Administrative and Professional Staff Handbook

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TABLE OF CONTENTS
Click on the chapter heading links below or the bookmarks at left to go directly to the corresponding page.

Chapter 1 – About DeSales
• Mission Statement of DeSales University

Chapter 2 – General Classification of Administrative/Professional Staff
2.1 Nature of Employment
2.2 Definition of Administrative/Professional Staff

Chapter 3 – Administrative/Professional Staff Policies
3.1 Code of General Expectations
3.2 Equal Employment Opportunity
3.3 Alcohol & Drug Policy
3.4 Harassment in the Workplace
   3.4.1 Problem Resolution & Complaint Procedure
3.5 Workplace Safety
3.6 Smoking Policy
3.7 Emergencies
3.8 Workplace Violence
3.9 Hours of Work
3.10 Introductory Period
3.11 Attendance/Tardiness
3.12 Parking
3.13 Personal Appearance
3.14 Employee Identification Cards
3.15 Keys
3.16 Telephone Use
3.17 Use of University Facilities
3.18 Solicitation
3.19 Pay Policies
3.20 Time Reporting
3.21 Performance Management and Salary Administration
3.22 Personnel File
3.23 Reference Requests
3.24 Job Postings & Transfers
3.25 Progressive Discipline
3.26 Resolution & Appeal
3.27 Supplemental Employment
3.28 Travel Policy
3.29 Confidentiality & Protection of Property Rights
3.30 Conflict of Interest
3.31 Gifts & Gratuities
3.32 Code of Ethical Conduct
3.33 Email
3.34 Internet Code of Conduct
3.35 Background Investigations
3.36 Consensual Relationships
3.37 Nepotism
3.38 Family Educational Rights & Privacy Act
3.39 Workplace Privacy
3.40 Pet Policy

Chapter 4 – Absence Policies
4.1 Earning Paid Time Off (PTO)
4.2 Using Paid Time Off (PTO)
4.3 Bereavement Leave
4.4 Jury Duty
4.5 Military Service Leave
4.6 Family and Medical Leave (FMLA)
4.7 University Closings
4.8 Unpaid Leave
4.9 Exit Interviews

Chapter 5 – Benefit Plans
5.1 Health Care Plans
5.2 Life Insurance
5.3 Retirement Annuity
5.4 Long Term Disability
5.5 Social Security/Medicare Contributions
5.6 Vacation
5.7 Holidays
5.8 Workers’ Compensation
5.9 Tuition Waiver for Administrative/Professional Staff
5.10 Tuition Waiver – Undergraduate Administrative/Professional Staff Dependents
5.11 Tuition Waiver – Graduate Programs
5.12 Tuition Waiver – LVAIC
5.13 Tuition Exchange Programs
WELCOME TO DESALES UNIVERSITY

We are pleased to have you join us at DeSales University and hope that you will enjoy working with us. This Employee Handbook outlines some of the privileges and benefits which DeSales University currently offers and explains some of your responsibilities as an employee. You are required to read this Handbook carefully so that you will be aware of DeSales University's current policies, benefits, and procedures.

This Handbook is informational only, and it is not intended to be and should not be construed as a contract, expressed or implied. From time to time, the University reviews its policies, procedures, and benefits and makes revisions based on the need for and desirability of changes. As such, any policy, procedure, or benefit outlined in this Handbook may be modified, supplemented, or rescinded at any time with or without advance notice.

Consistent with Pennsylvania law, your employment with DeSales University is at-will and can be terminated by you or the University at any time, with or without cause. This Handbook does not alter your employment at-will status or guarantee you employment for any specific period of time. The at-will employment status of any DeSales University employee can be altered only by a written employment contract signed by the President of the University.

If you have any questions regarding this Handbook or any other aspect of your employment with DeSales University, your immediate supervisor and/or the Office of Human Resources will be happy to answer them. Welcome to DeSales University!
CHAPTER 1

Spirituality of St. Francis de Sales

DeSales University is named for a man who lived more than 400 years ago, but whose lessons are still timely and practical for today's world. St. Francis de Sales is admired throughout the Church for his great sanctity, learning, missionary zeal, gentleness, and understanding of the human heart. Scholar, writer, pastor, spiritual guide for souls, diplomat, bishop, and Doctor of the Church, he is best described as a Christian Humanist, a potent spiritual force for creating a spirituality admirably suited to those in every walk of life, especially the laity, the common person. No one could have imagined at the time of his death that the wisdom and teachings of this amazing human being would live on to touch the lives of countless people today. Known as "The Gentleman Saint," his spirit of optimism, hope, freedom and confidence in God's love prompts the Oblates of St. Francis de Sales to please God by doing everything — big or small — enthusiastically and well.

St. Francis de Sales was born in Thorens of the Savoy region of France on August 21, 1567. As a member of a noble family, he was educated in the humanities at the Jesuit college of Clermont at the University of Paris and received his doctorate in both civil and canon law from the University of Padua. These early experiences with both the French and Italian Renaissance greatly influenced his life. Shortly after his ordination to the Catholic priesthood in 1593, he began dangerous work in the Chablais region, attempting to reintroduce the Catholic religion in the midst of the Protestant Reformation. He developed a great reputation as a writer, preacher, and debater in defense of the Catholic faith.

In 1602, Francis was consecrated Bishop of Geneva. One of the most important challenges he faced in the diocese was the reform of the clergy. Believing that learning for a priest was "the eighth sacrament" of the church, he went to work writing instructions and preaching sermons. In 1604, while preaching a Lenten series, he met Jane Frances de Chantal, a recently widowed mother of four children. This was the beginning of one of the great spiritual
friendships in Christian history. He became her spiritual guide and, in 1610, established a religious community of sisters with Jane Frances de Chantal as the superioress. Other monasteries soon appeared and Pope Paul V officially approved the Visitation of Holy Mary as a religious order in the Catholic Church in 1618.

To serve the many people entrusted to his care, Francis de Sales became a prolific writer. His writings comprise 26 volumes in the Annecy edition. Two of his books have become spiritual classics: *The Introduction to the Devout Life*, and *The Treatise on the Love of God*. In *The Introduction to the Devout Life*, Francis de Sales offers profound advice for the person living in the midst of the world and wishing to pursue a holy life. Francis felt that all people in all walks of life are called by God to a devout life and that this type of living was possible and wonderful. Through a series of carefully written chapters Francis offers practical suggestions for navigating through the temptations presented by the world and for making true progress on one's spiritual journey. His insights on the nature of prayer, the value of the sacraments, the role of friendship, the character of virtue, and the importance of devotion are timeless in their relevance. The *Treatise on the Love of God* was written for individuals more advanced in the spiritual life. Francis remained as the spiritual advisor for the sisters of the Visitation and guided many of them to lofty peaks of holiness. He often recounted how grateful he was to God for the wisdom he gained from his correspondence with these holy women. The *Treatise* speaks not only of the nature of God's love for humanity but of the possibilities within humanity for a return of this love. He sees all reality flowing from the loving heart of a providential God. Creation and, to an even greater degree, salvation, is witness to this incomparable love of humanity. The human's appropriate response is a joyful and total union of the human will with the loving will of God. The human mind and will find their fullest meaning when a person discovers and freely embraces the love of God.

Love of God for Francis naturally leads to love for all persons. His life became a model of selfless service to his God, his king, the pope, and the countless individuals who called upon him for advice. He is the official patron for authors and journalists. He is also patron of the deaf because he developed a method for teaching a young deaf person the catechism. On December 26, 1622, he suffered a cerebral hemorrhage and died the next day. He was buried in the church of the first Visitation monastery in Annecy, France. Pope Alexander VII proclaimed him a saint in 1665. Today, the Oblates of Saint Francis de Sales are one of several religious congregations in the Catholic Church founded under his patronage.
Mission Statement of DeSales University

It is the mission of DeSales University to provide men and women with quality higher education according to the philosophy of Christian humanism as developed by Saint Francis de Sales and his spiritual heirs. The University imparts knowledge about, and develops talents for, personal, familial, and societal living. DeSales University enriches the human community and enhances the dignity of the individual through its educational endeavors. In its work, the University fosters a vital and respectful dialogue between Roman Catholic faith and human culture.

Philosophy of DeSales University

For DeSales University, Christian humanism means that every aspect of human experience is capable of enlightenment by the Gospel of Jesus Christ. This Gospel brings light to each dimension of personal existence (physical, intellectual, social, moral, aesthetic, and religious) and every environmental domain (natural world, social institutions, cultural achievements, historical periods, and religious societies). The encounter between the Word of God and the concrete world of the human person makes a fully meaningful existence possible. DeSales University strives to teach the student what it means to be Christian in a Salesian way, what it means to embrace one's own life, and what it means to bring this Good News to the human family.

DeSales University is firmly and publicly committed to the principles of Roman Catholic doctrine and morality. It also fully recognizes that the search for truth requires an atmosphere of intellectual freedom and that love demands an openness to all that is good. DeSales University distinguishes carefully between the free pursuit of truth, which it guarantees every member of the campus community, and its own commitment to the teachings of the Catholic Church.
Governance

The governance of DeSales University is described in the Charter and Bylaws, which are published as a separate document available from the President’s Office. The University is governed by an independent Board of Trustees described therein.
CHAPTER 2

GENERAL CLASSIFICATION OF ADMINISTRATIVE STAFF

2.1 NATURE OF EMPLOYMENT
All employees of DeSales University are subject to the University's policy of employment-at-will. As such, either party may terminate the employment relationship at any time, with or without cause. The at-will employment of DeSales University’s employees can be altered only by a written contract signed by the President of the University.

2.2 DEFINITION OF ADMINISTRATIVE/PROFESSIONAL STAFF
Administrative/Professional Staff consists of all exempt University employees, except faculty, who meet the executive, professional, or administrative exemption tests of the Fair Labor Standards Act. Eligibility for benefits is determined by the type of employment as described below.

Full-Time Staff Members follow a full week’s schedule throughout the entire year. They are salaried employees, paid monthly, and are eligible for full University benefits. Regular, full-time administrative staff members are paid a salary based upon a full time, forty hour workweek.

Less than Twelve Month, full time Staff Members follow a full week’s schedule for less than twelve months a year. They are salaried employees who work at least 9 months, but less than 12 months per year, are paid monthly, and are eligible for University benefits. Payment of their stated salary is spread across twelve months and their vacation allowance is prorated.

Part-Time Staff Members work at least 1000 hours but less than full time hours per year. They are on a regular schedule throughout the calendar year, are paid monthly and are eligible for limited University benefits.

Temporary Employees are hired for a specific length of time or to complete a specific project (for example, to replace an employee on leave of absence). They may work full-time or part-time during their employment, but should be hired for no
more than a six (6) month period on any assignment. They are paid monthly during the period of their temporary assignment. Benefits may or may not be provided as determined at the time of hiring.
CHAPTER 3

ADMINISTRATIVE/PROFESSIONAL STAFF POLICIES

3.1 CODE OF GENERAL EXPECTATIONS

Employees who work together have an impact on each other’s performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward others influence whether those relationships are successful.

In the spirit of Francis de Sales, the gentleman Saint, we expect employees to act in a professional manner whenever on University property, conducting University business, or representing the University at business or social functions.

DeSales University employees are expected to:

1. Conduct themselves and all business activities ethically and honestly.

2. Approach job responsibilities with enthusiasm, professionalism and self-confidence.

3. Promote good will by handling all contacts with co-workers, supervisors and students in the spirit of courtesy, cooperation and respect.

4. Deal with all co-workers, supervisors and customers without unlawful regard to their race, color, creed, age, sex, religion, national origin, citizenship, marital status, veteran’s status, disability or membership in any other protected class under applicable law.

5. Refrain from sexual, racial, ethnic and all other forms of unlawful harassment and/or inappropriate behavior.

6. Refrain from engaging in hostile, abusive, bullying, intimidating, threatening, or demeaning behavior when dealing with subordinates, co-workers, supervisors, students and others.
7. Report to work physically and mentally fit for duty (e.g. free from the influence of either drugs or alcohol).

8. Report to work promptly and regularly, keeping absences, late arrivals and early departures to a minimum.

9. Provide appropriate notice to their supervisor of an unavoidable absence or lateness in accordance with established policy.

10. Perform job responsibilities efficiently, thoroughly and promptly, seeking continually to improve the quality of what they do.

11. Remain actively engaged in the performance of job responsibilities throughout the entire workday.

12. Perform job responsibilities prudently and carefully, observing all health, safety and security rules at all times.

13. Protect the confidentiality of information that you acquire in the course of employment and which is not generally accessible to the public.

14. Avoid engaging in any contact that would create an actual or potential conflict of interest.

15. Safeguard university property to prevent its damage, loss, misuse or theft.

16. Report all accidents and injuries (whether your own, a co-worker’s, student’s, visitor, or otherwise), fire, theft or other unusual incidents immediately after occurrence or discovery to University Police at 610.282.1100 ext. 1250.

17. Follow all established university policies, rules and procedures as well as the specific instructions of their supervisor.

18. Refrain from using university property, services or supplies for personal reasons, unless prior permission has been obtained.

19. Provide complete and honest information in connection with all pay, time, business, expense, and employment records.

20. Ensure that your personal appearance, oral communication, physical conduct and work area are consistent with high standards of professionalism and propriety.
Individuals who do not comply with the above will face discipline, up to and including termination. This list is representative of University expectations, but is not all inclusive.

3.2 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at DeSales University are based solely on merit, qualifications, and abilities.

DeSales University provides equal employment opportunity to all employees and applicants for employment without regard to race, color, gender, national origin, ancestry, age, disability, or veteran status in accordance with applicable federal and state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, demotion, discipline, termination, layoff, recall, transfers, leaves of absence, compensation, benefits, and training.

Employees with questions, concerns, or complaints about discrimination in the workplace are required to bring these issues to the attention of their immediate supervisor, their Department manager and/or the Director of Human Resources. Employees can raise concerns and make reports of discrimination without fear of reprisal. Any University employee found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

3.3 ALCOHOL AND DRUG POLICY

DeSales University is committed to providing a safe and drug/alcohol-free workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on DeSales premises or while on business for the University, employees may not use, possess, distribute, sell or be under the influence of alcohol, illegal drugs, or prescription drugs used in excess of their prescribed dosage. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner. Violations of this policy will subject the employee to disciplinary action, up to and including termination of employment and/or required participation in a substance abuse rehabilitation treatment program.
Potential employees may be subject to pre-employment testing, and employees may be subject to “reasonable suspicion” drug testing. If an employee refuses to be tested, fails to submit to testing when required, or has a confirmed positive drug test, the employee will be subject to disciplinary action, up to and including the termination of employment.

DeSales University is concerned that the use of drugs and/or alcohol may have serious consequences on the health of its employees. We have provided for full-time employees in our health care plans for counseling and/or rehabilitation services. Help is provided through the University Health Center or contact the Office of Human Resources for a referral to confidential counseling in the community.

3.4 HARASSMENT IN THE WORKPLACE

Consistent with our commitment to an employee’s right to work in an environment of respect, any act of harassment, in any manner or form, will not be tolerated, and if confirmed will subject the harasser to disciplinary action, up to and including unpaid suspension from work and/or termination of employment. DeSales University has a zero tolerance policy for any act of harassment by any employee or any person against any other person while either is on university premises or university business.

The term “harassment,” as used in this policy, shall mean: epithets, slurs, negative stereotyping, or offensive, intimidating or hostile words or deeds, which are communicated by any means, including voice mail or e-mail, and which relate to a person’s race, color, religion, national origin, age, citizenship, gender, veteran status, or physical or mental disability. In addition, this policy prohibits all other forms of harassing, demeaning or intimidating behavior, which while not unlawful, is considered inappropriate in a university setting.

To this end, the University has formalized a training program to educate all employees about the issues of sexual harassment in the workplace. All new hires are required to complete the online sexual harassment training within 30 days of hire.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:
submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

• submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

• such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

No university employee shall threaten or insinuate, either expressly or implicitly, that another employee’s or an applicant’s refusal to submit to sexual advances will adversely affect that person’s employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Similarly, no University employee shall promise, imply, or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Pursuant to this policy, the following is prohibited on the part of any University employee: unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic or verbal commentaries about an individual’s body; sexually degrading words used to describe an individual; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault; bullying or any unwelcome conduct directed toward any employee solely because of the individual’s gender.

Additional inappropriate behavior may also include any conduct prohibited by University policies about discrimination, discipline, workplace violence, health and safety, and drug and alcohol use. In addition, the University encourages employees to come forward with any workplace complaint even if the subject of the complaint is not explicitly covered by our written policies. This list is not all-inclusive.

3.4.1 PROBLEM RESOLUTION AND COMPLAINT PROCEDURE

In any organization situations may arise when employees don’t agree with each other. If you experience such a situation, the best method to resolve the issue is for the parties involved to work out their differences without jeopardizing the well being or
the productive efforts of others.

We realize not everyone has the skills to resolve interpersonal conflict in a respectful and productive manner. Therefore, any University employee who feels that he or she has been subjected to unlawful treatment or harassment must immediately report this conduct to his or her direct supervisor. In the event an employee is uncomfortable, for any reason, discussing such matters with his or her immediate supervisor or, in the alternative, the employee is not satisfied after bringing the matter to the attention of his or her immediate supervisor, the employee is directed to promptly report the matter to the supervisor’s manager or to the Director of Human Resources. If an employee is uncomfortable discussing such matters with a representative of the University’s Office of Human Resources or is not satisfied after bringing the matter to this person’s attention, the employee should immediately report the matter to the University’s Vice President for Administration, Finance and Campus Environment.

The University will investigate all allegations of harassment in as thorough, prompt, and confidential a manner as is reasonably possible under the circumstances and will take appropriate corrective action when warranted. Investigations will be conducted by a qualified individual in concert with the Office of Human Resources, who can and will, exercise independent judgment with respect to the complaint and who will conduct an investigation that is objective and impartial. The University will undertake all investigations of alleged harassment with due regard to the privacy of all parties involved and all employees who are involved in the investigation shall cooperate fully.

Any University employee who is determined, after an investigation, to have engaged in any incidents of harassment in violation of this policy will be subject to disciplinary action, up to and including termination of employment. In the United States, such discipline for salaried exempt and non-exempt employees, may involve an unpaid suspension from work. Following the investigation and implementation of any appropriate corrective measure, management will advise the complaining party that an investigation has been conducted and that appropriate action has been taken. In order to ensure that confidentiality and the right to privacy are protected, full details of the action taken may not be shared.

Employees of the University may raise concerns and make complaints of unlawful harassment without fear of reprisal. Retaliation in any form against a University employee who exercises, in good faith, the right to make a complaint pursuant to this policy is strictly prohibited and will itself constitutes a basis for appropriate disciplinary action.
Because of the serious nature of an allegation of harassment, any intentionally false and/or malicious complaint is also considered improper conduct subject to discipline up to and including termination.

Employees with questions regarding this policy should contact their immediate supervisor or the University’s Office of Human Resources.

3.5 WORKPLACE SAFETY

Employees are expected to work in a safe manner and follow basic safety rules. They must report any job-related illnesses or injuries to their supervisor immediately no matter how minor the injury or illness may appear (See Worker’s Compensation - Chapter 5, Section 5.8). The supervisor will complete an Employee Injury Report form and provide the completed report to the Office of Human Resources. Suggestions for safety improvements are welcomed from any staff member and should be made directly to the department supervisor or to the University’s Safety Coordinator in the Facilities Department at extension 1717.

Safety equipment is provided for the protection of each staff member who is working in an area or manner that requires protection. It is the employee’s responsibility to utilize the safety equipment provided. Employees should discuss any questions they may have regarding the use of safety equipment with their supervisor. Noncompliance with the use of safety equipment may result in disciplinary action, up to and including termination of employment.

3.6 SMOKING POLICY

Smoking is prohibited inside all buildings and vehicles owned or leased by DeSales University. Members of the campus community who choose to smoke must maintain a distance of 15 feet from any building openings (doors, windows, air intakes). This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers and applies to all employees, students, and visitors.

Disputes regarding smoking in the workplace should be addressed to the employee’s immediate supervisor. Disputes involving students should be addressed to the resident hall director or the office of the dean of students. Employees/students who violate this policy will be subject to corrective action in accordance with the progressive discipline policy in staff/student University handbooks respectively.
3.7 EMERGENCIES

Campus security is the responsibility of the University Police Department. In case of an emergency your first priority should be your own safety. In the event of an emergency dial 9-1-1 on the internal phone system to alert campus police of the situation. If there is no access to the internal phone system, please call 610.282.1100 ext. 1250.

In addition, all DeSales employees are encouraged to participate in the E2 Campus alert system. Questions regarding this emergency management notification system should be directed to DeSales extension 2242.

3.8 WORKPLACE VIOLENCE

DeSales University will not tolerate threats or violence of any manner in the workplace. Violence includes, but is not limited to, physical altercations, coercion, pushing, shoving, horseplay, intimidation, stalking, bullying and verbal threats of violence. Such actions should be reported immediately to a university supervisor. Any comments made by members of the workforce threatening violence to person or property will be taken seriously and may result in disciplinary action up to and including termination.

3.9 HOURS

Regular operating hours of the University are from 8:00 a.m. to 11:00 p.m. Monday through Friday during the Academic year. Normally, the work day conforms to a set of hours scheduled by departments to meet their particular needs and circumstances in which they function; however, there may be variations based on individual departmental requirements. Scheduled work hours should be established to ensure full time employees are working the hours for which they are paid. Any concerns about a department work schedule should be discussed with the personnel in the Office of Human Resources.

Administrative/Professional Staff - Are exempt employees paid a salary based upon a forty (40) hour workweek. The work they perform entails specific responsibilities and assignments; however they are not paid by the hours they work. They devote as much time as necessary to complete their work within prescribed deadlines.
3.10 INTRODUCTORY PERIOD

New employees, or those who transfer to another department, will have an “introductory” period of ninety days duration for full-time employees or up to 400 hours worked for part-time employees. This time allows the employee to become familiar with the work assignment, the supervisor, fellow employees, and the University. It also allows the supervisor to assess the skills of the new employee relative to the job assignment and communicate the need for additional development or make a determination that employment will not continue beyond that point. In certain circumstances the introductory period may be extended up to an additional ninety days upon request from the supervisor to the Office of Human Resources.

3.11 ATTENDANCE/TARDINESS

Regular and timely attendance is a mandatory requirement for employment with DeSales University. If, for any reason, an employee is unable to report to work, he or she must notify his or her immediate supervisor of the reason necessitating the absence or tardiness prior to the scheduled start of their workday or, if that is not possible, as soon as practicable under the circumstances.

Employees who are absent or tardy without providing the requisite notification will be subject to disciplinary action, up to and including termination of employment. Employees who are absent three (3) consecutive workdays without notifying their immediate supervisor or department manager will be deemed to have resigned from their positions with the University and will be terminated from employment.

Employees are required to report off from work each day or part thereof that they are unable to work due to illness or injury. In the event an employee is aware that an illness or injury will require an absence from work for three (3) or more consecutive days, the employee may request permission from his or her immediate supervisor not to report off on a daily basis.

Abuse of the excused absence privilege will result in disciplinary action, up to and including termination of employment.

3.12 PARKING
Employees must register their vehicle with the University Police Department and receive a parking sticker. The sticker must be displayed on the left rear bumper of the registered vehicle. Employees are expected to follow regulations as to areas, times, and parking restrictions. The University assumes no responsibility for damage or theft involving any personal vehicle or its contents while it is parked on University property.

3.13 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image DeSales University presents to its students and visitors. As such, all University employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Employees are expected to maintain appropriate standards of personal appearance and grooming. Neatness and cleanliness are very important and are a reflection of the University community. The immediate work area should be kept clean and uncluttered. Flagrant violations of standards of hygiene, personal cleanliness and/or neatness, or appropriateness of attire may be cause for disciplinary action, up to and including termination of employment.

3.14 EMPLOYEE IDENTIFICATION CARDS

Employee identification cards will be provided to all employees through the Auxiliary Services department. Employees are encouraged to wear these cards at all times while on campus. For security purposes, employees working in the student residence halls must wear photo I.D. cards at all times. For employees with appropriate authorization, the employee identification card also serves as a proximity card for access to certain campus facilities.

3.15 KEYS

Keys are issued to staff members as required to assist in the performance of their duties. Receipt of a University key carries implied personal responsibility on the part of the recipient. All key holders must report lost keys immediately to University Police and to their supervisor. Keys are issued through the Entry Control Coordinator (ext 1513) of the University’s Facilities Department and must be returned to them upon termination of employment. Failure to do so may result in payroll withholdings from the employee’s final paycheck.
3.16 TELEPHONE USE

The telephone service provided is intended for University business. Personal phone calls should be kept to a minimum and should be made only within the local calling area. Further, personal cell phones should be turned off when an employee is working. Employees using cell phones to make personal calls during working hours will be subject to disciplinary action, and excessive abuse of telephone usage may lead to disciplinary action up to and including termination.

3.17 USE OF UNIVERSITY FACILITIES

Employees are welcome to use the University facilities according to arrangements made by the director of each facility.

The University Bookstore carries office supplies, student supplies, postage stamps, and books. Staff members receive a discount on purchases of selected items. This is not a guaranteed benefit and may be suspended or discontinued at any time. The purchase of textbooks is not included in the discount policy.

The University Library is available for use by staff members. Books may be borrowed with a DeSales University library card. Library hours and details concerning use of library materials are available from library personnel.

The Athletic Facilities are available for use by staff members and their spouses. Use is restricted to times when the facilities are not being used by the University or by authorized rentals. The employee identification card serves as a proximity card for individual access to indoor athletic facilities. Arrangements for use of these facilities, both indoor and outdoor, must be made through the Athletic Director's Office.

3.18 SOLICITATION

University policy prohibits all solicitation and distribution of products, services and material by non-employees on University property or through the University's email system. Distribution of information regarding products, services and material by employees is prohibited while on working time.

3.18.1 POLITICAL ACTIVITY ON CAMPUS
DeSales University is absolutely prohibited from campaign intervention. Violations may result in loss of tax exemption and/or excise tax penalties. This includes, but is not limited to, direct endorsement of or opposition to a candidate. This includes any other action that has the effect of promoting or opposing a candidate.

No employee of the University can use any University property, facilities, time, or materials for the purpose of supporting or opposing any candidate.

3.19 PAY POLICIES

New Staff Members: Salaries are determined individually and are based on the nature of the position and experience of the individual. Paychecks are issued monthly. DeSales University encourages direct deposit of pay and with your authorization will automatically deposit your paycheck into your personal bank account(s). A copy of the check, verifying the transaction, is mailed to you through Campus Mail. Authorization forms are available from the Payroll or the Office of Human Resources if you are interested in taking advantage of the direct deposit option.

Continuing Staff Members: Salary increases normally become effective on September 1 of the year for which they are given. Individual notices are issued by the Office of Human Resources during the preceding summer.

3.19.1 PAYROLL DEDUCTIONS

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that the University is legally required to take. Such deductions include federal income tax, Social Security tax (FICA), and any applicable state or local taxes. Voluntary deductions are deductions that you have authorized. Such deductions might include insurance premiums, flexible spending account contributions, retirement contributions, and/or deposits to credit unions or savings accounts.

If you have any questions about your deductions, or wish to change your federal withholding form (Form W-4), contact the Payroll Office at extension 1256.

3.19.2 PAYCHECK INACCURACIES
DeSales strives to ensure all employees are paid in accordance with their position and the requirements of the law. Should any employee believe their paycheck or direct deposit confirmation is incorrect either in the gross amount paid or in any deductions made by the organization, he/she should report the problem immediately to his/her supervisor or to the Payroll department. The complaint should be in writing and accompanied by a copy of the paycheck stub in question.

In accordance with the requirements of the Fair Labor Standards Act (FLSA), DeSales is committed to the prompt investigation and resolution of any disputes with regard to pay. Accordingly, DeSales will investigate the matter thoroughly, and, if any pay was inappropriately withheld from or granted to an employee’s pay, it will be reimbursed or paid back within fifteen (15) days of the employee’s complaint. Employees may bring questions about their pay to a member of management without fear of reprisal or retaliation.

3.20 TIME REPORTING

At the end of each month exempt employees who receive/earn vacation are required to submit to their supervisor an accounting of the PTO and vacation time used during the month. Supervisors must approve the time paid but not worked for each employee before it is sent to Human Resources. It is the employee’s responsibility to provide accurate information regarding time worked, vacation time, sick time, holidays, and paid or unpaid time off and it is the supervisor’s responsibility to approve such requests.

Altering, falsifying, or tampering with time records will result in disciplinary action, up to and including termination of employment. Accumulated earned/unused vacation will not be paid to an employee upon termination if time sheets are outstanding.

3.21 PERFORMANCE MANAGEMENT AND SALARY ADMINISTRATION

The performance review process is conducted annually and is an integral part of a series of interrelated procedures that encompass institutional and individual goal setting, budgeting, performance evaluation, and salary administration. The major emphasis of this review is to encourage administrative and professional employees and their supervisors to establish
performance measures based upon job responsibilities in support of the strategic objectives of the University. These
guidelines are designed to promote an environment of cooperation between employee and supervisor. DeSales University
uses the following interrelated procedures to support our performance management and university budgeting initiatives.

- Institutional & Individual Goal Setting
- Human Resource Planning
- Performance Evaluation
- Salary Administration

The key documents to be used in reviewing performance are:

- **Position Description & Performance Appraisal** forms
- Individual annual Goals and Objectives

The **Position Description** is generated by the supervisor with input from the incumbent employee. Once a position
description is created, it can be modified due to changes in responsibility or authority. The change may be initiated by either
the supervisor or the employee but should be reviewed by both with final approval by the supervisor. Changes should be sent
to the Office of Human Resources for evaluation and grading.

**Individual Goals and Objectives** will flow from those established by the President and the President’s Cabinet. The
supervisor and employee may discuss and agree upon other personal or departmental goals, how they intend to meet these
goals, and a timetable for completion. Specific measures of performance should be included as appropriate.

**Annual Timetable:** Use the following calendar as a guide for scheduling the Performance Review:

1. All exempt employees: Between August 1 and August 22, the supervisor and employee establish goals and
   objectives with appropriate measures of performance for the coming year. The supervisor should provide copies
   of the Goals and Objectives (Performance Measures) and Job Descriptions, if modified, to the Office of Human
Resources by August 31.

2. Before the formal appraisal is completed, an employee and supervisor should meet to review the employee’s progress toward specific objectives and may make any modifications to objectives necessitated by changing business conditions.

3. During the month of May, the supervisor conducts an official performance review of the employee and prepares a Performance Evaluation using the forms described below. Both employee and supervisor will sign the completed appraisal form. An employee’s signature on the appraisal indicates he/she has had the opportunity to review the appraisal’s contents and is not an indication he/she agrees with the evaluation. Employees may provide comments as written attachments to the appraisal. Supervisors will provide the employee a copy of the completed appraisal and will send the original appraisal form to the Office of Human Resource for inclusion in the employee’s official personnel file.

4. The supervisor will use this performance information in generating the annual salary recommendation for the employee. The recommendation is submitted through the Director of Human Resources for review and submission to the University President for approval.

Upward Evaluation: DeSales University provides the opportunity for Administrative and Professional employees to evaluate their supervisors. This activity is voluntary but all are encouraged to participate in the process. Results of this evaluation may be discussed with the supervisor or sent directly to the Office of Human Resources.

Forms & Worksheets: The following forms and worksheets are to be used in the performance management process.

1. **Performance Appraisal Form:** Completed for all exempt employees.
2. **Upward Performance Appraisal:** Use the Upward Performance Appraisal form to evaluate the performance of your supervisor and/or administrator.
Copies of these forms can be obtained from the Office of Human Resources or on-line through the Human Resources webpage.

3.22 PERSONNEL FILE

Official personnel records are maintained in the Office of Human Resources for each non-faculty DeSales University employee. The information contained in these personnel files is confidential. Employees may have access to the contents of their personnel file upon reasonable written request made to the Office of Human Resources.

Personnel in the Office of Human Resources will schedule a time, during regular business hours when the requesting employee may inspect the contents of the personnel file. Although the inspecting employee may take notes during the records review, the personnel file and its contents may not be photocopied or removed from the place of inspection. Letters of reference and planning materials are not subject to examination.

Employees must notify the Office of Human Resources of any changes in personal information, including but not limited to, name, address, telephone number, beneficiaries, and employee benefit-related information, so that the employee's personnel file may be appropriately updated.

3.23 REFERENCE REQUESTS

It is University policy that only the Office of Human Resources is authorized to verify employment in response to reference requests. Employees or supervisors who are contacted for a work-related reference for former or existing University employees should direct such inquiries to the Office of Human Resources. Generally, in responding to reference requests the University will limit its response to the following information: dates of employment and employee title or positions held. Additional information such as current or past pay rates and scheduled increases will be supplied only if the employee signs a written request to have the information released.

3.24 JOB POSTINGS AND TRANSFERS
It is the practice of the University to post most job vacancies internally. Hiring managers will notify the Office of Human Resources if open positions should be simultaneously listed on the University website under Employment Opportunities. Hiring managers may also request postings in newspapers and other outside sources. The job posting form outlines the position, details of the assignment, qualifications, and the direct supervisor. Positions are posted internally for at least five (5) working days.

Employees seeking to nominate for an internally posted position are required to have at least one year of service in their present position before applying for an open position in another department. Exceptions are granted based on the recommendation of the department supervisor. The transfer of successful internal applicants will be effective at a time mutually agreeable to the managers of the departments involved.

3.25 PROGRESSIVE DISCIPLINE

DeSales University, in the fine tradition of Catholic education, values each employee as a unique creation of God and as a special gift to the entire campus community. We presume each individual takes pride in the institution and tries to serve the members of the University community with integrity and generosity. While most conflicts that arise can be and should be resolved through charitable dialog with the individuals involved, it is important to have a policy that outlines the University’s procedures for disciplinary action.

The nature of progressive discipline generally depends on the nature of the offense and an employee's previous record, and may range from verbal counseling to immediate dismissal. The normal progressive discipline procedure consists of:

- Verbal counseling/warning
- Written warning
- Disciplinary suspension
- Discharge

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Moreover, exception or deviation from the normal procedure may occur whenever the University deems appropriate.

There are, however, some offenses that are so serious that immediate discharge will usually be warranted. Those offenses
include, but are not limited to:

- Theft, unauthorized use, abuse, misuse, destruction, or removal of property belonging to the University or University employees.

- Possession of weapons or explosives on University premises without authorization.

- Reporting to work under the influence of alcohol or drugs; drinking alcoholic beverages or using illegal drugs at work, on or off the University premises; possession or distribution of illegal drugs during working hours or break times on or off the University premises; and/or failing or refusing to take a drug and/or alcohol test.

- Disobedience and insubordination to supervisors, refusal or failure to perform work assignments that support university goals or to follow properly given instructions.

- Excessive tardiness or absenteeism, including failure to notify when absent for three consecutive days.

- Falsifying of application, insurance records, or other records.

- Making false, vicious, or malicious statements about any employee, the University or any of its services.

- Intimidating or interfering with fellow employees, provoking a fight or fighting during working hours or on University premises; or physically assaulting someone in the workforce.

- Sexual or other forms of unlawful harassment.

- Flagrant and documented actions that are not in accord with the mission and philosophy of the University. (See Chapter 1)

NOTE: This list is not all-inclusive and does not limit, in any way, the University’s right to terminate employment at any time, with or without cause.
3.26 RESOLUTION AND APPEAL

Employees have the right to appeal in the case of a supervisory decision or other action which has a perceived adverse effect upon the employee.

1. The employee should discuss the problem with his or her supervisor or department head. Generally most problems can be settled in this manner. If the employee feels this meeting has not resolved the problem, then
2. The employee should request a meeting with the Office of Human Resources. If the employee is not satisfied with the results of this meeting, then
3. The employee should report the matter to the University’s Vice President for Administration, Finance and Campus Environment.

3.27 SUPPLEMENTAL EMPLOYMENT

Appointments to Administrative/Professional positions require a full time commitment to assigned duties and responsibilities. As a matter of policy, the University does not permit full-time Administrative/Professional Staff to be engaged in any other occupation without the prior approval of their supervisor after consultation with the Director of Human Resources. Exceptions to this policy require approval by the University President after review and recommendation by the appropriate Vice President.

3.28 TRAVEL POLICY

All travel on University business is to be approved in advance by the administrator with budget responsibility. The travel policy does not pertain to personal travel during the day or travel to or from work. For travel on University business, the most direct route and the most economical method of transportation should be used.

If employees utilize their personal vehicle on University business they will be reimbursed at the established University mileage rate, plus any tolls and/or parking expenses. Reimbursed mileage will be either from the employee’s place of residence or the University, whichever is the shorter distance. All receipts for reimbursement of travel expenses must be attached to the Travel Expense Form. Upon completion of business travel, an employee should submit a completed and
approved **Travel Expense Form**, through their supervisor, to the Treasurer's Office.

### 3.28.1 EXPENSE REIMBURSEMENT

An employee who incurs expenses on behalf of the University will be reimbursed for the actual work-related expenses incurred. Employees must follow these procedures:

- Obtain permission from their supervisor before incurring an expense. Make an effort to save money and use approved vendors when possible.
- Keep a receipt or other proof of payment for every expense.
- Submit receipts, along with an expense report, to their supervisor for approval within 30 days of incurring an expense.

### 3.28.2 PREFERRED VENDORS

The University maintains a list of preferred vendors for various work-related items and services. Employees are asked to use these vendors whenever possible. A list of these vendors is available from the Executive Director of Campus Environment.

### 3.29 CONFIDENTIALITY AND PROTECTION OF PROPERTY RIGHTS

Except as is necessary for the proper performance of their duties for DeSales University, employees of the University shall not, for any reason, either directly or indirectly, disclose to any person or entity outside the University, or use for their own personal benefit, any Confidential Information of the University either during their employment or following termination of that employment. For the purposes of this policy, “Confidential Information” means any information relating in any way to the operations of DeSales University, disclosed to or known by the employee as a consequence of, result of, or through the employee's employment with the University. This information includes, but is not limited to, any and all information about the University's finances, students, curriculum, employees, business plans, and educational strategies.
DeSales University employees shall, at all times, take precautions necessary to protect from loss or disclosure any and all documents or other information containing, referring, or relating to such Confidential Information. Additionally, any disclosure of Confidential Information that is necessary for the proper performance of the employee’s duties for the University must be specifically approved by the employee’s immediate supervisor.

Upon termination of employment with DeSales University, employees shall promptly return to the University any and all documents, files, records, notes, lists, or other tangible property, whether in hard copy or on computer disk, containing, referring, or relating to such Confidential Information. In addition, upon termination of employment, employees shall promptly return to the University any other University property in their possession, custody, or control (e.g., University credit cards). Failure by the employee to return University property subsequent to termination may result in payroll withholdings from the employee’s final paycheck.

3.30 CONFLICT OF INTEREST

Employees must avoid conflicts of interest, or appearances of conflict, between their own personal or professional interests and the interests of the University. A conflict of interest may occur if an employee: (1) has an existing or potential interest, financial or non-financial, which may impair, or may appear to impair, the employee’s independent judgment when performing University responsibilities, or (2) receives or may receive a material, financial, or other benefit from knowledge of confidential or proprietary University information. In addition, a conflict may occur if either of these situations exists involving a member of the immediate family or household of an employee, or an organization with which the employee or family member has a significant management, ownership, or material association.

If an employee believes he or she is involved in a matter or is engaged in an activity in which a conflict of interest may exist, the employee must promptly and fully disclose the conflict to the Associate Vice President for Planning and Administration. The employee will refrain from further participation in the matter until it is resolved, and follow directions given by the University concerning the matter.

If an employee is unsure about whether an activity might violate this policy, or for answers to questions regarding this policy employees are asked to consult with the Associate Vice President for Planning and Administration. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.
3.31 GIFTS AND GRATUITIES

It is the policy of the University to prohibit the acceptance of gifts, services, or other gratuities in excess of $75.00 which may be offered to an employee and immediate family members by a business or an individual with whom the University transacts business, when the transaction, or promise thereof, gives rise to such offers. Likewise, gifts, services, or gratuities for prior transactions are prohibited. If such an offer is made, an employee may do one of the following:

1. Suggest to the would-be donor that, in lieu of the gift, the fair market value be donated to the University for application to endowment; or,
2. If the gift is of a nature which would allow its enjoyment by the University community, accept it on behalf of the University; or,
3. Reject the gift.

An employee, department, or program that receives any gift for University or student use should contact the Institutional Advancement Office with details about the gifts, the name of the person who donated it, and an estimated value of the donation. If the donation is a product, the Institutional Advancement Office sends a Gift-In-Kind form to the donor for tax purposes. If the gift is monetary, a similar form is returned to the donor. It is imperative that the Institutional Advancement Office be notified upon receipt of any donations.

3.32 CODE OF ETHICAL CONDUCT FOR UNIVERSITY REPRESENTATIVES

This Code of Ethical Conduct provides a guide to Administrative and Professional Employees of DeSales University who are authorized to make decisions regarding the use of University resources.

The University has many obligations to others. One of the most important is to maintain the highest ethical standard in all the associations and activities with outsiders that take place on behalf of the University. Personal responsibility, integrity, and the exercise of good judgment on the part of University representatives are needed. It is essential that all University representatives conduct business in a manner that will withstand the sharpest scrutiny.

The best way to ensure propriety and to avoid even the semblance of wrongdoing is for all University representatives to follow
a practice of full prior disclosure in writing of any association, relationship, business arrangement, or circumstance that might suggest to disinterested and objective investigators that decisions were made contrary to the best interest of the University and for personal gain or the gain of family, close friend, or business associates. All such prior disclosures should be done through organizational channels to the appropriate administrator.

If the University representative is instructed by a superior to perform any act about which the representative has any ethical or moral question, it is his/her responsibility to call such doubts to the attention of the superior and request that the matter be taken up with higher authority.

Although it is not practical to enumerate all situations that might involve questions of ethical conduct or conflict of interest, the following examples are situations that are considered to be in conflict with University interest or a violation of trust:

**USE OF UNIVERSITY RESOURCES**

For a University representative to make unauthorized use of any University resource, including the services of University employees, for his/her own personal benefit.

**COMPLIANCE WITH RULES**

For a University representative to fail to strictly comply with any rules, regulations, or standards applicable to the University.

**DISCLOSURE OF CONFIDENTIAL INFORMATION**

For a University representative, without proper authority, to give or release to anyone not authorized to receive such information, any data of a confidential nature secured through one’s employment.

**ACCEPTANCE OF GIFTS**

For a University representative or dependent member of his/her family to accept from any organization or person doing or seeking to do business with the University, a loan or a gift or favor of more than $75.00 in value. This paragraph should not be
deemed to prohibit normal loans made in the ordinary course of business from banks or financial institutions that may have or expect to have relations with the University.

PROVISION OF GIFTS
For a University representative or any dependent member of his/her family to provide a gift or favor of more than nominal value to any organization or person doing or seeking to do business with the University.

INTEREST IN SUPPLIER
For a University representative or any dependent member of his/her family to have an interest in any organization that has, or is seeking to have, business dealings with the University where there is an opportunity for preferential treatment to be given or received except (a) with the knowledge and written consent of the President or the President’s designee, or (b) in any case where such an interest comprises securities in widely held corporations that are quoted and sold on the open market, or in private corporations that are quoted and sold on the open market, or in private corporations where the interest is not material.

COMPETITION WITH UNIVERSITY
For a University representative, directly or through a corporation in which he/she has a substantial interest, to engage in any other enterprise for remuneration when the activity is in direct competition with the University, except with the knowledge and written consent of the President or the President’s designee.

SALE OR LEASE OF PROPERTY
For a University representative or any dependent member of his/her family to sell or lease any kind of property to the University or to any organization or person that is, or is seeking to become a supplier to the University, except with the written approval of the President or the President’s designee.

EMPLOYMENT BY SUPPLIER
For a University representative to serve as an officer or director of, or as a consultant to, or to be otherwise employed by any company doing or seeking to do business with the University, except with the knowledge and written consent of the President or the President’s designee.

3.33 E-MAIL

DeSales University maintains an electronic mail system. This system is provided by the University to assist it in the conduct of its business and educational operations. The electronic mail system hardware is the property of the University. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the University. These messages are not the private property of any employee of the University.

The use of the electronic mail system is reserved solely for the conduct of DeSales University business. It may not be used for personal business or personal communication. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations, or other non-job-related solicitations.

The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone’s age, gender, religious or political beliefs, national origin, veteran’s status, or disability. Likewise, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

DeSales University reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose. Accordingly, the confidentiality of any message should not be assumed. Even when a message is erased or deleted from the University computer system, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the University or they are invalid and cannot be used.

Notwithstanding the University’s right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the University.
Any employee who discovers a violation of this policy should immediately notify his or her immediate supervisor and/or the Office of Human Resources.

Any employee who violates this policy or uses the electronic mail system for improper purposes will be subject to disciplinary action, up to and including termination of employment.

3.34 INTERNET CODE OF CONDUCT

Access to the Internet is provided to certain DeSales University employees for the benefit of the University to assist it in the conduct of its business and educational operations. Internet access allows University employees to connect to information resources around the world. As such, every University employee has a responsibility to maintain and enhance the University's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the University's public image, the following guidelines have been established for use of the Internet by University employees.

3.34.1 ACCEPTABLE USE OF THE INTERNET

Employees accessing the Internet are representing DeSales University. All communication and use should be for professional purposes only. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used only to conduct official University business. Databases may be accessed only for information as needed for furtherance of legitimate University interests. Electronic mail (e-mail) may be used for University purposes only.

3.34.2 UNACCEPTABLE USE OF THE INTERNET

Employees are prohibited from using the Internet to visit, view, download, transfer, or otherwise contact pornographic, sexually explicit, or other inappropriate sites, addresses, and/or websites. Likewise, employees who have access to the University's website and the information contained therein are strictly prohibited from altering the University website in any
way that will portray the University in a bad light or reflect poorly upon the University as an educational institution.

The Internet should not be used for personal gain or advancement of individual views, through the use of the University network. Likewise, solicitation of non-University business or any use of the Internet for personal gain is strictly prohibited through access to the University network. Use of the Internet must not disrupt the operation of the University network or the networks of other users. Use of the Internet must not interfere with employee productivity during the course of regularly scheduled work hours.

3.34.3 COMMUNICATIONS

Each DeSales University employee is responsible for the content of all text, audio, or images that they place or send over the Internet and/or on the University's website. Fraudulent, harassing, or obscene messages, pictures, or other text are strictly prohibited. All messages communicated on the Internet should have the responsible employee's name attached. No messages should be transmitted under an assumed name. DeSales University Internet users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. Abusive, profane, or offensive language is not to be transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own user-names on other Internet systems.

3.34.4 SOFTWARE

System users are liable for any action or negligence that directly or indirectly results in adverse effects upon the System or its users. To prevent computer viruses from being transmitted through the DeSales University computer system, cautions should be used when downloading any software. The following guidelines should be followed:

- Verify that antivirus software is installed on your computer and configured to scan all downloads, e-mail, CD's and disks. You can get this verified through the DeSales Help Desk.

- Make sure your files are backed up regularly if you are storing files on your local C: drive.
• Do not open any files attached to an e-mail from an unknown, suspicious, or untrustworthy source.

• Do not open any files attached to an e-mail unless you know what it is, even if it appears to come from a friend or someone you know.

• Exercise caution when downloading files from the Internet. Always ensure the source is legitimate and reputable. Contact the IT Help Desk if you are not sure of the source or reliability of the website.

3.34.5 COPYRIGHT ISSUES

Copyrighted materials belonging to entities other than DeSales University may not be transmitted by University employees on the Internet. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by DeSales University or legal action by the copyright owner.

3.34.6 SECURITY

All messages created, sent, or retrieved over the Internet through the University network are the property of DeSales University and should not be considered private property. The University reserves the right to access and monitor all messages and files on its computer system as well as all Internet usage as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

3.34.7 HARASSMENT

Use of the Internet or DeSales University's computer system for harassment of any kind is strictly prohibited. To this end, all messages with derogatory or inflammatory remarks about an individual or group’s race, religion, national origin, physical attributes, gender, or any other protected classification are strictly prohibited.

3.34.8 VIOLATIONS
Violation of any provision of this Internet Code of Conduct, as set forth above, may result in disciplinary action, up to and including termination. If necessary, DeSales University will advise appropriate legal authorities.

3.35 BACKGROUND INVESTIGATIONS

In order to ensure a safe and secure environment for its employees and students and to verify the information provided by prospective employees, in conjunction with the employment process, the University conducts background investigations on applicants for employment. A criminal background investigation will be conducted with respect to all University positions.

Other background checks, such as verification of academic credentials, motor vehicle report, credit check, etc may be directed by the Director of Human Resources in conjunction with the hiring manager.

3.36 CONSENSUAL RELATIONSHIPS

Maintaining appropriate relationships between student - teacher and supervisor - employee is central to the mission of DeSales University and its sense of community. Personal ties should not interfere with the professional integrity of these relationships. Romantic and/or sexual relations by individuals between these groupings may appear to be consensual, but in fact are not always so. These situations often create a conflict of interest, and can lead to abuse of power. In addition, such relationships carry the appearance of bias or preferential treatment. They can endanger the sense of community, the openness of communication, or the presumption of fairness. All of this seriously threatens the foundation of the University’s mission.

The Catholic faith clearly holds that sexual activity is appropriate only within the context of marriage, where two individuals as husband and wife, equal in status and mature in development, freely decide to share their lives in a life-long union. This is not the context of the relationship between student-teacher or supervisor-employee. Even romantic relationships that might be acceptable in other circumstances always pose the inherent risk that they will result in sexual harassment when they occur between members of the University community where a significant power or status differential between the parties exists. This includes, but is not limited to, any teacher, graduate student, administrator, supervisor, coach, program director, advisor, counselor, or residence-life staff member who has supervisory responsibility for students or employees.
Voluntary consent by a student or a subordinate in a dating relationship, even if present, is always suspect given the fundamentally asymmetrical nature of status and power. Professionalism is threatened by any relationship where one party has professional responsibility for the other. Such relationships place, or seem to place, the person with the power or status advantage in a position to favor or advance the other party’s interests at the expense of others and implicitly make, or seem to make, obtaining benefits contingent on romantic or sexual favors. Participation in such relationships can ruin the careers and reputations of both participants in the relationship. Such participation can also adversely affect the University’s sense of community, and the integrity of the learning environment. Faculty and supervisors need to understand that complaints of sexual harassment can follow them for years after the relationship ends. Professionalism within the University demands that those with authority neither abuse, nor seem to abuse, the power with which they are entrusted.

DeSales University takes the position that all such relationships are ill-advised and inherently unethical. Therefore, the University will not tolerate them.

3.37 NEPOTISM

DeSales University is committed to a policy of employment and advancement based on qualifications and merit. Under some circumstances the employment and placement of close relatives in certain positions or work groups may create potential conflict with this policy.

**Definition of close relative:** For the purpose of this policy, a close relative is defined as any one of the following who is related by blood, marriage, or legal procedure to an employee or to the employee’s husband or wife:

- Spouse
- Parent or child
- Grandparent or grandchild
- Brother or sister
- Uncle or aunt
• Nephew or niece
• Cousin
• Spouse of any of the above

**Restriction on Employment of Relatives**

In the interest of productivity, equitable treatment of employees, and the protection of University resources, no individual shall be employed in an academic or administrative department in which an immediate relative is already employed. Moreover, University faculty and staff members are not to initiate or participate in University decisions involving a direct benefit (for example, initial appointment, reappointment, promotion, salary, or leave of absence) to their relatives.

If any University employee enters into this type of situation, one of the individuals must seek a transfer. Such changes must be approved by the appropriate vice president.

If an employee becomes a close relative of another employee who is already in the same department, continued employment can occur provided a satisfactory arrangement is outlined and approved in advance by the appropriate vice president. To avoid awkward work situations, these arrangements will restrict any supervising family member from making decisions that will directly affect a relative and will restrict access to relevant confidential information.

**Appeal Process**

There may be circumstances where employment of two members of the same family in a single academic or administrative department might be desirable (e.g. when specialized educational background and experience are needed). The case for such employment of relatives may be appealed to the appropriate Vice President and Director of Human Resources and must be approved by the President.

**3.38 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.
Employees are prohibited from disclosing, without consent from the student, any information from the student's record. For additional information and guidelines regarding FERPA please contact the Registrar.

### 3.39 WORKPLACE PRIVACY

Employees do not have a right to privacy in their workspaces or in any other property belonging to the University. DeSales University reserves the right to search University property at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. University property includes, but is not limited to, lockers, desks, file cabinets, storage areas, email, computers, and workspaces. If you use a lock on any item of University property (a locker or file cabinet, for example), a copy of the key or combination to must be given to the University Police.

### 3.40 PET POLICY

University policy prohibits pets in undergraduate residence areas or in administration and academic facilities of the University. This insures the health and comfort of students and employees while providing for the general cleanliness of our institution. While pets and other animals can be a source of enjoyment they can also pose a threat to the health and safety of the campus community. In addition, pets create a significant liability to the University. Dogs needed to provide services and assistance for medical or physical reasons are permitted.
CHAPTER 4

ABSENCE POLICIES

The University provides full time employees an allowance to cover necessary absences from work. For each month worked the employee receives a credit of one day to be added to this allowance. These days of Paid Time Off (PTO days) are to be used only for illness, personal or family necessities, and certain other reasons described in Section 4.2. By accumulating PTO days employees build a reserve for extended short term absence caused by illness or disability. (For long-term disability a separate benefit applies - See Section 5.4). Paid Time Off is never to be considered as a vacation allowance. Employees are not paid for accrued but unused PTO days at the time of termination. Questions regarding the following policies should be directed to the Office of Human Resources.

4.1 EARNING PAID TIME OFF (PTO)

Full time employees will earn one day of Paid Time Off (PTO) for each month of service to a maximum of 120 days. These days may be used to cover absences due to illness, personal reasons, funerals, and other specified purposes.

4.2 USING PAID TIME OFF (PTO)

If employees know in advance that they will be absent, they should discuss the situation with their supervisor. Otherwise, the supervisor should be notified as soon as possible to report the absence. If an illness or situation extends beyond one day, employees are required to inform their supervisor when they expect to return.

The employee should indicate on his or her time sheet the date, the amount of PTO taken (1/2 or full day), and the reason for the absence. Employees must provide an acceptable explanation or documentation to the supervisor for any time off under this section. In the case of illness, the University reserves the right to require a physician’s statement.

Vacation will be substituted in the event an employee uses more PTO time than the amount in his or her PTO bank.

PTO absences are used in either ½ day or full day segments. All absences must be recorded on the employee’s time sheet. An
up to date record of earned and used PTO days is maintained in the Office of Human Resources. The types of absence recorded are:

**Illness:** This includes absence caused by the employee’s sickness or injury including appointments with physicians and other health care providers. In the case of an on-the-job-injury, care is provided under the terms of the University’s Worker’s Compensation Plan. (See Section 5.8)

**Personal:** This includes necessary absence to attend to essential personal business and family needs (illness, appointments, emergencies). The number of personal days an employee typically uses in one year is about three. There is, however, no set allowance; absence for personal reasons is based upon necessity.

Absence due to difficult weather conditions on a day when the University does not close is to be recorded as a personal day. As an alternative, an employee may take a vacation day.

**4.3 BEREAVEMENT LEAVE:**

In the event of a death in the immediate family, a full time employee may take up to three PTO days of personal leave. For the purposes of this policy the immediate family is defined as parent, spouse, child, brother, sister, grandparent, or in-law of the same degree. Employees are required to use PTO or vacation days for other funerals.

**4.4 Jury Duty:** In the event an employee is called for jury duty, the University will pay the employee’s base salary for jury service up to a maximum of two (2) weeks. Documentation of an employee’s jury duty orders and financial arrangements should be provided to the Office of Human Resources by the department supervisor. Employees are expected to report to work in the morning if they are scheduled for jury duty in the afternoon. Absence for jury duty will not be deducted from the employee’s accumulated PTO time.

**4.5 MILITARY SERVICE LEAVE:**

It is the intent of the University in all matters pertaining to employees involved in the armed forces to abide by the provisions
of all applicable State and Federal Laws. Human Resources and the employee’s supervisor must be notified promptly of military leave dates. This policy is limited to military reservists who are full-time active employees of the University and does not apply to full-time employees who voluntarily enlist in the armed services. The University reserves the right to alter or extend this policy to meet specific circumstances as long as minimum requirements of State and Federal laws are met.

4.5.1 PAY DIFFERENTIALS

Employees who are members of the Armed Forces Reserve or National Guard are permitted to apply for a leave of absence for the prescribed annual training period (approximately two weeks per year) and/or required weekend duty. Documentation of an employee’s military orders and financial arrangements should be provided to the Office of Human Resources. DeSales University will reimburse an employee for the difference between his or her regular paycheck from the University and the amount received for training from the military. For military leave that extends beyond the two-week period the University will continue to pay the difference between his or her University paycheck and the amount received from the military for a period of **30 days**. All other military leave is unpaid. Vacation may be used for this purpose at the employee’s option. Absence for military service leave will not be deducted from the employee’s accumulated PTO time.

4.5.2 MEDICAL COVERAGE

In the case of emergencies or national defense reservists may be called to active duty for periods in excess of the annual two-week military training obligation. In these cases employees will be granted unrestricted leave in accordance with applicable State and Federal Laws. For extended Military Leave up to 30 days in duration the University will continue to pay the difference for the duration of the leave. Health and dental benefits will continue during military leave of 30 days or fewer at no cost to the employee except for his/her share of premiums. For military leave beyond 30 days the law will be the controlling factor.

4.5.3 RETIREMENT PLAN

Contributions to the employee’s retirement fund during military leave will be made providing the 1,000 hours worked criterion is met for the plan year.
4.5.4 JOB REINSTATEMENT

Reservists who return to the University are entitled to restoration to a position of like status and pay providing they return within the time limits provided by law.

4.5.5 LIFE INSURANCE

The life insurance provided to all full-time employees by DeSales University is subject to policy guidelines. The University’s group life insurance plan contains exclusions for acts of war. Therefore, claims arising from acts of war are not covered.

4.5.6 OTHER BENEFITS

Time spent by reservists under these military obligations will be considered as “continuous service” for purposes of qualifying for various benefits such as vacation, waiting periods, service related issues and date of hire status.

4.6 FAMILY AND MEDICAL LEAVE

DeSales University is committed to full compliance with all of the requirements of the Family and Medical Leave Act (“FMLA”). Employees who have been employed by the University for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) month period are eligible for up to twelve (12) weeks or 480 hours of unpaid leave due to the birth or adoption of a child or the “serious health condition” of the employee or the employee’s spouse, child, or parent. An eligible employee’s FMLA leave entitlement is limited to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period. FMLA leave will run concurrently commencing from the first day of absence with paid leave of absence periods or short term disability leaves of greater than five (5) working days.

In addition, eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status with the National Guard or the Reserves in support of a contingency operation. A qualifying exigency arises when the military member is on active duty or is called to active duty status and includes the following: (1) short-notice
deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities that are agreed upon by the Employer and the employee.

Further, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty is entitled to up to 26 weeks of leave in a single 12-month period of care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Eligible employees who need to take FMLA leave must provide the University with at least thirty (30) days advance notice before the leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition. If thirty (30) days notice is not possible, due to lack of knowledge of approximately when the leave will be required, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. A Leave of Absence form, available from the Office of Human Resources, must be completed and returned with accurate details of the leave and the appropriate supervisor’s signature. When an employee fails to give the requisite notice for FMLA leave, the commencement of such leave may be delayed.

An eligible employee may elect, or the University may require the employee, to take paid leave (e.g., vacation or PTO) during FMLA leave for any part of the 12-week period of such leave.

For eligible employees who are covered under the University’s health insurance plan, the University will continue to make its contribution toward the employee’s health insurance coverage while the employee is on FMLA leave. In order for such coverage to continue, however, employees on FMLA leave must continue to pay their share of the premium payment. These payment(s) must be sent directly to the University Payroll Office each month during which the employee is on FMLA leave.

Failure to timely make these payments may result in the termination of the employee’s coverage under the University’s health insurance plan.

4.6.1 MATERNITY LEAVE
Maternity leave is granted in accordance with the Family Medical Leave Act of 1993.

4.7 UNIVERSITY CLOSINGS

DeSales University offices and services will ordinarily function on all scheduled working days of the year and employees should be in attendance. On those rare occasions when weather conditions are approaching emergency status or in the case of other emergency situations, University officials may delay or cancel classes and office hours. Announcement of delays or cancellations will be made as early as possible on local radio and TV stations that normally carry closings and on the University phone or E2 Campus system. Announcements concerning delay or cancellation of evening classes will be made in the afternoon. In the absence of such announcements it should be assumed classes are meeting and offices are open.

If inclement weather conditions cause a closing of the University at or before noon employees who have elected to remain home for that day must use a half-day of vacation or PTO time. If the start of the workday is delayed until noon or later employees who elect to stay home for that day because of the inclement weather conditions need only charge a half-day to vacation or PTO time. If the University closes after noon employees who elected to stay home must use a full vacation day or PTO day. Employees who elect to stay home when the University has a delayed start but opens before noon must use a full vacation or PTO day. The decision to close the University is reserved for the President or designee and may not be made by individual supervisors, thus individual supervisors may not, at their own discretion, release employees.

4.8 UNPAID LEAVE

The University recognizes that situations can arise which may require a leave of absence without pay. Such leave may be granted at the discretion of the University according to an employee’s needs and the University’s ability to make appropriate personnel adjustments. Vacation and PTO do not accrue during an unpaid leave of absence. Arrangements must be made with respect to continuation of an employee’s benefits. Generally unpaid leave is not granted to employees with less than one year of service. Employees should discuss their requirements for unpaid leave with their supervisor who must approve all unpaid leave periods in conjunction with the Office of Human Resources. A Leave of Absence form, available from the Office of Human Resources, must be completed and returned to Human Resources with accurate details of the leave and the appropriate supervisor's approval.
4.9 EXIT INTERVIEWS

In the event an employee decides to leave employment at DeSales, the departing employee’s supervisor or manager must notify the Office of Human Resources immediately. The supervisor will be provided an Employee Out processing Form which will detail the employee’s and the supervisor’s responsibilities to be completed prior to the employee’s last day of work.

An exit interview will be conducted with the departing employees by a member of the Office of Human Resources. During the interview the employee will be given the opportunity to discuss his or her employment experience. These comments have tremendous value to the University. The exit interview also gives us an opportunity to explain to departing employees issues pertaining to insurance, final paychecks, references, or other matters related to benefits.
DeSales University provides a competitive benefits package to attract and maintain an excellent work force. The following benefits may be altered, modified, or eliminated by the University in response to future legislative or market conditions. The following summaries are not intended to be all-inclusive. Copies of plan documents are obtainable from the Office of Human Resources. Please refer to plan documents for specific details.

5.1 MEDICAL AND DENTAL PLANS

5.1.1 HEALTH CARE PLANS

Health insurance coverage is available for full-time employees on the first day of the month after the date of hire. The University pays a fixed amount toward the health care premium of these plans. These premium contributions may vary according to plan choice. Employees will also contribute to the cost of the plans offered. The University will conduct an annual open enrollment period in December when employees have the option to change health care plans and make other benefit elections. Employees may elect to waive coverage if they have medical coverage through another source.

5.1.2 SPOUSAL COORDINATION OF BENEFITS

The spouse of an employee is ineligible for health care coverage if such spouse is eligible for coverage at his/her place of employment. If a spouse loses coverage through an employer, creating a qualifying event, he/she would then become eligible for the University health care plan. To add a spouse to University health care a completed Spousal Coordination of Benefits form, available from the Office of Human Resources, must accompany the health care enrollment form.

5.1.3 DENTAL PLAN

Dental insurance coverage is available for full-time employees on the first day of the month after the date of hire. Employees
may elect to purchase this insurance coverage at reduced group rates.

5.1.4 FLEXIBLE SPENDING ACCOUNTS

Full-time employees are eligible to establish an account(s) for the purpose of deducting money from their salary on a pre-tax basis to:

1. Establish a Health Care account
2. Establish a Dependent Care account

5.2 LIFE INSURANCE

DeSales University provides a group life insurance policy to all full-time employees. The amount of this policy is equal to one and one-half times the employee's annual salary to a maximum of $250,000. The plan covers natural or accidental death, loss of sight and dismemberment. Employees are eligible for this benefit from the first of the month after the date of hire through the end of the month in which they are employed full-time.

Should the employee decide to change the beneficiary on his or her life insurance policy, it is the employee's responsibility to contact the Office of Human Resources and complete the necessary forms.

Upon termination of employment from the University, the employee has the option of converting this policy to personal insurance coverage.

5.3 RETIREMENT ANNUITY

DeSales University maintains a 403(b) Defined Contribution Retirement Plan in a Retirement Annuity with the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). After one year of service, employees 21 years of age or older may elect to participate. In general, the University contributes an amount equal to 8% (eight percent) of the employee's base salary when a minimum of 4% (four percent) is contributed to a Retirement Annuity (RA) account. The University reserves the right to adjust the university match as business conditions dictate.
Part-time employees may participate if their annual hours exceed 1,000 hours in a plan year (January through December). Contributions are immediately vested in an employee’s account. Should an employee decide not to participate in this plan he or she will be required to sign a waiver.

Employees also have the option to participate in a Supplemental Retirement Annuity (SRA) as an additional means to save money on a tax-deferred basis. The SRA provides an opportunity to accumulate financial reserves. There is no university match to an SRA account. Annuity accumulations may be used as security for a loan from TIAA-CREF. A current prospectus and enrollment materials are available from the Office of Human Resources. If an employee terminates his or her employment with the University, a variety of options are available with respect to these account(s) pursuant to IRS and TIAA-CREF regulations.

5.3.1 ELIGIBILITY FOR UNIVERSITY CONTRIBUTIONS

An eligible employee may begin participation in this plan on a voluntary basis on the first of the month after the month of their initial employment. University contributions are made to Retirement Annuity (RA) accounts only and would commence following the employee’s completion of one year of continuous service to the University. Previous service at an eligible employer will count toward the waiting period. The definition of an eligible employer is any participating educational or health care organization.

5.4 LONG-TERM DISABILITY

DeSales University provides a group Long Term Disability (LTD) Policy for all full-time employees on the first day of the month following one year of continuous service. The one year waiting period will be waived if an employee has prior LTD coverage within sixty days of employment with the University and can provide evidence of that coverage to the Office of Human Resources.

The University pays the entire LTD premium to the carrier. If an employee is ill or disabled and unable to work, the first six months of absence are covered under the Absence Policies section of this Handbook. After six months of absence, application will be made by the employee to the insurance carrier for a benefit equal to 60 percent of an employee’s salary less other income benefits until the employee returns to work in his or her current position, trains for another position, or achieves age 65 if the employee was younger than 62 when the disability began. If the employee is 62 or older when the disability starts, please refer to the Maximum Duration Benefits Table in the plan document. It is the employee’s responsibility to continue to
pay his or her medical insurance premium while on LTD.

5.5 SOCIAL SECURITY/MEDICARE CONTRIBUTIONS

Federal regulations under the Federal Insurance Contributions Act require DeSales University to withhold Social Security and Medicare taxes from an employee’s wages. This amount, combined with an equal contribution from the University, is sent to the Federal Government. A copy of the amount of wages subject to deductions can be obtained by contacting our Payroll Office (x 1256).

5.6 VACATION

All employees earn vacation on an accrual basis. The vacation year begins on September 1 and ends on August 31. You can determine your vacation allowance by referring to the chart below. Employees with less than one year of service should contact the Office of Human Resources for their vacation status.

In the event an employee does not submit a timesheet to their supervisor in a timely manner, it will be assumed the employee has used all vacation at the end of the vacation year and at termination of employment. Therefore, absent appropriate and timely recording of time used, no amount of vacation may be carried over into the next vacation year and no compensation will be paid to the employee upon termination.

**Twelve-Month Employees:** This table summarizes the vacation allowance for all full time Administrative and Professional twelve-month employees.

<table>
<thead>
<tr>
<th>Full Years of Service as of August 31</th>
<th>Executive</th>
<th>Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Hire</td>
<td>Refer to Human Resources</td>
<td>Prorated – refer to Human Resources</td>
</tr>
<tr>
<td>Less than 2</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
<td>16</td>
</tr>
</tbody>
</table>
Vacations should be scheduled with supervisors in advance. Every effort will be made to accommodate vacation schedules; however, the demands of each office or department may require some adjustments. A paid holiday occurring during your vacation period is considered a holiday.

With the approval of an employee’s supervisor, vacation may be taken at anytime during the year. Employees must use their vacation allowance by August 31. Employees will not be paid for unused vacation at the end of the University’s vacation year.

Vacation cannot be accrued from year to year. In special circumstances, however, and with the approval of an employee’s supervisor, a maximum of five (5) accrued but unused vacation days may be carried over to the following vacation year. Written permission must be obtained from an employee’s supervisor and sent to the Office of Human Resources by October 15th. Unused vacation from the previous vacation year must be used prior to December 31st. Under no circumstances will the vacation from the previous vacation year carry over into the next calendar year.

Upon termination of employment, an employee will be paid a prorated amount for any accrued, but unused, vacation. Vacation days taken in excess of the number earned prior to termination will be deducted from the departing employee’s final paycheck.

5.6.1 VACATION FOR PART TIME EMPLOYEES

Part-time employees will receive a proportionate vacation allowance based upon hours worked the previous year. Vacation for part time employees must be used during the vacation year in which it is given and may not be carried into the next vacation year. Only unused, accrued vacation will be paid to part time employees upon termination.

**Fewer-than-Twelve-Month Employees:** Some supervisors have established schedules in which full time employees work less than twelve (12) months per year. Employees who work less than twelve (12) months earn vacation according to the following schedule:
<table>
<thead>
<tr>
<th>Duration</th>
<th>Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine (9) Month</td>
<td>11</td>
</tr>
<tr>
<td>Nine and a half (9 1/2) Month</td>
<td>12</td>
</tr>
<tr>
<td>Ten (10) &amp; Ten and a half (10 1/2) Month</td>
<td>13</td>
</tr>
<tr>
<td>Eleven (11) Months</td>
<td>14</td>
</tr>
</tbody>
</table>

The employee who works less than a twelve month period must take vacation during the following periods: Fall Pacer break, Semester break, and Spring break. Vacation may not be taken by less-than-twelve-month employees at other times outside the academic year.

**5.7 HOLIDAYS**

DeSales University observes the following Holidays:

- New Years Day
- Holy Thursday
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day
- Day after Christmas
- Floating Holiday

Important information that regulates the Holiday Schedule:

1. Holidays falling on a Saturday or Sunday will be observed either on Friday or Monday.
2. The President's Cabinet chooses the annual floating holiday.
3. If an employee wishes to observe a religious or ethnic holiday not observed by DeSales University, a vacation or PTO day must be used.
4. Employees classified as Casual or Temporary Employees do not receive holiday pay.

5.8 WORKER’S COMPENSATION

DeSales University provides Worker’s Compensation coverage to all employees injured while working. The University maintains a list of licensed health care providers from which an employee must choose for treatment in the event of a work-related injury. During the first ninety days of treatment the employee must remain with a health care provider on the approved list. After ninety days the employee may change to a health care provider of his or her own choice; however, the Office of Human Resources must be notified within five (5) days of the employee’s first visit to that provider.

Employees must notify their immediate supervisor of an on-the-job injury within twenty four (24) hours of the injury. If the employee has a work-related medical emergency, he or she may obtain assistance from the Campus Health Center or one of the providers on the list. Employees should identify themselves as DeSales University employees and ask them to invoice the University, not his or her health care insurance. Failure to follow these procedures may delay benefits or cause the loss of the employee’s right to benefits. A medical release from the health care provider is required before returning from a worker’s compensation absence.

Following an absence of six months due to a Worker’s Compensation claim all benefits will cease and termination will occur. Re-employment may still be provided.

5.9 TUITION WAIVER FOR ADMINISTRATIVE/PROFESSIONAL STAFF

With the permission of their supervisor, employees may take undergraduate courses offered by the University without tuition charge immediately upon employment. The University encourages any employee enrolled in an undergraduate degree program to apply for state or federal grants for which he or she may be eligible. These monies, exclusive of loans in combination with the staff waiver, will not exceed the tuition charge for any course. Application for the tuition waiver benefit should be made through the Office of Human Resources. Review of financial aid eligibility, including loan assistance, and financial aid packaging will be performed by the Director of Financial Aid, upon notice of approval from Human Resources.

The number of courses taken must be consonant with the fulfillment of the employee’s job responsibilities as determined by the department supervisor. Ordinarily, permission will be given for evening courses only. If, by way of exception, permission is received for a day course, a limit of one day class per semester is allowed and the employee must make up the time lost at a
time other than the lunch period. Books and fees are the employee’s responsibility. Placement in courses will be on a space-available basis. If an employee terminates employment with the University while the course is in session, he or she will be required to pay a prorated tuition charge to remain in the course.

5.9.1 TUITION WAIVER FOR RETIRED EMPLOYEES

Retired employees who have given at least five years of full-time service at DeSales University may enroll in courses at the University tuition-free on a space-available basis.

5.10 TUITION WAIVER – UNDERGRADUATE - ADMINISTRATIVE/PROFESSIONAL STAFF DEPENDENTS

The Tuition Waiver Program provides tuition remission for undergraduate courses at DeSales University to the dependents of eligible employees. Dependents of full-time Administrative and Professional employees are eligible for participation after the employee has completed one year of continuous employment service. The program provides for full tuition remission but not the remission of any other fees associated with the education of their dependent(s). The University encourages staff members or their dependent(s) enrolled in an undergraduate degree program to apply for state or federal grants and federal student loans and work study for which they may be eligible. These monies, exclusive of loans and university work-study, will be applied against the dependent’s full tuition, room and board costs. The tuition waiver will be an amount sufficient to cover the balance of the tuition costs. Application for the tuition waiver benefit should be made through the Office of Human Resources. Review of financial aid eligibility, including loan assistance and financial aid packaging, will be performed by the Director of Financial Aid, upon notice of approval from the Office of Human Resources.

5.10.1 Duration

The intent of the Tuition Waiver Program is to provide for the education of the employee’s spouse or dependent children at the undergraduate level. This program provides tuition for a maximum of eight full-time semesters, or forty courses (3 or more credits per course) for any one dependent. Eligible spouses or dependent children of employees are permitted to register for an additional four courses (3 or more credits per course) of undergraduate study during the summer through the ACCESS Program provided that those courses are part of the student’s undergraduate graduation requirement. These additional ACCESS classes may not be taken to replace courses that the student has failed previously. This policy is intended as a way for students to reduce their workloads during the academic year. Dependents that enroll as special students and not as degree candidates may elect to have their benefits applied to the tuition associated with such enrollment. Placement in
Courses will be on a space available basis and presence in a course cannot be used to determine if the course has enough students to run in a given session. Such enrollment will be considered not to exceed the normal program for a semester or a total of five courses (3 or more credits per course).

5.10.2 Admission and Academic Progress

Eligible employees and dependents of eligible employees must meet the normal admission requirements of DeSales University and follow the standard procedure for admission. During the course of their studies these students must maintain acceptable academic standing as defined in the Undergraduate Catalog to remain eligible to receive the tuition waiver benefit.

5.10.3 Dependents

The term “dependents,” for the purposes of this policy, includes natural and legally adopted children and the spouse of the employee, provided financial dependence on the employee is demonstrated. Ordinarily, the requirements for dependency set forth by the Internal Revenue Service will satisfy the requirements as used in the Tuition Waiver Program. Eligibility for tuition waiver terminates for eligible children when they reach age 24.

5.10.4 Termination of Program

In the event that the employee leaves or is discharged from the University's employ, the tuition remission will be prorated according to the employee’s actual period of employment during the concurrent academic session.

5.10.5 Retirement

Employees will retain the benefits of the Tuition Waiver Program upon retirement according to the schedule given below. Only children legally adopted before retirement or born within one year following retirement will be eligible.

<table>
<thead>
<tr>
<th>Years of Service Completed</th>
<th>Years of Benefit for Each Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 4</td>
<td>0</td>
</tr>
<tr>
<td>5 - 9</td>
<td>1</td>
</tr>
</tbody>
</table>
5.10.6 Death

In the event of an eligible employee's death, the children of the deceased who are degree candidates may complete the full four-year program of regular University work. Children of a deceased eligible employee who are not yet of college age may benefit in the Tuition Waiver Program according to the table above in Section 5.10.5. Only children legally adopted before the death of the parent or born within one year of death will be eligible. Eligibility for dependent children will be in accordance with Section 5.10.3 above.

5.10.7 Amendment or Discontinuance of Policy

While it is expected that this program will continue indefinitely, the Board of Trustees may, at its option, either amend the program or discontinue it at any time.

5.11 TUITION WAIVER - GRADUATE PROGRAMS

A full tuition waiver will be granted to full-time employees who take graduate courses offered by the University under the following conditions:

1. Permission to take courses must be granted by the employee’s supervisor.
2. Employees must meet all prerequisites and admission requirements.
3. Course work must be directly related to enhancing the employee’s value to the University as determined by the employee’s supervisor.
4. Employees may take a maximum of two three-credit courses per session on a space-available basis. This does not apply to Independent Study, Tutorials, or Projects Courses. The employee’s presence in a course cannot be used to determine if the course has enough students to run in a given session.
5. The waiver covers tuition only. Employees are required to pay for all fees and books associated with the
program.
6. Course schedules must not interfere with the performance of the employee’s responsibilities as determined by his or her supervisor.
7. Employees must have six months of full-time service with the University to qualify for this benefit.
8. This waiver is applicable to full-time employees only. It does not apply to dependents or to part-time employees.

5.12 TUITION WAIVER - LVAIC

The Board of Directors representing LVAIC (Lehigh Valley Association of Independent Colleges) has adopted the following policy that provides tuition remission for staff and their spouses for undergraduate courses. This policy is regarded as an extension of the policy providing for reciprocity in tuition remission for spouses of faculty and administrative staff that was adopted by the Board of Directors on March 16, 1972 and amended since.

A full-time staff member (or their spouse) of a member institution in the Lehigh Valley Association of Independent Colleges may apply to the appropriate administrative officer of the home institution to determine eligibility under this policy. If qualified, the person will be permitted to take two undergraduate courses each semester at one institution in the Association without payment of tuition fees. This privilege is not extended to a spouse who is enrolled as a full-time student at a member institution. Any special fees normally charged by the host institution to spouses of the institution’s staff will be charged to the spouse or staff of the other member’s institution. Each host institution will determine whether the person making application qualifies under that institution’s admissions standards applicable for such purposes. Employees or spouses from other institutions will be admitted only if space in the course desired is available after all regular students and spouses from the home institution have had an opportunity to register. This policy does not apply to student teaching, practicum, independent study, tutorials, courses offered in a January term, or to the Muhlenberg College Accelerated Degree Completion Program.

The LVAIC Consortium members have extended their Cross Registration policy for tuition waiver to include on-line courses. Employees are permitted to enroll in online courses during regular fall/spring semesters and summer sessions. Cross-registration for online courses is not available to spouses of employees.

5.13 TUITION EXCHANGE PROGRAMS
DeSales University participates in two separate Tuition Exchange programs: the Council of Independent College Tuition Exchange Program (CIC) and the Tuition Exchange, Inc. (TE). The intent of these programs is to provide a college education at the undergraduate level for the dependents of full-time employees. Information for participating institutions may be found at the following websites:

CIC Tuition Exchange (CIC) - www.cic.edu/tep

Tuition Exchange, Inc. (TE) - www.tuitionexchange.org

While it is expected that these programs will continue indefinitely, the Board of Trustees or the President's Cabinet may, at their option, either amend or discontinue the tuition exchange programs at any time.

5.13.1 Eligibility

All full time employees are eligible to participate in the CIC Tuition Exchange Program after one full year of service and after three full years of service for the TE Tuition Exchange Program. Employees may start the application process prior to meeting the eligibility dates for these scholarships, but courses cannot be taken or covered under these programs, until eligibility requirements have been met.

DeSales University sponsorships will include undergraduate attendance at those institutions that are members of CIC Tuition Exchange and the Tuition Exchange, Inc., but will not include participation in overseas or graduate programs of member institutions.

5.13.2 Dependents

For purposes of this policy, the term dependents includes natural and legally adopted children of full-time employees, provided financial dependence on the employee is demonstrated and provided the dependent is claimed on the employee/parent tax return. Ordinarily, the requirements for dependency set forth by the Internal Revenue Service will satisfy the requirement for dependents. Should this dependency change at any time it is the responsibility of the employee/parent to notify the Tuition Exchange Liaison and/or the Bursar immediately.
5.13.3 Admission and Academic Progress

Dependent children of eligible staff members must meet the regular admission requirements of the institution to which they apply, be degree candidates, and full-time students. Tuition Exchange Scholarships are competitive scholarships determined by the host institution. Scholarships are limited and offers are generally based on the academic record of the student. Some schools will give consideration to other variables such as: geographic diversity, athletic ability, or academic major. Children attending other educational institutions under either tuition exchange program will be governed by the general academic regulations applicable at that institution. Annual renewal of the tuition exchange benefit will be determined by the host institution in accordance with their prescribed regulations for acceptable academic standing and progress to degree completion.

5.13.4 Duration

Participation in the CIC Tuition Exchange or The Tuition Exchange, Inc. terminates for eligible children at age 25 with the following exceptions:

- **Military Service** - the age limit may be extended one (1) year for each year of military service up to a maximum of four (4) years.

- **Illness** - the age limit may be extended one (1) year for each year of illness up to a maximum of two (2) years.

5.13.5 Termination of Participation

Employees, who are discharged, withdraw from the University's employ, or drop below full time status are no longer eligible to participate. However dependent children of staff members already enrolled will be permitted to complete the academic session they are currently attending.

5.13.6 Retirement

Benefits for the Tuition Exchange Programs are retained by retired employees in accordance with the schedule in Section 5.10.5. Only children legally adopted before retirement or born within one year following retirement will be eligible.
5.13.7 Death
Dependent children of a deceased staff member may complete the full four year curriculum providing they received a four year scholarship and are degree candidates. Dependent children of a deceased employee, who are not yet of college age, are not eligible to participate in the Tuition Exchange Programs.

5.13.8 Limitations of Tuition Exchange Programs

Tuition Exchange Scholarships are not a guaranteed benefit of employment. There is a demand for these highly competitive scholarships and there are limitations attached to the Tuition Exchange Programs.

Eligible children who are admitted to and attend institutions that are members of CIC Tuition Exchange or Tuition Exchange, Inc. will be sponsored by DeSales University and may have tuition remitted according to the regulations and limitations of the individual Tuition Exchange Programs. CIC Tuition Exchange scholarships cover full tuition charges. The Tuition Exchange, Inc. Board of Directors establishes a “minimum value” each year for their scholarships and schools with higher tuition costs may require partial payment in addition to the TE Scholarship. Scholarships do not include room, board, course overloads, or other fees. If an applicant applies to schools listed on both the CIC and TE Tuition Exchange lists, application will be made through the CIC Tuition Exchange Program.

The fundamental principle of Tuition Exchange, Inc. is that member institutions may export and import as many - or as few - TE scholars as they wish on condition that the volume of exports does not markedly exceed the volume of imports. When this imbalance occurs, Tuition Exchange, Inc. will impose an “Alert” status on the institution and a limit will be placed on the number of eligible employees that may apply for the scholarship. If DeSales University is placed on “Alert”, where our exports are out of balance with our imports, the following procedures will apply:

- Exports for the current year will be limited to the number of imports from the previous year.
- Participation when the University is on “Alert” status will be based on seniority. In the event two employees have the same hire date a lottery system will be implemented.
- If there is a serious imbalance that threatens the University's participation in Tuition Exchange, Inc. the President has
the authority to disallow additional exports until the University has an opportunity to recover.

According to the policy imposed by The Tuition Exchange, Inc. if the imbalance continues to increase and the number of exports exceeds the number of imports by 100 percent, then the institution will be placed on “Restriction”. At this point the institution is prohibited from making any new export commitments until it has acquired enough import credits to improve its balance.

CIC Tuition Exchange does not have an export/import balance requirement.

5.13.9 Application

Candidates for tuition exchange scholarships should contact the Tuition Exchange Liaison at least 18 months prior to the projected date of matriculation. An application must be completed and returned to the Tuition Exchange Liaison prior to November 1. The number of Tuition Exchange Applications will be limited to a total of eight (8) schools per eligible employee.

The student must also complete an application for admission to each college/university that he/she plans to attend. Tuition Exchange applications may be sent before or after formal application is made to the selected schools.
ACKNOWLEDGMENT

I have received the DeSales University Employee Handbook. I understand it is my responsibility as an employee to read carefully and to abide by all its rules and policies of conduct as well as the terms and conditions governing exempt employees at the University. I understand DeSales may amend or modify the Employee Handbook from time to time, with or without notice.

I acknowledge this Employee Handbook is not intended to be and should not be interpreted as a contract, express or implied. I further acknowledge that my employment is “at-will” and that both DeSales and I have the right to terminate my employment at any time with or without cause. I further understand this Handbook does not alter my at-will status or guarantee me employment with DeSales for any specific period of time.

Signed by: __________________________
(Employee)

__________________________
(Print Name)

Date: ____________________________