safeguard the privacy and reputation of all involved.

14. College Liability: Since Eastern International College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting therefrom which are awarded by any proper court of law or after an administrative hearing.

15. False Accusations: Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

16. Training: Employees of the College shall be periodically provided with training on discrimination/harassment, by a person trained to lead or implement such training, which shall include a detailed discussion of the following:

- a. A detailed explanation of what constitutes discrimination/harassment;
- b. The procedures for filing discrimination/harassment charge;
- c. The procedures to be followed in the investigation of a discrimination/harassment charge;
- d. Management's obligation regarding incidents of discrimination/harassment;
- e. Record keeping requirements.

17. False Accusations: Since a charge of sexual harassment is a grave and serious one, false accusations of discrimination/harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person actually engaging in such behavior. A person who knowingly and/or recklessly fails to give truthful testimony to the College shall also be guilty of making false accusations.

18. Disciplinary Action: Disciplinary action for employees found in violation of this policy may be progressive in nature, but not required to be, and may include:

- Written reprimand
- Suspension (with or without pay)
- Demotion
- Termination
- Referral to criminal justice system

Any employee with questions regarding the College's Anti-Harassment Policy may contact their supervisor or Director.

“Whistleblower” Policy:

Employees have the right under the “Conscientious Employee Protection Act (CEPA) to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received this letter will be included in the employee's official personnel file. All complaints will be taken seriously and promptly investigated.

Eastern International College shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Director, the President, or other employee, as defined in the Conscientious Employee Protection Act (N.J.S.A.

34:19-1 et seq.), an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the College. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is an emergency in nature.

Employees are further advised that although CEPA does not diminish the rights, privileges or remedies of any employee under any other federal or state law or regulation; however, once an action is initiated under CEPA, the employee's rights and remedies under any other contract, state law, rule or regulation or under the common law will be deemed waived.

Employees are encouraged to complain in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. See Employee Complaint Policy. Under the law, the employee must give Eastern International College a reasonable opportunity to correct the activity, policy or practice.

Employee Complaint Policy:

Employees who wish to complain of alleged harassment should follow the procedures set forth in the College's Anti-Harassment Policy. Employees who wish to register a complaint regarding any other workplace wrongdoing are requested to immediately report the matter to their supervisor, or, if they prefer, to their Director. Employees are encouraged to complain in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. All reports of workplace wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the

complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and, if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The employee will be notified of a decision or of the status of the investigation within a reasonable time from the date of the report or incident.

Conflict of Interest Policy:

Employees must conduct business according to the highest ethical standards. Employees are expected to devote their best efforts to the interests of the College. Violations of this policy will result in appropriate discipline including possible termination.

Eastern International College recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Eastern International College business. However, business dealings that appear to create a conflict between the employee and the College's interests shall not be permitted and such employees may be requested to cease such dealings or their employment may be terminated.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a Eastern International College decision that may result in a personal gain for the employee or an immediate relative, including a spouse or significant other, civil union or domestic partner, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that Eastern International College may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the President to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Eastern International College responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Eastern International College time, supplies or equipment to further their outside employment activities. The President may request employees to restrict outside employment if the quality of Eastern

International College work diminishes. Any employees who hold an interest in, or are employed by, any business doing business with Eastern International College must submit a written notice of these outside interests to the College.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Eastern International College duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with Eastern International College or any person or firm seeking to influence Eastern International College decisions. Employees are required to report to the College any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

All employees are required to advise the President before accepting employment with another College, stating the name of the prospective employer, the type of work to be performed and the hours to be worked.

Early Closing and Delayed Opening Policy:

In the event of unsafe conditions, the College may authorize Directors to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the College shall notify Directors of a delayed opening and a new opening time. Each department will have a calling system in place. If an employee chooses not to report to work on the day of a delayed opening, a full flex or vacation day will be charged to the employee. If work is called off for the day, no time will be charged for the day. This provision does not apply to those employees considered to be essential personnel or any personnel who may be required to assist in an emergency.

In the event the College will be closed because of snow or other special circumstances, each employee will receive a telephone call that morning from either a Director, the Campus Director, or President.

Dress Code and Demeanor Policy:

Dress, grooming and personal hygiene must be appropriate for the position. All employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, athletic clothing, jeans, shorts, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Appropriate attire for male employees include slacks, collared dress shirts (tie optional), sport jackets, and dress shoes. Appropriate attire for female employees includes: dresses, skirts, and

blouses, dress slacks and blouses, or suits. Friday is a casual day and business casual attire is permitted. Employees not dressed appropriately as required when reporting to work will be sent home, docked for lost time, and asked to return properly dressed and ready to work. The dress code may be relaxed during extreme weather conditions as designated by the President.

Hair, sideburns, mustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Tattoos and body piercings may not be visible. With the advance approval of the College, Eastern International College will make reasonable religious accommodations that do not violate safety standards.

Chewing gum, candy or food while on the telephone, with or in the presence of a student, is not acceptable.

Employees are provided with a College identification card, which must be in the employees' possession. The identification card is the property of the College and must be returned to the College upon separation from employment.

No Smoking Policy:

Eastern International College has adopted a smoke-free policy for all buildings. No employee or visitor will be permitted to smoke anywhere in Eastern International College buildings. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Cell Policy:

This policy outlines the use of cell phones at work, including the use of personal cell phones; the use of Eastern International College issued cell phones; the safe use of cell phones by employees; and the use of camera phones.

Use of Personal Cell Phones:

While at work, employees are expected to perform their job duties and responsibilities. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Personal calls on a personal cell phone, both incoming and outgoing, as well as text-messaging, are not permitted. Employees are therefore asked to make their personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate attention.

The College will not be liable for the loss of personal cell phones brought into the workplace.

Cell phones may not be used to defame, intimidate, or threaten any other employees. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner in the workplace.

Personal Use of Employer-Issued Cell Phones:

Where job or business needs demand immediate access to an employee, the College may issue a business cell phone to an employee for work-related communications. Any cell phone issued by the College shall be used for business reasons only. If the employee's monthly cell phone bill is in excess of a predetermined monthly plan, the employee may be subject to disciplinary action including, but not limited to, returning the business cell phone and/or reimbursing the College for any overage charges.

Employees in possession of College business cell phones and other electronic equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the business cell phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

Use of Cell Phones While Driving or Operating Equipment:

Employees whose job responsibilities include regular or occasional driving or equipment operation and who are issued a cell phone for business use are expected to refrain from using their phone for business purposes while driving within the scope of employment, except with the use of a hands free device. Employees must abide by all federal, state, and local ordinances and laws pertaining to mobile technology while operating a motor vehicle.

Safety must come before all other concerns. Employees are strongly encouraged to exit the flow of traffic and safely stop the vehicle before placing or accepting a call. Incoming or outgoing cell phone calls are not allowed while driving. Sending or reading text messages, emails, or dialing cell phones are prohibited while driving. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional topics and use safe driving practices. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Use of a business cell phone for personal use while driving within the scope of employment is strictly forbidden.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

Use of Camera Phones:

Use of a camera phone to take pictures of any documents protected by federal, state and local rules and regulations including, but not limited to, copyrighted material, personnel information, trade secrets and any other private documents is strictly forbidden. Use of a camera phone in any manner, including any audio or video capabilities, that violates this employer's no-harassment policy is strictly forbidden.

Violations of this Cell Phone Personnel Policy:

Violations of this policy will be subject to disciplinary action, up to and including dismissal.

Electronic Recording Policy:

An incidental, but necessary portion of all employees' job duties with the College requires that employees attend departmental meetings or conferences. During those meetings, whether group meetings, one-on-one meetings, or meetings between supervisors and/or employees, information is discussed regarding the internal operations of the College. The meetings may contain information regarding College strategies, tactics and other internal operations or personnel matters of the College.

In light of the confidential and proprietary information, the College directs as policy that no electronic recording, whether audio or video recording of College departmental meetings or conferences occurs without the permission of the Campus Director or Director conducting the meeting.

Any employee who violates this policy will be subject to discipline, up to and including dismissal.

Telephone Usage Policy:

Eastern International College telephones are for official business. Incoming personal calls must be kept to an absolute minimum, unless an emergency exists. In an emergency, if an employee needs to make a personal phone call on the College's phone system, such employee should request permission from the employee's supervisor. Employees are required to have their personal cellular phones turned off during the workday.

E-Mail, Voice Mail, Computer and Internet Usage Policy:

Eastern International College computers, E-mail, voice mail and Internet access are for official business. Use for non-business purposes is prohibited. All E-mail, voice mail and Internet messages are official documents of the College and all hardware and software used at Eastern International College is the sole property of the College. Eastern International College reserves the right to monitor, obtain, review and disclose all E-mail messages, computer files, websites visited, and voice mail and Internet messages on the computer and communications systems of Eastern International College as deemed necessary and appropriate by the College. By using Eastern International College Email, computer systems, voice mail and the Internet, each user agrees that Eastern International College has unrestricted access and the right to disclose all information communicated or stored on the E-mail, computer systems, voice mail and the Internet for any reason. **Employees have no privacy rights in any materials reviewed, created, received, sent through or stored in the College's computers, E-mail, internet, and voicemail systems.**

The E-mail system and Internet access may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information of the College or any similar materials to or from any client of the College or any other person or entity without appropriate prior authorization.

The E-mail system may not be used to solicit for commercial ventures, personal, charitable, religious or political causes, outside organizations, or other non-job related solicitations.

As with any communication (electronic, telephonic, or written), care must also be taken to avoid sending email or leaving voicemail messages that could subject the sender and/or the College to a claim for libel. Broadly speaking, an untrue statement of fact which damages the reputation of a person (or a College) is potentially libelous. Such statements could include, for example, a suggestion that a competitor is unprofessional in the conduct of its business.

Do not open E-mail messages or messages sent through the Internet that contain attachments from unknown parties. These messages may contain viruses or other programs that may corrupt our systems. Failure to follow this policy may result in disciplinary action, up to and including termination. (A message from a client is not an unknown party. Consult with the College's network administrator with any questions about these types of messages.)

No software programs may be attached as files to Email without the prior approval of the President.

Employees may not, without express authorization, retrieve or read any E-mail messages or other information stored on our computer system that was not sent to them. The College will not tolerate the unauthorized access of E-mail by an employee of the College. Notwithstanding the College's right to retrieve and read any E-mail messages, such messages should be treated as confidential by all employees and accessed only by the intended recipient, unless authorized by the President.

Since deleted Email messages are backed-up and archived, there is no guarantee that deleting a message will render it irretrievable or erase it forever from our system. The confidentiality of any E-mail message should not be assumed. Further, the use of passwords for security purposes does not guarantee confidentiality.

All passwords and any subsequent changes to your passwords, whether to the computer, voicemail or E-mail system, must be disclosed to the Campus Director and the President. Passwords not disclosed to the College are invalid and cannot be used.

The E-mail system may not be used to harass any person or to create any offensive or disruptive messages. E-mail messages may not contain content that may be reasonably considered offensive, disruptive, defamatory or derogatory, including but not limited to sexual comments or images, gender or race-specific comments, racial slurs or other comments, jokes or images that may reasonably offend someone on the basis of his or her race, color, religion, nationality, creed, sex, national origin, age, disability, mental status, sexual orientation, or other protected classification. Using the E-mail system to harass others or to send anonymous messages is expressly prohibited.

The College reserves the right to listen to the content of voice mail messages. Notwithstanding the College's right to retrieve and listen to a voicemail message, such messages should be treated as confidential by all employees and accessed only by the intended recipient, unless authorized by the President. If an employee is out of the office, that employee's voice mail messages may be retrieved and reviewed by the employee's

supervisor (or other designated employee) without the employee's consent. Other than an employee's supervisor, employees may not, without express authorization from the College's administration, retrieve or listen to any voicemail message that was not sent to them. The College will not tolerate the unauthorized access of voicemail by any employee of the College.

The voice mail system may not be used to harass any person or to create any offensive or disruptive messages. Voice mail messages may not contain content that may be reasonably considered offensive, disruptive, defamatory or derogatory, including but not limited to sexual comments, gender or race-specific comments, racial slurs or other comments or jokes that may reasonably offend someone on the basis of his or her race, color, religion, nationality, creed, sex, national origin, age, disability, mental status, sexual orientation or other protected classification.

A person who acts inconsistently with this policy is subject to disciplinary action, up to and including termination of employment. In some circumstances the person may also be subject to potential civil and criminal penalties.

Bring Your Own Device Policy:

Eastern International College's voluntary Bring Your Own Device (BYOD) program allows employees to use their personal mobile device (PMD) equipment to access the College's systems and email. The program will not affect the College's allocation of equipment in PC's, laptops and institute provided mobile devices.

Acceptance of policy:

Employees who wish to register their PMD under the BYOD framework will accept all terms and conditions in this policy. Employees who connect any PMD device up to the College employees' wireless network also accept the terms of this policy upon login through the web portal.

Acceptance of Eastern International College's E-Mail, Voice Mail, Computer and Internet Usage Policy:

Acceptance of this policy is also acceptance of the wider framework of E-Mail, Voice Mail, Computer and Internet Policy as listed in this document. Any breaches of this policy will result in termination from the BYOD program and may result in disciplinary action up to and including dismissal.

Data Responsibility / Backups:

Eastern International College is not responsible for the backup or recovery of data on any PMD used within the BYOD framework. The responsibility for any personal data remains with the employee. If required to delete College data from a PMD, the College will not compensate for that loss of data. The College will not install any application software (e.g. iTunes) on the College's assets for the purpose of backing up PMD data.

Eastern International College/Employer Device Control:

Employees that wish to utilize BYOD services will need to register with their device with the College. The College will push out security policies, service configurations, and recommended applications to the device.

By default the College will also have access to other information on the device including device hardware details, GPS data, geotracking information, operating system, other installed applications, mobile service numbers, and location services on that device.

The College will have the ability to remove the corporate data pushed to that device or completely wipe the PMD if required. The College also reserves the right to remove any employee from the BYOD program or remove applications from a PMD determined to be a security risk to the College

Data Privacy:

Eastern International College data is restricted to designated College personnel for audit, support and compliance. Data from this system can only be utilized by approval from the College Director and can be used by the College Institute for any purpose the CEO deems necessary.

Legal:

Employees who utilize the BYOD must be aware than in the case of legal action or police investigations PMD's may be confiscated as a result of an enquiry or criminal investigation as per the external authorities processes.

PMD Lost, Broken or Stolen Devices:

Eastern International College is not responsible for any damages, insurance, theft or loss of PMD on its campuses. Any loss or damage to personal devices is the employee's

responsibility, and suitable insurance or protection is the responsibility of the user. Employees can request via the College's help desk location or device wiping services. If a device is stolen or lost, software may be utilized to remotely remote wipe the device.

PMD Device Costs:

Personal Device usage, and all associated costs and charges are the responsibility of the employee. Employees using a PMD do so at their own choice. The College is not responsible for any associated costs of an employee. This includes but is not limited to any insurance, damages, warranty, legal, data plans, exceeding data caps, PSD memory, accessories & peripherals.

Loan Pool Devices:

Eastern International College will not have a loan pool of devices in the case of loss or damage to a PMD.

User Etiquette:

Employees utilizing a PMD should observe use restrictions and appropriate etiquette to ensure safety, courtesy, respect and privacy for themselves and others. As PMD and smartphones can create a disturbance, custodians should ensure appropriate and discreet use of their PMD to minimize the inconvenience to others and ensure their conversations remain private.

Security (Physical, Data & Network):

Employees using a PMD and accessing the College's data or email shall ensure the physical security of the device and immediately report any loss, theft or damage to the Campus Director, supervisor, or IT Department, and where appropriate to the police and report if the device contains any corporate data or email. If the PMD and/or related equipment are subsequently found, the custodian must immediately notify those parties originally advised of the loss or theft.

PMD owners shall ensure the physical security of the device if it contains any College data or email. Owners must ensure that all the College's data is permanently removed from devices prior to leaving the institution.

Sensitive College data is not to be stored on PMD's. This includes data relating to sensitive staff matters, student personal details, ministerial inquiries, organizational planning,

budget papers etc. Employees must consult with their manager if they are not sure what constitutes sensitive data.

Network security credentials (e.g. username and password) must not be stored locally on the PMD unless authorized by the IT Director. This includes both College issued and privately owned mobile devices.

Paging System Policy:

The paging system is to be used only when it is absolutely essential that the person paged must be reached immediately and attempts already were made to contact that person at their direct dial extension.

The paging system is not a toy. It is not to be used in anger or frustration. It is not to be used to convey messages. The only appropriate announcement on the paging system is a request for someone to call a certain number. Except in emergencies, all requests for general announcements to be made over the paging system must be made to the receptionist only.

Bulletin Board Policy:

The bulletin boards located in Eastern International College facilities are intended for official notices regarding policies, procedures, meetings and special events, and for official legal notices. Only personnel authorized by the College may post, remove, or alter any notice.

Confidential Information Policy:

The nature of our business is such that it often requires an employee to work with information concerning its clients that is not publicly available. It is, therefore, the policy of Eastern International College that the general internal affairs and operations of the College shall not be discussed with anyone outside the organization, including former employees, except as may be required in the normal course of business. Internal affairs include, but are not limited to:

1. Student/teacher information;
2. Pre-admission information;
3. Financial information of any type or kind;
4. Marketing strategies or plans;
5. Software development or research data;
6. Trade secrets;
7. Hardware and software configuration or designs;

8. Pricing or cost information; and
9. Any other proprietary information.

Employees violating this policy by disclosing such information to competitors, non-employees or to the public will be subject to discipline, up to and including immediate termination and may also be subject to legal recourse.

Employees are asked to sign a statement of confidentiality at the time of hire and periodically throughout their term of employment to acknowledge their awareness of and reaffirm their commitment to this policy.

Every Eastern International College employee must remain above reproach in speaking with clients about competitors or third parties. All Eastern International College employees should refrain from making disparaging statements about any third party. Such tactics are not only inappropriate, but also wholly unnecessary to sell our strengths as an outstanding accredited training College.

Mail Policy:

Employees are not to use the College's address for receiving personal mail and may not use the College's stationery, postage or express mail accounts for personal mail.

Requisitions and Use of Supplies and Equipment Policy:

Requisitions for ordinary stationery and office supplies are to be made to the Supply Coordinator. Requisitions for equipment and fixtures whether purchased or leased must be approved by the President.

Only authorized employees are issued keys to the premises. At no time should those keys be loaned to other non-authorized individuals, except with the express permission of the President. Lost or stolen keys should be reported immediately.

Items such as computers, facsimile machines, cellular telephones, software, beepers or pagers etc., which are loaned to employees in order that they may conduct business away from Eastern International College premises, must be returned to the College upon demand or at the termination of the employee's employment with Eastern International College.

All employees should handle all College equipment and supplies with care. Damage to College equipment and supplies may result in disciplinary action, up to and including termination. The use of College equipment and supplies for personal use is not permitted.

Visitors Policy:

All visitors must be announced before gaining access to College premises and must be accompanied at all times by an Eastern International College employee. It is the responsibility of the Director to ensure that visitors do not interfere with the work of the College's classrooms, the Financial Aid Office, and Student Services Office without approval from the President or the Campus Director. This policy applies equally to friends, former employees, family, vendors and clients visiting in the normal course of business or any other time. Strict adherence to this policy is necessary for the College to maintain security and confidentiality. Anyone who violates this Policy will be subject to disciplinary action, up to and including termination.

Parties and Events Policy:

Eastern International College enjoys celebrations and gift giving for staff members in connection with birthdays, marriages, births or adoptions and other events. In order to make these events special, certain guidelines must be followed. Approval for a party must be obtained from the Campus Director so that a room can be reserved without conflict. Parties must take place at the end of the workday or after working hours.

The College will underwrite parties and events organized by Eastern International College. Expenses for all other parties are the responsibility of the organizers themselves.

Planning for events, which are organized by Eastern International College employees themselves, whether or not the College pays, must take place at times other than the employee's regular working hours. This includes, but is not limited to, an employee's participation in sports leagues. In addition, participation in such events outside of College premises is considered voluntary and on the employee's own personal time, and at the employee's own risk. Employees shall not represent that off-campus events are sponsored by the College without the express written authorization of the Campus Director.

No Solicitation or Distribution of Literature Policy:

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause. This policy also prohibits solicitations via Eastern International College's Email or voice mail systems.

Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time. Non-employees are likewise prohibited from distributing

materials or soliciting to employees of Eastern International College on College premises at any time.

Faculty Lunchroom Policy:

Eastern International College's lunchroom may be used during lunch periods, breaks and before and after working hours. Please confine meals to these areas and do not use work areas, hallways, stairwells or desks as eating areas.

Employees using the lunch room or conference rooms for meetings where food is served are responsible for cleaning up immediately after the meeting has concluded.

Access to College Premises Policy:

If you are required to work beyond normal working hours, or on a Saturday, Sunday, or holiday, it is the policy of Eastern International College that at least one other person be on the premises. **As a safety precaution, employees are never permitted on the premises alone, whether or not they have keys to the premises.** Adherence to this policy is strictly enforced and failure to comply will result in disciplinary action including possible termination.

If you are required to work on a day when the building is closed, be sure to arrange with the appropriate Director access to the building and elevators, as well as Eastern International College.

Copyright Policy:

The creation of outlines, guides, exams, other learning and teaching materials, and administrative materials of a printed or other nature shall be a normal part of the content and function of any teaching/instructional or administrative position at Eastern International College. Any such learning, teaching, or administrative materials produced by an employee of Eastern International College in the normal course of his/her work shall be the property of and copyright of Eastern International College. Any copyright applied for and secured in relationship to such materials shall be the property of Eastern International College. Employees are not permitted to use such materials for any reason outside of their employment with Eastern International College. Additionally, upon an employee's resignation or an employee's termination of employment with Eastern International College, such employee is not permitted to use such learning and teaching materials and/or administrative materials created while in Eastern International College's employ. Violation of this policy shall result in disciplinary action, including possible

termination, and/or legal action against the employee or former employee, depending upon the circumstances.

Social Media Policy:

Purpose:

Eastern International College recognizes the importance of social media as a communication tool. Employees should also keep in mind that once information appears online, it becomes part of a permanent record, even if it is later deleted. Everything written on the Internet leaves a digital footprint that can be traced back to its author. To that end, this Policy establishes the position for the College on the use of social media for the official business purposes of Eastern International College, including the promotion of the College, departments and offices, programming, faculty and staff.

Policies:

This policy applies to the College community including, but not limited to, administrators, faculty (including non-compensated faculty), and staff. The College respects your right to interact knowledgeably and socially, however interaction with social media can greatly impact you, our colleagues and our students. Therefore, the entire College community has a responsibility to maintain the integrity of the institution no matter where, when or how they interact with social media.

Any social media postings by an employee shall be consistent with the College's policies including, but not limited to, the College's anti-harassment and non-discrimination policies as well as the College's policies regarding the non-disclosure of private and confidential information pursuant to Federal and State laws. The Campus Director is responsible for the enforcement of this policy and can be a resource to the College community for launching social media initiatives. The College has the right to amend this policy at any time. Failure to comply with this policy will be considered actionable behavior by senior management and could result in disciplinary action up to and including suspension or termination, and in some cases civil and/or criminal liability.

When communicating in social media, employees must act at their own peril. Employees must never engage in communication which injures the reputation of the College or its students or which discloses confidential information. The employee's position at the College may be impacted by their personal internet present and activities.

For the purpose of this policy, "social media" refers to, but is not limited to following:

1. Social Media Channels: Blogs (web-based journals), micro-blogs (e.g. Tumblr), wikis (e.g., Wikipedia, etc.), social networks (e.g. Facebook, Twitter, LinkedIn, social bookmarking services, podcasts (multimedia distributed over the internet), video sharing (e.g., YouTube), and photo sharing (e.g. Instagram) user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a

mobile device, text messaging, email or any other existing or emerging communications platform.

2. **Social Media Account:** A personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, LinkedIn, Facebook and other social networking channels allow users to sign-up for their own social media account, which the user can use to collaborate, interact and share content and status updates. When a user communicates through a social media account, their disclosures are attributed to their User Profile.

3. **Social Media Disclosures:** Blog posts, blog comments, status updates, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

4. **External vs. Internal Social Media Channels:** External social media channels are social media services that do not reside at a domain. Internal social media channels are located at a company- owned domain, require a password to access and are only visible to employees and other approved individuals.

5. **User Profile:** Social Media Account holders customize their User Profile within a Social Media Channel with specific information about themselves which can be made available to other users.

6. **Copyright:** Copyright protects the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted material through social media channels without the permission of the copyright owner.

7. **Hosted Content:** Text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content off of the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

8. **Embed Codes:** Unique codes that are provided to entice others to share online content without requiring the sharer to host that content. By means of an embed code, it is possible to display a YouTube user's video in someone else's social media account without requiring that person to host the source video file. This distinction is important because embed codes are often used by copyright owners to encourage others to share their content via social media channels.

9. **Controversial Issues:** Issues that form the basis of heated debate, often identified in political campaigns as wedge issues, since they provoke a strong emotional response. Examples include political views, health care reform, gun control and abortion. Religious beliefs may also be controversial, particularly to those intolerant of beliefs different from their own.

10. **Official Content:** Publicly available online content created and made public by our company, verified by virtue of the fact that it is accessible through our corporate website.

11. **Inbound Links:** An inbound link is a hyperlink that transits from one domain to another. A hyperlink that transits from an external domain to your own domain is referred to as an inbound link. Inbound links are important because they play a role in how search engines rank pages and domains in search results.

12. **Link Bartering Exchanges:** Trading or purchasing inbound links from other domains exclusively for the purposes of lifting your domain in search engine page results.

13. **Tweets and Retweets:** A tweet is a 140 character social media disclosure distributed on the Twitter micro-blogging service. Retweets are tweets from one Twitter user that are redistributed by another Twitter user. Retweets are how information propagates on Twitter.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Official College Facebook and Twitter Accounts:

The College's official Facebook and Twitter accounts will be maintained by the marketing coordinator, which uses social media to supplement traditional media relations and marketing efforts. Employees who have job responsibilities that include posting information to College maintained websites and/or social media accounts understand and agree that the content and followers of the blog or other website belong exclusively to the College and that upon request the employee must provide the College with any information necessary to log in to a College-maintained website or social media account. No employee can create an official College account or change a password since this is solely the responsibility of the College's IT Department.

Employees who do not have the job responsibilities that include posting information to a College-maintained website and/or social media account, or in a manner that could reasonably be attributed to the College must obtain express written authorization from the President or Campus Director.

Posts on behalf of the College:

Posting on behalf of the College, in addition to its colleges and schools, departments and programs, is not a right; it can be rescinded at any time.

Setting Up Social Media Accounts:

Before setting up any social media accounts to use for the official business purposes of the College, you must seek approval and guidance from the Campus Director and the IT Department.

College Communication:

Eastern International College communication, including correspondence between student and employees (faculty and staff) regarding classes, schedules and events are to be conducted within college-sanctioned communication channels.

College Logo:

Employees are prohibited from using College logos or graphics on personal social media sites. Employees are also prohibited from using the College's name to promote a service, product, cause, political part, candidate or group on personal media sites.

Responsibility:

Be responsible for your posts and remember, what you post is a reflection upon the College and you. Take great care and be thoughtful before placing your identifiable comments in the public domain as these posts will be permanently connected to you. There is no such thing as a private social media site.

Offensive Material:

College employees are personally responsible for the content they publish on their own social media sites and the sites of others. Employees should avoid using statements, photographs, video or audio that could be reasonably viewed as vulgar or abusive language, personal attack malicious, obscene, threatening, intimidating, disparaging to College employees or that might constitute bullying, harassment, discrimination or bullying or contribute to a hostile work environment on the basis of race, sex, disability, religion or any other statute protected by Federal or State law.

Employees are also prohibited from accessing pornographic, sexually explicit, racial, ethnic, religious or any other material which may be construed as discriminatory or other unsuitable material, or download such material on the College computer or communications equipment, or in any way associate the College with such material.

Disclaimer:

All employees are encouraged to make it clear that postings reflect the view of the employee and not the College. A disclaimer, such as, The posts, images, links and comments expressed on are my own and do not reflect or represent the views of Eastern International College or anyone associated or affiliated with Eastern International College.

Protect Confidential or Proprietary Information:

Do not violate intellectual property rights of the College or any third parties, or disclose confidential or private information of the College or third parties.

Privacy Protection & HIPAA Requirements:

It is never permissible to share patient information under any circumstances. All HIPAA rules apply to social media outlets. Refrain from sharing information about patients' families, or staff, employees and donors without attaining proper permission from them or the College, as appropriate.

Compliance with all College Policies:

Communications on social media sites for College purposes must comply with all applicable College policies.

Media Interaction:

Social media may generate interest from the press (print, television, radio, online). If you are contacted in any way by a member of the media about a College-related posting, you are required to immediately contact the President before responding.

Guidelines for Social Media Relationships:

The College encourages all employees to be thoughtful in decisions to “friend,” “like,” “link,” “follow,” or accept a request from another person. It is important to recognize that there is the potential for misinterpretation of relationships such as faculty-student,

supervisor-subordinate and staff-student in social interactions. If you are in doubt, please contact University Communications.

Personal Use not Related to College Business:

Use of social media for non-College business should not be conducted during work time. Limit your personal use of social media to non-working time, such as breaks and lunch periods.

Monitoring:

The College reserves the right to monitor all employees' use of social media that uses the College's computer or communication equipment. Therefore, employees should not maintain an expectation of privacy with respect to the use of social media that uses the College's computer or communication equipment or with respect to public, online communications involving the College and employees.

Plagiarism/Copyright:

Employees should not claim ownership for the work of others. Be sure to credit others' for their content in the post.

Negative Posts:

Do not respond on the College's behalf to negative posts about the College or employees. Promptly inform the President and the Campus Director.

Images:

Do not post images of the inside of the College's facilities or College property without expressed written approval from the Campus Director.

Employment References:

Requests for employment recommendations on social media websites from former employees should be treated like any other employment reference and are subject to the College's employment verification and reference policy. Therefore, employment references should not be provided through the Human Resources Department.

Illegal File Sharing:

Social media sites should not be used by employees for accessing or sharing illegal or inappropriate content at any time.

College Liability:

Eastern International College will not defend an employee in any legal action based upon commentary on any blog or other social media platform, the employee shall be solely responsible for paying all costs of defense and/or any damages resulting therefrom which are awarded by a court of law.

SECTION TWO

Paid and Unpaid Time-Off Policies:

General:

It is the responsibility of each employee to notify the appropriate supervisor without delay if a tardiness or absence is anticipated. Additionally, it is the responsibility of each supervisor to know the whereabouts of every member of his or her department at all times.

Paid Holiday Policy:

Employees are generally entitled to the following holidays after the successful completion of ninety (90) calendar days of full-time regular employment:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday.

Full-time regular staff (working a minimum of forty (40) hours per week) and full-time faculty (teaching up to fifteen (15) credit hours in addition to office hours) shall receive their regular rate of pay for each College-observed holiday. Part-time staff and part-time teaching instructors shall receive holiday pay only for holidays on which they would normally be scheduled to work and only for their regularly scheduled number of hours.

The College recognizes that some employees may wish to observe certain days as periods of worship or commemorate certain days that are not included in the College's holiday schedule. Time off for such occasions must be arranged with advance notice.

Special cases will be considered on a case-by-case basis. The College's decision in one instance shall not be precedent-setting and binding with respect to another.

Vacation Policy:

Vacation time is fixed for the entire College twice per year: the week following the close of the College's Summer semester and the week from Christmas until New Year's Day. College is closed during these times. This is a paid vacation period for all full time regular staff and teaching instructors.

Sick Leave Policy:

In addition to this time off, full time regular staff members will receive four (4) sick days per year.

All full-time staff and faculty members who are afforded the benefit of four (4) sick days per year may use them in the following manner.

- A staff/faculty member may use one (1) paid sick day, per quarter (every three (3) Months) per year, starting in January of each year.
- A staff/faculty member who uses more than one (1) paid sick day per quarter, will not be paid for subsequent days during that quarter.
- Any absence due to illness that exceeds four (4) days will automatically be charged as a "non-paid" absence.

Sick days may not be used to extend vacation of paid holidays. The College reserves the right to request a doctor's note as a condition of return to work to ensure the staff member is fit to perform the essential duties of their job. Failure to provide a doctor's note upon request will result in disciplinary action, including possible termination.

Eastern International College reserves the right to ask the employee to work on the holiday or the fixed vacation as needed, the employee will be entitled for compensation time during the year. If a staff member wishes to use the compensation time during the year, the staff member must give the Campus Director two (2) weeks advance notice of the date of the vacation and must obtain written approval from the Campus Director in order to take such vacation time off. Generally, compensation time may not be carried over to the next calendar year.

Bereavement Leave Policy:

If an employee wishes to take time off due to the death of an immediate family member the employee should immediately notify the Campus Director.

Up to three (3) days of paid bereavement leave will be provided to all employees for the death of an immediate family member. "Immediate family member" is defined as the

employee's civil union or domestic partner, spouse, parent, child, grandparent, grandchild and sibling. Requests for bereavement leave must be made immediately to the appropriate Director.

Jury Duty Policy:

The College encourages employees to fulfill their civic responsibilities by accepting jury duty assignments. To accommodate departmental schedules, employees must present a copy of the jury duty notice to the supervisor within one (1) working day of receipt. Regular full-time employees will continue to receive their normal base rate of pay throughout their jury duty assignment, for a maximum of two (2) working days per two-year period.

Proof of service as a juror must be submitted to the Campus Director upon return to work. Employees are required to return to work as soon as jury duty is completed.

Family and Medical Leave Policy:

General Policy:

There may be occasions when an employee requests to be temporarily relieved of his or her work responsibilities for family or medical leave. In such instances, the College will grant leaves of absence in accordance with the requirements of the Federal Family Medical Leave Act ("FMLA") and New Jersey Family Leave Act ("FLA").

Federal Family Medical Leave Act:

Under the FMLA, eligible employees who request leave because of (i) the birth, adoption or placement of child in foster care with employee; (ii) the employee's serious health condition; (iii) the serious health condition of the spouse, child or parent of the employee; or (iv) the spouse, child or parent is on active duty or is called up for active duty in support of a contingency operation, will be granted unpaid family or medical leave of up to twelve (12) weeks in any 12- month period.

An eligible employee who is the civil union or domestic partner, spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled up to twenty-six (26) weeks in a single 12-month period.

Eligible employees are entitled to up to twelve (12) weeks of unpaid leave during a 12-month period. Eastern International College will use a rolling 12-month period measured backward from the date an employee uses family or medical leave. An eligible employee

will be entitled to unpaid Family and Medical Leave for one or more of the following reasons:

1. The birth or placement of a child for adoption or foster care (leave must commence within one year of the birth or placement of the child);
2. To care for the immediate family member (spouse, child, or parent) suffering from a serious health condition which renders the immediate family member unable to work or to care for him/herself; or
3. Due to the employee's own serious health condition which renders the employee unable to perform the functions of his or her job.

A serious health condition is an illness, injury, impairment, or physical or mental condition involving incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility. It also includes treatment by (or under the supervision of) a health care provider involving:

-Any period of incapacity requiring absence from work, College, or other activities of more than three (3) days;

-A chronic or long term health condition which is incurable or so serious that, if not treated, would likely result in incapacity of more than 3 days;

4. Prenatal care.
 - a. To be eligible for FMLA leave, you must be an eligible employee as defined by the FMLA. Pursuant to the FMLA, an eligible employee is one who has been employed by the College for at least twelve (12) months and who has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
 - b. Eligible employees will be entitled to twelve (12) weeks or twenty-six (26) of unpaid leave in any 12-month period where leave is taken for any one or more of the reasons listed above.

New Jersey Family Leave Act:

To be eligible for NJFLA leave you must be an employee as defined by the NJFLA. Pursuant to the NJFLA, you are an employee if you have been employed by the College for at least 12 months and have worked 1,000 hours during the immediately preceding 12-month period.

NJFLA unpaid leave for an employee may be taken to provide care made necessary by reason of:

1. the birth of a child of the employee;
2. the placement of a child with the employee in connection with adoption of such child by the employee; or
3. the serious health condition of a family member of the employee (family members include parents, in-laws, children, and spouse or civil union partner).
An employee's NJFLA unpaid leave entitlement is limited to a total of twelve (12) weeks in any 24-month period upon advanced notice to the College. Leave taken because of the birth or placement for adoption of a child may commence at any time within one (1) year after the date of the birth or the placement for adoption.

If an employee requests leave that is covered by both the FMLA and the FLA, the leave simultaneously counts against the employee's entitlement under both acts. For example, if the employee requests leave for the birth of a child, such leave would be covered under both the FMLA and the FLA. The employee would therefore only be entitled to a total of twelve (12) weeks leave. If, however, the employee requests leave that is only covered by the FMLA, it shall not abridge the employee's right to request leave for reasons allowed under the FLA. This means that in certain limited circumstances, the employee may be entitled to up to twenty-four (24) weeks leave in a 12-month period. For example, if the employee requests leave to care for his/her own serious health condition, such leave would only be covered by the FMLA. The employee could then request an additional twelve (12) weeks for reasons allowed under the FLA, such as caring for a family member with a serious health condition.

Definition of "Serious Health Condition" :

An illness, injury, impairment or physical or mental condition that involves:

- a. inpatient care in a hospital, hospice or residential medical care facility, or
- b. continuing treatment by a health care provider.

Notice:

Where the necessity for leave is foreseeable, requests for leave under this policy should be submitted to the Campus Director in writing at least thirty (30) days prior to the date on which an employee wishes to commence leave. If it is not possible to give thirty (30) days notice, then the employee must provide as much notice as possible. Where the necessity

for leave is not foreseeable, an employee should notify the Campus Director of the need to take leave as soon as possible.

Medical Certification:

Where leave is taken for the employee's own serious health condition or to care for an immediate family member suffering from a serious health condition, employees will be required to submit a medical certification from a physician documenting the employee's or the immediate family member's serious health condition. Eastern International College will provide the employee with a "Certification of Health Care Provider" to be used for this purpose. The completed certification must be submitted to the Campus Director within fifteen (15) days of the request for leave, except in unusual circumstances. Failure to provide the required medical certification may result in the denial of all privileges and benefits under the policy, and result in denial of re-employment upon completion of the leave. If deemed necessary, Eastern International College may require that the employee obtain the opinion of a second health care provider designated by the College, which will be paid for by the College. If there is a conflict between the original medical opinion and the second opinion, Eastern International College may require a third opinion by a health care provider jointly selected by Eastern International College and the employee and paid for by the College. The third opinion, if required by the College, will be considered final and binding. Eastern International College may require an employee who takes leave for the employee's own serious health condition or to care for an immediate family member suffering from a serious health condition to obtain subsequent re-certifications on a reasonable basis, but no more frequently than monthly. Eastern International College also may require an employee returning from leave due to the employee's own serious health condition to submit a medical certification of fitness-for-duty. All family and medical leave under this policy will be unpaid.

Use of Paid Leave:

All accrued vacation, personal leave, sick days, family leave, compensatory time and other paid time off, must be used by the employee for all or part of the employee's twelve (12) week family and medical leave. Once any accrued paid leave is used, the remainder of the twelve (12) week leave shall be unpaid. It is also the policy of the College that, when an employee is out of work on temporary disability or receiving workers compensation benefits, his or her FMLA leave will run concurrently.

Maintenance of Benefits:

Employees' health coverage will continue for an employee on leave. The employee will continue to be responsible for payment of the Employee-paid portion of the premium. A failure by the employee to pay the Employee-paid portion will result in a lapse of coverage. An employee failing to return to work after leave may be required to reimburse Eastern International College for the cost of health coverage premiums paid for the employee by Eastern International College during the leave.

Accrual of Paid Time Off:

Vacation, personal leave, sick days and any other paid time-off does not accrue during any period of unpaid leave.

Return to Work:

An employee returning from leave pursuant to the FMLA and/or the NJFLA will be either restored to his/her former position or placed in an equivalent position with comparable compensation and benefits unless: 1) the employee is unable to perform an essential function of the position because of physical or mental condition, including the continuation of a serious health condition; or 2) the employee would have been laid off or otherwise had his/her employment terminated had the employee continued to work during the leave period as, for example, because of a general layoff. An employee failing to return from leave may be subject to termination of employment.

Key Employee Exception:

The College may deny job restoration to certainly highly compensated "key" employees. The College will endeavor to advise employees of their status as a "key" employee at the time they request leave. However, if the College deems it necessary to deny job restoration to a key employee who is already out on leave, the College will inform the employee of its intention to so designate the employee and will offer the employee the opportunity to return to work immediately.

Intermittent or Reduced Leave Schedule:

Generally, FMLA leave or FLA leave will be taken in a lump sum (*i.e.* consecutive days off from work up to twelve (12) weeks). However, family or medical leave may be taken intermittently, or on a reduced schedule, in situations involving the serious health condition of the employee or his/her spouse, parent or child, if medically necessary. If an employee requests an intermittent or reduced leave schedule for reasons that are foreseeable based

upon planned medical treatment, the College may, at its discretion, temporarily reassign the employee to another position that will better meet the needs of the College and the public.

Workers Compensation Benefits:

Employees requiring leave due to a work-related illness or injury may be eligible to receive workers compensation benefits. In the event an employee is taking a medical leave and is receiving either workers' compensation or temporary disability benefits, accrued paid leave will be paid to make up the difference between the employee's regular base rate of pay and the insurance benefit, until all paid leave time is exhausted.

Outside Employment:

An employee on family/medical leave for the reasons set forth above may not engage in full-time employment unless such employment commenced prior to the commencement of the family/medical leave and is not otherwise prohibited by law. An employee on family/medical leave for his or her own serious health condition may not engage in any employment while on leave except with the express written permission of the College.

New Jersey Paid Leave:

General Policy:

There may be an occasion where an employee requests to be temporarily relieved of his or her work responsibilities for Paid Family Leave. In such instances, the College will evaluate a request for a paid leave of absence in accordance with the requirements of the New Jersey Paid Family Leave Act ("PFLA") (N.J.S.A. 43:21-39, et seq.).

Under the PFLA, eligible employees may be granted paid family leave for up six (6) weeks in any twelve (12) month period to: (i) care for a newborn within twelve (12) months of birth; (ii) care for a newly adopted child within twelve (12) months of placement; or (iii) care for a family member with a serious health condition.

NOTE: Paid family leave is not available for a Serious Health Condition affecting the covered employee.

Definitions:

Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, who is less than nineteen

(19) year of age or is nineteen (19) years of age or older but incapable of self-care because of mental or physical impairment.

Family Member means a child, spouse, domestic partner, civil union partner, or parent of a covered individual.

Health Care Provider means any person licensed under Federal, state, or local law, or the laws of a foreign nation, to provide health care services; or any other person who has been authorized to provide health care by a licensed health care provider.

Continuing Medical Treatment or Continuing Supervision by a Health Care Provider means:

1. A period of incapacity (that is, inability to work, attend school or perform regular daily activities due to a Serious Health Condition) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - a. Treatment two or more times by a Health Care Provider; or
 - b. Treatment by a Health Care Provider on one occasion, which results in a regimen of continuing treatment under the supervision of a Health Care Provider;
2. Any period of incapacity due to pregnancy, or for prenatal care;
3. Any period of incapacity or treatment for such incapacity due to a chronic Serious Health Condition;
4. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective where the individual is under Continuing Supervision of, but need not be receiving active treatment by a Health Care Provider; or
5. Any period of absence to receive multiple treatments by a Health Care Provider or by a provider of health care services under orders of, or on referral by a Health Care Provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity or more than three consecutive calendar days in the absence of medical intervention or treatment.

Eligibility:

All full- and part-time employees are eligible for paid family leave. An employee that earns either (1) \$143 or more per week for twenty (20) consecutive weeks, or (2) \$7,200 or more over the previous fifty-two (52) calendar weeks qualifies for paid family leave benefits.

Paid Family Leave to be Concurrent with other Types of Family Leave:

If the employee plans to take unpaid FMLA and FLA leave, he/she must take such leave concurrently with paid family leave under the PFLA and meet requirements of FMLA and/or FLA.

PFLA Paid Leave Taken Concurrently with FMLA and FLA Unpaid Leave:

It is the policy of the College that an employee taking paid family leave must take the leave concurrently with any unpaid FMLA or FLA leave that the employee is entitled to. The College will automatically treat paid family leave as unpaid FMLA leave (up to twelve (12) weeks of leave every year) or FLA leave (up to twelve (12) weeks of leave every two years) whenever an employee requests paid family leave. This ensures that the paid family leave benefits do not confer upon employees an additional six (6) weeks of leave entitlement beyond the twelve (12) weeks of unpaid leave to which such employees are entitled under the FMLA and FLA.

Benefits:

Paid family leave benefits can be claimed by an employee. An eligible employee claiming paid family leave receives his/her check from the State's Division of Temporary Disability Insurance, not the College. The College is never responsible for payment of paid family leave benefits under PFLA leave. Claims may be filed for six (6) consecutive weeks or for forty-two (42) intermittent days during a 12-month period beginning with the first date of the claim.

Benefits Limitations:

The first seven (7) days following the filing of a claim is the waiting week. No benefits can be paid for this week or any part of the first week until benefits have been paid in each of the three (3) weeks immediately following the waiting week. If the period of paid family leave immediately follows an eligible period of temporary disability for the individual's own illness, there is no waiting period for the paid family leave claim.

No paid family leave benefits are payable for:

- Any period the employee receives temporary disability benefits or any benefits from a disability or cash sickness program or similar law of this state or any other state or the federal government;
- Any period the employee receives Unemployment Insurance Benefits;
- Any period the employee receives Workers' Compensation Benefits;

- Any period the employee receives full salary or paid time off;
- Any period the employee is working;
- Any period of paid family leave which did not start while the employee was a covered individual or within fourteen (14) days of the employee's last day of work;
- Any period of paid family leave for the care of a Family Member and the care recipient (Family Member) was not under the care or supervision of a health care provider;
- Any period the employee is out of work due to a stoppage of work which exists because of a labor dispute at the claimant's place of employment; or
- Any period subsequent to being discharged by the College for gross misconduct connected with the work because of a commission of an act punishable as a crime under the New Jersey Code of Criminal Justice.

Use of Paid Leave. Prior to taking paid family leave, an employee must first use up to two (2) weeks of any paid vacation time, sick leave, or other leave at full pay for which the employee is eligible. When an employee uses paid vacation time, sick leave, or other leave, the College may reduce the employee's maximum paid family leave entitlement (six (6) weeks) by the number of days of paid leave used for vacation time, sick leave, or other leave at full pay.

New Jersey SAFE Act:

Eligible employees are entitled to unpaid time off not to exceed twenty (20) days in a 12-month period to attend to a variety of matters related to an act of domestic violence or sexual violence offense committed against the employee or a family or household member.

To be eligible for protection under the NJ SAFE Act, an individual must be employed for at least 12 months and for at least 1,000 base hours (approximately 20 weeks) during the immediately preceding 12-month period. A covered employee who is a victim of domestic violence as defined by N.J.S.A. 2C:25-19, or a sexually violent offense (a "qualifying incident") as defined by N.J.S.A. 30:4-27.6, or whose family member (defined as a child, parent, spouse, domestic partner, or civil union partner) is a victim, is entitled to unpaid leave of no more than 20 days in one 12-month period, to be used in the 12-month period following any qualifying incident.

Intermittent Leave:

The unpaid leave may be taken intermittently in intervals of at least one (1) day, within the 12-month period following the qualifying incident.

Qualifying Incident:

Each qualifying incident is a separate offense for which an employee is entitled to unpaid leave, provided he or she has not exhausted the allotted 20 days for the 12-month period.

Qualifying Reasons for Leave:

Employees may take leave to engage in any of the following activities (as it applies to them personally, or to a family member as defined above):

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by the incident;
- Obtaining services from a victim services organization;
- Obtaining psychological or other counseling;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the victim's safety or to ensure his or her economic security;
- Seeking legal assistance, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
- Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

Notice:

If the need for leave is foreseeable, employees must provide employers with written notice as far in advance as is reasonable and practical under the circumstances.

Documentation:

The College may require employees to provide documentation of the qualifying incident when requesting leave. Acceptable supporting documents include the following:

- A domestic violence restraining order or other documentation issued by a court;
- Written documentation from a county or municipal prosecutor;
- Documentation of the conviction of the person who committed the qualifying incident;
- Medical documentation of the qualifying incident;
- Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center; or
- Other documentation or certification provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or family member in dealing with the qualifying incident.

Use of Paid Leave:

Employees are required to use any accrued paid vacation leave, personal leave, or medical or sick leave during any part of the 20-day period of unpaid leave.

PFLA Paid Leave Taken Concurrently with FMLA and FLA Unpaid Leave:

If an employee requests leave for a reason that is also covered by the FMLA or the NJFLA, employers may count the leave against an FMLA or NJFLA entitlement and run it concurrently with the employee's entitlement under each respective law.

Leave of Absence Policy:

Full-time regular and part-time regular employees who do not qualify for leave under the Family and Medical Leave Policy may request a leave of absence for the reasons set forth in that Policy, subject to the following terms and conditions. Leave requests must be submitted to the Campus Director at least thirty (30) days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as practicable, using the Eastern International College Leave of Absence Request Form. The certification requirements, benefits accrual, and continuation of group health insurance during leave set forth in the Family and Medical Leave Policy apply to all leave used by employees who are not eligible for the leave described in that Policy. In general, leaves will be limited to a thirty (30) day maximum duration except leaves for the employee's own serious health condition. Reinstatement will not be guaranteed to any employee requesting a leave under this Leave of Absence Policy. Nevertheless, Eastern International College shall, in the exercise of its discretion, use its best efforts to place employees returning from leave in positions comparable in status and pay to their former positions.

All questions regarding leaves of absence should be directed to the Campus Director.

Military Leave Policy:

Unpaid leaves of absence for military or reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, such employee must notify the Campus Director and submit copies of military orders as soon as practicable to the Campus Director. An unpaid military leave of absence shall be in accordance with applicable Federal and State laws. Eligibility for reinstatement after military duty or training is completed is in accordance with applicable Federal and State laws.

Eastern International College and its employees shall comply with all Federal and State military leave laws.

SECTION THREE

Compensation & Employee Benefits Policies:

Job Description Policy:

A job description including qualifications shall be maintained for each position. The Campus Director will make copies available upon request.

Classification of Employment Policy:

Full-time regular staff members are staff members working at least forty (40) hours a week. Full-time faculty are instructors teaching up to fifteen (15) credit hours per week, in addition to ten (10) office hours/tutoring hours.

Part-time faculty teach less than fifteen (15) credit hours per week.

Salary and Payroll Policy:

Salary information, including raises, bonuses or other incentive pay is confidential and should not be discussed or shared with other employees.

All Eastern International College employees are paid on a biweekly basis. The pay period begins on a Saturday and ends two weeks later on a Friday. Paychecks are directly deposited in the employee's specified account on payday, the Tuesday following each pay period. If a scheduled payday falls on a College observed holiday you will usually be paid on the preceding day. See the Campus Director for a list of pay periods and pay dates.

Employees may elect to have their paychecks deposited to any bank or credit union of their choice in the continental United States. An authorization agreement form for direct deposit must be signed and sent to Accounting upon hire; for employees without a bank account, a payroll deposit card is available upon request.

Benefits of Direct Deposit:

- Convenience: No special trips to the campus to pick up and then deposit checks.
- Freedom: Payments are automatically deposited to your account, even if you are traveling, on vacation or ill.
- Savings: No check cashing fees. Many banks offer free checking and other incentives for employees using direct deposit.
- Peace of Mind: No worries about mail delays or having checks lost or stolen.
- Option of Direct Deposit to Checking or Savings or multiple accounts
- Prompt Payment: Deposits are credited on payday

- If an employee changes his or her bank or credit union or closes an account, the employee must complete another Authorization Agreement for Direct Deposit form and submit it to Accounting. It is the responsibility of the employee to notify Accounting regarding any change that affects direct deposit. Direct Deposit remains in force until Accounting receives an Authorization form to change it.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when a Director gives prior approval. All absences or lateness must be reported to a Director as far in advance as possible prior to the start of the normal workday. If a Director is unavailable, then another Administrator must be notified. If no Director is available you may leave a voice mail message for the Director as well as leave a message with the receptionist. Failure to properly notify the College of an impending absence or lateness may be grounds for disciplinary action, up to and including termination. The Campus Director will maintain accurate and complete time and attendance records.

An employee who is a voicemail subscriber and is out of the office unexpectedly for any reason must change his/her voicemail message remotely to indicate that he/she is out of the office for the day.

If an employee is unable to work because of illness, such employee must notify the appropriate Director within one hour of the employee's regular starting time on each day of absence, unless the employee is granted an authorized medical leave, in which case different notification procedures apply.

Employees must report to their Director after being late with an explanation of the circumstances surrounding their tardiness. The Campus Director has primary responsibility of monitoring the attendance and time off policy, and for reporting any problems to the President. The Director is required to record the information for the employee's file.

When an employee is unexpectedly absent from work, a Director is required to complete an "Absence Report" for that employee. The Campus Director, in conjunction with the President, will determine whether the absence is authorized or unauthorized and the appropriate action to be taken as a result of the absence.

Unauthorized or excessive absences, tardiness and meal periods in excess of prescribed times are not acceptable and may result in disciplinary action, up to and including termination.

The regular work week for full-time employees at Eastern International College is forty (40) hours for staff members and up to fifteen (15) credit hours per week, in addition to ten (10) office hours/tutoring hours for F/T teaching staff, depending upon the program. Hours of operation are Monday through Thursday, 8:00 a.m. until 10:30 p.m., Friday from 8:00 a.m. until 5:00 p.m., and Saturday from 9:00 a.m. until 2:00p.m.

A Director will designate the timing of unpaid meal periods. Meal breaks are to be no longer than the prescribed times. A Director will also arrange all working hours and schedules for part-time employees.

Daily and weekly work schedules may be changed from time to time at the discretion of Eastern International College to meet the varying conditions of our business; i.e., work load, enrollment periods, student services, and specific needs of the department to which each employee is assigned. The personal needs of every employee will be considered in all cases and accommodated whenever possible. Changes in work schedules will be announced as far in advance as practicable.

During the course of the workday, each person takes breaks at some point to get coffee or soda, go to the restroom or have a cigarette. Eastern International College does not deduct any time from your pay for these breaks. Therefore, any break time must be kept to a minimum. Employees who leave the building at any time must notify their supervisor and the receptionist, as well as sign the destination log at the front desk. Employees taking excessive time away from their job or failing to notify their supervisor or the receptionist, or leaving the building without signing the destination log, will be subject to disciplinary action.

Recording Work Hours and Absences for College Business Policy:

It is the policy of Eastern International College to comply with applicable laws that require maintenance of records regarding hours worked by our employees. To ensure accurate records are kept of hours actually worked and to ensure that employees are paid in a timely manner, all employees are required to sign in at the start of their regular work day or shift, sign in and out for lunch, and sign out at the end of their work day or shift.

Please be sure that an employee's actual hours worked are recorded accurately. If there is any problem with timesheets, report it to the Campus Director immediately. Employees are not permitted to record overtime hours worked on their timesheets unless prior approval for such overtime hours was obtained from the Campus Director. Additionally, employees

are not permitted to record hours on their timesheets in which no actual work was performed.

Employees who arrive at work prior to their scheduled starting time should not sign in until they are ready to begin working.

Lateness will be deducted from total paid hours for non-exempt employees unless such employees have the Director's approval to make the time up. Lateness without prior approval is generally not permitted and shall result in disciplinary action.

Any employee who will be out of the office on any College business, including attendance at seminars, conferences, workshops or courses, must forward a memo to the Campus Director detailing all such absences.

Overtime Compensation Policy:

Under the Federal Fair Labor Standards Act, certain employees in managerial, supervisory, and administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The Campus Director shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Campus Director's prior approval and at the sole discretion of the College.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is approved by the Campus Director. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Non-Exempt employees shall receive one and one-half (1½) times the hourly rate for hours worked in excess of 40 hours in a workweek. In computing overtime compensation, the nearest half (½) hour shall be the smallest fraction to be reported.

Health Insurance Policy:

Employees are provided health insurance coverage administered by an authorized insurer. Employees may elect to purchase health insurance coverage for their dependents at the employees' option. The complete benefit plan is on file with the Campus Director.

Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the COBRA provision for a period of up to eighteen (18) months. For more information, consult with the Campus Director.

Employees are eligible for all College sponsored health benefits after the successful completion of ninety (90) calendar days of full-time regular employment.

Dental Benefits Policy:

The College currently provides dental insurance as part of its health insurance coverage for all eligible employees. For more information, consult with the Campus Director.

Drug Prescription Benefit Policy:

The College currently provides a prescription drug program as part of its health insurance coverage for all eligible employees. For more information, consult with the Campus Director.

Workers Compensation Policy:

Employees who suffer job-related injuries and illnesses may be entitled to medical expense reimbursement, lost income and other compensation under the New Jersey Workers Compensation Act. Any occupational injury or illness must be immediately reported to the Campus Director. All required medical treatment must be performed by a Workers Compensation Physician. Payment for unauthorized medical treatment may not be covered pursuant to the Act. Questions regarding workers compensation benefits should be directed to the Campus Director.

Amendment or Termination of Benefits:

Eastern International College reserves the right to amend or terminate any of its benefits programs or to require an increase in employee premium contributions toward any benefits with or without advance notice. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of Eastern International

College's benefits programs the Campus Director will notify plan participants of all approved amendments or plan terminations in accordance with the requirements of applicable Federal and/or State law.

SECTION FOUR

Employment Practices:

Applications:

All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process. The application may require that applicants agree to submit all pre- and post-employment claims regarding employment discrimination or retaliation be subject to lawful arbitration, in lieu of judicial or administrative proceedings.

Interviews:

The Campus Director or Human Resources will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All inquiries must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. Reasonable accommodations must be made for disabled applicants.

Physical and Mental Fitness Examinations:

The College Administrator may require applicants prior to employment, to successfully pass a physical and/or mental fitness for employment examination, consistent with then applicable law to assure that the work required by the position will not cause injury to the employee, co-employees or the public and that the person is fit to meet the requirements of the position. The Campus Director may require periodic examinations to determine the employee's continued ability to perform the duties of the position. All examinations must be performed by a physician or other professional chosen by the Campus Director at the expense of the College. All medical records of employees and prospective employees are confidential and are to be maintained by Human Resources separate from the employee's official personnel file.

Job Offers:

The final decision to offer employment to an applicant will be made by the President or his designee, after all reference and other information has been verified. The employment offer may be made in a letter to the candidate, outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

Record Retention:

All applications, notes made during interviews and reference checks, job offers and other documents created during the hiring process must be returned to Human Resources. Documents related to the successful candidate will be placed in the employee's official personnel file, except medical records must be maintained in a separate file. All records documents related to other candidates must be retained for at least one (1) year. Records and documents created during the hiring process are confidential.

Immigration Law Compliance:

The College hires only U.S. citizens and lawfully authorized alien workers pursuant to Federal Law. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility.

Employment Drug Screening:

All applicants who have been preliminary selected for employment with the College are required to undergo substance screening for drug and alcohol use before being hired. A positive result will indicate the presence of an illegal drug or an inappropriate level of alcohol or prescription drugs in the body. If an inappropriate amount of prescription drugs is indicated, the results will be reviewed with the applicant before a decision is made with regard to employment. There will be confirmatory testing on all other positive results. If, after confirmatory testing, there is still a positive result, the applicant will not be eligible for employment. Refusal to take the test(s) or to sign a requisite consent form will automatically disqualify an applicant from employment with the College. Test results will remain strictly confidential.

Introductory Period:

All new employees of the College are subject to a ninety day (90) probationary period. During the probationary period, an employee may be discharged for any reason without advance notice. Furthermore, successful completion of the introductory period does not guarantee employment for any specific duration or change the employee's at-will status.

Requests for Employment Verification and Reference

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to Human Resources. No employee may issue a reference letter without the permission of Human Resources or the Campus Director. Under no circumstances should any information be released over the phone.

In response to a request for information, the Campus Director or Human Resources will only verify an employee's name, dates of employment, job title, department and final salary. No other date or information will be furnished unless (1) the Borough is required to release the information by law; or (2) the employee or former employee authorizes the College in writing to furnish this information and releases the College from liability.

Access to Personnel Files Policy:

The official personnel file for each employee shall be maintained by Eastern International College. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate, secure file. Electronic personnel and medical records must be protected from unauthorized access. Any employee may review his/her file in the presence of their Director upon reasonable notice and with the authorization of the Campus Director. An appointment shall be scheduled to review the personnel file if such a request is made. All personnel files are the sole property of Eastern International College.

Employee Evaluation Policy:

The Director will complete a written evaluation and appraisal form at least once a year for every employee to measure progress, encourage self-improvement, recognize successful performance, and to assist in determining whether a merit salary increase will be awarded and the amount of such increase, if any. The evaluation will also record additional duties performed, educational courses completed, as well as a plan to correct any weak points. After completing the evaluation, the Director will review the results with the employee and return the form(s) with the signed acknowledgement to the Campus Director. After review by the Campus Director, the form(s) are to be placed into the employee's official personnel file.

Employee Discipline Policy:

An employee may be subject to discipline, including possible termination, for any of the following reasons:

- Falsification of records, including attendance and other personnel records.
- Failing to sign in or out, signing in or out for another employee, or permitting another employee to sign your timesheet for you.
- Failing to keep work areas neat and clean.
- Working overtime without authorization or refusing to work overtime when needed.
- Failure to report absence.
- Harassment of co-workers and/or visitors.
- Theft or attempted theft of property belonging to the College, fellow employees, or visitors.
- Unauthorized, excessive or chronic absences.
- Fighting on Eastern International College property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Eastern International College property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Eastern International College property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Eastern International College premises during work time. This includes, but is not limited to, distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations.
- Careless waste of materials or abuse of equipment or supplies.
- Deliberate destruction or damage to Eastern International College or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Eastern International College premises, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises during scheduled work hours.
- Defacing walls, bulletin boards or any other property of Eastern International College or a supplier.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential information.
- Gambling on Eastern International College premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Eastern International College premises.
- Deliberate delay or restriction of work effort, and/or incitement of others to delay or restrict their work effort.

- Conviction of certain crimes.
- Smoking inside or around Eastern International College facilities.
- Eating or drinking in unauthorized areas.
- Violation of Eastern International College rules, policies, and procedures.
- Unauthorized disclosure of proprietary information.
- Misuse of College property, including motor vehicles.
- Excessive use of College telephones for personal matters.
- Other sufficient causes.

This list merely illustrates examples and does not constitute a complete list of possible violations warranting discipline.

Promotions and Transfers:

The College may consider filling job vacancies with qualified College employees before looking to hire new employees. When a vacancy is not filled from within, the College will seek new employees. Transfers from one department to another will be made when it is advantageous to the College and/or the employee to make such a transfer. Employees may request a transfer once a position is opened. A promotion is a move to a position with more responsibility and shall include a change in title and pay. Promotions shall be made exclusively on merit and qualification.

Resignation Policy:

An employee who intends to resign must notify the Campus Director in writing at least two (2) weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two (2) weeks, the employee may not use paid time off except paid holidays. The Campus Director will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues, pay due, if any, etc. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return all College property in the employee's possession to the Campus Director.

VI. STUDENT SERVICES POLICIES AND PROCEDURES

As a student-centered institution, the mission of Student Services at Eastern International College is to uphold the institutional mission by providing exceptional customer service. The Student Services structure is an interactive approach between different departments with the common goal of helping students succeed in their educational endeavors. These departments include financial aid, bursar, registrar, advisement and counseling, student life, and career services. Each of these departments, with the exception of faculty tutors and faculty academic advisors who report to the Program Director, General Education Chairperson, Dean of Education, or Vice President for Academic Affairs, reports to the Campus Director.

Placement and Career Services

Eastern International College offers job placement services to graduating students. Students are required to meet with the Director of Placement prior to graduation. Interviews and appointments are arranged for the student once graduation requirements are met. Although placement services are available to graduating students, Eastern International College does not guarantee or promise employment. However, Eastern International College makes every effort to assist each graduate in obtaining gainful employment. The hours of operation of the department are as follows: Mondays through Thursdays- 9AM through 6pm, Fridays- 9AM through 5PM.

The Placement and Career Services Director is responsible for assisting students with all aspects of job placement. These services include (but are not limited to) resume building, mock interviews, program-specific job searches, general career orientation.

A mandatory Placement and Career Service advising is mandatory for all graduates of Eastern International College

Library/Learning Resource Center

The Eastern International College Libraries consist of two distinct physical locations at both the Jersey City and Belleville Campuses of the College. The Library/Learning Resource Centers contain books, periodicals, software and additional publications directly related to training in specialized program areas. The libraries have a combined physical holding of 5,000 books. In addition, the library is also an active member in the National Libraries of Medicine and The Metropolitan New York Library Council (METRO) - a library consortium that allows students and faculty to access materials from over 250 member libraries. Computer stations provide access to the Internet, E-brary, and other online services. E-brary is an online library which offers about 89,000 books in subjects ranging from Nursing and Allied Health to History and Computing. The library also holds a subscription to ProQuest, an electronic database where students can find scholarly journals and magazines which specialize in the areas of Allied Health and Nursing. ProQuest currently offers access to 1,179 full text titles. Eastern International College offers a variety of workshops throughout the semester in order to acquaint students with computer skills and resources. Please see the College's website for the Library's Policies and Procedures.

Maintenance of Records

Eastern International College through the Registrar maintains academic and attendance records for currently enrolled students, graduates, and students who have withdrawn or were terminated by the College, in accordance with statutory requirements.

Counseling & Academic Advising

Counseling at the College is provided by a master's-level counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the college's counselor to discuss concerns related to family, friends, general anxiety, low self-esteem, etc. The counselor maintains a regular schedule on campus.

Eastern International College works on the premise that academic advising is an ongoing process and is an integral part of the educational process. EIC students are advised by faculty members, as well as program directors and the Dean of Education, when needed. The Academic Advisors are well-versed in program-specific scheduling, grading, and curricula, and are motivated to help students achieve their academic goals. In some special circumstances, the Vice President for Academic Affairs may also advise the students.

All new and old students go through a mandatory academic advising regarding course and schedule selections and course progressions during the admission/registration period.

Students are subject to academic advising by their respective instructors for any of the following reasons: poor academic performance, excessive absences (two or more is considered excessive), and any academic concern that affects the student's academic performance. A follow-up advising is done by the program director or Dean of Education, if necessary. Academic advising sessions are documented in the official academic advising form.

Tutoring

Eastern International College offers free tutoring services to all EIC students and alumni. Tutoring is offered for the following courses: Anatomy and Physiology, Mathematics, English, Ultrasound Physics and SPI, all diagnostic medical sonography and medical assistant technical courses, and all scanning modalities. Tutoring sessions for nursing and dental hygiene technical courses are set up by the respective Program Directors. All tutors are full time faculty members. Tutoring sessions are conducted Mondays through Thursdays at specific times for each course. Tutoring schedules are coordinated by the Dean of Education.

Student Life

Eastern International College provides opportunities for students to participate in student governance, student activities, and community and/or outreach activities.

All student life activities are coordinated by the Coordinator of Student Services who reports to the Campus Director. All student activities adhere to the College's rules and regulations and policy governing in and out- of- campus activities.

Financial Aid Advisement and Consultations

The Financial Aid office provides advisement and consultations for students who have financial aid concerns and questions during the course of the semester. Questions about financial responsibilities are included in the advisement process. Aside from the Director of Financial Aid, a financial aid staff is available Mondays through Fridays for student assistance.

In some instances, especially during busy days like registration, a student who seeks the help of the Financial Aid Office will be asked to make an appointment. Appointments are coordinated and recorded by the receptionist.

Default

A Default Manager is available to advise students regarding default and other related concerns. Specifically, it provides the students with advice on how to reduce student loan defaults, as well as default prevention and management activities that include the following: entrance counseling, financial literacy, exit counseling, delinquency assistance, loan record detail reporting, and analyzing defaulted loan. The default manager explains how a master promissory works, the importance of repaying a student loan, consequences of default, and examples of borrowers sample monthly payment specific to each student. The default manager also makes sure that student fully understand the loan process from the start to payment period.

VII. BUDGETARY PROCESS AND PROCEDURES

The budget is prepared by the Accountant of the College, with input from the academic and non-academic administration, as well as the President/CEO of the College. The budgeting process at the College is a collaborative effort between the administrative team and Board of Directors to assure that the strategic initiatives are considered with operating parameters. EIC has outstanding relationships with several financial institutions. The budget is reviewed by the Board of Directors for final approval.

Eastern International College follows a formal budget process where Senior Management utilizes years of data, market trends and other relevant metrics to forecast expenditures and revenues. This data is translated into a working College budget.

The annual budget is drafted by Senior Management and requires Board approval. The School's budget planning and financial management process fosters an exchange of ideas between various program directors, Senior Management and the Board; each group responsible for making financial decisions consistent with EIC's mission, delivering results and enhancing student outcomes.

Working closely with the Board, Senior Management develops strategies and prioritizes capital expenditures. Overall, it is the School's goal to allocate sufficient working capital to provide for the educational interests of students first. The direct costs of providing instructional services: school materials, books, library resources and faculty development activities, etc., are calculated based on enrollment projections and provided for in the school budget.

EIC uses QuickBooks for the management of financial data.

Integration of Budget into Planning Process

It is important to note that the College's budgeting process is integral to the overall strategic planning process of the College and an essential aspect of the implementation of the functional objectives that lead to institutional effectiveness and fulfillment of the mission and vision. The development of the budget involves the entire management team and the members of their respective offices and is based on the outcomes articulated in the strategic planning process. This process assures a voice for all constituents and the best opportunity for institutional success. The following is a summary of the annual planning process.

Mid-September – Annual process begins with a review of overall progress achieving goal and objectives of the previous year and revising and updating as necessary.

Early-November – Once the strategies and objectives are completed, members of the management team will receive templates for the following items: (1) departmental expenses, (2) staffing needs, and (3) capital needs. Templates must be submitted with dollars needed to support the strategy and any new revenue streams generated from the initiatives.

Mid-November – Once the number of student starts is determined, a detailed marketing plan is generated to specify lead/enrollment requirements to achieve start objectives.

Historical data are used to determine cost per lead rates to isolate the cost of appropriate advertisement needed to achieve targets.

End of November – Departmental expenses, staffing needs and capital expense documents are consolidated via a budgeting model along with population, revenue and marketing models to create a preliminary profit/loss statement.

Mid-December/Mid-January – After review a final profit/loss statement is submitted to the Board for approval. Population, revenue and marketing models are included in the final document.

Mid-January/Early-February – Final Budget.

Purchase Order

Purchase orders for academic and laboratory supplies for each department are done by designated staff members who fill-up the official College Purchase Order Form. The purchase order is reviewed by the Program Director and submitted for approval to the Vice President for Academic Affairs. The Facilities Committee may recommend a purchase order.

Purchases for the Library are done in coordination with the Library Committee, faculty, Program Director, and Director of Library who also does the Purchase Order Form. The Vice President for Academic Affairs, in collaboration with the Dean of Education, approves the purchase.

The Registrar coordinates the ordering and distribution of textbooks and student uniforms.

For faculty development expenses like workshops and seminars, the Program Director initially approves the workshop and designates the attendee before a Purchase Order Form is done. The Vice President for Academic Affairs, in collaboration with the Dean of Education, approves the purchase order.

Purchases for laboratory equipment and other institutional purchases necessary for the upkeep of the institution as a whole are recommended by the Program Director/s, faculty members, and Facilities Committee. The Program Director, Dean of Education, Campus Director and Vice President for Academic Affairs review the recommendation. The final approval is given by the designee of the College President.

All purchase orders are channeled to the College Accountant.

VIII. ADMISSION REPRESENTATIVE AND THE RECRUITMENT PROCESS

The Admission Representative

All Admission Representatives are salaried full time employees and are subject to the rules, regulations, and policies governing employees at Eastern International College. The Admission Representative is responsible for the following:

- Recruiting students and ensuring full and complete class enrollment on a semester basis
- Interviewing prospective students
- Processing applications and enrollment documents
- Implementing goals and objectives of the Admissions Department
- Submitting daily and weekly reports in a timely manner
- Conducting operations in accordance with administrative compliance requirements as mandated by New Jersey Higher Education and the Accrediting Commission of Career Schools and Colleges
- Performing other tasks requested by the Campus Director and/or President
- The Admission Representative reports to the Campus Director. In the absence of the Campus Director, he/she reports to the Vice President for Academic Affairs.

Recruiting and admissions personnel are selected via an applicant screening process. When an Admissions Representative is to be hired, the Director of Admissions and Campus Director review applicant resumes and select candidates that are qualified to be interviewed.

Interviewed candidates are required to complete an Eastern International College Employee Application package which is designed to capture supplemental background information from the candidate. If the Director of Admissions approves the candidate after the interview, there may be a second interview with the Campus Director if the decision is made to hire the candidate. References are checked before the position is offered to the applicant.

Admissions, Branding, and Marketing

The objectives of the EIC Admissions, Branding, and Marketing program are to provide a consistent approach and overall message to prospective students including but not limited to:

Overall

- Develop processes, procedures, and training to assure the highest level professionalism, customer service, and performance
- Develop a process for the strict use of Diamond-D for all lead, enrollment, finance, and academic data

Admissions

- Increase all of the admissions conversion numbers (L-A, A-I, I-E, E-S)
- Increase overall enrollments and starts
- Increase retention and show rates
- Compliance and full disclosure at all times

Marketing

- Develop compliant marketing using the web as the primary source for leads
- Increase lead flow and lead quality
- Maximize returns (CPL, CPE, CPS)
- Specifically dramatically increase the MA leads and other problematic programs in the future

Branding

- Increase brand visibility and awareness
- Position brand as an industry leader in allied health education
- Develop legislative and regulatory pathways

Key Recruitment Goals

- Increase Lead Flow
- Increase Lead Quality
- Increase Conversions
- Specifically Dramatically Increase MA and CVT Leads

Recruitment Objectives

- Establish an Appropriate Lead Mix
- Lead Budgets and Targets (CPL, CPE, CPS) Based on Start Budget
- Conversions (L-E, L-S, E-S)
- Compliance and full disclosure at all times

Current Lead Sources

- SEO
- Direct Mail
- E-mail
- Billboard
- Print (limited)
- Pay-Per-Click
- Referral
- College Fairs
- High School Presentations

Branding Goals and Opportunities

- Brand Definition
- Brand building through target audience, insights, benefit analysis
- Brand Positioning
- Through a position statement – a brief description of the core target audience to whom the brand is directed. How does EIC want to be perceived? Must be identifiable, motivating, and focused with credibility and designed for growth Opportunities
- SEO, social, and expanded PPC programs
- More effective creative Internal and External communications – the brand is everyone’s responsibility!
- Compliance and full disclosure at all times.

IX. REGISTRAR, BURSAR, CAREER SERVICES AND PLACEMENT, FINANCIAL AID, DEFAULT, AND STUDENT LIFE

Registrar

The Registrar's Office at Eastern International College works closely with the college community to ensure timeliness and completeness of student records. The Registrar's Office maintains and reviews student records for registration, graduation, and course progression including but not limited to transcripts, schedules, and attendance logs. Records are reviewed and maintained according to FERPA guidelines with student privacy the utmost concern. Internal audits of student files are conducted periodically to ensure current compliance.

Enrollment and registration information is reported to campus-based software (Diamond D) and maintained by the Registrar's Office. Student transcripts and grade records as logged therein are entered and reviewed. The Registrar's Office verifies information for outside agencies regarding enrolled, graduated, and withdrawn students as per FERPA regulations. The Registrar also processes all transcript requests for students wanting to transfer or pursue a higher degree.

As part of the interdepartmental cooperative effort of the College, the Office assists all departments in producing an environment conducive to effective scheduling, satisfactory course completion, and graduation. The Registrar's Office further collaborates with administrators, faculty, and other support staff to facilitate and improve services provided to students and maintains the records associated with population, add/drop, and leave of absences. The Registrar maintains and reviews externship clinical hours to assure the requirements for graduation are achieved. The Registrar's office also provides new students with pre-orientation and coordinates the registration for returning students. Finally, the Registrar coordinates the ordering and distribution of textbooks and student uniforms.

Bursar

The Bursar's Office at Eastern International College works closely with students, the Financial Aid, and Accounting offices to ensure the accuracy of student accounts as reported in campus-based software as well as to third-party agencies. As such, the Office processes registration forms including Add/Drop and Withdrawal Requests to match student schedules with the cost of attendance as listed. All Book Vouchers are received and acted upon by the Bursar's Office.

Student invoices as assigned by monthly payment agreements made with the Financial Aid Office are distributed monthly for account reconciliation. The Bursar also provides follow-up communication to students concerning past-due accounts and collects payments for fees and payment plan installments.

Career Services and Placement

The primary mission of Career Services is to coach, prepare and support students and Graduates to become the best career ready applicant in a global work environment through educational and student learning experiences.

Career Services collaborates with companies, area colleges, community partners, faculty, alumni and staff to assist students to become world ready productive citizens. The staff of the Eastern International College is committed to assisting graduates achieve their career goals.

The Office of Career Services works closely with externship and student-life departments to offer assistance to students looking for volunteer opportunities, externships, (full-time or part-time jobs) in preparation for their career goal.

Employers from business, industry, government and educational fields contact the Career and Placement office for both externship and employment opportunities. All employment opportunities can be found in the Career Services job and internship database.

In conjunction with the job search, the Office of Career Services recommends students and alumni to establish professional networking accounts to increase their exposure.

To accomplish the mission the Office of Career Services promotes, coordinates, and provides services to assist students with career guidance and current job search strategies and opportunities. The staff provides not only general information and support, but also individual career counseling to assist in exploring and setting career goals.

Financial Aid

The Financial Aid Office at Eastern International College works to assist students in finding feasible means for financing their education. Representatives from the Financial Aid Office begin meeting with students at the point of enrollment, playing a hands-on role in applying for aid. As students complete entry requirements for their appropriate program, they meet with the Financial Aid Office (FAO) for one-on-one assistance.

During the initial meeting, a Financial Aid Advisor (FAA) sits with the student to discuss financing options as offered at Eastern International College. At this time, the student has already received a preliminary schedule of classes for the semester and the FAA uses this to accurately quote the semester's Cost of Attendance. The FAA details the semester charges as well as the possible options for funding and the subsequent application processes. If the student would at this point wish to seek financial assistance, he/she is guided through the appropriate applications.

The Financial Aid Office focuses on assisting students in financing their education by seeking gift aid (grant and scholarship funds) prior to repayable aid (loan funds). Once the student has indicated that he/she wishes to seek assistance, the FAA guides the student through Federal and NJ State aid applications. In the event that federal and state grant funds

are insufficient in meeting the student's financial needs for the semester, the student is then counseled on the loan options available via both the Federal Direct Loan programs and State NJCLASS Loan; the student receives loan terms and conditions in print in the Guide to Federal Student Aid and Entrance Counseling Online (studentloans.gov). Throughout the application process, the student is reminded of the difference between repayable and gift aid.

As part of the Financial Aid Office's plan to reduce student indebtedness, the student is advised to borrow the minimal amount as required for the semester's Cost of Attendance. Payment schedules are planned with the student to cover any remaining balance prior to semester close and can be amended as per student request. Throughout the initial meeting with the FAO, the FAA discusses the importance of academic progress and financial awareness. Students check their federal student aid history via nslds.ed.gov and are encouraged to do so throughout their course of study.

Following completion of student aid applications, the FAO reviews each file for accuracy. Institution Student Information Reports (ISIRs) are imported into EDEXpress daily. An internal verification of ISIRs and information as reported in Diamond D is conducted. For files selected for federal verification by CPS, files are assembled, reviewed, and scanned to a secure file-sharing portal (EDGE) for review by a third-party servicer (Financial Aid Services) for clearance. FAS apps are submitted via Financial Aid Services FASLine' program for payment and students are added to the Transfer Monitoring List on NSLDS. Student files as selected by HESAA are institutionally verified prior to certification and disbursement of TAG funds.

As a student nears program completion, the FAA meets with the student to discuss his/her current financial status. At this point, the student is directed once more to NSLDS to review all federal student aid information as reported. The student then completes Exit Counseling online if in receipt of federal student loan funds to further acknowledge the need to pay and repayment terms/options. The student is connected at this point with the College's Default Manager to discuss the information as reviewed in Counseling as well as NSLDS history and lender contact information.

The Financial Aid Office maintains an open-door policy and is available for student assistance. Students are reminded of the importance of their financial obligations both at Orientation and throughout their stay via notifications from the FAO. A FAA meets with each student at semester registration for an individualized discussion about present and future financing; students are explained and agree to their award letters at this time. This policy is maintained throughout the student's career with the College and post-graduation.

Default

The Default Office is responsible for assisting and providing students with advice regarding loan defaults, default prevention and management, exit counseling, delinquency assistance, loan record detail reporting, explanation of the consequences of default, and analyzing default loans.

The Default Office coordinates with the Office of Financial Aid for any other financial aid/default concerns.

Student Services

The Office of Student Services works with the academic, non-academic, and administration to create a school environment that promotes support, camaraderie, and acceptance. Students may join in the different clubs in the College, and are given the opportunity to participate in governance through the Student Council.

The Student Services Department focuses on activities to support the busy commuter student at EIC. The activities range from social to professional, and support focused based on the needs and desires of the student body. The following is a sample of the activities directed by Student Life:

- Student body representation
- Departmental student professional groups
- Community Service
- Clubs

Each semester, the Student Life Coordinator meets with the students to determine the interest in existing and new groups and activities.

X. STUDENT COMPLAINT PROCESS

The student complaint procedures are identified in the EIC Catalog as stated below. Students are made aware of this and all other policies and procedures during the orientation session in which all students take part in prior to their first day of class at the College. In addition, when students are accepted into the College, they are given a catalog and told they should read through the catalog in order to become familiar with the EIC rules and regulations which govern the College. Students are told to contact the school if they have any questions, or they can wait until orientation to ask them.

Grievance/Complaint Protocol

The administration, faculty and staff of Eastern International College maintain an open door policy for students to voice their concerns or complaints. A student in question has the right to appeal the decision in accordance with the grievance protocol, as outlined below:

1. The student attempts to handle the grievance with the instructor in a calm, professional manner. If the grievance cannot be settled at this level, the student may request intervention from the Vice President for Academic Affairs and/or Campus Director.
2. The Campus Director and/or Vice President for Academic Affairs convene a committee to review the grievance. The student who filed the grievance will be asked to submit all supporting documents and may be asked to appear in person if

the committee decides it is necessary. The Vice President for Academic Affairs informs the student of the committee's decision.

3. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the accreditation offices.

The Student Complaint Procedure is as follows:

Student Complaint Procedure

Eastern International College has an open-door policy for student queries. As such, the College believes that most complaints can be resolved by addressing the person or persons involved. In cases where this is not possible, the College seeks to maintain open avenues for students who wish to lodge a complaint on issues that do NOT include discrimination and harassment, grading, and student conduct. The complaint can be escalated to the individual's or department supervisor. In extraordinary cases where this does not resolve the matter, the student complaint procedure outlined below may assist in a resolution.

Eastern International College participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. Participating institutions must be legally authorized to operate within the state in which it is located. 34 CFR § 600.9 requires states to have a "process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." 34 CFR § 668.43(b) requires that institutions

"make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint."

To comply with this regulation, Eastern International College provides the following information to our prospective and current students:

New Jersey State Authorizing Entity

The Office of Secretary of Higher Education
PO Box 542
Trenton, NJ 08625-0542
www.state.nj.us/highereducation

College Accrediting Agency

Middle States Commission on Higher Education
1007 North Orange Street, 4th Floor, MB #166
Wilmington, DE 19801
Telephone: (267) 284-5011
www.msche.org

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

XI. HOURS OF OPERATION

Days	Time
Monday - Thursday	8:00 am – 10:30 pm
Friday	8:00 am – 5:00 pm
Saturday	9:00 am – 1:00 pm

XII. ADDENDUM

The Administrative and Operational Policies and Procedures Committee (AOPPC)

The Administrative and Operational Policies and Procedures Committee (AOPPC) members consist of non-academic and academic staff and faculty, administration, and representatives from the office/s and department/s responsible for a given policy. A representative from the Program Advisory Committee (PAC) will be included in the committee as deemed necessary by the Vice President for Academic Affairs.

The committee reviews the policy based on accreditation standards and appropriate state and federal rules applicable to the policy.

Protocol for Approval of New Policies and Revised Policies

Eastern International College new policies will be added to the Administrative and Operational Policies and Procedures Manual (AOPPM) upon approval of the President, who may seek advice from the Vice President for Academic Affairs and the Board of Directors. Prior to the submission of a new policy to the President for approval, the Committee on Administrative and Operational Policies and Procedures reviews the new policy.

New policies developed by the Board of Directors will be added to the Administrative and Operational Policies and Procedures Manual upon approval of the President.

A College-initiated revision on the content of the approved Administrative and Operational Policies Procedures Manual (AOPPM) will be reviewed by the AOPPM committee before the policy is sent to the President for approval.

Non-substantive revisions, like a change in form or editorial improvement, may be made by a designated staff with the approval of the Vice President for Academic Affairs.

Review of the Administrative and Operational Policies and Procedures Manual

The Administrative and Operational Policies and Procedures Manual will be reviewed annually through the initiative of the Vice President for Academic Affairs.



Eastern
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XIII. Acknowledgement of Receipt and Review of Administrative and Operational Policies and Procedures Manual

I acknowledge that I have received and thoroughly reviewed a copy of Eastern International College's (EIC) Administrative and Operational Policies and Procedures Manual (AOPPM). I understand that this AOPPM is reviewed annually by EIC's Administrative and Operational Policies and Procedures Manual Committee (AOPPMC).

Print Name: _____

Sign Name: _____

Date: _____