



DIVINE MERCY UNIVERSITY

A Multi-State Employer

Employee Handbook

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(Under Review)

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1. INTRODUCTION

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This Handbook provides basic information on current personnel policies, procedures and benefits for employees of Divine Mercy University (the “University”). It supersedes all prior statements, summaries and understandings of these subjects. This handbook is the property of the University and is for the use of employees only. Accordingly, as a condition of employment the handbook must be kept strictly confidential. It must be returned to the University in the event that employment is terminated. No copies may be retained.

This Handbook has been prepared for informational purposes only; it summarizes policies, procedures, and benefits that affect employees. THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND IS NOT INTENDED TO CREATE ANY EXPRESS OR IMPLIED PROMISES TO EMPLOYEES OR GUARANTEE ANY FIXED TERMS OF EMPLOYMENT. THE HANDBOOK DOES NOT IN ANY WAY ALTER THE EMPLOYMENT-AT-WILL RELATIONSHIP BETWEEN THE ORGANIZATION AND ITS EMPLOYEES. EMPLOYMENT-AT-WILL MEANS THAT EITHER THE EMPLOYEE OR THE ORGANIZATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP FOR ANY REASON AT ANY TIME, WITH OR WITHOUT NOTICE. The personnel policies of the University are written in support of its mission and its specific business goals, and are intended to be completely within all applicable laws. All employees of the University are subject to the policies and procedures of this Employee Handbook. Generally, employees are informed about changes in advance, but changes may also be made without notice. THE ORGANIZATION RESERVES THE RIGHT TO MODIFY, APPLY, NOT APPLY, MODIFY, REVOKE OR SUSPEND ANY OR ALL OF THE POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK AT ANY TIME BASED UPON THE CIRCUMSTANCES OF A PARTICULAR SITUATION.

NOTICE: This Handbook generally sets forth the University’s rules and policies based on internal standards and federal laws; it has NOT been drafted with the state law requirements of any particular state in mind. Users of the handbook are encouraged to refer to the laws of the state in which this handbook is being administered.

2. EMPLOYMENT POLICIES

2.1 Equal Employment Opportunity Policy

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The University is a religious nonprofit under Title VII of the Civil Rights Act of 1964. The University is strongly committed to the principle and laws concerning equal employment opportunity for all individuals. Equal opportunity is an ethical obligation of all employees, and it is University policy that all employees behave legally and ethically in all of their employment activities at all times.

It is University's policy to comply in all activities with all required federal, state and local laws concerning employment discrimination except laws determined by the University to violate its rights of religious freedom as Constitutionally established in the United States of America. Accordingly, the University makes employment decisions for employees and applicants without unlawful discrimination on the basis of race, color, sex, national origin, age, disability or any other status protected by law and required of a religious nonprofit organization. This equal opportunity policy applies to all employment practices including recruitment, hiring (or failure or refusal to hire), employment, assignment, working conditions, training, compensation, benefits, promotions and terminations and other obligations and privileges of employment.

Because the University acts in accordance with the teachings and authority of the Roman Catholic Church, the University reserves the right to employ only persons who demonstrate an openness and respect for the Roman Catholic Church and its institutions and who have a sincere interest in advancing the University's mission within the Church. This right includes making employment related decisions based on the work related and personal actions and choices of any employee as they relate to the University's mission to serve the Catholic Church. The University reserves the right to employ only persons who are practicing members of the Roman Catholic Church as determined solely by the decision of the University.

All Catholic employees are subject to the provisions of the law of the Catholic Church, as delineated in the *Code of Canon Law*. The text of the *Code of Canon Law* can be accessed via the Internet, at <http://www.vatican.va/archive/ENG1104/INDEX.HTM>.

As Catholics, we believe that all persons are called by God to contribute to the sanctification and transformation of the world, by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Working in a Catholic Church organization is one path of such Christian discipleship, and those who work for the Church continue, in a very real way, the mission and ministry of Christ.

Each individual lay employee who works for the University therefore ministers in the name of the Church and must before the world act as a witness to the life and resurrection of Jesus Christ, our Lord. The University, in its role as an employer, expects all employees to, by word, deed, and conduct, advocate and support the positions and beliefs of the Roman Catholic Church, and to be guided by such principles as:

- To respect the dignity of each person as one called by God and made in God's image and likeness.
- To strive to inculcate Gospel values in every aspect of work.
- To keep an open mind, to collaborate with and respect the ideas of others, to support leadership, and to make the common good a priority.
- To contribute by personal example to a climate of faith and to serve others in a spirit marked by hospitality, compassion, and prayerful support.

Employees who are Catholic are expected to be faithful to the Roman Catholic Church and adhere to the teachings of the Church in their lives. Recognizing that non-Catholic employees are called by the Lord to stand before the world as a witness to His life, non-Catholic employees are also expected to have an understanding of the Catholic Church and to refrain from actions that are contrary to the teachings of the Church. All employees are encouraged to participate in programs of enrichment and education for their personal faith development (e.g., spiritual retreats, days of renewal, workshops, etc.).

Consistent with the mission and ministry of the Roman Catholic Church, the University adheres to the following hiring policy:

Catholic Lay Employees: lay employee positions shall, in general, be filled by laypersons who are faithful Catholics, who exemplify the teachings of the Church in their personal lives and practices, and who are in good standing with the Church.

Participation by Non-Catholic Employees: non-Catholic persons who wish to share in the mission of the Church may be employed when no qualified Catholic applicant is available to fill the position and good faith efforts have been made to recruit qualified Catholic applicants. Non-Catholic applicants must, as a condition of employment, acknowledge that they understand that they will be employed by a Catholic religious organization, agree to conduct their public activities and relationships in a manner that is compatible with the teachings and missions of the Catholic Church, and affirm that they generally share the Catholic religious perspective on issues of conduct and morality.

2.2 Employment At-Will

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All employees of the University are employed at-will. At-will employment means the employment relationship with the University can be terminated by either the employee or the University at any time with or without notice and with or without cause. One of the conditions of at-will employment with the University is the employee's written agreement with the University that confirms that employment with the University is by mutual consent of the employee and the University. The at-will nature of the relationship cannot be modified except by a written statement signed by the President of the University.

2.3 Qualifications for Continued Employment

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After employment with the University begins, an Employee may be required by the University to satisfactorily complete, qualify, pass, obtain and/or renew certain documents, certifications, trainings, instruction or education; personal health, safety and security related tests, clearances and checks including one or more criminal background investigations; and other employment related requisites reasonably established by the University. Failure or refusal by an Employee to comply in a timely manner may result in disciplinary warnings up to and including termination of employment.

2.4 Constructive Discharge Policy

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Constructive discharge is against the law and all employees are encouraged to communicate with the University whenever they believe working conditions are intolerable and may cause them to resign. If an employee wants to preserve the right to bring a claim against the University alleging the working conditions are forcing the employee to resign, a notice to the University's human resources representative in writing must be tendered before resignation.

Employees must wait fifteen (15) calendar days after providing the written notice before they may resign in order to preserve the right to bring a constructive discharge claim against the University. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence of up to fifteen (15) calendar days while waiting for the University to respond to the employee's written communication about the alleged working conditions.

2.5 Employment Introductory Period

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The introductory period of 30 days is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine

whether the new position meets their expectations. The University uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the University may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

2.6 Waiting Period for University Paid Benefits

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Beginning on the first day of their employment, employees receive workers' compensation insurance coverage and Social Security and Medicare contributions paid by the University. After 30 calendar days from the first day of employment have passed, employees may also begin to become eligible for additional benefits provided by the University such as healthcare insurance coverage, paid vacation, paid illness and holiday time off, paid bereavement leave, and other benefits according to the terms and conditions of each benefit program. Healthcare insurance coverage for employees eligible for healthcare benefits begins 1st of the month following the first day of employment. Participant eligibility requirements for the many benefits programs are outlined in the benefits section of this Handbook. Participation in any or all of the benefits programs of the University does not alter the terms or conditions of the at will employment relationship. The University reserves the right to change or discontinue benefits offered at any time.

2.7 Resignation

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Resignation is a voluntary act by the employee to terminate his/her at-will employment with the University. Although advance notice is not required, the University requests the consideration of at least four weeks of written resignation notice from resigning employees. Where allowed by state law, a full four weeks of notice is required for the employee to receive payment for any unused earned vacation leave; when less than four weeks of notice is given the paid vacation benefit is forfeited.

The University reserves the right to terminate employment before the date given in a resignation notice.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits eligibility and costs to the employee.

3. EMPLOYEE CONDUCT RELATED POLICIES

3.1 Religious Activities

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Unless otherwise required as part of an employee's job duties, attendance at or participation in religious activities sponsored or hosted by the University is voluntary. All employees are welcome to attend religious activities and respectfully praise and honor the Holy Trinity.

Personal religious items may not be displayed anywhere in the facilities or on the property of the University, or as a representative of the University at any time, unless the items are consistent with Catholic teachings, Catholic tradition or Catholicism.

Complementary Activities: An employee must obtain permission from his/her supervisor to attend events and activities that are not part of the employee's job duties when they occur during the employee's normally scheduled work times (examples include: conferences, conventions, retreats, spiritual exercises, spiritual direction, Encounters with Christ, group meditations, Holy Mass, etc.). Time at these complementary events and activities is not compensable unless attendance is required as part of an employee's work assignments. Employees may use available earned vacation or other allowable paid personal time off benefits at their election and with approval; see the Benefits section of this Handbook for detailed information.

3.2 Employee Rules of Conduct

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The University protects the interests and safety of employees, guests, and customers and promotes productive work environments by ensuring orderly operations through the establishment and enforcement of rules of conduct. All employees are obliged to inform their supervisors about possible issues concerning employee conduct and work rules.

The University stipulates certain attitudes and behaviors for all employees to adopt and use in accomplishing the mission and objectives of the University.

Unacceptable workplace behaviors are those that harm or have the potential of unduly harming other people, and those that threaten or thwart the University in its obligations to maintain a safe and healthy work place and to protect University assets, obey laws, and otherwise accomplish the mission and objectives of the University.

The following items are only some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Negligence, improper conduct, theft or any other inappropriate or unauthorized act of damaging, removal, possession, selling, using, renting of or granting access to property owned, leased, rented, borrowed or otherwise in the custody of the University
- Falsification of time keeping, compensation, employment, business or other records or documents
- Working under the influence of alcohol or illegal drugs, or working impaired from the effects of any kind of drug, legal or illegal, including prescriptions from an authorized medical provider
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, while operating University-owned, leased or rented vehicles or equipment, or while operating a privately owned vehicle conducting University business.
- Fighting or threatening violence at the workplace or at anytime or anyplace while in the capacity of an University employee or representative of the University
- Boisterous or unduly disruptive behavior, or encouraging others to act in such ways, at the workplace or at anytime or anyplace while in the capacity of an employee of the University
- Insubordination or other disrespectful conduct
- Violation of safety or health rules, laws, mandated practices or policies
- Sexual or other unlawful or unwelcome harassment or misconduct
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or while in the capacity of an University employee or representative of the University
- Any non-emergency absence without prior notice, or excessive absenteeism or tardiness
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Personal conduct outside of work that, in the judgment of the University, unduly affects an employee's integrity, appearance of integrity, or other factor necessary in the performance of the employee's essential duties
- Failure to report to the proper supervisor knowledge of another employee's failure to abide by any of the work rules defined above.

No policy, rule, requirement or prohibition in this Handbook, or any establishment or enforcement of a policy, rule, requirement or prohibition in practice, limits or modifies the employment at-will employment relationship between the University and the employee set forth in this Handbook.

3.3 Compliance with Federal, State, and Local Laws

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Employees shall obey all federal, state and local laws and ordinances.

For all criminal violations of law for which an employee is arrested or convicted, for which he/she is subject to arrest, or where there are criminal charges pending against an employee, the employee must report this information to the highest ranking member of management (e.g. President, or Vice President) within 36 hours of the instance occurring. Failure to promptly report any such instance subjects the employee to disciplinary action up to and including termination. When an employee reports such information, an investigation is initiated by the University in relation to the impact of the occurrence on the employee's work. The University does not base employment related decisions solely on the fact that an employee has been arrested for an alleged offense and reporting the information does not necessarily result in termination of employment.

3.4 Whistleblower Policy

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The University is committed to ethical business and employment practices. The University will not tolerate violations of laws or regulations by employees acting in the capacity of their work or in any way that relates directly or indirectly with their employment with the University; doing so will result in disciplinary action up to and including termination of employment.

Employees are encouraged to report reasonably-believed violations of state or federal laws, rules, or regulations to a person with authority over the employee, to another employee with the authority to investigate, discover, or correct the reported violation, or to an authorized government agency or public body conducting an investigation, hearing, or inquiry, including infractions and violations to OSHA, in a manner that is complete, accurate and not deceptive in effect or intention. Employees who report such reasonably-believed violations, will not be disciplined or retaliated against by the University for doing so.

3.5 Policy Against Harassment

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The University intends to provide 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 opportunities and prohibits unlawful discriminatory practices, including sexual harassment.

In compliance with federal, state and local laws and consistent with our policy of equal employment opportunity, the University strictly prohibits harassment of any employee or applicant for employment in any form, whether based on a person's race, color, religion, sex, national origin, age, disability or any other status protected by law. This policy includes prohibition of any form of sexual harassment in the workplace. The University does not tolerate sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature that harasses other employees.

This policy applies to all employees regardless of their position at the University. Harassing behavior is unacceptable in the workplace itself and in all other work-related settings such as business trips and organization related social events.

3.5a Definition of Unlawful Sexual Harassment

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For purposes of this policy, sexual harassment is defined as unwelcome or unwanted verbal or physical conduct of a sexual nature when:

1. The employee's submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. The employee's submission to or rejection of the conduct is used as the basis for decisions affecting hiring, evaluation, promotion or other aspects of employment; and/or
3. This conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes told or carried out after the joker has been advised that such jokes are embarrassing or offensive; repeated unwelcome flirtations, advances or propositions; coerced sexual acts; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, suggestive, insulting, or obscene comments or gestures; and/or displays in the work place of sexually suggestive objects or pictures.

3.5b Procedures for Reporting Harassment

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The University urges each employee to report in writing all incidents of unwanted verbal, physical or other harassment type conduct to his or her immediate supervisor, any department head, the highest ranking member of management, or any other supervisor

with whom the employee feels comfortable. The University encourages employees to report complaints promptly so that rapid and constructive action may be taken as soon as possible.

The University's encouragement of employees to make complaints of unlawful harassment does not foreclose employees from choosing to pursue informal means of resolving workplace disputes. For example, an employee who believes he or she is being harassed may wish to simply inform the offender that the conduct is unwelcome and request that the conduct stop immediately. The University recognizes, however, that it may be difficult or impossible to confront an offender directly. If for any reason the employee is unable to raise the issue with the offender, or the unwelcome behavior continues, the employee should report the conduct to the appropriate member of management immediately.

3.5c Investigation of Complaints or Reports of Harassment

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The University will investigate complaints and reports of alleged prohibited harassment or discrimination. In order to be clear as to the allegations, in all cases the complainant will be asked to document the complaint in writing.

The complaint will be investigated discreetly in the interest of protecting the privacy of the persons involved, to the extent possible. Confidentiality will be maintained to the extent practical and appropriate to the circumstances.

The University may discipline any employee who is determined, after an investigation, to have engaged in prohibited harassment. Discipline will be congruent with the disciplinary policies of the University and may include verbal or written warning, reprimand, withholding of a promotion, demotion, reassignment, suspension with or without pay, compensation adjustment or termination of employment.

3.5d Protection Against Retaliation

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The University does not allow any retaliation and will not retaliate against any employee who makes a good faith report of sexual or other type of harassment, or who otherwise participates in an investigation of a harassment complaint. The University may discipline any employee found to be engaging in any retaliatory actions. Discipline will be congruent with the disciplinary policies of the University, which may include termination of employment.

3.5e False Accusations

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The University recognizes that the question of whether a particular course of conduct constitutes a violation of the University's policy requires a factual determination. The University also recognizes that false accusations have serious effects on innocent persons. If it is determined that a person who has accused another of violating the University's policy has made an intentionally or maliciously false or deceitful accusation of any kind, the accuser may be subject to disciplinary action congruent with the disciplinary policies of the University including immediate termination.

It is important to note, however, that a complaint that is not substantiated or that is determined not to constitute a violation of the University's policy does not automatically mean that the complaint was intentionally or maliciously false or deceitful.

3.6 Offensive Material

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When in University facilities, on University property or while participating in activities of the University in any capacity or fashion, it is prohibited for employees to possess, distribute or seek access to pornographic material or similar material deemed offensive by the University, regardless of the media in which the such material may be found (stamped, electronic, recorded, etc.) and regardless of the ownership of device on which the material resides or is displayed. Any employee determined to have violated this policy may be subject to the disciplinary policies of the University, which may include termination of employment.

3.7 Use of Telephone, Electronic Communication and Mail Systems

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Personal use of University telephones for non-business calls should be restricted to emergencies and serious needs. All long distance calls for personal reasons must be approved by the supervisor in advance and costs reimbursed to the University. The use of cell phones for personal reasons by employees while performing work in any capacity is also limited to emergencies and serious needs.

The mail system is reserved for business purposes only; all mail received by the University may be opened and examined by authorized persons other than the addressee. Employees should not expect privacy with regard to mail, electronic mail, voice mail, or Internet access at any University place of business or on University equipment or property. As with the traditional mail system, the use of electronic mail systems (including Outlook and internal LANs) and Internet access (if any) is reserved for business purposes only and the University reserves all rights to gain access to, and monitor the proper use of, such electronic mail systems and Internet usage. Employees should refrain from sending or receiving personal mail (electronic or otherwise) at the

workplace. For further details about the use of electronic mail, please refer to the electronic mail policy set forth in a subsequent section of this Handbook.

To assure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

3.8 Drug and Alcohol Use

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It is the University's desire to provide a drug-free, healthy, and safe workplace.

While on the University premises and while conducting University related activities off the University premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The only exceptions to this rule with regard to alcohol are

(a) drinking wine provided by the celebrant as part of Holy Mass (if applicable) conducted on the University's premises, or (b) at other events when the highest officer of the University has given explicit, documented permission.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The University reserves the right to conduct drug and alcohol testing on a random basis, for reasonable cause as determined by a qualified person, authorized by the University, or upon the occurrence of behavior that has contributed to an injury or illness, or in pre-employment evaluation processes.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with a supervisor or manager of the University.

3.9 Smoking

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In keeping with the University's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas, if any. In situations where the preferences of

smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees and visitors.

3.10 Personal Appearance

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Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the University presents to the community.

During business hours at work, or at activities where employees are representing the University or attending activities sponsored by the University, employees are expected to present a clean, modest and neat appearance and to dress according to the requirements of their positions. Good judgment and common sense should be used in determining what clothing is appropriate for the workplace.

Below are some examples of what is not appropriate in the University office environment or when representing the University at an event:

EXAMPLES OF <i>INAPPROPRIATE</i> OFFICE ATTIRE	
FOR MEN:	FOR WOMEN:
Tight pants T-shirts Shorts Ball caps Worn-out or stained clothes Sweatpants Sandals, flip-flops or tennis shoes Shirts showing bare chest Tank tops Mesh tops Visible body rings	Tight skirts and slacks T-shirts Mini skirts and Shorts Ball Caps Worn-out or stained clothes Sweatpants Strapless or spaghetti strap blouses Tank tops Low cut blouses Sandals, flip-flops or tennis shoes Visible body rings

3.11 Adult/Child/Impaired Person Relationships

3.11a Abuse or Neglect of Children or Vulnerable Adults

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Abuse, whether physical, sexual or emotional, and neglect are matters of serious concern for all persons involved in the care and education of children and vulnerable adults. Abuse and/or neglect of children or impaired persons is strictly forbidden and is not to be tolerated by the University. Any employee found to have abused or neglected a child or impaired person will be subject to disciplinary action that may include immediate termination of at will employment. Further, the University will report, or facilitate the reporting of, even suspected abuse or neglect to the appropriate authorities and cooperate in any subsequent investigation.

Employee Screening: Employees who, in the course of performing their work and/or ministry of service, may have access to vulnerable populations specifically including but not limited to minor children and mentally and/or physically dependent adults, are required to submit to background screening which includes a criminal record search and such other screening as the University deems appropriate.

Every person required to submit to background screening must complete, sign and date a Consent and Waiver Release form and in applicable cases, the person will receive a copy of the Summary of Your Rights under the Fair Credit Reporting Act (FCRA). These forms will be submitted and the Employee cleared to the sole satisfaction of the University before the Employee may participate in activities for the University involving youth, minor children and/or vulnerable adults. All information received as a result of a background check will be kept confidential. A person will be disqualified for at-will employment or, if already hired, will be terminated by the University in situations that include, but are not limited to, the following:

1. Convictions based on being found guilty, pled guilty, or pled no contendere for sexual abuse, molestation, physical abuse, aggravated assault, or assault of a minor, murder, manslaughter, kidnapping, and corruption of the morals of a minor.
2. Providing false information to the University or on the consent/release form.

There has been significant attention given to the subjects of abuse and neglect. Actions or behavior which may be completely innocent may nonetheless appear inappropriate to, or be misconstrued by, others. The sensitivity and complexity surrounding the issues of neglect, and physical, emotional and sexual abuse requires the cooperation of all employees and volunteers in implementing this policy and its procedures. To assist in the protection of children and vulnerable adults, and to help avoid misconceptions,

false, substantiated or exaggerated accusations of abuse, employees should be alert for suspected physical abuse, sexual abuse and neglect of children and/or vulnerable adults. These guidelines include, but are not intended to provide a complete list of acceptable behavior:

1. When in any employment role involving children or vulnerable adults, two or more adults must always be present.
2. Do not appear in front of or in the presence of a child or vulnerable adult unless appropriately clothed.
3. Do not change clothes in the same room as, or in view of, a child or vulnerable adult.
4. During activities that involve changing clothes, putting on bathing suits or taking showers, children and vulnerable adults must be supervised by two or more adults of their same sex.
5. Do not touch a child or vulnerable adult during a religious ceremony or rite except as prescribed by the Church.
6. Adults should refrain riding alone in a car with a child or vulnerable adult unless emergency conditions exist requiring immediate transportation.
7. Do not strike or touch a child or vulnerable adult as a means of administering discipline or punishment.
8. No child or vulnerable adult may participate in an overnight activity at an University event or elsewhere without the written consent of a custodial parent or legal guardian. Advanced approval from an authorized University supervisor must also be obtained.
9. No child or vulnerable adult may be taken on any type of trip or excursion (day long or extended trip) without the written consent of a custodial parent or legal guardian.
10. No child or vulnerable adult may be left alone or in the care of another minor. Always use an adequate number of adult chaperones pursuant to University policy.
11. No child or vulnerable adult is allowed to engage in hazardous activities without the written consent and executed permission to participate form/release from the child's or vulnerable adult's custodial parent(s) or legal guardian.
12. No one without due qualifications (e.g. licensed medical nurse) may administer medication. Anyone that has not completed appropriate training (e.g. CPR and first-aid certified) may not provide medical attention (other than in emergencies where the child's or vulnerable adult's life is in imminent danger).

13. No child or vulnerable adult is to be denied necessary food, water or shelter under any circumstances.
14. No runaway child or vulnerable adult is to be given sanctuary without making a timely report concerning the child's or vulnerable adult's safety and whereabouts to the custodial parent(s), or the authorities. For purposes of this provision, timely shall mean within two (2) hours or as soon as reasonably practicable.
15. Do not use foul, inappropriate, or derogatory language in the presence of a child or vulnerable adult.
16. Do not touch a child or vulnerable adult against his or her will.
17. Do not touch a child or vulnerable adult on any portion of their body that would be covered by a bathing suit.
18. Do not permit a child or vulnerable adult to visit in your quarters, which includes any place where personal private actions take place such as dressing, sleeping, etc.
19. Be alert for suspicious or unusual behavior.
20. If necessary to meet with a young or vulnerable adult alone, do so in a place that is away from the ears of others, but in view.
21. Respect a child's or vulnerable adult's boundaries of comfort relative to physical and emotional displays of affection.
22. Children and impaired persons may seek to routinely spend time with or express affection to an adult they admire. Encourage children and vulnerable adults to be balanced in their association with others.

3.11b Reporting of Abuse or Neglect

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The University has a zero-tolerance child abuse and neglect standard of conduct. Unfortunately, there is no fail-safe system to guarantee against the presence of an individual capable of abusing or neglecting another person. Should anyone observe or reasonably suspect neglect or abusive conduct or receive the report of a child or vulnerable adult concerning possible abuse or neglect, regardless of where the abuse or neglect may have occurred, when or by whom, it is his/her responsibility to make a report of the abuse to the University's highest ranking member of management or the VP for Finance.

In many states, a person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect is required by law to immediately report their belief to appropriate authorities. Failure to report in a prompt fashion may result in civil or criminal action or penalties. Professionals who are

licensed or certified by the state and employees who, in the normal course of their duties, have direct contact with children, have heightened responsibilities and a non-delegable duty to report upon first suspicion that a child has been or may be abused or neglected. To facilitate reporting and to help prevent neglect, physical, mental or sexual abuse from occurring, the following procedures and guidelines are to be followed:

- If an individual witnesses or reasonably suspects the mistreatment or abuse of a child or a vulnerable adult, the individual shall promptly notify the University's highest ranking member of management or VP for Finance. The individual may be asked to document his or her report in writing.
- Upon notification of abuse or neglect or suspected abuse or neglect, the University will make a report to the appropriate authorities, or assist the person providing notification to the highest ranking member of management in complying with statutory reporting requirements.
- In the event the person suspected of abuse or neglect is affiliated with the University, until the matter has been investigated and a determination made, the person accused shall be immediately removed from any situation where he or she is in contact with children or vulnerable adults.
- In such instances where a person affiliated with the University has been accused, and after an investigation the charges are determined to be false, the accused shall be reinstated in his or her normal duties.
- Employees who are found to have engaged in abusive or inappropriate actions involving children, vulnerable adults or others will be subject to discipline including immediate termination. In addition, employees engaged in abusive behavior may be subject to prosecution and civil or criminal liability.

3.12 Disciplinary Policy

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Standard progressive disciplinary measures in accordance with the University disciplinary protocol result when employees fail to perform their position duties adequately or fail to comply with applicable regulations, policies, and/or safety guidelines. Standard progressive disciplinary measures do not alter the at-will nature of employment at the University in any fashion.

Disciplinary Action Procedures Disciplinary measures generally are the responsibility of the employee's supervisor or manager.

For offenses that are not serious enough to warrant immediate termination of at-will employment, the University uses a progressive disciplinary procedure that is designed

to (1) notify a person of a rule violation or job performance problem, and (2) give the person the opportunity to correct his/her behavior and to demonstrate sincere interest in doing better. However, certain infractions, particularly those that put another person in danger or that violate any policy relating to personal integrity (e.g. honesty, morality, etc.), are usually serious enough to result in accelerated disciplinary measures or immediate termination of employment.

First rule violation or job performance deficiency	Warning given verbally to the employee and documented in his/her personnel records.
Second rule violation or job performance deficiency	Warning given in writing to the employee and documented in his/her personnel records.
Third rule violation or job performance deficiency	Termination or suspension, and documentation in his/her personnel records

3.13 Grievance Procedure

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The Employee agrees to raise any issues or concerns regarding his/her employment or other matters concerning the Employer's operations or management directly with his/her immediate supervisor in writing. If the answer from the Employee's immediate supervisor is not satisfactory or if the issue or concern pertains to his/her immediate supervisor, the Employee agrees to raise the issue or concern in writing with his/her human resources representative or the Employer's highest ranking officer or manager. If the Employee feels uncomfortable communicating any issue or concern directly to his/her immediate supervisor or for any other reason is unable to do so, the Employee may communicate directly to the human resources representative or to the Employer's highest ranking officer or manager.

4. POSITIONS AND COMPENSATION

4.1 Employment Categories

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The University establishes and defines employment classifications so that employees may better understand their compensation, employment status and benefits eligibility. These classifications, individually or collectively, do not alter the at-will employment relationship between the employee and the University in any fashion.

4.1a Nonexempt or Exempt Status

Based on the nature of his/her work duties and responsibilities, each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees receive overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or nonexempt designation may be changed only upon written notification to the employee by the management of the University.

4.1b Regular, Temporary, and Full-Time or Part-Time Classifications

In addition to the above categories, each employee will belong to one of the following employment categories:

- **REGULAR FULL-TIME EMPLOYEES** are those not in a temporary or introductory status and who are regularly scheduled to work a full-time schedule of 30 hours or more per week as determined by the University. Regular full time employees receive Social Security and workers' compensation insurance coverage benefits, and they are eligible for other University benefit programs in accordance with the rules and provisions of those programs.
- **REGULAR PART-TIME EMPLOYEES** are those not in a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 1000 hours in a twelve month period (normally equivalent to 20 hours per week). Regular part-time employees receive Social Security and workers' compensation insurance coverage benefits, and they are eligible for other University benefit programs on a prorated basis in accordance with the rules and provisions of those programs. Benefits for Regular Part-time employees do not change if they occasionally work more or less than their regularly scheduled hours.
- **PART-TIME EMPLOYEES** are those not in a temporary or introductory status and who are regularly scheduled to work less than 1000 hours in a twelve month period (normally less than 20 hours per week). Part-time employees receive Social Security and workers' compensation insurance coverage benefits; however, they are ineligible for other University benefit programs.
- **TEMPORARY EMPLOYEES** are those hired as interim replacements for periods that are expected to last less than one year, are intermittent or are unpredictable in terms of time and duration. Typically, these interim positions are to temporarily supplement the University work force or assist in the completion of a specific project. Employment in this category can be either full-time or part-time and is of limited duration or scope. Temporary employment beyond any initially stated or estimated

period of time does not in any way change or imply a change in employment category status. Temporary employees retain their status unless and until notified of a change in writing by University management. Temporary employees receive workers' compensation insurance coverage and Social Security; however, they are ineligible for other University benefit programs.

For purposes of determining eligibility for University paid time-off benefit programs, Part-time and Temporary employees whose status changes to Regular Part-time or Regular Full-time are considered as terminated from Part-time or Temporary employment and rehired into their new status on the date of the change of status. Likewise, Regular employees changing to a Part Time or Temporary status are considered terminated and rehired as of the status change date.

4.2 Paydays

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Each paycheck will include earnings for all authorized work performed through the end of the payroll period and approved paid time off pay, if any. The regular work week is Sunday through Saturday. Paychecks for each pay period are distributed via direct deposit.

In the event that a regularly scheduled payday falls on a day when banks are closed, employees are paid on the day that precedes the regularly scheduled payday when banks are open.

4.3 Pay Deductions and Setoffs

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The law requires that the University make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The University also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The University matches the amount of Social Security taxes paid by each employee.

The University may offer programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the University can assist in getting your questions answered.

4.4 Overtime

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When operating requirements or other needs cannot be met during regular working hours, nonexempt employees may be given the opportunity to request overtime work assignments or they may be mandated to work overtime. All overtime work requires prior authorization by the employee's supervisor or manager.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws and regulations. Overtime pay is based on actual hours worked. Times off on sick leave, vacation leave, or any leave of absence are **not** considered as hours worked for purposes of calculating overtime earnings. Pursuant to other sections of this Handbook, Holiday Pay, however, will be counted as hours worked for purposes of determining whether overtime pay is owed.

"Comp time", wherein paid time off in a given work week is substituted for overtime compensation of a different work week, is not permitted at any time by the University.

Non-exempt employees who violate University policy and work overtime without receiving prior authorization from the University may be subject to disciplinary action, up to and including possible termination of employment, in accordance with the University disciplinary policies.

4.5 Administrative Pay Corrections

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The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

If there is an error in the amount of pay, the employee should promptly and in writing bring the discrepancy to the attention of the University so that corrections can be made as quickly as possible.

5. WORK SCHEDULES

Work schedules for employees vary throughout the University. The University instructs employees of the times their schedules normally begin and end. Staffing needs and operational demands can cause variations in starting and ending times as well as variations in the total hours that may be scheduled each day and week.

5.1 Attendance and Punctuality

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The University requires employees to be reliable and punctual in reporting for all scheduled work. Absenteeism and tardiness place burdens on other employees and on the University. In the rare instances when employees cannot avoid being late to work or

are unable to work as scheduled, they are required to notify their immediate supervisor or other designated person(s) as soon as possible in advance of the anticipated tardiness or absence. It is insufficient to notify the receptionist or leave a message.

Poor attendance and excessive tardiness regardless of reason may be construed by the University as job abandonment, or they may lead to disciplinary action, up to and including termination of employment in accordance with the disciplinary policy of the University.

5.2 Meal Periods

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Normally, employees are provided with an unpaid meal period of 30 minutes to one hour during a normal length workday as determined by the University based on work demands. However, since different states have different rules about meal times and when they need to occur, state rules prevail over meal time rules in this Handbook regarding the meal time length and when the meal time is scheduled during the workday. During meal times, employees are relieved of all active job responsibilities and duties, and are not compensated. Nonexempt employees are required to clock out and clock back in at the beginning and ending of every meal period.

In the interest of hygiene and safety, meals eaten on-site are to be eaten only in those locations that have been so designated by the University: not in offices, classrooms or hallways.

5.3 Time Keeping and Time Records

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Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the University to keep accurate time records. Time worked for employees is the time actually spent on the job performing assigned duties as opposed to meal periods.

Nonexempt employees are required to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. All overtime work by nonexempt employees must be approved in writing by their immediate supervisor *before* it is performed. Non-exempt employees working “off the clock” is not permitted at any time.

When submitting hours worked and all other time card information, non-exempt employees pledge that they have submitted all hours that they worked during the work

week(s), and have properly reported all work related injuries/illnesses that may have occurred during the work week(s) being reported.

It is vital for all employees to understand the importance of not altering, falsifying, or tampering with time records, or recording time on another employee's time record. Any conduct of this sort may result in disciplinary action, up to and including termination of employment, in accordance with the University disciplinary policy.

6. RECORDS AND INFORMATION POLICIES

6.1 Maintenance of Records

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The University maintains certain records with respect to each employee. If an employee's relationship with the University is terminated, the University will maintain that employee's records for a reasonable period of time as determined by the University in its sole discretion and in accordance with law.

Employees are responsible for and have an affirmative duty to notify their supervisors of any change in personal information (address, telephone number, etc.) different from that provided previously. This helps ensure that communication between University and employee remains possible and timely.

6.2 Disclosure of Current or Former Employee and Volunteer Information

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In certain instances such as responding to employment reference requests or even in everyday conversations, employees may be asked or be inclined to disclose information about the characters, actions or work performances of current or former employees or volunteers of the University. Such disclosure is not permitted.

All requests for information received by a University employee regarding any current or former employee or volunteer must be referred in writing to the most senior member of the University's management (e.g. President, VP for Finance or Business Manager) who shall be responsible for and determine the response to the request.

If an employee should require a copy of any employment information contained in University records (such as earnings, attendance, etc.) for private loan applications, civil evidence, etc. he/she should contact the Business Manager (or other person assigned responsibility for records security) to sign an Information Release Form that allows the University to disclose that information. The University may not release the information without receiving this form signed by the employee.

6.3 Bulletin Boards

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Bulletin Boards are used by the University to keep employees informed about employment topics and rights. Employees are responsible for reading all information posted on bulletin boards; terms described on postings become effective when posted unless otherwise noted.

Only persons authorized by the University may post information to University bulletin boards. Employees and volunteers may not use bulletin boards for personal use. A file of previously posted notices is maintained by the University for review when arranged in advance during business hours.

7. TRAVEL POLICIES

7.1 University Travel Expenses

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The University reimburses employees for approved reasonable and necessary University travel expenses incurred while on assignments away from the employee's normal work location. All University travel must be approved in advance by the University.

Employees must limit expenses to reasonable and necessary amounts. When approved, only the reasonable, necessary and actual costs of travel, meals, lodging, and other expenses directly related to accomplishing University travel objectives will be reimbursed by the University.

When travel is completed, employees should submit completed travel expense reports within seven calendar (7) days. Reports must be accompanied by receipts for all expenses. Employees should contact the University for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other University travel issues.

Abuses of this University travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, is cause for disciplinary action, up to and including termination of employment in accordance with the University disciplinary policies.

Employees who are involved in an accident while traveling for the University must immediately report the incident to the University. Vehicles owned, leased, or rented by the University may not be used for personal use.

7.2 Use of University Vehicles (Owned, Leased, or Rented)

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No one is permitted to operate an owned, leased, or rented vehicle of the University unless authorized by his/her immediate supervisor or other management personnel.

Employees who have been assigned an University owned, leased, or rented vehicle are not permitted to drive such vehicles for personal use at any time. The vehicle must remain on University premises during off-the-job hours, or parked at the employees residence if permission has been granted. Violation of this policy will terminate the vehicle use privilege and are grounds for disciplinary measures up to and including employment termination.

No employee is permitted to use University owned, leased, or rented vehicle exclusively for the sole purpose of going to and returning from work.

Authorized Drivers must provide the following information when first authorized to drive and provide updates when changes occur:

1. A completed Driver's History Forms (DHF). (Including a copy of Driver's license)
2. Fleet Safety Program acknowledgement form.
3. Provide proof of preventive driving training.

Renting or leasing vehicles for work-related purposes *must* be pre-authorized by the employee's supervisor. Coverage is provided for authorized rentals under the University's auto policy.

7.3 Use of Private Vehicles for Work Related Purposes

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Employee use of a non-University owned, rented or leased vehicle for University related work is completely voluntary. The University appreciates employees offering to use their non-University vehicles when needed. However, doing so is voluntary, and the University is not in any way responsible or liable for non-University vehicles or any consequence of using non-University vehicles for work needs.

An employee using a non-University owned, leased or rented vehicle for work related purposes must provide the following information prior to using the vehicle, and must provide updates when changes occur:

1. A completed Driver's History Forms (DHF). (Including a copy of Driver's license)
2. Fleet Safety Program acknowledgement form.
3. Provide proof of preventive driving training.

4. Provide copy of the acknowledged “ University Cell Phone Policy”.
5. Proof of adequate auto insurance on the vehicle in use. Minimum liability insurance coverage required is \$100,000 and \$300,000 for injuries or death and \$100,000 for property damage.

Employees are required to immediately report in writing to their supervisor any changes in the status of their driver’s license (e.g. violation convictions, suspension, revocation) or in the term of their insurance coverage (cancellation, changes in limits or carrier).

When employees operate any vehicle for authorized University work needs, they are responsible for all of the following:

- Moving/traffic violations and parking tickets
- Fuel for the vehicle
- Submitting a Mileage Reimbursement Form

7.4 Mileage Reimbursement

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Mileage in a non-University (private) vehicle is reimbursed at the currently approved rate of standard mileage allowance of the University.

7.5 Cell Phone When Driving Policy

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The University deeply values the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, employees may not use cellular telephones or any other type of mobile electronic devices while operating a motor vehicle under any of the following situations, unless a hands-free device is used and the activity is not prohibited by government regulations:

1. When employee is operating a vehicle owned, leased, borrowed, or rented by the University.
2. Anytime when an employee is operating a personal motor vehicle, in connection with University activities, including during off-the-job hours.
3. When the motor vehicle is on University property.
4. When the cellular telephone or mobile electronic device is University owned or leased.
5. When the employee is using a personally owned cellular telephone or mobile electronic device to conduct University activities, including during off-the-job hours.

Violation of this policy will terminate all vehicle use privileges and are grounds for disciplinary measures up to and including employment termination.

8. EMPLOYEE BENEFITS

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Eligible employees at the University enjoy a wide range of benefits that are designed to enhance the health and happiness of employees and their families.

The University pays all benefits prescribed by law such as Social Security, workers' compensation, state disability, and unemployment insurance (where applicable).

Questions regarding the availability of these benefits should be directed to the University human resources department or an employee's business manager.

The University also offers an outstanding array of benefits including healthcare plans, paid time off and many other fringe benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification and length of employment. The following fringe benefit programs *may* be available to eligible employees; please inquire with the human resources department or your supervisor or manager for more information.

- a. Paid Bereavement Leave
- b. Paid Holiday Time Off
- c. Paid Sick/Disability Leave
- d. Paid Short-Term Disability(in some states)
- e. Paid Vacation Time Off
- f. Paid Life Insurance
- g. Leaves of Absence including:
 - h. Jury Duty Leave
 - i. Paid and Unpaid Personal Leave
 - j. Americans with Disabilities Leave
 - k. Family and Medical Leave
 - l. Paid Parental Leave
 - m. Military Duty Leave
 - n. Group Medical Insurance
 - o. 401(k) retirement plan (this benefit may or may not be available at this University; check with administration to find out if paid retirement benefits are available.)

When the 401(k) plan is enforce, the University may contribute a specified matching percent of salary contributions made by qualified employees. See the 401(k) benefit booklet for the University for complete information.

The following sections of this Handbook briefly highlight each of these current benefit plans, policies and arrangements. The terms and conditions of the University's Group Medical Insurance coverage, life insurance coverage and the 401(k) retirement plan, where applicable, are contained in the applicable plan documents or insurance policies which are distributed to employees upon enrollment and which is available upon written request. *Nothing in this handbook should be read to create any contractual obligations beyond the rights and protections afforded in the formal legal documents that govern these plans. In case of a conflict between this handbook and the corresponding plan document or insurance policy, the plan document or insurance policy shall govern.* The terms and conditions of other benefits are contained elsewhere in the employee handbook. Employees with questions regarding their eligibility for any employee benefits are encouraged to ask the members of management responsible for human resources.

As with all other terms of this Employee Handbook, the University reserves the right to modify or terminate any or all of the above employee benefits plans, policies or programs at any time with or without advance notice. With respect to Group Healthcare Insurance: this right includes, but is not limited to, modification of copayments, deductibles, employee contributions and all other aspects of the plan(s). With respect to the 401(k) retirement plan University (employer) match contributions where applicable: this right includes, but is not limited to, the University's right to change, suspend or eliminate the University match, which it plans to review on an annual basis. All 401k University (employer) matching contributions are awarded on a per-payroll period basis (not on cumulative amounts of any given time period).

8.1 Paid Vacation Time Off Benefits

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Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use paid vacation time off as described in this policy:

Regular Full-Time Employees Regular Part-Time Employees

Based on the date employees are classified in an eligible employment classification, they earn paid vacation time off according to the schedule. The amount of paid vacation

time off that eligible employees earn each year increases with the length of their continuous employment as illustrated in the following table:

Years of Employment	Regular Full Time Employees ¹		Regular Part Time Employees ²	
First Partial Year	After 2 months	1 working day	After 3 months	1 working day
	3 months	1 working day	5 months	1 working day
	4 months	1 working day	7 months	1 working day
	5 months	1 working day	9 months	1 working day
	6 months	1 working day	11 months	1 working day
	7 months	1 working day		
	8 months	1 working day		
	9 months	1 working day		
	10 months	1 working day		
	11 months	1 working day		
First through Fourth Full Year	10 working days		5 working days	
Fifth Full Year	15 working days		10 working days	
Tenth Full Year	20 working days		15 working days	

Note that after the end of the initial paid-benefits administration year in which an employee is first employed, subsequent vacation time off is earned at the *beginning* of each paid-benefits administration year according to the above schedules. PTO Eligibility When Breaks in Service Occur

- Any break in employment as a “Regular” employee longer than two years: this re-sets the PTO eligibility date to the most recent date of hire/transfer into a “Regular” position.
- An employee working less than two consecutive years in a Regular position then leaving that Regular position for any reason: upon returning to a Regular position the employee retains his/her original PTO eligibility date when the length of absence from his/her Regular position was shorter than the duration of the original Regular employment period. If the absence period was longer than the length of the original

¹ Depending upon date of hire, eligible employees earn paid vacation time off benefits according to this table until the commencement of the first paid-benefits administration year that follows their date of hire. On the first day of that first paid-benefits administration year, eligible employees immediately earn ten paid vacation working days of time off. Continuous years of employment, for purposes of calculating additional earned paid vacation time off benefits, are based on the completion of the eligible employee’s fifth and tenth paid-benefits administration year. Paid vacation time off must be used before the end of the paid-benefits administration year in which is earned or else it is forfeited, unless otherwise specified by law.

² Depending upon date of hire, eligible employees earn vacation time off according to this table until the commencement of the first paid-benefits administration year following their date of hire. On the first day of that first paid-benefits administration year, eligible employees immediately earn five working days as paid vacation time off. Continuous years of employment, for purposes of calculating additional earned paid vacation time off benefits, are based on the completion of the eligible employee’s fifth and tenth paid-benefits administration year. Paid vacation time off must be used before the end of the paid benefits administration year in which is earned or else it is forfeited, unless otherwise specified by law.

Regular employment period, then the date the Employee returns to a Regular position becomes the effective date for PTO benefits eligibility purposes.

Scheduling Paid Vacation Time Off: Paid vacation time off may be used in increments of one working day. Employees may request use of vacation time off, after it is earned, by requesting approval from the University in writing or via other authorized means (e.g. payroll system) at least one month in advance of the anticipated beginning of their vacation. Requests are reviewed based on a number of factors, including University needs and staffing requirements. The University reserves the right to schedule vacation time off for eligible employees consistent with University schedules and/or seasonal needs.

Paid Vacation Time Off Pay Rate: Vacation time off is paid at the employee's base pay rate in effect at the beginning of the employee's vacation. It does not include overtime or any other forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Unused Paid Vacation Time Off Benefits: As stated above, employees are encouraged to use available paid vacation time off for rest, relaxation, and personal pursuits. *In the event that earned paid vacation time off is not used by the end of the paid-benefits administration year in which it is earned, employees forfeit all unused paid vacation time off, unless otherwise specified by state law. If state law disallows forfeiture of an Employee's earned vacation benefit, the Employee is required to request and, upon approval, use all earned vacation paid time off benefits before the end of the benefit administration year. The University reserves the right to schedule vacation time off for eligible employees at any time. Paying an Employee for unused vacation benefit past the end of the benefits administration year in which it was earned is to be avoided.*

Upon termination of employment, employees are paid for unused vacation time off that has been *earned* through their last day of work in the current paid-benefits administration year provided the employee has (a) given at least four weeks prior written notice of departure, and (b) returns the employee handbook and all other University proprietary materials and property which may be in the employee's possession. The notification and/or return requirements are waived when state law disallows them.

8.2 Paid Holiday Time Off

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University grants paid holiday time off to all eligible employees on the holidays listed below:

- a. New Year's Day (January 1)

- b. Martin Luther King Day (Third Monday in January)
- c. President's Day (Third Monday in February)
- d. Good Friday (Friday before Easter)
- e. Easter Monday (Monday after Easter)
- f. Memorial Day (last Monday in May)
- g. Independence Day (July 4)
- h. Labor Day (first Monday in September)
- i. Columbus Day
- j. Thanksgiving (fourth Thursday in November)
- k. Friday after Thanksgiving
- l. Christmas Eve (December 24)
- m. Christmas (December 25)
- n. New Year's Eve (December 31)

The University may change the dates that paid holidays are observed by Employees to better accommodate schedules and needs of the University.

Eligible Employees: The University grants paid holiday time off to all employees who have completed the first 30 calendar days of service since their date of hire and who are classified in an eligible employment classification. The eligible employee classifications are Regular Full-Time and Regular Part-Time.

Holiday Pay Rate: Holiday time off pay is calculated based on the employee's base pay rate (as of the date of the beginning of the holiday) times the number of hours the employee would otherwise have normally been scheduled to work on the Holiday.

Other Holiday Pay Requirements: To be eligible for Holiday time off pay, employees must work on the scheduled workdays immediately preceding and immediately following the day on which the holiday is observed. Approved paid Personal Day and approved paid Vacation time off are not considered scheduled workdays for purposes of qualifying for paid Holiday time off pay. In other words, an employee not working on the day before or the day after a designated Holiday while on a paid vacation or personal day is not disqualified from receiving the Holiday paid time off benefit. In such cases, holiday time off pay is paid instead of the paid time off benefit that would otherwise have applied.

An employee absent on any kind of leave of absence is ineligible for paid Holiday time off benefits.

Employees classified as Regular Part Time employees who are not otherwise scheduled to work on the actual date of the designated Holiday are not paid Holiday time off pay for that Holiday.

Holidays on a Weekend: A recognized holiday that falls anywhere on a weekend shall be observed according to the following table:

If the Holiday falls on Saturday:		If the Holiday falls on Sunday:	
Observe Holiday on Friday		Observe Holiday on Monday	
If the Holiday falls on Friday and another on Saturday:	If the Holiday falls on Saturday and another on Sunday:	If the Holiday falls on Sunday and another on Monday:	
Observe Holidays on Thursday and Friday	Observe Holidays on Friday and following Monday	Observe holidays on Monday and Tuesday	

If a Holiday time off pay eligible nonexempt employee works on an observed Holiday, he/she will receive Holiday time off pay at his/her base pay rate (as of the date of the beginning of the holiday) times the number of hours the employee would otherwise have normally been scheduled to work plus wages otherwise earned for the hours worked on the Holiday if he/she worked the last scheduled day immediately preceding and the first scheduled day immediately following the holiday and have met all other Holiday time off pay requirements.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

8.3 Jury Duty

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The University encourages employees to fulfill their civic responsibilities by serving jury duty when required. The University will pay employees serving jury duty to the extent required by law in the State of employment. The University also will not make a deduction from the salary of an exempt employee for any workweek in which the employee provides less than five days of jury service. In those States where there is no mandatory pay policy, employees may request unpaid jury duty leave for the length of absence. If desired, employees may use any available paid time off (for example, vacation benefits).

Employees must show the jury duty summons to his/her supervisor as soon as possible so that the University may arrange to accommodate the absence. Of course, employees are expected to report for work whenever the court schedule permits or, if dismissed from jury duty before the end of the workday, they must contact their supervisors for instructions on whether to report to work.

Either the University or the employee may request an excuse from jury duty if, in the University's judgment, the employee's absence would create serious operational difficulties.

The University will continue to provide health insurance benefits for the full term of the jury duty absence subject to written arrangements made with the employee to collect

insurance premiums during this period of time, and if the employee is and remains otherwise eligible

Vacation, sick leave, and holiday benefits of the employee will not be affected during unpaid jury duty leave, if the employee is and remains otherwise eligible.

Shortly after serving as a juror, an employee may receive a check from the government for jury service. The check should be endorsed over to the University to the extent the employee receives his or her regular pay from the University for any period of jury service.

Subpoenas: Employees subpoenaed as witnesses in a case involving University interests must submit all compensation received for their service (less expenses) to the University. However, they will receive their regular wages for time absent from work. Subpoenas for other than University interests that require an employee to be absent from work are considered either as unpaid leave or vacation time at the discretion of the employee. The University may require and request satisfactory evidence of being subpoenaed as a witness prior to subpoena related benefits being paid or time off granted.

8.4 Leaves of Absence

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Depending on the type of leave, a leave of absence consists of either *paid or unpaid* time off. If a leave of absence is unpaid, an employee may elect or be required to use paid time off benefits under certain circumstances and with University approval: please refer to the policy described below for the type of leave anticipated.

All leaves of absence must be pre-authorized by the employee's supervisor or manager, and the human resources department of the University.

Employees that take any kind of approved leave of absence from work are considered to be temporarily absent from active University employment. When notification, return to work, and all other procedures are correctly followed by an employee, the University typically attempts to reinstate the employee into his/her former job or into a similar job if their former job is unavailable for any reason. However, an employee is not entitled to or in any way guaranteed reemployment or placement into a job when returning from a leave of absence, other than for those types of leaves of absence where returning to work is otherwise specified by federal or state laws. In those cases where reinstatement is not offered, an employee's at-will employment will be terminated effective at the end of the leave of absence. When an employee fails to report to work at the expiration of the approved leave period in a timely fashion, the University regards the absence for reason that the employee has resigned.

9. BEREAVEMENT LEAVE OF ABSENCE AND NOTIFICATION

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If an employee wishes to take a temporary leave of absence because of the death of an immediate family member, the employee must notify the University as soon as possible.

Approvals of bereavement leave will be granted unless unusual operating demands exist. Any employee may request and, with the University's approval, use any available paid leave time off benefit as necessary with the exception of Sick Leave unless the deceased resided in the employee's residence.

For purposes of administering the Bereavement Leave benefit, the University defines "immediate family" as the employee's spouse, parent, child, sibling, grandparents or grandchildren; the employee's spouse's parent, child, sibling, grandparents or grandchildren; and the employee's child's spouse.

Paid Bereavement Leave Benefits: Some eligible employees may be granted up to five (5) consecutive work days off with pay to attend the funeral and make other necessary arrangements associated with the death. *The paid bereavement time off benefit is only eligible to employees who are in the classification of Regular Full-Time Employees and who have worked at least one month from their date of hire.*

Paid bereavement leave is non-transferable and may be used exclusively for the death of a member of the immediate family, as defined above. Paid bereavement leave does not accrue. Additional unpaid time off, or additional time off using other allowable paid time off benefit(s) may be approved upon request if University needs permit. An employee on an approved Bereavement leave is ineligible for receiving paid Holiday time off.

The University will make no payment for Bereavement Leave days not used in the event employment is terminated.

10. PAID SICK/DISABILITY LEAVE BENEFITS, NOTIFICATION, RETURN-TO-WORK, ADA AND OTHER REQUIREMENTS

The University provides Paid Sick/Disability Leave Benefits to eligible employees for periods of temporary absence due to illnesses or injuries of their own or that of an immediate family member who resides in the employee's household and whom the employee is the primary caretaker. The employee classifications eligible for paid

Sick/Disability Leave benefit are: Regular Full-Time Employees and Regular Part-Time Employees only.

10.1 Sick/Disability Leave Benefit and Pay Rates

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Paid Sick/Disability Leave benefits are earned 30 days after an employee's date of hire and at the beginning of each paid benefits administration year thereafter (January 1). Regular Full-Time employees earn five (5) paid Sick/Disability Leave days each paid benefits administration year. Regular Part-Time employees earn two and one half (2.5) paid Sick/Disability Leave days each paid benefits administration year.

Sick/Disability Leave Benefits are calculated based on the employee's base pay rate at the time when the illness or injury absence begins and do not include any other forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Unused Paid Sick/Disability Leave benefits of an employee may accumulate from year to year up to a maximum accumulated amount of 20 days. Unused Paid Sick/Disability Leave days above this maximum are forfeited by the employee. Unused Paid Sick/Disability Leave benefits are not paid to eligible employees upon termination of employment.

The Paid Sick/Disability Leave Benefits offered by the University to eligible employees apply to both ADA disability and non-ADA sickness/disability. In other words, Paid Sick/Disability Leave Benefits are not duplicative for each ADA disability and non-ADA sickness/disability.

10.2 Using Paid Sick/Disability Leave Benefits

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Paid Sick/Disability Leave benefits may only be used in increments of one-whole hour for both exempt (salary) employees and nonexempt (hourly) employees. Taking unpaid time off due to illness or injury is not permitted when the employee has Paid Sick/Disability Leave benefit available.

Employees who work a portion of a scheduled work day and also miss scheduled work time on the same day due to illness or injury receive their regular pay for each hour worked plus pay for the number of Paid Sick/Disability Time-off hours that they request and that are approved. The total number of hours for which an employee receives pay from both actual hours worked and from paid time-off benefits may not exceed the total number of hours of pay the employee was originally scheduled to work. When an employee is unable to work because of sickness or other disability, all available Paid Sick/Disability Time-off Benefits must be used before other paid time off benefit types

may be used, and before unpaid time off may be permitted. After a sick/disabled employee has used all available Paid Sick/Disability Leave Benefits then any additional days not worked due to illness or injury will be unpaid personal time off unless other available paid time off benefits such as Paid Vacation Time Off are used with the University's approval. In such cases, Employees must follow the normal request and approval procedures for the type of paid time off benefit that they want to use. Taking unpaid time off due to illness or injury is not permitted when the employee has Paid Sick/Disability Leave benefit available.

10.3 Sick/Disability Leave Notification

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Employees who are unable to report to work due to illness or injury must notify their supervisor or manager before the scheduled start of their workday whenever possible. When neither of those persons can be contacted, then notification should be given to any management or administrative person at the employee's normal work location. The same notification procedures must also be used on each additional day of absence whenever possible. Actual notification of sick leave is required; it is insufficient to leave a voice mail message or send an electronic message.

10.4 Certification

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Anytime before, during or after Sick/Disability Leave is used by an employee, the University reserves its right to require that the employee present a note signed by a licensed physician (a) authorizing the employee's (or the in-residence immediate family member's) absence because of illness or injury and the employee's inability to work (or the in-residence immediate family member's need for care), and (b) authorizing that the employee may return to work (or in-residence immediate family member's recovery), with or without restrictions, and without undue risk of endangering the employee or others at the workplace. A SIGNED PHYSICIAN'S STATEMENT AUTHORIZING SICK LEAVE AND RETURN TO WORK (OR IN RESIDENCE FAMILY MEMBER'S RECOVERY) MUST ALWAYS BE PRESENTED FOR SICK LEAVE TAKEN THE DAY BEFORE OR DAY AFTER A THREE-DAY HOLIDAY WEEKEND.

10.5 Returning to Work from Sick/Disability Leave of Absence

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Once an employee on Sick/Disability Leave becomes capable of returning to his/her normal work duties and work schedule and the employee's return to work does not unduly endanger the health of others at work, he/she must notify his/her supervisor (in

advance, if possible), and return to his/her next scheduled work time. The maximum allowable time off allowed for illness or injury, paid and/or unpaid, is 12 weeks during the previous “rolling” 12 month period. When an eligible employee does not return to his/her normal work duties and work schedule at the conclusion of the sickness or disability leave in a prompt and timely manner, then termination of employment occurs effective at the end of the leave of absence.

10.6 Leaves of Absence Qualified Under the Americans with Disabilities Act

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ADA Title I applies to employers with 15 or more employees. Whenever applicable, the University is committed to providing equal employment opportunities for persons with disabilities by ensuring that its hiring practices comply with the Americans with Disabilities Act and all related state regulations by making available reasonable accommodation for qualified job applicants or employees with a qualifying disability: a known physical or mental impairment that substantially limits one or more major life activities. The human resources department must be contacted when requesting a ADA qualifying leave of absence.

Additional provisions concerning ADA qualifying disability leaves of absence:

1. An employee returning from an ADA qualified sickness/disability has a right to return to his/her former job if he/she is capable of performing all the essential functions of his/her former job with or without reasonable accommodation unless (or until) it imposes an undue hardship on the operation of the University, or unless (or until) holding the job open while waiting for the employee to return imposes an undue hardship on the University.
2. The University determines the nature and scope of any reasonable accommodation that may be offered in assisting the employee return to his/her former job.
3. The University is not required to change or modify the essential functions of a job as a reasonable accommodation. Employees with ADA qualifying disabilities are subject to the same production, quality and other job standards of performing essential job functions (with or without reasonable accommodation) as employees without disabilities.
4. All physician certification requirements of non-ADA sickness/disabilities also apply to ADA covered disabilities.
5. When an eligible employee with an ADA disability does not return to his/her normal work duties and work schedule in a prompt and timely manner, and other reasonable accommodation is determined by the University to be unavailable, termination of employment occurs effective at the end of the leave of absence.

10.7 Sick/Disability Leaves of Absence that Qualify Under the Family Medical Leave Act (FMLA)

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FMLA Benefits: In accordance with the Family and Medical Leave Act of 1993 ("FMLA") and its subsequent revisions, the organization grants up to 12 weeks of FMLA leave during a 12-month period (determined on a "rolling" basis) to eligible employees. A FMLA qualified leave is a "serious health condition" defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. Employees are asked to work closely with the organization in determining if their condition qualifies for a FMLA leave and the dates of their anticipated absence.

12 Week Maximum: To calculate the 12 week maximum of allowable FMLA leave, absences from these three categories of absences/leaves are included:

- 1) Paid sick/disability absences;
- 2) Unpaid non-ADA and ADA Sick/Disability Leave;
- 3) Parental Leave; and
- 4) Unpaid leave (for any reason).

These three kinds of absences are designated to run concurrently for purposes of calculating the 12 week maximum FMLA leave. Paid Vacation absences, Paid Holiday absences, Paid Bereavement absences and Military Leave related absences are excluded from the 12 week maximum calculation.

Eligibility: To be eligible for family and medical leave, an employee must have (a) been employed by the organization for more than a total of twelve (12) months over the past seven calendar year period; and (b) have worked at least 1250 hours in the twelve month period immediately preceding the request for FMLA leave.

Reasons for Leave: Eligible employees may take an FMLA leave of absence under the following circumstances: (1) the birth of the employee's child; (2) the placement of a child with the employee for adoption or foster care; (3) the employee providing care for his/her spouse, parent or child who has a serious health condition; or (4) because of the employee's own serious health condition. FMLA leaves taken in connection with the birth or placement of a child must be taken within the first twelve months of the birth or placement.

Notification, Certification and Other FMLA Provisions

Notification:

- q In requesting a family and medical leave for reasons that are foreseeable, employees must give their supervisor and the member of management responsible for human resources, in writing, advance notice of not less than **thirty (30) days** of the need for a leave. If an employee fails to give advance notice for foreseeable leave, the leave may be denied until at least 30 days after the date notice is provided.
- q Where the need for leave is not foreseeable, the employees must give their supervisor and the member of management responsible for human resources written notice as soon as practicable (generally within 2 working days of learning that a leave is necessary).
- q The request for leave must state the reason for the leave and the expected duration of the leave.
- q If leave is necessary for planned medical treatment, employees must attempt to schedule treatment so as not to disrupt the operations of the organization.
- q Employees must use the prescribed FMLA request forms provided by the organization.

Certification:

- q In cases where a leave is due to the serious health condition of the employee or employee's son, daughter, spouse or parent, the organization may require that the time off be supported by medical certification issued by a health care provider on a form available from the member of management responsible for human resources. If the leave is foreseeable, the employee must provide the medical certification at the time the employee gives notice or within two business days thereafter. If the leave is not foreseeable, the employee must provide medical certification within two business days after the leave commences.
- q *The organization requires, as a condition of reinstating an employee whose leave was due to the serious health condition of the employee, the submission of a fitness-for-duty certification from the employee's health care provider of the employee's ability to return to work.* Employees also are required to notify the member of management responsible for human resources at least two workdays prior to the actual date the employee has been authorized by his/her health care provider to report to work.
 - o A "health care provider" includes a doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor (in limited circumstances as defined in the Act), nurse practitioner, nurse-midwife and clinical social worker who is authorized to practice in the State and is performing within the scope of practice.

Returning to Work from a FMLA Leave of Absence:

- q Upon the conclusion of approved FMLA leave and return to work, employees have the right to reinstatement to the same or equivalent position, with the same level of seniority, pay and accrued benefits as they had prior to their leave, provided that the employee

would have been continuously employed during the leave period. The organization may choose to exempt certain highly compensated employees from this requirement.

q Employees who do not return to work within the approved leave period or twelve (12) weeks, whichever comes first, will be considered to have resigned their jobs and, therefore, will automatically be terminated as of the scheduled return date unless 1) the organization receives from the employee a request for extension of reinstatement rights for an additional, reasonable period to allow the employee to recover sufficiently to return to work and such extension is required under federal, state or local disability statutes, and 2) such extension does not constitute an undue hardship on the organization.

Other FMLA Provisions:

q When both parents are employed by the organization, they may be able to take parental leave at the same time if work assignments allow for both to be absent simultaneously. If one of the parent employees is suffering from a serious health condition, both parents are permitted to take leave of absence simultaneously.

q Employees must first and concurrently use at the commencement of his/her approved FMLA leave all earned unused Paid Sick/Disability Leave Benefits and then take the remainder of the 12 weeks as unpaid leave (or Parental Leave when available).

q During the period of FMLA leave, the organization will continue the employee's group health care benefits under the same terms and conditions as if the employee was not on FMLA leave. However, if an employee does not return to work following the leave for reasons within the employee's control, the employee will be required to reimburse the organization for any health insurance premiums paid by organization during the leave, and paid benefits of all kinds, including healthcare, will be terminated.

q Employees must pay their share of the health care premiums on a monthly basis to maintain healthcare insurance coverage.

q During the leave, the organization requires employees to report periodically to the member of management responsible for human resources on their status and their intent to return to work. Employees on leave for their own serious health condition or the serious health condition of a close family member may be asked to submit medical re-certifications from time to time during the leave.

q Any employee who fraudulently obtains family and medical leave will be subject to immediate discipline, up to and including termination of at will employment.

11. PAID PERSONAL LEAVE DAYS: UNPAID PERSONAL LEAVES OF ABSENCE

11.1 Paid Personal Leave Days

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After completing 30 days of service from their date of hire and at the beginning of each paid benefits administration thereafter (January 1), Regular Full-Time employees earn two (2) paid personal days per paid benefits administration year and Regular Part-Time Employees earn one (1) paid personal leave day per paid benefits administration year. These Paid Personal Leave days can be used (a) as paid days after exhaustion of the employee's paid Sick/Disability Leave Benefit allotment, (b) as religious holidays that are not otherwise paid holidays of the University, or (c) for other reasons such as doctor appointments, household repairs, PTA meetings or personal appointments.

Paid personal leave days not used by the end of a paid benefits administration year expire and cannot be carried over to the following paid benefits administration year. Paid personal leave days cannot be scheduled or taken once an employee gives notice of intent to leave the University. The University will make no payments for, and employees are not entitled to, unused paid personal leave days in the event employment is terminated for any reason.

11.2 Unpaid Personal Leave of Absence

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The University also may permit unpaid personal leaves of absence to eligible employees who wish to take "time off" from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request unpaid personal leave as described in this policy: Regular Full-Time Employees and Regular Part-Time Employees.

11.3 Length of Personal Leave of Absence Rules

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An unpaid personal leave of absence may be granted by the University for up to a total of 10 calendar days every 12 months of continuous employment. If this initial allotment of leave proves insufficient, consideration will be given to a written request for an extension of no more than an additional 10 weeks. Personal Leaves of Absence longer than this are normally authorized only if required by law. Employees not returning from an approved personal leave of absence after the approved length of time are terminated

from employment with the University effective at the end of the leave of absence regardless of the circumstances for the failure to return. Personal leaves of absence are unpaid.

11.4 Notification

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Written notice to request unpaid personal leave of absence must be given as soon as the employee knows of the need for such leave and no less than one week in advance to the extent reasonably possible. Personal leave is granted only with the written approval of the employee's direct supervisor, the supervisor's manager, and the University's human resources department. Requests for personal leave are evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

11.5 Benefits Eligibility and Accrual While on Personal Leave

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Subject to the terms, conditions, and limitations of the applicable plans, an employee on an approved personal leave may continue to participate in health insurance benefits, if any, at the employee's expense, provided the employee makes the premium payments on a timely basis.

Vacation, sick leave, and holiday benefits accruals will continue during the approved personal leave period, if the employee remains otherwise eligible.

12. MILITARY DUTY LEAVE

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The University supports employees carrying out military assignments in the various armed forces of the United States of America. Employees who enter military service, or are called for training, are granted an unpaid military leave of absence in accordance with federal law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees may use any available earned paid time off benefit for the absence and they may have the right to continue participation in the University's group healthcare plans, policies or arrangements at their own expense to the extent required by applicable law.

The University honors all reemployment and all other military leave rights provided by federal law. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel

time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, if the employee remains otherwise eligible for such benefits.

Please contact the Human Resources Department for more information about military leave.

13. PAID PARENTAL LEAVE BENEFITS

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Maternity leave - Regular Full-Time classified employees are entitled to forty (40) days of paid maternity leave in the event of the birth of a child. Regular Part-time classified employees working at least 20 hours per week are entitled to twenty (20) days of paid maternity leave in the event of the birth of a child. Paid maternity leave must be taken in no less than half-day increments and must be taken within twelve (12) months of the birth of the child according to a plan approved by the employee's supervisor. All employees should advise their supervisor of their intent to take maternity related leave as soon as possible. Additional time needed shall be considered in accordance with leave policies. The University will make no payments for Maternity Leave not used in event employment is terminated. Maternity Leave benefits do not accrue from year to year; they are allowed to be used only when a birth of an employee's child occurs.

Paternity leave: Regular Full-Time classified employees are entitled to fifteen (15) days of paid paternity leave in the event of the birth of a child . Regular Part-time classified employees working at least 20 hours per week are entitled to seven and a half (7.5) days of paid maternity leave in the event of the birth of a child. Paid paternity leave must be taken in no less than half-day increments and must be taken within twelve (12) months of the birth of the child according to a plan approved by the employee's supervisor. All employees should advise their supervisor of their intent to take paternity leave as soon as possible. . Additional time needed shall be considered in accordance with leave policies. The University will make no payments for Paternity Leave not used in event employment is terminated. Paternity Leave benefits do not accrue from year to year; they are allowed to be used only when a birth of an employee's child occurs.

Parental leave: Regular Full-Time classified employees are entitled to fifteen (15) days of paid parental leave in the event of adoption placement. Regular Part-time classified employees working at least 20 hours per week are entitled to seven and a half (7.5) days of paid parental leave in the event of adoption placement. Paid parental leave must be taken in no less than half-day increments and must be taken within twelve (12) months of adoption placement according to a plan approved by the employee's supervisor. All employees should advise their supervisor of their intent to take parental leave as soon as possible. Additional time needed shall be considered in accordance with leave policies. The University will make no payments for Parental Leave not used in event employment is terminated. Parental Leave benefits do not accrue from year to year; they are allowed to be used only when an adoption placement occurs.

14. TRAINING AND CONTINUING EDUCATION

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The University encourages and endorses the continued training and education of employees. Employees are paid while attending training and education activities only if both attendance is required by the Employee's supervisor and the expenses associated with attending are approved in advance.

14.1 Professional Education

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Some states require professionals to complete continuing education to maintain their licenses to practice their profession and these laws may apply to accountants, health care providers, educators or others employed by the University. Employees whose professions require participation in and/or successful completion of continuing education programs shall participate in and complete such programs so as to maintain their licenses and/or good standing in their profession and to do so at their own cost and expense.

14.2 Orientation and Training Seminars

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When necessary, orientation sessions shall be conducted with each employee to explain and discuss these, as well as other, policies and procedures. Employees are required to attend training sessions as scheduled by the University.

15. SAFETY

15.1 Workplace Safety

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The University is dedicated to providing a safe and healthy work environment for employees and visitors. The University will implement, administer, monitor, and evaluate those safety measures that it deems best fit the demands of the workplace.

The University provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications, as well as more informal situations on the job.

Each employee is expected to obey safety rules and to exercise caution in all work activities. This includes but is not limited to:

1. Obeying health and safety-related signs, posters, warning signals and directions
2. Understanding the building emergency action plan and assembly area
3. Learning about the potential hazards of their tasks and work areas
4. Getting necessary general and job-specific health and safety training
5. Following all safe operating procedures and precautions
6. Using proper personal protective equipment (PPE)
7. Warning others about hazards
8. Reporting unsafe conditions immediately to a supervisor and stopping work if an imminent hazard is present
9. Cooperating in workplace safety inspections

Unsafe conditions that cannot be immediately corrected by an employee or his/her supervisor are to be reported to a management person.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the University or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

15.2 Workers' Compensation Insurance

The University provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers certain injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

15.3 Dealing with Injury and Illness, Accident and Potential Claims

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The following procedures shall be adhered to by all employees upon the occurrence of an accident or potential claim:

All accidents that result in injury, regardless of how insignificant the injury may appear, and all potential claims, no matter how small, are to be reported as soon as possible to the highest ranking member of management (President/VP for Finance/Business Manager). If the initial report is oral, a written report should be submitted to the highest ranking member of management as soon as is practicable. Incidents that should be regarded as potential claims include the following:

1. Injuries to University employees or volunteers that happened while on duty.
2. Illnesses suffered by University employees or volunteers that happened while on duty.
3. Injuries to third parties arising out of, related to, or incident to University activities.
4. Damage to property belonging to parties other than the University, arising out of, related to or incident to University activities.
5. Any damage to real and/or personal property belonging to the University.
6. Any other claim of any type where liability may be asserted against the University.

15.4 Returning to Work After a Disabling Injury or Illness

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The University is very concerned about seriously injured or ill employees missing work, losing pay, and the effect that even one absent employee has on the quality, quantity and timelines of work. Returning to Work: Employees must always report for their next regularly scheduled shift once the doctor releases them to any kind of work. As with all leaves of absence, rehire and/or reinstatement after recovering from a disabling injury or illness are not guaranteed by the University, unless otherwise required by law.

15.4 EMERGENCY PROCEDURES

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1. Emergency Telephone Numbers

Fire Department	911
Police Department	911
Medical Emergency	911

2. Medical Emergencies

All injuries or illnesses should be handled promptly with the utmost care. This involves calling 911 to secure immediate medical attention.

15.5 Emergency Closings of University Facilities

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At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt University operations. In extreme cases, these circumstances may require the closing of an University's Facility.

When University operations are officially closed, or when University operations remain open and an Employee is unable to report to work, due to emergency or inclement weather conditions, all "missed time" (i.e. time not worked) from normal work schedules is:

1. Unpaid for nonexempt (hourly) employees. Exceptions: (1) with the University's approval, nonexempt employees may request and use available paid time-off benefits (with the exception of sick leave) such as unused earned vacation time off or paid personal days time off; or (2) with approval from the employee's supervisor, nonexempt employees may work from home or other suitable location if their work duties can be performed from a remote location.
2. Paid for exempt (salary) employees. However, exempt employees must continue to work normal hours and complete all assignments from home or other suitable location if their work duties can be performed from a remote location.

16. CONFLICTS OF INTEREST

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Employees have an obligation to conduct University activities within guidelines that prohibit actual or potential conflicts of interest. Conflicts of interest are serious. Failure to disclose actual or potential conflicts of interest shall result in disciplinary action up to and including termination of employment. This policy establishes only the framework within which the University wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the University for more information or questions about conflicts of interest.

Outside Firms: Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the University. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the outside organization, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, a relative or friend of the employee, etc. as a result of the University's dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the University as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the University does business but also when an employee or relative or friend of an employee receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the University.

Internal Activities: conflicts of interest may also exist for employees who have authority or influence over the outcome of financial and/or employment related decisions. It is strictly forbidden for any employee to unduly favor or engage in preferential treatment of any kind when making financial or employment related decisions that involve a relative of the employee or any other individual that may unjustifiably benefit from a decision

outcome that is within the authority of the employee, or a decision of which the employee influences. This includes, with particular emphasis, decisions relating to the hiring and termination of employment, compensation, benefits eligibility and other employment related activities. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

As an employee of the University, you represent the University to those with whom you come into contact. Your conduct should reflect favorably upon both you and the University.

17. CONFIDENTIALITY POLICIES

17.1 Confidentiality

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Employees of the University have a duty and obligation to maintain the confidentiality of all business conducted within the University. This duty of confidentiality shall survive termination of employment. Except as otherwise consented to by the University in writing, no employee may at any time disclose or use, either during or subsequent to employment, any information, knowledge or data received or developed during his or her employment at the University or which the University has received in confidence from others, except for the University's benefit in the conduct of its business activities.

All originals and copies of any documents (including but not limited to all notes, memoranda, correspondence, notebooks, records, electronically stored data, recordings or videotapes) in an employee's possession or control pertaining to work done by an employee or under an employee's supervision during the course of employment, are the sole property of the University.

17.2 Intellectual Property Ownership

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Employee acknowledges and agrees that all works prepared by Employee within the scope of his or her employment shall be deemed "works made for hire" as such term is defined under United States Copyright laws. Without limiting the generality of the foregoing, "works made for hire" shall include, without limitation: (a) any works prepared by Employee through any use of ideas, designs, systems or materials that belong to University; (b) any works prepared by Employee through any use of University's equipment, facilities or supplies; (c) any works prepared by Employee that relate in any manner to the business or activities of University; (d) any works prepared by Employee

during regular working hours of the University. Employee agrees that the University may register the copyright in such works in University's name, as a sole author and owner thereof. If, however, Employee is deemed an "author" of any such works, Employee hereby grants to University all rights (including exclusive worldwide copyrights in perpetuity) in the Works. Employee agrees to execute and deliver to University any assignments of such works (including any renewals and extensions thereof) as University may deem necessary to accomplish the intent of this Agreement. Employee agrees not to assert any claim of statutory or common law copyright to such works, and to fully cooperate with University in registering, creating or enforcing any copyrights or any proprietary rights arising hereunder.

Accordingly, employees shall turn over to the University upon leaving the employ of the University all such originals and copies. Upon leaving the employ of the University, employees will not take any originals or copies of any papers or documents without first obtaining the consent in writing of the senior member of management of the University, nor will an employee at any time without the prior written authority of the senior member of management of the University publish alone or with others any article, paper or other matter in any publication relating to or arising out of employment with the University.

Even discussions regarding confidential information within the University should be kept at an absolute minimum and only with those who have a "need to know" the confidential information. If the employee receives a request for confidential information and is uncertain as to whether the information may be used or disclosed to anyone, the employee should consult with his or her immediate supervisor.

An employee may be required to sign a nondisclosure agreement as a condition to becoming employed by the University. Any employee who improperly uses or discloses confidential information will be subject to disciplinary action, up to and including termination and legal action.

17.3 Covert Recording Prohibited

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Tape recording or video recording of any conversation or meeting without the knowledge and consent of all participating in the conversation or meeting is strictly prohibited and may be legally actionable. This prohibition applies to all conversations and meetings, whether conducted in person or over the telephone. Violation of this policy will subject the employee to disciplinary action, up to and including termination and legal action.

17.4 Computer Network Policy and Internet Guidelines

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The Internet is a worldwide system of networks that connects computers where people and institutions share and gather volumes of information on millions of pages. Internet users are reminded and cautioned that a good number of these pages contain offensive, pornographic and other inappropriate material. Having Internet E-mail can also open the door to receiving unwelcome messages containing offensive material. The University reserves the right to determine which employees/users may have access to the Internet and/or Internet E-Mail based on University Needs. The University also reserves to right to revoke any such privileges within its sole and exclusive discretion at any time and without prior notice.

At times it may be difficult to avoid contact with offensive or inappropriate material. Even when seeking harmless information one may be lead to Internet sites containing highly offensive content. Each employee/user is responsible for his/her Internet use. *The University does not assume the responsibility of overseeing or moderating Internet use for those afforded access to the Internet.* Nevertheless, in order to minimize risk, all employees/users of the University with access to the Internet or Internet E-mail must carefully read and agree to comply with the provisions contained in the Employee Handbook as well as the following specific policy by individually initialing was section of this policy guidelines and signing an Affirmation of Understanding the University policy on Internet and Internet E-Mail usage.

17.5 Internet Use And University's Private Network General Policy

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The private computer network used by employees or other authorized users approved by the University is the property of the University and should only be used for University business as defined below. Access to the Internet and the University's private network is intended to assist employees/users in carrying out the responsibilities of their employment and in furtherance of University interests.

Internet access, through the University's private network is provided exclusively for employment and business purposes. All employees/users assume responsibility for using the Internet and all of the University's electronic resources in a professional, legal and ethical manner. Failure to abide by this policy or abusing these resources may lead to disciplinary action by the University up to and including termination of employment and/or such criminal or civil sanctions as may be provided by law.

17.6 Limitations on Internet Usage

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Prohibited Usage employees/users are not permitted to use the University's Internet connection to access, use or distribute any personal or commercial promotions and advertisements, destructive codes (i.e.: viruses, self reproducing programs, etc.), political materials, pornographic texts or images, or any other type of offensive material.

Likewise, employees/users are not permitted to use the University's Internet connection to download games, engage in Instant Messenger type of communications or any other entertainment software; nor are employees/users permitted to play "on-line" games during business hours.

Employees/users are not permitted to use the University's private network to show, save or send (by E-mail or any other electronic connection: bulletin boards, forums, Usenet groups, chat rooms, etc.) material containing fraudulent, scandalous, profane, obscene or sexually explicit content; material that could disturb, intimidate or calumniate others, or any other material inappropriate for an institution and University affiliated with the Catholic Church. Any user who should receive such material ought to inform the University's representative immediately.

Illegal Reproduction. Employees/users are prohibited from illegally copying material protected by copyright laws or contract rights including software. This prohibition includes but is not limited to programs, files, graphics, documents, messages, etc. No employee has authority to make any contractual obligations, or download material from the Internet, in a transaction that requires the payment of a fee without explicit written permission from the employee's supervisor.

Copyrights. The University reserves all copyrights to materials created or published by its employees while carrying out their employment responsibilities ("works-for-hire"), including any material published in forums, newsgroups, chat rooms or web pages. Employees/users are hereby reminded of the University policy on issuing any public statements on behalf of the University and referred to in this Handbook and other related documents issued by the University on this topic.

Documents, files and software lawfully downloaded from the Internet are considered property of the University. University shall not, however, assume any responsibility or ownership of materials illegally obtained by employees/users or which violate the University policies outlined herein.

Communicating Information. Employees are hereby reminded of the University policy on confidentiality contained in their employment agreement and Handbook. Without explicit written authorization from the University's representative, employees/users are not permitted to send or distribute any confidential or otherwise proprietary information or

trade secrets of the University, such as reserved data, commercials, or any other information known by reason of one's employment or association with the University. Unauthorized publication of such information may lead to disciplinary action by the University up to and including termination of employment as well as any civil or criminal sanctions permitted by law. Employees/users agree that confidential information shall be interpreted broadly with regard to this provision.

17.7 Electronic Resources

17.7a Employee/User Obligation Not To Waste Electronic Resources

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Internet Access. For security reasons and in order to prevent the spread of computer viruses, employees/users that access the Internet from one of the University's computers connected to the internal private network must do so through an approved University firewall. It is strictly prohibited to bypass the network's accredited security system, accessing the Internet directly when the computer is connected to the University's private network. This norm does not apply to employee/user whose computer is not connected to the University's private network.

Passwords. Since identification passwords help to establish responsibility for the use of Internet resources, all employees/users, who acquire a password or user "ID" for the use of some electronic resource, are required to keep their password confidential except for the University's Information Services personnel. The University's policy prohibits employees/users from creating or using user ID names and passwords unknown to the University, and prohibits the communication of user IDs and password information to anyone who is not authorized in writing by the University's representative.

Frivolous Use. Electronic resources are not unlimited. The University's private network size and storage capacity has limits and costs. All employees/users connected to the network are responsible for preserving these resources.

Employees/users must not waste or monopolize resources to the detriment of the University's efficiency. This includes, but is not limited to, sending massive messages, spending unnecessary time on the Internet, playing games, participating in group discussions on line, compiling or storing large files, accessing audio and/or video files, or creating in any other way large quantities of electronic traffic.

Virus Detection. Files obtained from sources unknown to the University (personal disks, files downloaded from the Internet, group discussions, bulletin boards and other online services, files attached to E-mail messages, and files received from clients of vendors) may contain dangerous viruses that are capable of damaging the University's entire communication system. For this reason, employees/users must not download files from

the Internet, accept E-mail attachments from strangers or use disks from unknown sources, before making sure that their content is safe. This can be done through electronic virus detection software approved and distributed by the University.

17.7b University Supervision/Maintenance of Electronic Resources

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The University will provide employees/users with the necessary resources to carry out their responsibilities. Since these resources are the University's property and their use is intended exclusively for employment or business purposes as set forth herein, the University retains the right to review any document, program or electronic file used or accessed by the University's resources.

No Right to Privacy/Renunciation of privacy rights. The employees/users understand and agree that he/she has no right to privacy concerning anything that he/she may create, save, send or receive when accessing the Internet through the University's internal network, or when using any of the University's electronic information devices, including computers. The employees/users fully agree to this condition and consents to the University's access to and revision of all such materials so produced, saved, sent or maintained on University's equipment.

Monitoring the Use of Electronic Resources. The University has the right to monitor, record and review all usage of the Internet through electronic devices of the University including, but not limited to, monitoring Internet sites visited by employees/users, group dialogues and the use of information obtained therein, files taken from the Internet, and all communication sent or received by employees/users.

Blocking Sites with Inappropriate Content. The University has the right to use software that identifies and blocks access to offensive Internet sites regarding either explicit sexual content or material judged inappropriate for the work environment.

17.8 Acceptable Use of Personal Electronic Devices at Work

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A "Work Personal Electronic Device" is a device that is owned or otherwise supplied by an employee and used for work or work related purposes in any manner at any time. Such devices commonly include laptops, regular cell and smart cell phones, tablets, etc. Employees may use work personal electronic devices for work related purposes, connect them to University owned/controlled wired or wireless networks and access University systems subject to the following rules:

Employee Responsibilities:

1. Work personal electronic devices may not be used to access, view, stream, store or transmit illicit, unethical, inappropriate or offensive material content. For the definition of offensive material, see the section “Offensive Material” elsewhere in this handbook.
2. An employee is personally responsible for the use, security, maintenance and all costs of a work personal electronic device. This includes loss of or damage to the device itself in any fashion: external appearance and functionality, hardware, operating software, digital content/data of all kinds, and applications. The University does not replace work personal electronic devices, or make employees whole, for damaged, lost or stolen work personal electronic devices.
3. An employee is fully responsible for all operating costs of using the work personal electronic device. The University will not reimburse employees for costs of using work personal electronic device hardware, software, or services unless specifically approved by the employee’s supervisor and when customary for the University to bear such costs.
4. An employee using a work personal electronic device implicitly grants permission to the University to:
 - a. Fully access the device for any reason determined necessary by the University for security, access and/or system operation including technical support and to install/uninstall security certificates, software and/or system configurations.
 - b. Disable/wipe/delete/clean or otherwise remove software and/or digital content of the University or that allows access to any University system when an employee terminates employment with the University for any reason.
5. An employee must provide the University physical and/or remote electronic access to a work personal electronic device within 24 hours of such request by the University.
6. At all times an employee must protect access to a work personal electronic device with a “strong” password combination to prevent unauthorized use of the device in the event of loss or theft. This includes smartphones and tablets.
7. The employee will immediately notify the University IT Department if a device has been lost or stolen.
8. Up-to-date antivirus and security protection software must be installed and properly functioning on all work personal electronic devices so designated by the University.

University Responsibilities:

1. Only work personal electronic devices that serve a valid business need and use technology compatible with University systems, as determined by the University, will be permitted as a work personal electronic device.
2. The University may deny access to any person deemed to be a security risk or with a history of careless management of their device.
3. If a work personal electronic device is lost or stolen, the University will take all necessary steps to protect University systems and data. These steps may include, but are not limited to, disabling accounts, changing passwords, or remotely “wiping” or disabling the device, if applicable. The University recognizes these steps may adversely impact an employee’s personal data on the device. At all times the University explicitly denies responsibility for any and all damage of any kind or amount to a work personal electronic device.

Employees who violate the Acceptable Use for Personal Electronic Devices at Work policy are subject to disciplinary action up to and including termination of employment. Illegal activity will be reported to appropriate authorities.

18. COMMUNICATIONS CONCERNING THE ORGANIZATION

18.1 Providing Employment Related References for Current or Former Employees

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Providing a written reference for any current or former employee relating to any aspect of employment with the University, upon request or on your own volition, to any non University employed individual or any organization, unless required by law, is strictly prohibited.

Supervisors and managers may provide verbal employment related references to non University employed individuals and to outside organizations only with the permission of the human resources department on a case-by-case basis when the verbal reference consists of any information additional to the current or former employee’s position title and dates of employment. Such permission may only be given when a written release has been secured from the current or former employee (the person that is the subject of the reference) that authorizes the University to provide employment related information and that releases the University from all liability of any kind relating to providing the employment reference. All verbal references must be truthful, positive and avoid disparagement at all times.

18.2 Dealing with Civil Lawsuits and Law Enforcement Inquiries

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Any inquiry by a law enforcement agency should be immediately directed to the President or VP for Finance, or if neither is immediately accessible, to the Business Manager.

18.3 Dealing with the Media

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Employees are requested to keep the President informed of media inquiries and contacts. Inquiries involving the University and its activities should be referred to the University's President or VP for Finance. Requests for media interviews should be coordinated solely by the President. Employees do not have authority to communicate with the media on behalf of the University.

18.4 Accrediting Agency Compliance

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18.4a Substantive Change Policy

When not in conflict with its mission and/or the teachings of the Catholic Church, the University will comply with applicable laws, regulations, SACSCOC policies, and other requirements necessary to assure its continued operation as a higher educational institution.

The scope of this policy requires the institution to comply with SACSCOC's policy statements that pertain to new or additional institutional obligations that may arise that are not part of the standards in the current Principles of Accreditation, and includes the need to ensure that all substantive changes are reported in accordance with SACSCOC's policy, to the extent that any such institutional obligations are not in conflict with the mission of the university and/or the teachings of the Catholic Church.

The institution's Accreditation Liaison is the designated contact with SACSCOC and the position with primary responsibility for ensuring implementation of this policy. To implement this policy, the Accreditation Liaison coordinates with the institution's Leadership Team, program directors, and others as applicable to report substantive changes consistent with the accrediting agency's current policies, procedures, and guidelines.

19. QUESTIONS

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Questions about any topic in this Handbook may be directed to the supervisor, Business Manager or Human Resources Representative.

Thank you.