

Dominican University

# Staff Handbook

January 2021

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# **Staff Handbook**

## **Foreword**

This Staff Handbook of Dominican University is the official statement of the policies of the University, governing the employment policies, procedures, rights, responsibilities and benefits for administrative and general staff members (herein referred to as "staff members") at Dominican University (the "University"). Staff members are defined as staff members who hold positions other than, or in addition to, positions with faculty status. With respect to staff members who hold positions with faculty status, the terms of the Faculty Handbook control to the extent of any inconsistency with the Staff Handbook. Unless stated otherwise, all sections of this Handbook apply to all staff members employed by the University at all locations.

This edition of the Staff Handbook supersedes all previous editions and supplements. Human Resources publishes this Handbook and its supplements and is responsible for the contents. Some policies included in this document are maintained and/or enforced by other university departments and are noted as such.

The University reserves the right to add, amend, delete or deviate from any benefit, policy or procedure stated herein at any time after consultation with the Staff Council. Dominican University seeks to employ individuals who will work together on an ongoing basis. However, both the staff member and the University have the right to terminate employment and compensation at any time, for any reason or no reason, with or without notice. Nothing said or done by University staff members or stated in this Handbook is to be considered a contract or guarantee of employment in a particular position or for a particular duration with the University.

All staff members are required to sign acknowledging that they have been given the web location of the Staff Handbook. A copy of this form will be included in their personnel files. Please click on the following link to access the form:

[Acknowledgement of Handbook](#)

## **Non-Discrimination Policy**

It is the policy and practice of Dominican University to provide and promote employment and academic opportunities for all students, faculty and staff members without regard to race, color, sex, gender, age, marital status, order of protection status, religion, sexual orientation, gender identity, medical condition, national origin, ancestry, military status, physical or mental disability, or pregnancy (collectively, "the bases for unlawful discrimination"). All students, faculty and staff members are expected to abide by this policy and to assist in its enforcement.

It is the policy of the University to hire, accept, train, educate, promote, compensate and/or administer all employment and/or academic practices, as the case may be, without regard to any of the bases for unlawful discrimination. Harassment, including sexual harassment, of staff members, students or faculty members because they are members of any of the previously-stated protected groups is strictly prohibited and will not be tolerated. Any student, faculty

member or staff member who engages in such prohibited conduct will be subject to appropriate disciplinary action, up to and including termination or dismissal, depending on the seriousness of the conduct in question and the surrounding circumstances.

The University will periodically develop and mandate training programs for students, faculty and staff members in furtherance of this policy.

For all policies related to non-discrimination, please visit the University's [Office of Diversity, Equity and Inclusion](#) website.

## **Section 1: Mission and History of Dominican University**

### **1.1 University Mission, Vision and Identity Statements**

#### **1.1.1 Mission Statement**

As a Sinsinawa Dominican sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

#### **1.1.2 Vision Statement**

Dominican University will be an innovative leader in empowering graduates from diverse backgrounds to meet the challenges of an increasingly interdependent world.

#### **1.1.3 Identity Statement**

Dominican University is a diverse, relationship-centered community rooted in a vibrant liberal arts and sciences education, offering rigorous, integrative, and innovative undergraduate, graduate and professional programs. At the heart of the University is its Catholic, Dominican tradition, grounded in the compatibility of faith and reason, which affirms the dignity of the human person and concern for the common good. The University's curricula, research and campus life demonstrate a commitment to ethics, community service, social justice and global citizenship. Dominican University educates one student at a time in the company of others, engaging a multiplicity of cultural, religious and secular worldviews, transforming students, faculty and staff into agents of positive change.

### **1.2 University History**

Dominican University is a diverse, relationship-centered community rooted in a vibrant liberal arts and sciences education, offering rigorous, integrative, and innovative undergraduate, graduate and professional programs. At the heart of the University is its Catholic, Dominican tradition, grounded in the compatibility of faith and reason, which affirms the dignity of the human person and concern for the common good. The University's curricula, research and campus life demonstrate a commitment to ethics, community service, social justice and global citizenship. Dominican University educates one student at a time in the company of others, engaging a multiplicity of cultural, religious and secular worldviews, transforming students, faculty and staff into agents of positive change.

Founded in 1901 as St. Clara College in Sinsinawa, Wisconsin, by the Sinsinawa Dominican Sisters of the Most Holy Rosary, the University began as a women's college founded on the fundamental values that continue to guide the University today—rigorous education encouraging diversity of thought, a commitment to social justice and close mentoring of students. As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

With its move to River Forest in 1922, the school became known as Rosary College and rapidly grew its enrollment and programs over the next decades, including adding graduate programs and becoming coeducational. To reflect its stature as a respected, comprehensive and modern university as well as its Catholic Dominican heritage, the College was renamed Dominican University in 1997. In 2017, the

university completed a comprehensive realignment of its academic units resulting in the its four college structure: the Rosary College of Arts and Sciences, the Brennan School of Business, the Borra College of Health Sciences, and the College of Applied Social Sciences (comprised of the schools of Education, Information Studies, and Social Work).

A premier Catholic university, Dominican is repeatedly named among the top master's-level universities in the Midwest by U.S. News & World Report. Dominican University takes great pride in its high rate of success with first-generation-to-college students, many from underrepresented groups and/or economically disadvantaged circumstances. It has been recognized as a Hispanic-Serving Institution (HSI) by the Department of Education since 2011 and in 2017 received the Midwest's only Title V grant. While maintaining its core Catholic identity, the University enrolls and mentors students of all faith backgrounds. It was named a member of the "Vanguard Network for Interfaith Leadership" by the Interfaith Youth Core.

## **Section 2: University Governance**

### **2.1 The Corporation and Board of Trustees**

Dominican University's governance structure is made up of the Corporation of Dominican University and the Board of Trustees. The Corporation has the responsibility to: 1) approve the mission of the University and to assure continuing harmony between the mission of the Sinsinawa Dominican Congregation and the mission of the University; 2) to amend, restate or modify the Articles of Incorporation and the Bylaws of the University; 3) to approve the acquisition, purchase, sale, mortgage, lease, transfer, or encumbrance of the real property owned by the Corporation; 4) to ratify the appointment, removal, or replacement of any one or more of the Trustees; 5) to approve any plan for dissolution, merger, consolidation, or liquidation of the Corporation. Members shall be the Prioress, general Councilors or delegates as determined by the Members, and the General Finance Officer of the Sinsinawa Dominican Congregation.

The Board of Trustees is charged with the governance and management of the University and is given its authority by the Corporation of Dominican University. The Corporation Bylaws define the Trustees powers and the following officers of the Corporation shall be elected by the Board of Trustees: the President, the Provost and Vice President for Academic Affairs, the Vice President for Finance, the Vice President for Enrollment Management, the Vice President for Institutional Advancement, the Vice President for Mission and Ministry, the Vice President for Information Technology and Operations, and the Secretary. Board members serve a fiduciary role and number between 28 and 33 members, including at least three Members of the Corporation or a Sinsinawa Dominican recommended by the Members, one faculty Trustee, and one student Trustee. Seven standing committees conduct the business of the Board of Trustees: Executive Committee, Committee on Trusteeship, Academic Affairs Committee, University Life Committee, Finance and Investment Committee, Investment Sub-Committee, Institutional Advancement Committee, Buildings and Grounds Committee, Mission and Identity Committee, the Audit Committee, and the Technology. Ad hoc committees may be established to address particular duties.

### **2.2 University Organizational Chart**

Most recent version of the University Org Chart is available on the HR web page.

### **2.3 The Staff Assembly**

The Staff Assembly is organized to advance the mission and goals of the University, particularly with regard to staff life and development, in order to integrate the staff more fully into the life and structure of the University. Meetings of the assembly will be held minimally each quarter. The goals for the Assembly are:

1. To act as a vehicle of communication for staff concerns and interests;
2. To promote staff interests and concerns to the administration;
3. To conduct regular, open opportunities for staff from across the University to get to know each other and build community;
4. To promote open channels of communication among staff and between staff and administration.

The Assembly elects members who serve as the Staff Council of the Staff Assembly. The Staff Council leadership comprises an elected President, Secretary, and Treasurer who serve two year terms. Staff Committee Chairs are volunteer positions that also serve as leadership of Staff Council. The Staff Council represents administrative and general staff and serves as the leadership body to assist the Assembly in achieving its purpose of:

1. Fostering a sense of community among staff members and encourage staff participation in committees and events;
2. Reviewing and promoting matters affecting the general welfare of the staff;
3. Serving as an advisory body to the University administration concerning the staff;
4. Providing a vehicle of communication and organization for Staff.

The Staff Council recognizes standing committees whose membership is composed of eligible Staff. The committees are: Staff Benevolence (pertains to responding to Dominican University community who are in need); Staff Development (pertains to procedures regarding distribution of funds for staff development and grants and staff professional development workshops); Staff Employment Affairs (pertains to review of staff concerns related to employment and work environment issues); and Staff Social (pertains to planning of social events for staff); Healthy Living Committee (pertains to health of community members and improves staff member morale, loyalty, and productivity); Staff Committee for Inclusion (pertains to nurturing a safe and welcoming community and exists as a resource for the DU community).

Staff Assembly By-Laws can be found on the [Staff Council and Staff Assembly](#) web page.

## **Section 3: Staff Employment Policies**

### **3.1 Staff Definitions**

Dominican University staff members are designated as administrative or general staff members. Please refer to the definitions below:

#### *Administrative Staff Member*

Salaried staff members, considered exempt, and paid on a monthly basis. Required to keep track of all time off. Not compensated for overtime.

#### *General Staff Members*

Hourly staff members, considered non-exempt, and paid on a bi-weekly basis. Required to keep track of all time worked on a daily basis. Compensated for overtime earned in excess of forty hours worked during a standard workweek.

Administrative and general staff may work a full-time, part-time or temporary schedule as defined below:

#### *Full-time Staff*

Works 37.5 or more hours per week on a regular basis. Eligible for full benefits.

#### *Part-time 30 Staff*

Works a minimum of 30 hours per week on a regular basis. Eligible for full benefits with vacation and sick time accrual prorated.

#### *Part-time 20 Staff*

Works between 20-29 hours per week on a regular basis. Eligible for limited benefits with vacation and sick time accrual prorated.

#### *Restricted Part-time Staff*

Works less than 20 hours per week on a regular or irregular basis. Paid only for hours worked and not benefit eligible.

#### *Temporary Staff*

Generally hired for a period of 120 days or less and are not eligible for benefits. Paid only for hours worked and may be assigned to occupy various positions on an irregular basis.

## **3.2 Recruitment and Hiring Procedures**

Dominican University is committed to hiring, retaining, and promoting a diverse faculty and staff, at levels that meet or exceed that of peer institutions and the national average. The recruitment and hiring procedures at Dominican University are designed to provide a comprehensive approach to hiring staff and faculty members. Dominican University views faculty and staff diversity broadly to include racial, ethnic and gender diversity as well as faculty from different backgrounds, perspectives, and points of view. The university will review self-reported Equal Employment Opportunity (EEO) data for all positions every summer and will compare information to national benchmarks to enforce its commitment to equity and inclusion.

### *Periodic Review and Compliance*

Beginning in 2022, the Provost will meet every third year with the Executive Director of Human Resources, the Vice President for Mission and Ministry, and the Chief Diversity Officer to review this policy and determine whether the process has successfully engaged qualified women and candidates from underrepresented groups. The Climate, Equity and Inclusion Committee will also review the policy every third year to ensure the university's progress towards achieving excellence and inclusivity through diversity. HR will stay informed on federal and state laws and institutional policies affecting hiring practices.

### *3.2.1 Search Process for Senior Administrators*

Members of the president's cabinet, the college deans and the university librarian are considered senior administrators. When a vacancy occurs, the president or the provost, as appropriate, will appoint a search committee which will include faculty representation to manage the recruitment process. The committee chair will also be appointed by the president or provost. At the president's discretion, search firms may be engaged to assist or lead senior level administrative searches.

### *Initial Steps*

1. The president/provost will provide specific expectations and criteria to draft a position description in consultation with the search committee and other university stakeholders including the Executive Director of Human Resources, the Chief Diversity Officer, and the Vice President for Mission and Ministry. After final approval from the president or provost, the position is posted on the DU website.
2. The Executive Director of Human Resources will work with the president/provost to establish an appropriate salary range for the position based on compensation benchmarks. The primary data source will be College and University Professional Association for Human Resources (CUPA) data. Additional market or industry specific guidelines may also be used as references.
3. The search committee chair convenes the search committee for a facilitated conversation with the CDO to discuss the recruitment process, implicit bias, the process for reviewing applicants, interviewing candidates, and arranging on-campus visits for finalists. As necessary, the CDO will share materials for discussion with the search committee in advance of the meeting.
4. The search committee chair will complete a search plan to be reviewed by the CDO or their designee.

5. Once the committee identifies an equity advisor, the CDO assists in the preparation and support for the equity advisor.
6. The equity advisor assists the committee in the following best practices as specified in the Search Toolkit : Increasing Excellence and Inclusion. The equity advisor's role is to ensure that a candidate's contribution to diversity is fully considered and that the search practices for recruiting and ranking qualified candidates are fair and equitable. The equity advisor will be familiar with the Toolkit and remind the committee of the factors that can affect the hiring of diverse candidates, including implicit or unconscious bias.

#### *Recruitment Process*

1. The search committee chair will work with HR and the CDO to
  - a. review common sites recommended for administrative positions (Chronicle, Inside Higher Ed),
  - b. discuss other possible advertising options aimed at yielding a diverse pool of qualified candidates within areas of expertise, and
  - c. discuss costs and post as appropriate within budget guidelines.
  - d. Advertising and recruitment costs will be covered through a centralized recruiting budget line. However, the president/provost must approve all expenses related to the search.
2. Human Resources will ensure that all search committee members have access to the online recruiting system. HR will ensure that everyone receives training documentation to fully utilize the online recruiting system to review candidate application materials. The search chair is responsible for moving candidates through the online process as the search progresses.
3. All applicants for any Dominican University job opening will receive an acknowledgement of their application once submitted.

#### *Selection/Interview Process*

1. HR will provide a report to the president/provost noting all self-reported details on racial, ethnic and gender diversity of each applicant to determine if the recruitment process has engaged qualified candidates from underrepresented groups.
2. The president/the provost has the authority to suspend a search if there is evidence of insufficient effort to include qualified candidates from underrepresented groups in the applicant pool.
3. The search committee chair along with the equity advisor must ensure that the candidates' qualifications and experiences are reviewed fairly.
4. The committee reviews applications of all qualified candidates to determine which candidates will be considered for the phone interview stage. Prior to scheduling phone interviews, HR will confirm salary expectations with each potential candidate to confirm that their expectations fall within the designated range.

5. Phone interviews will then be scheduled with qualified candidates. All search committee members are invited to participate on all calls and should plan to participate as schedules permit. At a minimum, the search chair and the equity advisor should participate on all calls.
6. The committee will meet to determine which candidates will be invited for on-campus interviews, ordinarily identifying no more than three. For positions that include faculty status and/or the potential for tenure, an official academic transcript of the highest degree earned must be received and reviewed by the provost and/or the appropriate dean before a candidate is invited to campus.
7. The committee organizes the campus interview. Peer colleagues, direct reports, other key stakeholders, Vice President for Mission and Ministry or designee if not on the search committee, Chief Diversity Officer, Provost and President ordinarily interview all leading candidates in addition to the search committee. A brief (15 minute) meeting with HR is also scheduled to provide an overview of university benefits. Presentations at an open forum may be required for potential senior administrators.
8. Feedback surveys should be sent to all stakeholders who interacted with the candidate at the conclusion of their on-campus interview to provide feedback in a timely manner.
9. The committee oversees the process through which references are checked by committee members. Reference checks must be completed prior to the final search committee deliberation. References obtained by telephone must be documented by a memorandum to the applicant's file.
10. After the completion of the on-campus interviews, the committee will frame recommendations to the president/provost after reviewing patterns of evidence gathered through the full search process.

#### *Hiring Process*

1. The president/provost will make the final hiring decision, including the specific terms, after reviewing the committee recommendations and supporting evidence.
2. The president/provost will extend a verbal offer to be confirmed by a written offer letter. The offer letter will include standard HR information and will be contingent upon the results of the background screening. Once an offer has been made, candidates will be asked to complete the background screen release. Results of the screenings generally take 24-48 hours. In some cases where there are extensive records (multiple names and/or addresses), results may take more than 48 hours.
3. The president/provost will notify HR when an offer has been accepted.

#### *Search Conclusion*

1. HR will remove the online posting, and the new hire will be invited to start the online onboarding process. HR will also notify any candidates who were not interviewed on campus via email.

2. The posting and application files will remain accessible online for president/provost and search chairpersons.
3. Search committee chair or designee will inform any candidates who interviewed on campus that the search has ended.

### 3.2.2 Search Process for Other Administrative Staff

All new or replacement hires must be approved by the unit Vice President in consultation with the president.

Depending on the nature of role and the level of responsibility, some administrative positions will follow the guidelines outlined for Senior Administrators. Vice Presidents are responsible for determining if a position warrants the full search process outlined for senior administrators.

The process for all other exempt level (salaried) staff positions may be modified as follows. The process for non-exempt (hourly) staff should follow the same guidelines. However, search committees are not required when filling non-exempt position therefore references to search committees can be disregarded.

#### *Initial Steps*

1. The hiring manager will work with HR to draft a job description for posting. After approval from the unit VP, the position will be posted on the DU website.
2. HR will determine the appropriate salary range for the position based on appropriate CUPA data.
3. A small search committee of key colleagues and/or direct reports may be established.
4. The hiring manager will invite the CDO to share resources to educate the search committee on best practices for inclusive hiring and avoiding implicit/unconscious bias.
5. The hiring manager will be responsible for ensuring that candidates' contribution to diversity are fully considered and that the search practices for recruiting and ranking qualified candidates are fair and equitable.

#### *Recruitment Process*

1. Hiring manager will consult with HR to determine if other possible advertising options aimed at yielding a diverse pool of qualified candidates should be considered. If so, any costs related to external postings must be approved by the unit VP.
2. Human Resources will ensure that all search committee members have access to the online recruiting system. HR will ensure that everyone receives training documentation to fully utilize the online recruiting system to review candidate application materials. The hiring manager is responsible for moving candidates through the online process as the search progresses.
3. All applicants for any Dominican University job opening will receive an acknowledgement of their application once submitted.

### *Selection/Interview Process*

1. Upon request, HR will provide a report to the hiring manager and unit VP noting all self-reported details on racial, ethnic and gender diversity of each applicant to determine if the recruitment process has engaged qualified candidates from underrepresented groups. The unit VP has the authority to suspend a search if there is evidence of insufficient effort to include qualified candidates from underrepresented groups in the applicant pool.
2. The hiring manager must ensure that the candidates' qualifications and experiences are reviewed fairly.
3. The committee reviews applications of all qualified candidates to determine which candidates will be considered for the phone interview stage. Prior to scheduling phone interviews, the hiring manager will confirm salary expectations with each potential candidate to confirm that their expectations fall within the designated range.
4. Phone interviews will then be scheduled with qualified candidates. All search committee members are encouraged to participate in interviews as schedules permit.
5. The committee will meet to determine which candidates will be invited for on-campus interviews, ordinarily identifying no more than three. The committee will identify which key stakeholders who will be invited to participate in the interview process.
6. The hiring manager organizes the campus interview and will invite key stakeholders. A brief (15 minute) meeting with HR is also scheduled to provide an overview of university benefits.
7. After the campus interviews, the hiring manager will follow up with all participants for feedback on each candidate. The hiring manager will also check references.
8. After the completion of the on-campus interviews, the committee will meet to assess candidates and make a recommendation to the hiring manager.

### *Hiring Process*

1. The hiring manager will make the final hiring decision in consultation with the unit VP and will extend a verbal offer.
2. Upon acceptance of the verbal offer, the hiring manager will provide details of the offer (candidate name, start date, starting salary, etc) to HR. HR will draft the offer letter for the hiring manager's review and approval. The offer letter will be sent from HR and will include standard HR information.
3. All offers will be contingent upon the results of the background screening. Once an offer has been made, candidates will be asked to complete the background screen release. Results of the screenings generally take 24-48 hours. In some cases where there are extensive records (multiple names and/or addresses), results may take more than 48 hours.

### *Search Conclusion*

1. HR will remove the online posting, and the new hire will be invited to start the online onboarding process.
2. The posting and application files will remain accessible online for the hiring manager.
3. The hiring manager will inform any candidates who interviewed on campus that the search has ended.
4. HR will notify any candidates who were not interviewed on campus via email.

### 3.2.3 Onboarding

- All onboarding for faculty and staff will be completed online.
- New employees should to meet with a member of the Human Resources staff on or before their first day of employment to complete necessary paperwork and review applicable benefits.
- For all staff, the first ninety-days of employment serve as an initial probationary period. The probationary period allows a staff member to adjust and adapt to the job demands and the work environment. During this time, the manager is also assessing the staff member's skills and ability to become a contributing member of the department. In exceptional cases, the probationary period may be extended upon recommendation of the manager. Staff members are eligible for all applicable benefits during this period.
- Employment in the State of Illinois is considered at-will, meaning that a employees may be terminated without notice and is free to resign without notice.

### 3.2.4 Promotion and Transfer

It is the policy of the University to post job vacancies and, whenever possible, fill those vacancies by promotion or transfer within the University. Promotions and transfers are based on ability, past job performance, experience, education and needs of the department. A position created as a result of restructuring or promotion within a department may not require posting if a current staff member from the department is qualified to fulfill the responsibilities. Promotions and shifts in responsibilities within a department are handled at the discretion of the supervisor in consultation with the vice president or dean of his/her area and the director of human resources.

A promotion advances a staff member to a different job carrying greater responsibility than his/her previous job and is ordinarily accompanied by an increase in pay.

A transfer changes a staff member's work assignment from one department to another with comparable or, in some cases, less responsibility and is ordinarily accompanied by an equal or lower rate of pay.

Job vacancies are posted on the University web site as they become available. Relevant experience, the ability to do the job, and previous work performance are factors considered in determining whether an applicant is qualified for a particular position. Indication of interest in an opening should not affect the staff member's current status. The starting date in the position to which a staff member is promoted or transferred should normally occur within four weeks of acceptance unless otherwise agreed upon.

Staff members should complete at least one year in their current position before considering applying

for another position at the university. As a courtesy, internal applicants should notify their current supervisor prior to applying for a position in another department.

Promotions or transfers may be initiated by the University based on the needs of the department.

### 3.2.5 Work Authorization

This policy is designed to provide a consistent approach whereby Dominican University will assist faculty and staff members with applications for temporary visas and/or with the application for permanent residency. This is intended to serve as guidance on the University's position on assisting faculty and staff members with immigration expenses. It is not a complete outline of the actual immigration process. Decisions not covered by this policy will be made on a case-by-case basis.

#### *Temporary Worker Visas*

Employment of anyone who is not a U.S. worker (holds a "green card") requires special procedures and must be discussed with the Human Resources prior to the extension of an offer. Human Resources will coordinate the processing of H-1B and/or other temporary employment-related visas for faculty and staff foreign nationals seeking permission to work in the United States at Dominican University.

Human Resources will initiate the process upon receiving a copy of the accepted offer letter from the department (for staff members) or a signed faculty contract specifying the terms and conditions of employment from the provost. **Time is of the essence for these applications: all selected candidates must be able to demonstrate authorization to work in the United States by his/her start date.**

The University will pay the filing fees, postal/courier fees for filing documents with USCIS and the fees and actual expenses of any outside attorney the University selects for the H-1B or other temporary employment related visa applications. The University will pay only necessary costs and fees for the *faculty or staff member's* position.

The following are expenses not paid by the University:

- Any fees or costs related to the immigration of spouse, children, parents or anyone else;
- Travel of applicant to meet with immigration attorney or USCIS officials;
- Cost of physical examinations or other medical or psychological reviews;
- Costs of evaluating foreign academic credentials or translations of foreign documents, except where the law otherwise requires the University to pay such costs; and
- Cost of telephone calls initiated by applicant.

A part or all of the "premium processing fee" assessed by USCIS for expedited handling of application may be paid by the University, on a case-by-case basis, provided that the department and/or provost approves the circumstances and agrees to the fee. While the decision to pay for premium procession is reserved

to the University's sole discretion, nothing herein prevents the sponsored employee from paying this fee for expedited processing.

#### *Permanent Residency ("Green Card")*

Any faculty or staff member who wishes to apply for permanent residency must obtain the approval of his/her department chair, dean and provost (for faculty members) or the department head and the unit vice president. Before the University will prepare, or assist in, the petitioning to obtain permanent residency, the appropriate senior officer (provost or vice president) must provide written approval to Human Resources authorizing the processing of the appropriate petition(s). Human Resources will then coordinate the processing of employer aspects of permanent residency applications for foreign nationals working at the University. Human Resources will notify the relevant department(s) regarding the timing and content of any public notices regarding the petitioner's position at the University.

The employee must work through a university retained immigration attorney for such petitions. The payment of filing fees, costs, and attorney fees/expenses for such matters will be governed by the following guidelines:

- Where an application requires a labor certification, the University will pay all necessary costs associated with the labor certification process. This includes attorney fees for the process and an audit, to the extent one occurs, as well as costs associated with recruitment.
- The University will pay the attorney fee and regular filing fee for an I-140 visa petition and for the sponsored employee's adjustment of status of application or immigrant visa process.

The following costs and expenses are not paid for by the University:

- Attorney and filing fees associated with the immigrant visa/adjustment of status process for a sponsored individual's family members.
- The costs of premium processing an I-140, except to the extent that the University determines in its sole discretion that such costs should be covered.
- Travel of applicant to meet with immigration attorney or USCIS officials;
- Cost of physical examinations or other medical or psychological reviews;
- Costs of evaluating foreign academic credentials or translations of foreign documents;
- Costs of waiver requests or other applications warranted by circumstances impacting an individual employee's admissibility to the United States; AND
- Cost of telephone calls initiated by applicant.

### **3.3 Standard Work Week**

The standard workweek for full-time staff is 40 hours from Sunday to Saturday, which includes two paid 15-minute breaks and 30 minutes of unpaid lunchtime each workday, for a total of 37.5 hours of paid time per week. It is typical for a staff member to take a one-hour lunch break, combining the 30-minute unpaid lunchtime with the two paid 15-minute breaks.

The Physical Plant and Campus Safety departments, due to the nature of their responsibilities, receive 30 minutes of paid lunchtime for a total of 40 hours of paid time per week.

Part-time staff members are scheduled by their supervisors in accordance with the needs of the department. Staff members are allowed one paid 15-minute break for each four consecutive hours of work. The scheduling of the break is to be determined by the supervisor in order to balance workloads and/or office coverage.

Each department has an established reporting time for any given position. Staff members are expected to be in his/her work area, ready to work, at the appointed time. For general staff members, time must be recorded according to department procedures. These are official records – one staff member must never record the time of another without proper authorization.

#### **3.3.1 University Hours of Business Operation**

General university office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. However, some offices are routinely open later and/or on weekends to accommodate operational needs, student schedules, evening and weekend classes, and events or activities on campus. Please contact offices directly or check their webpages for specific office hours.

Staffing in these units requires flexible scheduling for adequate coverage. Supervisors work with their staff members to establish schedules to meet those needs, therefore, individual job descriptions reflect expectations of the supervisor by job and by department.

Exceptions to this general policy include:

- Rose K. Goedert Center for Early Childhood Education is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. The Center is closed annually during the third week of August, the week of Christmas and the week of New Years Day.
- Campus Safety is open from 8:00 a.m. - 4:00 p.m. Monday through Friday. Campus Safety is staffed for all non-emergencies 24/7 365 days a year by calling 708-524-5999 or x5999 from any campus phone. For all emergencies, please dial 911.
- Rebecca Crown Library - please review service hours on the Library Webpage for detailed information on hours of operation.
- Faculty office hours are established by individual faculty members based on their teaching schedules and are not covered by the University Hours of Business Operations
- For a complete listing of hours of operation by department, please visit the Welcome and Information Desk (WID) at the main entrance of Lewis Hall.

### 3.3.2 Recording Time

All general staff members must record their time by clocking in and out each workday via the electronic time and attendance system. General and administrative staff members must enter all vacation, sick, personal days and other paid or unpaid time off from scheduled work in their time records each pay period (bi-weekly for general staff, monthly for administrative staff). A full day should be recorded as 7.5 hours (8 hours for Campus Safety and Physical Plant staff).

Basic training on the time and attendance system should be provided by the staff member's supervisor. Supervisors should contact Human Resources if training is needed on how to supervise staff members and student workers. It is the supervisor's responsibility to review and approve all timecards for their staff members via the online time and attendance system before the established payroll deadline. Failure to approve timecards prior to the deadline may result in delayed or miscalculated earnings. For questions about specific payroll deadlines, please contact Human Resources.

Accrual balances for vacation and sick can be viewed in the university's time and attendance system. Any discrepancies should be reported to Human Resources as soon as possible.

### 3.3.3 Overtime

#### *General Staff Members*

Occasionally, a general staff member may be asked to work overtime. Overtime is authorized time worked in excess of 40 hours during a scheduled workweek. Overtime is calculated based on actual hours worked; any paid time-off (vacation, sick, etc.) is not included in the calculation. No general staff member is permitted to work beyond the normally scheduled time without authorization from his/her supervisor; unauthorized overtime may be cause for disciplinary action.

Please refer to Section 4 Staff Compensation and Benefits for information on overtime pay.

#### *Administrative Staff Members*

Administrative staff members (salaried employees) are not eligible for overtime pay. Many departments have commitments during the evenings and on weekends which require administrative staff members' participation or attendance. Those commitments are generally part of the job requirements and expectations within the unit therefore administrative staff members should not expect additional compensation or time off because of those commitments. While the University does not provide comp time, supervisors do have the discretion to manage their departments in ways that both meet business needs and balance individual considerations. Some level of flexibility is encouraged in this regard.

### 3.3.4 University Closure Policy

#### *Early Closure Policy*

If severe weather conditions or other conditions that affect the normal working environment at the University exist (such as a power failure) the president or designated vice president may decide to close

the University for the remainder of the day. Decisions for early closures will be communicated to the university community via email and text notification by 3:30 p.m. Information will also be posted on the university website.

Staff members will be paid for the remainder of their regularly scheduled shift at their normal rate of pay. General staff members required to work during a university closure period will be paid at a rate of two times their normal hourly rate.

#### *Late Opening or Campus Closure Policy*

If severe weather conditions or other conditions that affect the normal working environment at the University exist (such as a power failure) the president or designated vice president may decide to delay opening or close the University. If such a decision is made prior to the start of the standard workday, notification will be communicated by email and text by 6:30 a.m. Information will also be posted on the university website. Staff members should also check local radio or television stations or the University website for closing information.

Staff members will be paid for their regularly scheduled shift. General staff members required to work during a university closure period will be paid at a rate of two times their normal hourly rate.

### **3.4 Time Off and Leave Policies**

Whether planned or unexpected, Dominican University provides paid and unpaid time off options to meet staff needs. Please see specific policies for details.

#### 3.4.1 Reporting Absences

A staff member must personally contact their supervisor if they are unable to come to work because of illness or other unavoidable circumstances as soon as possible so that responsibilities can be covered during the absence. A staff member who is absent for three consecutive days without contacting his/her supervisor may be terminated for having abandoned his/her job (unless there are extenuating circumstances). Irregular attendance may also be cause for discipline up to and including termination.

#### 3.4.2 Holidays

The University generally observes the following holidays each year:

Martin Luther King Day  
Good Friday through Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day through New Year's Day

Holidays occurring on Saturday will be observed on the preceding Friday. Holidays occurring on Sunday will be observed on the following Monday.

In addition to the paid holidays noted above, the university will close at 2:00 pm on the Wednesday before Thanksgiving and on Holy Thursday.

Departments with operations or hours of business that vary from the standard Monday – Friday work week (such as the Library, Physical Plant, and Campus Safety) may have additional guidelines regarding holiday time off. These options must be approved by the vice president overseeing the unit in consultation with Human Resources.

Please see the [DU Holidays](#) listed on the HR webpage for actual dates for the current calendar year.

#### *Holiday Pay*

Please refer to the *Holiday Pay* section of the Section 4 Staff Compensation and Benefits.

#### *Holidays during Vacation or Leave*

Holidays that occur within a scheduled vacation or paid leave of absence are entered as holiday pay and are not deducted from the staff member's vacation or sick time accrual balance. A staff member on an unpaid leave of absence is not paid for any holidays that occur during the unpaid portion of the leave.

#### *Religious Observance*

The University will attempt to accommodate the religious observances and practices of all staff members. Requests for time off for religious observances, except as provided in the University's holiday schedule, will be treated on an individual basis and accommodations will be afforded so long as such can be accomplished without undue hardship to the University's business and academic operations. Staff members are required to notify their supervisors as far in advance as possible when requesting accommodations for time off for religious observances. Approved time off for religious observances should be recorded as vacation or personal time off.

#### 3.4.3 Vacation

##### *Anniversary*

A staff member's first day of work at the University shall be referred to as his/her "employment anniversary". For purposes of computing vacation and other benefits, a year shall begin on the staff member's employment anniversary.

##### *Accruals*

Full-time and part-time staff members scheduled to work at least 20 hours per week earn vacation accruals starting the first of the month following their hire date.

Vacation is accrued every month on the first of the month using the following schedule. No vacation

time will be granted with pay prior to the benefit having been earned. Vacation accruals are awarded based on the staff member's payroll designation. A working day is 7.50 hours unless otherwise specified.

**General Staff (Bi-Weekly Payroll)**

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Years of Employment	Time Earned per Month	Annual Accrual
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**Full-Time General Staff Members**

0 through 5th year	0.83 days/6.25 hours	10 working days
6th through 10th year	1.25 days/9.38 hours	15 working days
11th year and over	1.67 days/12.53 hours	20 working days

**Part-Time 30 General Staff Members**

0 through 5th year	0.66 days/5 hours	8 working days
6th through 10th year	1 day/7.5 hours	12 working days
11th year and over	1.33 days/10.00 hours	16 working days

**Part-Time 20 General Staff Members**

0 through 5th year	.416 days/3.12 hours	5 working days
6th through 10th year	.625 days/4.69 hours	7.5 working days
11th year and over	.833 days/6.25 hours	10 working days

**Administrative Staff Members (Monthly Payroll)**

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**Start date of July 1, 2014, or later**

Years of Employment	Time Earned per Month	Annual Accrual
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**Full-Time Administrative Staff Members**

0 through 5th year	1.25 days/9.375 hours	15 working days
6th year and over	1.67 days/12.53 hours	20 working days

## General Staff (Bi-Weekly Payroll)

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### Part-Time 30 Administrative Staff Members

0 through 5th year	1 day/7.5 hours	12 working days
6th year and over	1.33 days/10 hours	16 working days

### Part-Time 20 Administrative Staff Members

0 through 5th year	.625 days/4.69 hours	7.5 working days
6th year and over	.833 days/6.25 hours	10 working days

### Start date prior to July 1, 2014

Employment Designation	Time Earned per Month	Annual Accrual
FULL-TIME:	1.67 days/12.53 hours	20 working days
PART-TIME 30:	1.33 days/10.02 hours	16 working days
PART-TIME 20:	0.83 days/6.30 hours	10 working days

Although staff members are encouraged to take their accrued vacation in order to provide the rest, renewal and positive energy that a break in routine can bring, it is not always possible to schedule all accrued time off in a single year. Therefore, full-time staff members may accumulate up to a maximum of 150 hours of accrued vacation. After vacation balance reaches the 150 hour maximum, no further accruals will be awarded until the balance drops below 150 hours. Staff members should stay apprised of their totals and periodically schedule time off in order to continue to receive monthly accruals.

### *Vacation Requests*

Vacation time off must be approved by supervisors. It is in the staff member's best interest to request the time off as far in advance as possible. Requests will be approved as department needs permit based on departmental activities and/or university events. In case of any conflict of desired time off among staff members, those with seniority may be given preference.

### *Vacation Guidelines for the Goedert Center for Early Childhood Education*

Goedert Center staff members should refer to the current Employee Handbook for the Goedert Center for Early Childhood Education for the specific vacation policies related to the center. All Goedert Center staff members must abide by all leave policies outlined in the Employee Handbook for the Goedert Center for Early Childhood Education.

### 3.4.4 Sick Leave

#### *Eligibility*

Full-time and part-time staff members scheduled to work at least 20 hours per week earn sick time accruals starting the first of the month following their hire date. Sick leave is granted to a staff member in case of absence due to his/her own or a family member's personal illness, injury, or medical emergency. Sick time may also be used for medical and dental appointments at times approved by the staff member's supervisor.

#### *Accruals*

Full-time and part-time staff members scheduled to work at least 20 hours per week will earn paid sick time starting the first of the month following their hire date. Staff members who start on the first of the month will accrue sick time for that month.

One sick day is accrued on the first of each month; part-time staff members will accrue sick time based on the prorated schedule below. A working day is equal to 7.5 hours unless otherwise specified.

#### **Sick Time Accruals (Monthly & Bi-Weekly Staff)**

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<b>Status</b>	<b>Annual Accrual</b>
Full-Time Staff Members	90 hours/12 working days
Part-Time 30 Staff Members	72 hours/9.6 working days
Part-Time 20 Staff Members	45 hours/6 working days

Paid sick time may be accumulated up to a maximum of 240 hours after which no further sick accruals will be awarded until the balance drops below 240 hours.

#### *Notice Requirements*

To qualify for paid sick time, a staff member must contact his/her supervisor as soon as possible, or otherwise be in compliance with his/her department's call in policy, if they intend to be absent. Sick pay may be denied if such notice is not given except in severe emergencies (i.e., unconsciousness, accident, or hospitalization). Supervisors may request a doctor's note if the staff member is absent more than three consecutive days or if there are concerns of excessive absences.

Staff members who anticipate being absent from work for three or more days should notify Human Resources in addition to notifying his/her supervisor. Supervisors should also notify HR if a staff member has been absent three or more days without prior notification. HR will determine if leave taken is applicable to the Family and Medical Leave Act (FMLA).

### *Sick Guidelines for the Goedert Center for Early Childhood Education*

Staff Members at the Rose K. Goedert Center for Early Childhood Education must contact the director before 6:00 a.m. Goedert staff members are responsible for finding replacements to open or close for them in their absence. Goedert Center staff members should consult the Goedert Center handbook for further information regarding Leave/Illness Policy.

#### *Absence Beyond 10 Calendar Days*

Should illness or disability cause absence to continue beyond 10 calendar days, a leave of absence must be processed for the staff member to be eligible for short-term disability benefits. This leave is granted to a staff member who is unable to work for medical reasons as determined by the staff member's physician. Contact HR for eligibility requirements and required documentation.

Any sick leave payment for illness or injury covered by the Worker's Compensation Act shall be reduced by the amount of any payment received under the provision of the Act. See Social Security and Worker's Compensation section of the handbook for more information.

#### *Converting Sick Days to Vacation Days*

If a general staff member (who has not yet reached his/her 10th employment anniversary) does not have enough vacation hours accrued to fulfill a current, approved vacation request, he/she may be able to add the necessary vacation time by converting 2 accrued sick days for each 1 vacation day needed for the request. In order to preserve the accruals designed to assist staff members in times of unexpected illness or injury the general staff member's sick accrual balance must remain at or above 75 hours (10 days) after the conversion.

The total number of regular and converted vacation time cannot exceed 150 hours (20 days) for the fiscal year (July 1 thorough June 30).

Eligible staff members who wish to convert sick days to vacation days may submit a written request to his/her supervisor for approval. A copy of the approved request with the conversion information included on the request should be sent to Human Resources.

#### 3.4.5 Personal Days

Two of the total yearly sick days granted to full-time and part-time staff members scheduled to work at least 20 hours per week may be taken as personal days during the fiscal year (July 1 through June 30) on prior approval of the staff member's supervisor. For part-time staff members, a personal day is equivalent to hours work on his/her normal work day. For example, a PT20 staff member scheduled to work 4 hours each day may take a personal day equal to four hours.

#### 3.4.6 Bereavement

A staff member will be entitled to time off in the event of a death in his/her immediate family if he/she is absent from scheduled workdays from the date of the death through the date of the burial. Up to three days off with pay will be granted upon the death of a member of his/her immediate family. If the

funeral service is more than 200 miles from the staff member's residence, one additional paid day may be granted to account for travel needs.

Immediate family shall include parents, parents-in-law, stepparent, spouse, domestic partner, child, stepchild, sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, step-grandparent, or grandchild.

Paid time off is granted for the day of the funeral only for the death of other close relatives. Close relatives shall include the staff member's aunt, uncle, cousin, niece, or nephew.

Absence to attend a funeral for a person who is not immediate family or a close relative may be authorized as a personal or vacation day.

If a death occurs in a staff member's family, he/she must notify his/her supervisor as soon as possible so that his/her job responsibilities can be covered during any absence. A staff member may be asked to present satisfactory proof of death, relationship to the deceased and attendance at the funeral.

#### 3.4.7 Jury Duty

If a staff member is called for jury service and is required to serve, he/she must let his/her supervisor know so that any necessary staffing arrangements can be made and appropriate payroll procedures followed. The University will compensate him/her for the difference between his/her jury duty pay and his/her regular earnings for days of work that the staff member misses due to jury service. In order to be paid for jury duty time, the staff member must present the official summons from the appropriate court to his/her supervisor. Once service is complete, the staff member should provide the proof of service and copy of the payment check to Human Resources. The staff member is expected to work on the days he/she is not actually serving. Under normal circumstances the University will not ask for deferment of jury duty.

#### 3.4.8 Election Day

If a staff member is unable to vote outside of the scheduled working hours on Election Day, his/her supervisor may approve up to two hours of time off for voting purposes. Requests must be made to the supervisor in advance of Election Day. Staff members should code the time as personal or vacation time in the time and attendance system.

#### 3.4.9 Attending Classes at Dominican University

Dominican University recognizes that many staff members take advantage of tuition remission to attend classes at the University. Studying and other class preparation must not interfere with or detract from normal work responsibilities. Staff members should register for classes that are scheduled outside of their regular work hours. Exceptions to this policy require the approval of his/her immediate supervisor and the vice president or cabinet member of his/her department. The approval must be submitted in writing to Human Resources along with the corresponding tuition remission paperwork. Staff members attending classes are subject to all rules and regulations as outlined in the university Tuition Remission Policy.

### 3.4.10 Family and Medical Leave Act

The University grants temporary leaves of absence in accordance with the Family and Medical Leave Act of 1993 (FMLA). Eligible staff members are entitled to take up to 12 weeks of unpaid leave within a 12-month period.

#### *Eligibility*

A staff member who is employed for at least 12 months and has worked at least 1,250 hours during the 12-month period preceding the requested leave may take up to 12 weeks of unpaid FMLA for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the staff members child after birth, or placement for adoption or foster care;
- To care for the staff member's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the staff member unable to perform his/her job.

#### *Notice*

In order to qualify for an FMLA leave, a staff member must give at least 30 days written notice, to his/her immediate supervisor when possible and submit a [Leave of Absence Request](#) to Human Resources. The Leave of Absence Form must indicate why a leave of absence is needed and the anticipated duration of the leave of absence (including start and return date).

#### *Certification*

- For FMLA leave due to staff member's or covered family member's illness, the University requires medical certification that includes the reason for staff member's absence and the approximate date he/she will be able to return to work.
- For FMLA leave due to birth of a child, the University requires a birth certificate or other certified proof of birth.
- For FMLA leave due to placement of a child, the University requires any legal documentation

#### *Military Family Leave Entitlements*

Eligible staff members with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is

undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### *Time Limits*

The entire period of an FMLA leave, both paid and unpaid, may not exceed 12 weeks in a 12-month period of time. Any approved extension of the leave after the 12 weeks are exhausted will be treated as non-FMLA. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt departmental operations.

FMLA leave must run concurrently with any accrued sick and vacation time.

#### *Pay During Leave*

A staff member must exhaust accrued sick and vacation time before the unpaid portion of the leave begins. A staff member may elect to reserve ten (10) days of accrued vacation to hold until his/her return to work.

#### *Insurance Coverage*

A staff member's health insurance coverage will continue at the level and under the same conditions as if he/she were working continuously. During any paid portion of the leave, the usual premium payments will be deducted from the staff member's paycheck. During any unpaid portions of the leave, the staff member will be responsible for paying his/her usual portion of the premiums. If the University pays the staff member's share of the premiums that he/she misses while on unpaid leave, the amount will be deducted from the staff member's paycheck upon return to work. If the staff member does not return to work, he/she will be required to reimburse the University for those payments within two months of termination date.

#### *Accruals During Leave*

During the unpaid portion of any leave of absence, the staff member will not earn vacation or sick time. Time spent on a leave of absence (paid and unpaid) will be credited toward the staff member's entitlement to scheduled salary increase. Leaves of absence less than twelve (12) months will not be subtracted from length of service.

#### *Holidays During Leave*

Holidays that occur within paid leave of absence are not deducted from the staff member's accrual balance. A staff member on an unpaid leave of absence is not paid for holidays that occur during the unpaid portion of the leave.

#### *Reinstatement*

Staff members on FMLA due to illness must provide a medically certified fitness for duty report to Human Resources prior to their return to work.

Staff members will generally be returned to his /her former position, if it exists and is open, or to an equivalent position in his/her department, or in the University if the position has been filled.

Failure to return to work at the end of an approved leave of absence will be treated as a resignation.

3.4.11 Short-Term Disability

The University provides Short-Term Disability (STD) benefits to protect the income of staff members should illness or disability cause absence to continue beyond 10 consecutive days. This benefit requires physician certification of disability.

During the 10-day elimination period, staff members must use any accrued sick time. During any period of STD, any unused sick days must be used to “top off” the STD benefits so the staff member can receive full pay. Once sick days are exhausted, accrued vacation days will be used in the same manner except that staff members are allowed to maintain 10 vacation days.

Eligibility for short-term disability is determined according to the following schedule:

<b>Period of Service</b>	<b>Length of STD</b>	<b>Level of Coverage</b>
Less than 6 months	4 weeks	50% of pay
6 to 12 months	4 weeks	100% of pay
12 to 24 months	8 weeks	100% of pay for first 4 weeks and 50% of pay for next 4 weeks
24 to 36 months	11 weeks  <u>Note:</u> STD is capped at 11 weeks so that the total paid leave 10 sick days plus 11 weeks STD = 13 weeks (or 90 days)	100% of pay for first 9 weeks and 50% of pay for next 2 weeks
36 or more months	11 weeks  <u>Note:</u> STD is capped at 11 weeks so that the total paid leave 10 sick days plus 11 weeks STD = 13 weeks (or 90 days)	100% of pay for 11 weeks

If a staff member returns to active work following disability leave, and subsequently requires additional leave, the two periods of absence will be considered a single period of disability for the purposes of computing the staff member’s STD benefit unless the second disability is due to an illness or injury determined by the University in its sole discretion to be entirely unrelated to the first disability.

The University's Long-Term Disability Insurance benefit may be available after 90 days of continuous disability. The staff member must apply for the Long-Term Disability benefit no later than 45 days after the beginning of STD leave. See the Long-Term Disability section for more information.

#### 3.4.12 Long-term Leave of Absence

The University may grant temporary leaves of absence for military service, educational advancement or other non-FMLA, personal reasons.

##### *Military Service*

The University's policy and action in regard to military leave and reinstatement of employment upon completion of military service is determined by current applicable law. Staff members requiring leave for active reserve training or annual encampment will be paid the difference between their regular University wage and pay received for military service up to 10 working days in one year.

##### *Applying for Leave*

All leaves must be requested in writing to the staff member's immediate supervisor at least 30 days in advance if the need for the leave is foreseeable or as soon as the staff member is aware of the circumstances necessitating the leave. The staff member should describe the reason for the leave in detail and complete a [Leave of Absence Request](#) whether or not he/she needs to provide any other information or documentation.

The immediate supervisor and the vice president or cabinet member of the University to whom the supervisor reports will give written approval of the leave and will inform the staff member of any decisions. The supervisor will retain all requests and decisions and send copies to Human Resources.

##### *Time Limits*

Leaves of absence are limited to 12 weeks, subject to extension with the supervisor's approval. However, no leave of absence other than military or humanitarian leave may last longer than 12 continuous months.

##### *Pay During Leave*

With the exception of military and FMLA leaves, there is generally no paid leave time. With the University's approval, certain kinds of accrued paid time off (sick, personal or vacation days) may be substituted for unpaid leave. A staff member may elect to reserve 10 days of accrued vacation to hold until his/her return to work.

##### *Insurance Coverage*

A staff member may maintain health insurance coverage under COBRA, as specified by federal law. When the staff member returns to work, he/she will be required to re-enroll.

### *Accruals During Leave*

During the unpaid portion of any leave of absence, the staff member will not earn vacation or sick time. Time spent on a leave of absence (paid and unpaid) will be credited toward the staff member's entitlement to scheduled salary increase. Leave of absences less than twelve (12) months will not be subtracted from length of service.

### *Holidays During Leave*

Holidays that occur within paid leave of absence are not deducted from the staff member's accrual balance. A staff member on an unpaid leave of absence is not paid for holidays that occur during the unpaid portion of the leave.

### *Employment During Leave*

A staff member who obtains other gainful employment while on any leave of absence will be terminated with loss of all rights and benefits unless the staff member and the supervisor have entered into a written, signed agreement that permits such employment or other employment was in effect prior to the leave.

### *Unemployment Benefits*

A staff member who files for unemployment compensation benefits while on a leave of absence may be terminated with loss of all rights and benefits. If the staff member feels he/she may be entitled to unemployment compensation benefits while on a leave of absence, then he/she must inform Human Resources prior to filing a claim.

### *Reinstatement*

The University cannot guarantee that a staff member who is on non-FMLA leave will be able to return to his/her former position. If the position is unavailable, Human Resources will attempt to refer the staff member to suitable openings in the University for which he/she may apply. If he/she is re-employed within 12 months of the date the leave begins, he/she will be reinstated with full seniority for benefits purposes. If he/she is not re-employed within that time period, the staff member will be terminated from the University.

## **3.5 Conflict Resolution and Grievance Procedures**

### **3.5.1 Conflict Resolution (Informal)**

The University encourages staff members to resolve any employment related conflicts informally. Informal channels may include but are not limited to:

- Direct discussion with the individual(s) involved in the conflict;
- Direct discussion with the director of human resources; and
- Direct discussion with the staff member's supervisor or the next level supervisor.

If the informal conflict resolution method does not yield a satisfactory resolution the Formal University Grievance Procedure may be used.

### **3.5.2 Grievance Procedure (Formal)**

The University grievance procedure exists to promote the orderly resolution of conflicts or disagreements that cannot be resolved informally and to ensure due process. Conflicts and disagreements include matters relating to discipline, performance appraisals, personal conflict and/or any other employment related matter.

The grievance procedure is a step-by-step process in which the staff member (“Complainant”) chooses to accept the decision or continue the matter to the next level for resolution.

In all levels of the grievance process, utmost discretion is to be used by all individuals involved to maintain confidentiality.

The process also supports a timely resolution by providing appropriate guidelines for a swift resolution.

#### **Step One: Grievance Discussion**

The formal grievance process should initially be discussed with the Complainant’s immediate supervisor (or director of Human Resources if the grievance involves the immediate supervisor) within five working days of the cause for this grievance.

After investigating the situation impartially, the supervisor (or director of Human Resources) should make a written determination and report it to the Complainant within five working days.

#### **Step Two: Filing a Grievance Report:**

A Complainant who is not satisfied with the decision given by his/her immediate supervisor (or director of Human Resources) may present the grievance on a Grievance Report form to the senior administrator in charge of the department or school (or to the director of Human Resources if the supervisor who issued the decision is the head of the department).

- The form should include a statement of the remedy or resolution sought.
- It must be dated and signed by the Complainant.

The senior administrator or director of Human Resources shall have five working days from the date of receipt of the Grievance Report in which to investigate the issue.

- The senior administrator or director of Human Resources shall set up a meeting to discuss the matter with all relevant parties.
- Within five working days of the meeting, the senior administrator or director of Human Resources will make a determination regarding a remedy/resolution.
- The determination will be documented on the Step Two portion of the Grievance Report form with copies provided to all relevant parties.

### **Step Three: Appeal**

The Complainant may appeal the Step Two determination within five working days of the receipt of the determination.

The Complainant must present a copy of the Grievance Report with the Step Two and Step Three information completed to the director of human resources, (or to the senior vice president of administration if the director of human resources presided at the Step Two hearing).

The director of human resources (or senior vice president of administration) will convene a three-member appeal committee composed of her/himself and two current members of the Staff Council.

The appeal committee shall schedule a grievance hearing within five working days of receipt of the filing of the appeal.

- The appeal committee will meet with all relevant parties to discuss the facts and issues involved in the appeal.
- The appeal committee may call other University members to provide input, as the committee deems appropriate.
- The appeal committee shall, through consensus, make a final decision regarding the grievance.
- This final decision will be documented on the Grievance Report within five days of the hearing, with copies distributed to all relevant parties.

**Failure to comply with this grievance procedure will result in forfeiture of any rights under the procedure. All time limits may be extended solely by agreement of the parties in writing.**

### **3.6 Resignation and Termination**

A staff member who wishes to resign from the University should provide at least two weeks notice. A formal letter of resignation should be given to the immediate supervisor with a copy to Human Resources. A member of Human Resources will contact the staff member to schedule an exit interview in order to review their experience working at the University and to answer any questions they may have regarding the transition including COBRA, vacation accruals, final paycheck, etc.

Resigning staff members must work on their last day of employment. The staff member's last day cannot be taken as a vacation, personal or sick day. If the scheduled final day falls on a University holiday, the staff member must work the day after the holiday in order to be paid for the holiday. For example, if a staff member resigns effective November 25, and that day is the Friday after Thanksgiving, the staff member must work the following Monday in order to receive payment for the Thanksgiving holiday. Otherwise, the resignation would be made effective (in this example) on Wednesday, November 23, and the staff member would be ineligible to receive the holiday pay.

#### **3.6.1 Pay at Employment Termination**

For routine terminations, if the staff member utilizes direct deposit, a final paycheck will be direct deposited into the staff member's account on the next regularly scheduled payday. (Those who receive physical paychecks should confirm address for final payment with HR.) The University will deduct any amount owed by the staff member for expenses such as tuition fees, parking tickets, or sundry charges from the final paycheck. Compensation for all unused accrued vacation is included in the final paycheck. Any sick or personal time that has been accrued will not be paid to the staff member.

Resigning staff members must work on his or her last day of employment. A staff member cannot schedule vacation past his or her actual last of employment in order to extend the official termination date.

#### **3.6.2 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives staff members and their families the right to choose to continue group health benefits provided by the group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified staff members are required to pay 100% of the monthly premium for coverage. They may also be charged a nominal monthly administrative fee.

#### **3.6.3 Unemployment Insurance**

The Illinois Department of Employment Security (IDES) programs provide unemployment benefits to eligible staff members who become unemployed through no fault of their own and meet certain other eligibility requirements. IDES notifies Human Resources of all claims filed by former staff members. Employers have the right to contest claims if they believe the staff member was terminated for misconduct or a policy violation.

#### 3.6.4 Rehire After Resignation

Staff members who resign their employment in good standing and are subsequently rehired by the University within one year (12 months) of their resignation date will be reinstated with prior years of service recorded. For example, a staff member who resigned after six years of active employment and is rehired nine months later will be reinstated with six years of prior service recorded. The staff member would not receive credit for the time that he/she was not employed by the University; in the example above, the nine months of absence would not be credited towards the staff member's length of service. Vacation and sick time will accrue starting at zero based on the rehire date. The vacation accrual rate will be based on original date of hire.

Staff members who are rehired by the University after an absence of one year (12 months) or more will not be credited with prior years of service. Vacation and sick time will accrue starting at zero based on rehire date. Vacation accrual rate will be based on rehire date, not original date of hire.

## **Section 4: Staff Compensation and Benefits**

### **4.1 Staff Compensation Policies**

Please refer to the Employment Handbook for General Compensation Policies.

### **4.2 Performance Management**

The university is committed to developing and maintaining highly committed and productive staff members. All staff are expected to model the university mission of Caritas and Veritas and to interact with others in the spirit of collegiality, cooperation and respect. Supervisors are responsible for setting performance expectations and for providing training, assistance, motivation and direction to achieve those expectations. Supervisors are also expected to provide feedback aimed at reinforcing strong performance and/or addressing performance and behavior issues in the workplace.

Communication between a supervisor and a staff member regarding performance related issues should occur informally on a regular basis throughout the year. A more formal documented performance discussion should occur annual basis. If performance falls below expectations at any time, supervisors may document and implement a written Performance Improvement Plan in consultation with Human Resources.

#### *Performance Achievement Discussions*

Staff members will engage in performance conversations with their immediate supervisors on (or about) their employment anniversary date. The conversations will be centered on achievements that help supervisors and employees agree on strengths and areas for improvement. These forward-thinking discussions will allow for an understanding of expectations and encourage open-dialogue aimed at reaching departmental and personal goals. Supervisors and staff members are encouraged to review job descriptions in preparation for the discussions.

Supervisors will receive a schedule of due dates for their director reports at the start of each fiscal year. New employees should receive feedback on their performance after six (6) months and then again on their anniversary. Annual discussions on or around their anniversary date will follow after year one.

Unique employment circumstances (i.e. 10-month schedules) may require adjustments to the performance discussion timeline. Any variances to the anniversary schedules must be discussed and approved by Human Resources.

Forms for discussions can be download from the **Forms** section of the HR website

### **4.3 University Benefits**

Please refer to the Employment Handbook for a complete list of University Benefits.

## Section 5: University Codes of Conduct

### 5.1 General University Conduct Policies

#### 5.1.1 Information Technology

Access to data, computer, network and communication systems is granted on a need-to-know basis. Only people who have a requirement for information are granted access to it. The level of access is determined by the function that is being performed. Access to information is not granted without business justification.

All electronic and telephonic records are considered university records and should be transmitted only to individuals who have a business need to receive them. All messages created, sent or retrieved electronically or through the voice mail system are the property of the university, and are subject to review.

Please refer to the [DU IT Information Technology Policies](#) (login required) for the following university policies related to information technology :

- Administrative Access Rights
- Computer Network Integrity
- Email Usage
- General PC Usage and Password Management
- Internet Access
- Laptop Security
- Non-adherence of Security Policy and Employee Expectations
- Personal Computer Software
- Remote Access
- Termination Process

The IT Department will have the ability to monitor any DU system, platform or network to ensure compliance with all university policies. In the event of suspected or reported abuse, IT will initiate the appropriate steps to monitor such activity.

#### 5.1.2 Personal Phone Calls

Staff members will occasionally need to place and receive personal phone calls during the workday. In all cases personal calls should be minimal, whether the calls are placed or received using University phone or cell phones. Receiving and placing excessive personal calls detracts staff members from their job responsibilities and can be disruptive to others. Therefore, excessive abuse is subject to disciplinary action up to and including termination. All personal cell phones and other communication devices are required to be kept in silent mode during work hours.

### 5.1.3 Business Ethics Policy

Staff members will maintain the highest ethical standards in the conduct of University affairs. The intent of this policy is that each staff member will conduct the University's business with integrity and comply with all applicable laws in a manner that is consistent with the mission and excludes consideration of personal advantage or gain.

The following is a summary of the University's policy with respect to (1) gifts, favors, entertainment and payment given or received by the University staff members; (2) potential conflicts of interest; and (3) certain other matters.

#### *Gifts, Favors and Payments by the University*

Gifts, favors and payments may be given to others at the University's expense if they meet all of the following criteria:

- They are consistent with accepted business practices;
- They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- They are not in violation of applicable law and generally accepted ethical standards; and
- Public disclosure of the facts will not embarrass the University.
- Payments, commissions or other compensation to or for the benefit of students or vendors (or their family members or associates) not required by written contract are contrary to the University's policy.

#### *Gifts, Favors, Entertainment and Payments Received by University Staff*

Staff members shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose nor shall they seek or accept personal loans other than conventional loans at market rates from lending institution(s) from any persons or business organizations that do or seek to do business with or is a competitor of the University.

In the application of this policy, a staff member may accept for him/herself and members of his/her family common courtesies usually associated with customary business practices. These include but are not limited to:

- Lunch and/or dinner with vendors, sometimes including spouses, as long as the invitation is extended by the vendor;
- Gifts of small value from vendors such as calendars, pens, pads, etc.;
- Tickets to events (such as sports, arts, etc.) if offered by the vendor and the vendor accompanies the staff member to the event. These are not to be solicited by the staff member and, if vendor does not accompany the staff member to the events, must be approved by the appropriate supervisor; and
- Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc.

A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kinds from suppliers.

Day outings such as golf, fishing and museum trips are acceptable with prior approval from the appropriate supervisor. The vendor must be in attendance and participation by the staff member's family must be approved by the appropriate supervisor.

Use of the vendor's facilities (vacation homes, etc.) by a staff member or his/her family for personal use is prohibited. The situation is acceptable only in the event the visit is limited to once per year and for limited duration (i.e., long weekend) and the vendor is present for the duration of the visit. The staff member must have prior approval from the appropriate supervisor.

It is never permissible to accept a gift in cash or cash equivalent, such as stocks or other forms of marketable securities, in any amount.

Supervisors should not accept gifts from those under their supervision of more than limited value.

### *Receiving Gifts to the University*

Gifts come to the University in many forms – cash, checks, gifts in kind (tangible property), stocks, real estate and trusts and estates. In defining gifts the University follows the Council for Advancement and Support of Education (CASE) management and reporting standards. Their definition of a gift is as follows:

#### Gift

A contribution received by an institution for either unrestricted or restricted use in the furtherance of the institution for which the institution has made no commitment of resources or service, other than possibly committing to use the gift as the donor specifies.

#### Grant

A contribution received by an institution for either unrestricted or restricted use in the furtherance of the institution that typically comes from a corporation, foundation or other organization rather than an individual.

All gifts, whatever the format, should be given to the Office of University Advancement for processing: to be properly receipted, acknowledged and accounted for. The Internal Revenue Service mandates that the university provide a receipt for every charitable gift. The Office of University Advancement enters gifts into the Raiser's Edge database and produces receipts and acknowledgments. All checks, credit card information and other relevant data are then transferred to the Business Office. The Business Office and the Office of University Advancement are in daily communication and share account information. Staff members can draw on gift accounts through usual Business Office procedures.

All University departments must follow the proper procedures and send all gifts, no matter how small, with appropriate documentation to the Office of University Advancement in Power Hall. This process ensures that all gifts and donors are counted and enhances the University's statistics for other funding entities.

University Advancement maintains the University's official database of record for Alumnae/i data. All requests for alumnae/i information, including mailing lists, contact information, and email addresses should be directed to University Advancement.

### *Conflicts of Interest*

Staff members should avoid any situation which involves or may involve a conflict between his/her personal interest and the interest of the University. As in all other facets of their duties, staff members dealing with students, prospective students, parents, suppliers, contractors, competitors or any person doing or seeking to do business with the University are to act in the best interest of the University. Each staff member shall make prompt and full disclosure in writing to his or her supervisor or the appropriate senior administrator of any potential situation which may involve a conflict of interest and refrain from further participation until such time as the conflict can be reviewed and resolved.

For the purposes of this statement a staff member shall be considered to have a possible conflict if either:

- The staff member, his/her family or associate has or appears to have any material, financial or other interest which may impair the staff member's judgment in carrying out the responsibilities delegated by the University; or
- May gain a personal benefit from the knowledge of information deemed confidential to the University. Family is defined as spouse or domestic partner, parents, siblings, children and, if living in the same household, other relatives.

An associate includes all persons, organizations, enterprises or trusts in which the staff member or members of his/her family:

- Is a director, officer, staff member, partner or trustee; or
- Has any material association.

Such conflicts include:

- Ownership by staff member or by a member of his/her family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the University;
- Serving as a director, officer, partner or consultant or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the University. Exceptions to this can be approved by the president of the University;
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the University or its interests; and
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the staff member from acting in the best interest of the University.

### *Compliance*

Any violation of this policy will subject the staff member to disciplinary action up to and including termination. Any staff member having knowledge of any violation of the policy shall promptly report such violation to the appropriate manager or director of human resources. Each vice president or cabinet member of the University is responsible for compliance in his/her area of responsibility. When questions arise concerning any aspect of this policy, contact the director of Human Resources.

#### 5.1.4 Confidential Information Policy

The revelation or use of any confidential student, faculty, staff, alumni or other related persons or University information, data on decisions, plans or any other information which might be contrary to the interest of the University without prior authorization, is prohibited. The misuse, unauthorized access to or mishandling of confidential information, particularly personnel information, is strictly prohibited and will subject a staff member to discipline up to and including termination.

All staff members are required to sign a Confidentiality Agreement as part of their new-hire paperwork. Some units may have department-specific Confidentiality Agreements that are required of staff members depending on the nature of their responsibilities.

#### 5.1.5 Solicitation Policy

Solicitation by one staff member of another for any purpose is prohibited while either staff member is on his/her working time ("working time" does not include meal periods, authorized rest breaks, or any period when staff members are properly not engaged in the performance of their work tasks). This includes solicitation on behalf of a staff member's child or other family member for the purpose of school, sport or other charitable organization's fundraiser.

Distribution of advertising materials, handbills, or printed or written literature of any kind by staff members to other staff members during work time or in work areas is prohibited.

Solicitation or distribution of advertising materials, handbills, or printed or written literature of any kind to staff members on the premises of the University by persons who are not associated with the University is prohibited at any time. This policy does not include University authorized vendors.

#### *Solicitation of Gifts and Donations*

Dominican University staff members who wish to solicit gifts (i.e., cash, goods or services) from outside entities, persons or organizations, should clear all such fundraising activities through the Office of University Advancement. Please contact the vice president for university advancement for assistance.

#### 5.1.6 Tobacco Policy

Dominican University is committed to providing a campus environment that is safe, and that supports sustainability and advocates for the health and well-being of students, faculty and staff. As a community, we encourage healthy living in mind, body and spirit. We therefore make resources available to support healthy choices, including healthy dining options, exercise and fitness facilities and programs, and locations for reflection, meditation and prayer.

Because we are committed to providing for the health and wellbeing of our community, effective Monday, August 15, 2016, both the main and Priory campuses of Dominican University were designated tobacco free. By eliminating tobacco use on campus, we will create a healthier, cleaner and more inclusive environment for all, including our visitors and guests.

As a tobacco-free campus, the use of tobacco and tobacco-derived products, including (but not limited to) cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, vaping with or without nicotine is not allowed.

All tobacco-derived or containing products are prohibited, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). This includes the inhaling, exhaling, burning, or carrying of any lighted smoking material.

Together, we are creating a healthier, cleaner environment for all.

Visit the following links for more information:

- [Dominican University Tobacco-Free Campus Policy \(pdf\)](#)
- [Frequently Asked Questions](#)
- [Resources](#)

#### 5.1.7 Nepotism Policy

Relationship by family or marriage shall constitute neither an advantage nor a deterrent to employment by the University provided the individual meets and fulfills appropriate institutional appointment standards. For the purpose of this policy, relative is defined as the husband or wife of a staff or faculty member as well as the son, daughter, mother, father, brother, sister, in-law or any relation by blood or marriage of such member or spouse. No person shall be assigned to a department or unit under the immediate supervision of a relative. This also includes student and temporary or part-time summer staff members

#### 5.1.8 Lactation Accommodation

As part of our family-friendly policies and benefits, Dominican University supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her newborn child.

Any staff member who is breastfeeding will be provided up to two break periods of 20 minutes each plus an additional 20 minutes during her lunch period to express milk for her newborn. The staff member and her immediate supervisor will agree on the times for these breaks.

Any staff member that does not have a private space in which to express milk should contact Human Resources to request accommodations. Storage of expressed milk and equipment is the responsibility of the staff member. Staff members should bring a cooler or other insulated food container to work for private storage purposes.

#### 5.1.9 Children on Campus

Dominican University recognizes that staff members may occasionally, due to emergency situations or other unforeseen events, be required to bring his/her children to campus for short periods. However,

the frequent, regular or extended presence of children under the age of 17 during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the university . Staff members should follow the principles below regarding the presence of their children in the workplace:

At all times, children remain the sole responsibility of the parent. Parents must accompany their children at all times. The staff member may not ask any other University staff member to watch or supervise their child/children;

- The presence of the child cannot disrupt the work environment or negatively affect the productivity of the staff member who brought the child, other staff members, or students;
- The staff member's supervisor may ask the staff member to take the child from the workplace at any time if the supervisor determines that health or safety risks are too great, or that the child's presence is disruptive;
- Bringing children to the workplace on a recurrent basis during their school breaks or after school is not appropriate;
- A child who has an illness that prevents him/her from being accepted by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances; and
- Staff members who live on campus as their primary place of residence should contact Human Resources to determine how this policy may apply in their unique individual situation.

### *Children in the Library*

Children enrolled in high school (at least 13 years old) may use the Rebecca Crown Library without supervision for research and homework projects. The young adults should have their high school ID with them at all times while using the Library. They are expected to follow the guidelines for behavior and computer use as outlined in Dominican University's Code of Student Conduct or they may be made to leave the facility.

### 5.1.10 Pets on Campus

Dominican University strives to provide a safe and healthy environment for its students, faculty, staff, and visitors. Therefore, the University requests that staff members refrain from bringing animals on campus. The following are exceptions to this policy:

- Certified service animals, including trained guide dogs, will generally be allowed on campus as necessary to assist their owners.
- Faculty or staff requiring the presence of a comfort animal must show proper documentation from their health care provider to Human Resources and/or the office of the Provost for approval.
- Residence hall directors will be permitted to own, and have live in their apartment, fish in an aquarium, one (1) dog, or a limit of two (2) cats. No hamsters, rodents, ferrets, exotics or any other type of animal are allowed. The pet must be approved by the Office of Student Life prior to being allowed in the apartment. A \$750.00 refundable deposit is required seven (7) days prior to the pet being brought to campus. For complete details, contact the Office of Student Life.

All animals brought on campus must be kept leashed and must be under the direct physical control of their owners at all times. Animal waste must be disposed of by the animal's owner and all applicable state and local ordinances must be observed. Dominican University reserves the right to require that any animals be immediately removed from campus property.

#### 5.1.11 Access to Residence Halls

Only Student Life staff members are permitted in the residence halls. All other university personnel who are on official University business are permitted into the residence halls with the approval of the Student Life staff and/or Campus Safety staff. All other visitors, including law enforcement officials visiting the residence halls, must restrict their presence to the common public areas unless accompanied by a Student Life staff and/or Campus Safety staff member. Maintenance staff and custodians working in the private areas should be wearing uniforms and all staff members entering the residence halls must have Dominican University identification. Anyone without a Dominican ID must present to Campus Safety and obtain proper ID and visitor's pass.

Anyone in the building, staff member or visitor, who is a guest of a resident needs to be escorted through the building by the resident and officially check in to the residence halls at the Coughlin Commons Welcome and Information Desk or Priory Campus Welcome and Information Desk.

#### 5.1.12 University Identification Cards

Dominican University issues each student, staff member and affiliated guest an identification card that includes their name and image, referred to as a Star Card. The Star Card serves an identification card; an electronic key card controlling access to residence halls and other buildings, the Library, facilities, and staff office buildings; and DU Dollars which can be used to purchase goods and services at select locations on campus. The Star Card is also used to release print jobs on copiers across campus. Star Card services are available in the Support Center located in Lewis Hall - Room 048.

Visit [Support Center](#) for more information.

University identification cards should be collected upon termination/resignation. If lost, Star Cards can be replaced in the Support Center for a nominal fee.

#### 5.1.13 University Keys

Keys are assigned by Physical Plant based on employee needs. Lost keys should be reported at once to the Physical Plant Office. All keys remain the property of the University and must be turned in before termination or upon the request of the supervisor.

#### 5.1.14 Parking Policy

Staff Members who wish to park on campus must purchase a parking permit for their car from the [Support Center - Request Parking Permit](#). Staff members must observe all parking regulations and are

liable for reasonable parking fines levied by the University for parking in prohibited or restricted spaces. Staff members may appeal a parking ticket via [Support Center - Appeal](#) within 14 days of the date the ticket was issued. If the fine remains unpaid upon termination, the balance may be deducted from the staff member's final paycheck.

The River Forest police also patrol the grounds and will ticket cars parked in fire lanes or handicapped zones.

#### 5.1.15 Use of University Name and Seal

The University's name and seal are the exclusive property of the University and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the chief marketing and communications officer. Official stationery may not be used in connection with outside activities except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of the University attributed to it.

Departments must use appropriate university stationery for all university business.

#### 5.1.16 Use of University Facilities

Use of University resources such as facilities, computers, and equipment is restricted to activities that support University teaching, research, service, and administrative functions. Staff members interested in holding a non-University or private event on campus should contact Scheduling and Event Services for information related to facilities rental.

#### 5.1.17 Work Attire

Dominican University's business casual environment allows our staff members to work comfortably yet project a professional image for students, guests and other visitors. Staff members should maintain a neat appearance and attire should reflect a level of modesty appropriate for the workplace so as not to distract from or disrupt the work environment.

Acceptable attire may vary by department and should be based on the responsibilities of the positions. For example, the Athletic Department staff are permitted to wear DU athletic or team apparel on a regular basis due to the nature of their work. Certain days may be designated and approved by a vice president as "dress down days"; jeans or other pre-designated attire may be permitted on those days. In all circumstances, staff members should use good judgment to ensure that the University maintains a healthy balance between "casual" and "professional".

A more casual summer dress code is generally in effect from Memorial Day through August 14. The university has established the following general guidelines for proper summer casual attire :

- **Slacks** - Blue jeans will be permitted provided they are not faded, torn or otherwise damaged. Inappropriate items include sweatpants, bib overalls, shorts, beachwear, workout attire, spandex or other form-fitting pants.

- **Shirts** - Casual shirts, golf shirts, and sweaters are acceptable. Dominican logo shirts are acceptable. Inappropriate items include tank tops, halter-tops, and t-shirts
- **Dresses and Skirts** - Casual dresses and skirts, and jean skirts, are acceptable. Inappropriate items include mini-skirts and thin-strap dresses.
- **Footwear** - Athletic shoes, loafers, flats, dress sandals, and leather deck shoes are acceptable. Flip flops are not considered appropriate.

### 5.1.18 University Campus Safety Regulations

#### *Campus Safety*

Campus Safety exists to serve the security and safety needs of the University and is responsible for providing service and assistance to the University community. This includes opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican University parking policy. The staff is trained to handle emergency situations including police, fire and ambulance assists and is first responder in emergency situations. In addition, Campus Safety works closely with Student Life in support of the residence halls. Campus Safety is on duty 24 hours a day, 365 days a year. For emergency assistance, **dial 911 from any on-campus phone**. Please note – calling 911 from a personal/mobile device while on campus limits the first responder’s ability to quickly identify the caller’s location. For non-emergency assistance, call the Campus Safety dispatcher at extension 5999.

#### *Accident or Sudden Serious Illness*

Any incident of accident or sudden serious illness should be immediately reported to Campus Safety for appropriate action.

#### *Fire*

The fire signal is the continuous ringing of the electric buzzer and flashing strobe. If the signal is audible within a building or area, all individuals present must leave the building using the nearest exit and move at least 20 feet away from the building. Elevators must not be used. Disabled persons should move to the nearest exit where they will receive assistance. Fire alarms are located near the stairwells of classroom buildings and when activated automatically signal the River Forest Fire Department. No one can enter the building until authorized by a member of the River Forest Fire Department or Campus Safety.

#### *Maintenance*

Submit repair requests on-line at supportcenter.dom.edu. In case of an emergency, contact university dispatch at x5999 for immediate assistance.

#### *Thefts and Similar Incidents*

Any thefts or other incidents should be reported to the Campus Safety immediately. Likewise, Campus Safety should be notified of any suspicious person or activity.

### *Tornado Warnings*

Warnings of inclement weather are sounded by the Village of River Forest emergency warning siren. At the first sound of such warning all personnel should move to the lowest, windowless shelter available. The following areas have been designated as shelters: the lower level corridor of Mazzuchelli Hall, between Lewis and Power Halls; the underground tunnel between Lewis and Fine Arts; the lower level corridors of Fine Arts;; the lower level of Parmer Hall; the first floor of Murray Hall; the lower level of Coughlin Hall; the lower level of the Igini Sports Center and; the lower level of the Priory. The Village of River Forest tests its emergency warning siren on the first Tuesday morning of each month.

## **5.2 Prohibited Conduct and Behavior**

Dominican University will not tolerate any prohibited conduct or behavior, whether carried out by students, faculty, staff, visitors, former students, faculty or staff or other individuals. The University will initiate appropriate action in response to reports of such incidents which may include, but not be limited to, immediate removal from Dominican University property, suspension, termination and/or referral for criminal prosecution. All staff members are required to cooperate in any investigations the University conducts in response to reports or acts of prohibited conduct or behavior. Complete statements regarding non-discrimination, AIDS, sexual harassment, and FERPA are included as appendices to this Handbook.

### *5.2.1 Workplace Violence*

Dominican University seeks to maintain a safe, healthy and secure work environment. It is the University's goal to create a workplace free from violence, threats of violence, harassment, intimidation and other disruptive behavior. Staff members play a major role in the University's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously and reporting incidents immediately.

The University treats reports of threatening behavior or violence seriously and will take appropriate action in response. The University has the right to search any area or property, including personal property, in order to investigate reports of workplace violence. For information regarding the University's response to a workplace violence crisis, please refer to the Dominican University Crisis Intervention Plan.

All staff members are responsible for reporting workplace violence and can do so without the fear of reprisal or criticism. Staff members should not ignore violent, threatening, harassing, intimidating or other disruptive behavior.

For any acts of violence or threat of violence or any emergency situation call Campus Safety.

For verbal abuse, perceived intimidation or harassment or any non-emergency situation report the incident to the immediate manager or the director of Human Resources.

### 5.2.2 Weapons

Dominican University expressly prohibits the use, possession or sale of any weapon, other than as expressly authorized by the University, by any person, including staff members, while on University property and/or while conducting business on behalf of, or for the benefit of, the University. This prohibition applies even if an individual has a legal permit to carry a weapon.

Persons who are on Dominican property and/or conducting business on behalf of, or for the benefit of, the University are required to abide by this policy and are required to cooperate in any investigation the University deems necessary to enforce this policy.

Persons who do not comply with this policy may be subject to disciplinary action, up to and including removal from University property and/or termination. This action is separate from any criminal penalties that may be pursued for violation of state laws.

### 5.2.3 Drug and Alcohol Policy

It is a condition of employment that all University staff members refrain from reporting to work or working while being under the influence of alcohol. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that a staff member is impaired because of alcohol use. Staff members are to refrain from using, possessing or being under the influence of alcohol while at work. This includes operating any University vehicle or conducting University-related business off campus. Staff members are allowed to consume alcohol during University-approved special events. However, staff members must exercise restraint and remain fit for duty and free of any adverse effects from alcohol served at the events.

Staff members with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Staff members should not, however, disclose underlying medical conditions unless directed to do so. Medication must be carried in a container labeled by a licensed pharmacist. A copy of the Drug-Free Workplace statement is included in Appendix F.

### 5.2.4 Other Prohibited Behaviors

Without compiling an exhaustive list, the following are illustrative of the type of conduct that the university condemns and prohibits under this policy. Commission of any of the following or similar offenses will result in discipline up to and including termination:

- Violations of any applicable federal, state or local laws, regulations or ordinances;
- Stealing or vandalizing property or possessions of the University, students, faculty and staff members or visitors;
- Commission of a crime or other conduct which damages the image or reputation of Dominican University;
- Unauthorized use of Dominican University's documents, premises, equipment or property;
- Failure to follow Dominican University's Harassment and Non-Discrimination policies;

- Falsification, misrepresentation or omission of information on records, including job applications, time records and any Dominican University form or document;
- Dishonesty of any kind in relations with Dominican University or other staff members;
- Unauthorized disclosure of confidential information about Dominican University or violation of the privacy or confidentiality of others;
- Abuse or misuse of internal procedures at Dominican University;
- Inappropriate conduct, neglect of duty or poor job performance;
- Insubordination, including failure to comply with supervisor's instructions and work assignments; and
- Frequent unauthorized or habitual tardiness.

#### 5.2.5 Procedure upon the Occurrence of Prohibited Conduct

Any student, faculty or staff member who believes he/she has been subjected or exposed to sexual harassment, discrimination or ethnic, racial, discriminatory or sexual comments, jokes or epithets has the right to have such activity terminated immediately. Complaints about such conduct should be made to the director of Human Resources or senior vice president for administration in order for the University to take appropriate responsive measures. Complaints should be made immediately after the person believes that he/she has been subjected to any conduct prohibited by the policy stated herein. Complaints will be treated in a confidential manner to the extent possible. An investigation will be made concerning the allegations. If the investigation leads to a determination that the charges are true, corrective action will be taken immediately. Retaliation against a person for opposing a discriminatory practice, having filed a charge of discrimination, agreeing to be a witness or assisting in an investigation of discrimination is prohibited.

#### 5.2.6 Disciplinary Procedures

Discipline is a progressive process which should generally begin with the supervisor privately discussing with the staff member his/her areas of unsatisfactory performance or conduct to make certain that the staff member understands what is unsatisfactory and future expectations. The supervisor should maintain a written record of the date and content of such discussions. Formal disciplinary procedures may become necessary when the staff member does not satisfactorily improve after such informal discussions. If it is necessary to discipline a staff member, it is expected that:

- The problem be investigated promptly to determine the facts;
- The disciplinary action be appropriate to the offense and that, where possible, it be corrective rather than punitive in nature; and
- The staff member's dignity is respected at all times. With reasonable cause, a staff member's personal possessions on University premises, email and other electronic files may be subject to search by the University.

Formal disciplinary procedures will generally follow the pattern of written warning, suspension and termination, although steps may be skipped depending on the gravity of the circumstances.

In appropriate circumstances, a staff member may be placed on disciplinary probation for a period not to exceed 90 days, during which time the supervisor may assess the staff member's ability to meet expectations for the position. Where such probation is based on unsatisfactory job performance, a

performance improvement plan should accompany all disciplinary probations so that the staff member's progress toward meeting expectations can be objectively monitored and assessed.

### **5.3 Policy for Protection from Retaliation (Whistleblower Protection Policy)**

Dominican University sets high standards of ethical, moral and legal conduct and encourages open communication for staff members and applicants for employment who express concerns regarding these standards. This policy provides a process for staff members to communicate concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

This policy is intended to cover serious concerns that could have a large impact on the University, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with University policy, including the Rules of Conduct; or
- Otherwise amount to serious improper conduct.

#### **5.3.1 Safeguards for Staff Members**

Harassment or victimization of the complainant will not be tolerated. Every effort will be made to protect the complainant's identity. Staff members are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated but consideration will be given to: the seriousness of the issue raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources. Malicious allegations may result in disciplinary action.

#### **5.3.2 Reporting**

The whistleblowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting and unethical or illegal conduct should be reported in either of the following ways:

- File an on-line report via [Make A Report](#) on the university webpage
- Directly to the vice president finance ; or
- Through the Toll Free Hotline: 844-338-7289. Callers to the Hotline will have the ability to remain anonymous if they choose.

Other employment-related concerns should continue to be reported through normal channels such as the supervisor or to the director of Human Resources.

#### **5.3.3 Timing and Evidence**

The earlier a concern is expressed, the easier it is to take action. Although staff members are not expected to prove the truth of an allegation, sufficient grounds for concern need to be identified.

#### 5.3.4 How the complaint will be handled

##### *Initial Inquiries*

Initial inquiries will be made to determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation. The action taken will depend on the nature of the concern. The Board of Trustees receives a report on each complaint and a follow-up report on actions taken.

#### 5.3.5 Report to complainant

Whether reported to University personnel or through the hotline, the complainant will be given the opportunity to receive follow-up on their concern :

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling him/her whether initial inquiries have been made; and
- Telling him/her whether further investigations will follow, and if not, why not.

#### 5.3.6 Outcome

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

##### *Information*

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

##### *Retaliation Against a Legitimate Complainant Is Prohibited*

Pursuant to this policy, a staff member may not:

Retaliate against a staff member or applicant for employment who has communicated a concern under this policy or who has refused to obey a legal order, nor

Directly or indirectly use or attempt to use the official authority or influence of his/her position or office for the purpose of interfering with the right on an applicant or staff member to make a protected disclosure to the University auditors, immediate supervisor or other appropriate administrator or manager within the department, or a member of the Board of Trustees about matters within the scope of this policy.

## **Appendices**

### **Appendix A: Dominican University By-Laws**

View and download the [Dominican University Bylaws](#)

### **Appendix B: Staff Assembly Bylaws**

View and download the Staff Assembly by-laws via the [Staff Council webpage](#)

### **Appendix C: Intentionally left blank**

### **Appendix D: Intentionally left blank**

### **Appendix E: Intentionally left blank**

### **Appendix F: Drug Free Workplace / University Drug & Alcohol Policy**

1. In compliance with the Drug-Free Workplace Act of 1988, Dominican University is committed to the maintenance of a drug-free workplace and is committed to rigorous enforcement of applicable laws and policies and to support those trying to cope with drug-related problems.
2. Dominican University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on College premises. Violation of this policy may result in the imposition of employment discipline as defined for specific staff member categories in the Dominican University staff and faculty handbooks.
3. The illegal use of controlled substances can: seriously injure the health of staff members; adversely impair the performance of their responsibilities; and endanger the safety and well-being of fellow staff members, students and members of the general public. It is therefore the policy of Dominican University to discourage the use of controlled substances by its staff members at any time. Anyone who is employed at Dominican University who has a drug problem is invited to contact the Director of Personnel to obtain information about available assistance; the office can be contacted anonymously.
4. A staff member of Dominican University will notify his/her supervisor if he or she is convicted of a criminal drug offense involving the workplace within five days of the conviction. Such conviction will be grounds for mandatory evaluation and possible treatment for a substance abuse disorder, and for disciplinary action up to and including termination. In the event any such conviction involves a staff member working on a federal contract or grant, the College will notify the granting or contracting federal agency within 10 days of receiving notice of a conviction. A copy of this statement shall be given to all staff members.
5. This statement and its requirements are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 enacted by the United States Congress. The University will continue its efforts to maintain a drug-free environment by adhering to the above policy and by providing on-going drug awareness programs.
6. Failure to comply with the foregoing rules will be grounds for disciplinary action up to and including termination. The terms of this policy statement are conditions of employment at the university.

## **University Drug & Alcohol Policy Statement**

It is a condition of employment that all University staff members refrain from reporting to work or working while being under the influence alcohol. Under the influence means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that a staff member is impaired because of alcohol use. Staff members are to refrain from using, possessing or being under the influence of alcohol while at work. This includes operating any University vehicle or conducting University-related business off campus. Staff members are allowed to consume alcohol during University-approved special events. However, staff must exercise restraint and remain fit for duty and free of any adverse effects from alcohol served at the events.

Staff members with lawful possession of prescribed medications must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Staff members should not, however, disclose underlying medical conditions unless directed to do so. Medication must be carried in a container labeled by a licensed pharmacist.

### **Appendix G: Special Needs Services and Disability Special Needs Services Grievance Procedure**

At Dominican University, no qualified individual with a disability will be excluded from participation in, or be denied the benefits of, the services, programs, or activities of the university. The Dean of Students office is the University resource promoting barrier-free environments (physical, program, information, attitude) and assisting the University in meeting its obligation under federal statutes and school tradition in regard to the rights of students with disabilities.

The office of the Dean of Students coordinates providing services, necessary and appropriate, for students with special needs. Upon receipt of appropriate documentation of disability, this office assists by providing or arranging appropriate auxiliary aids and services, reasonable accommodations, academic adjustments, and consultation. In some instances, the Dean of Students office acts as a liaison with other appropriate state and federal agencies. Students are encouraged to meet with the Dean of Students office to determine where specific services and accommodations are needed.

#### **Disability Grievance Procedure**

Students with disabilities, who believe they have been discriminated against on the basis of their disability, may receive a review of their complaint by doing the following:

##### **Disability Grievance Panel**

The Disability Grievance Panel shall consist of one representative from the following areas of the university: Administrative Affairs, Academic Affairs, Student Affairs, and the applicable Student Government Association. Each representative shall be appointed by the respective area vice president or dean. If necessary, at-large substitutes may be appointed to fill a panel vacancy.

##### **Grievance Panel Procedure**

Formal hearings before the Disability Grievance Panel shall be open only to the student, witnesses and

counsel, except as the panel may otherwise direct. The Dean of Students will serve only as a resource to the panel at the panel's request. All advisors, including private legal counsel, will serve only in an advisory capacity for the student during the hearing.

The panel shall determine all matters of procedure, evidence, relevance and admissibility it deems helpful and fair in the total decision process, without regard to judicial rules, which could be applicable to such issues.

After the hearing, the panel shall meet in executive session to decide upon the complaint and make its decision. The decision shall be communicated to the Dean of Students in writing within two (2) working days of the hearing. The student will be informed in writing by the Dean of Students within five (5) working days after the panel has sent its decision to the Dean of Students.

1. The student, who has on file, current documentation of their disability, should submit a letter to the Dean of Students which sets forth clearly and specifically, the nature of the complaint and the remedy sought. The submission of the complaint shall be made within the semester in which it arises. Specific details should include:
  1. what the issue is;
  2. when it occurred;
  3. where it occurred; and
  4. who was involved
2. Also included should be any pertinent documentation supporting the complaint, including possible witnesses. The Dean of Students shall investigate the circumstances of the complaint and shall attempt to resolve it, using whatever procedures necessary and appropriate, or calling upon any individuals who may be helpful toward resolution. The Dean of Students will issue his/her opinion in writing within ten (10) working days of receipt of the complaint. The university reserves the right to extend this investigation period if conditions are so warranted. The student will be informed if an extension is necessary on or before the 10th day of the complaint resolution period.
3. If a satisfactory resolution of the complaint is not achieved with the Dean of Students, the complainant may request that the complaint be referred to the Disability Grievance Panel for a hearing. This appeal request should be submitted in writing to the Office of the Dean of Students within ten (10) working days of receipt by the student of the resolution. The hearing will be convened as soon as possible upon receipt of the request. The student will be notified by the Dean of Students at least five (5) working days prior to the hearing, of the date, time, and location of the said hearing. If the advisor is a private legal counsel, the Dean of Students must be so notified in order that Dominican University Counsel can be in attendance. All communication regarding the hearing may be verbal, but must subsequently be confirmed in writing.
4. If the student is not satisfied with the Disability Grievance Panel's decision, the student can request that the panel's decision be reviewed by the appropriate area Vice President. The request must be made in writing to the Dean of Students within seven (7) days of receipt of the panel's decision. The Dean of Students will provide all materials relevant to the case to the Vice President for review upon receipt of the request. The Vice President will review the matter in the light of materials presented. His/her written decision on the case shall be final.

#### **Appendix H: Guidelines for Faculty and Staff Relating to Education Records**

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

#### Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content, and location of information kept as part of their educational records.

They have a right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. For example, a student may not use this right to contest a grade in a course because they felt a higher grade should have been assigned.

Students also have a right to expect confidentiality of certain information about them in student records and, under certain conditions, to gain access to information in student educational records. For purposes of FERPA, the University considers all students independent, limiting the student educational record information that may be released to parents or directory information unless the student provides specific written permission.

#### **Educational Records**

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the University or someone acting for the University according to policy.

Excluded from student educational records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for his or her own use are not part of the educational record, nor are records of police services, application of records of students not admitted to the University, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals.

Records relating to an individual who is employed by the University not as a result of his or her status as a student are also excluded. However, employment records relating to University students who are employed as a result of their status as students are considered educational records.

#### **Directory Information**

Some information about students is considered “directory information”. Directory information may be publicly shared by the institution unless the student has taken formal action to restrict its release.

Directory information includes:

- Student's name
- Participation in officially recognized activities and sports
- Address (home, local, e-mail)
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

A student must formally request the University Registrar to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specified in the regulations. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

#### **Guidelines for Faculty and Staff**

1. DO refer requests for information from the educational record of a student to the Office of the Registrar.
2. DO keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member's own use are not part of the student's educational records, provided they are not accessible to or shared with any other person.
3. DO keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.
4. DO change factual information regarding grades and performance in an education record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of students' FERPA right to challenge their educational records.
5. DO NOT display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student. In no case should the list be posted in alphabetic sequence by student name.
6. DO NOT put papers, graded exam books, or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
7. DO NOT request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
8. DO NOT share student educational record information, including grades or grade point averages, with other faculty or staff members of the University unless their official responsibilities identify their "legitimate educational interest" in that information for that student.

9. DO NOT share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in letters of recommendation, without written permission from the student.
10. WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

### **Appendix I: Institutional Research Board (IRB) Policy Statement**

Research activities involving human participants must be reviewed and approved by the Dominican University Institutional Review Board (IRB). Any research activity that involves human participants must be reviewed by the IRB before any information is collected from individual participants, or before information obtained from existing records is analyzed. Research activity is defined as a systematic investigation that involves the participation of human subjects or data derived from human subjects. This includes interviews, surveys, oral histories, focus groups and studies based on institutional record review. The requirement for review applies to research activities conducted by administrators, faculty, staff, and students. Members of the Dominican University community who are not sure whether their research requires IRB review should contact the IRB Administrator. An example of data collection activity that is not considered research would be any evaluation of a staff member, course or service in which such evaluation will not be made public. There are three types of review; exempt from full review, expedited review, and full review. Most research activities conducted by members of the Dominican University community will involve minimal risk to the participants and will not require full review by the IRB so approval should not involve a lengthy review process. However, the researcher must still complete the appropriate forms and submit a description of the project to the IRB. The forms for requesting the review of a systematic research project are available on the intranet at <https://duconnect.dom.edu/sites/irb>

Faculty members who assign student projects involving the collection of information from human participants (e.g., having a student conduct an interview with a person who is not a class member) must submit a description of this assignment to the IRB for review. In general, a classroom project is exempt from full IRB review as long as the participants are 18 years of age or older, are not exposed to any risk (physical, psychological and/or social), an informed consent form is used, and a participant's anonymity is preserved. The faculty member assigning the course project must assume the responsibility for communicating the Dominican University IRB guidelines regarding the treatment of research participants to his/her students and ensure that his/her students comply with these guidelines. The IRB guidelines for classroom projects and the application forms for requesting a review of a class project involving human participants are available on the intranet at <https://duconnect.dom.edu/sites/irb>

### **Appendix J: General University Services**

#### **Bookstore**

Supplies for University offices may be purchased through a charge system to each department at the Bookstore located in the University Center. All staff members are allowed a 10% discount on most purchases, excluding books. The Bookstore is managed by Follett.

## **Business Affairs**

General business activity of the University is managed through the Business Office. Cash transactions are separately processed in the Student Accounts Office. Visit the [Business Office web page on MyDU](#) for more information regarding :

- Making online payments
- Ordering office supplies
- Corporate Credit Card Policy
- Reimbursement Policy
- International Travel Policy
- Mileage Reimbursements

## **Cash Receipts**

Wherever possible, arrangements should be made for funds received to be sent directly to the Student Accounts Office. Special activities, such as fundraising events or seminars, should be coordinated in advance with Student Accounts. If an appropriate account number for the deposit does not exist, the staff member should contact the controller to establish a number.

## **Cash Disbursements**

Accounts payable checks are issued by the Business Office. Vendor invoices submitted for payment should consist of an original invoice with budget officer approval, including account number, written on the face of the invoice. Copies are unacceptable. Other payment requests may be submitted on payment request forms that are available in the Business Office or on-line. Payment request forms must be supported by appropriate, original documentation and also must have budget officer approval and an account number.

## **Petty Cash Funds**

Petty cash funds are used on a very limited basis. Requests should be discussed with the controller.

## **Travel and Expense Reimbursements**

Reimbursements will be made via accounts payable upon submittal of a payment request, as approved and properly supported. Documentation should consist of original receipts. Travel should be approved in advance by the staff member's supervisor. Costs incurred should be reasonable, for example, coach travel for airlines, small or mid-sized vehicle rentals, moderately-priced hotels, motels, and restaurants, and reasonable tips.

## **Memberships and Subscriptions**

Memberships in professional organizations and associations and subscriptions to business-related magazines, journals, or newspapers must be approved by the staff member's supervisor. Memberships are to be in the name of the University rather than the individual wherever possible.

## **Tax Exempt Activity**

The University is a tax exempt, 501(c)(3) corporation. As such, the university has a State of Illinois tax exemption and is not subject to sales tax on certain purchases. Staff members who will be incurring business expenses should obtain a copy of the university's tax exempt letter from the Business Office or their department for presentation to the vendor at the time of purchase. Note that the University also has received a sales tax exemption in the state of Florida. A copy of the Florida certificate is also available in the Business Office.

## **Purchases**

The University does not have a formal purchasing function. Staff members may, with supervisor approval, arrange for goods and services within the limits of available budget funds. If a purchase order is appropriate for the situation, a P.O. Request Form should be submitted to the Business Office one day in advance and may be found in the Business Office or on-line. Purchasing exceptions include Library acquisitions of books, films, and periodicals.

## **Purchase of Capital Items**

The commitment for and purchase of capital items (fixed assets in excess of \$5,000) should be coordinated in advance with the Physical Plant Office and/or the Business Office.

## **Purchase of Technology Equipment**

The commitment for and purchase of technology equipment should be coordinated in advance with the Information Technology.

## **Budget Development**

The budget development process for the University begins early each fall and culminates with budget approval by the Board of Trustees each spring. Budgets have been assigned to various managers of the University. During budget development, each manager will be expected to communicate with their supervisor. Budget request forms will be issued by the controller early in the budget planning process, and response dates will be announced. Budget requests will be reviewed by the university's Budget Committee, discussed with budget officers as appropriate, and compiled by the controller prior to approval.

## **Budget Reports**

The Business Office issues both summary and detail monthly budget reports by the middle of each month. Certain managers have also been granted on-line, real-time viewing of their reports. Budget officers are expected to review their reports and promptly report any questions or discrepancies to the Business Office.

## **Copier/Printer Usage**

The University supports a fleet of multifunctional devices in addition to the copiers/printers in Office Services. Employees should use their StarCard which is by default setup to charge their home department. Additional department codes can be added as appropriate. Each department will be charged internally, per page, for usage by their staff members. Staff members are encouraged to share files digitally (via Canvas for courses or Teams for department sharing) rather than print. Printing/Copying should be for university business only. Staff members will be responsible for copies made via their code. Please route large jobs to Office Services.

## **Child Care**

The Rose K. Goedert Early Childhood Education Center, Dominican University's child care center, is available to staff members who register their children and pay the specified fees according to procedures established by the Director of the Center. Information regarding childcare service may be obtained from the [Goedert Center website](#)

## **Office Services (Print Shop and Mailroom)**

Dominican University Office Services offers the leadership and expertise of our trained staff who focus in all aspects of mail and print center operations. Whether you need to mail a letter or want brochures and flyers for your next event, we can help. With a focus on customer service, our team has knowledge of industry best practices, USPS regulations as well as experience with inbound tracking systems and related technology. We have designed our mailroom/print shop to provide value and convenience to each of our students and departments, all while supporting the University's mission. Contact us to see how we can help with your mail and printing needs.

## **Dining Service**

Please refer to the [DU Dining Services Web Page](#) for the following :

- Menus
- Meal Plans
- Locations and hours of operation
- Wellness and Sustainability
- Allergens
- Catering
- Events Calendar

## **Lost and Found**

Items found in public areas of the campus for which ownership is unknown may be brought to the Campus Safety Office. Those who have lost items should report the loss to the Campus Safety Office as soon as possible. Typically, items not claimed within 30 days are donated.