

UNIVERSITY OF HOLY CROSS

EMPLOYEE HANDBOOK

Accreditation

University of Holy Cross is accredited by the Commission on Universities of the Southern Association of Universitys and Schools and Commission on Universitys to award associate, baccalaureate, masters and doctoral degrees. Contact the Commission on Universitys at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of University of Holy Cross.

The Department of Nursing of University of Holy Cross is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Phone: 404-975-5000, Fax: 404-975-5020) to award the baccalaureate degree.

The Business Degree Program of University of Holy Cross Division of Applied, Natural, and Social Sciences are accredited by the International Assembly for Collegiate Business Education (11374 Strang Line Road, Lenexa, Kansas 66215; Phone: 913-631-3009, Fax: 913-631-9154) to award the baccalaureate degree.

The Community Counseling (now Clinical Mental Health Counseling), Marriage and Family Counseling, and School Counseling programs of University of Holy Cross are accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) (5999 Stevenson Avenue, Alexandria, VA 22304, telephone number 703-823-9800, ext. 301).

The Radiologic Technology Program of University of Holy Cross is accredited by the Joint Review Committee on Education in Radiologic Technology (20 North Wacker Drive, Suite 2850 Chicago, IL 60606, telephone number 312-704-5300; Fax: 312-704-5304).

The Education Program of University of Holy Cross is accredited by the National Council for Accreditation of Teacher Education (2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036-1023, telephone number 202-466-7496).

Full approval from the Louisiana State Board of Nursing; full approval from the Louisiana State Department of Education.

Memberships held in numerous state, regional, and national associations.

University of Holy Cross is owned by the Marianites of Holy Cross, an international congregation of women religious who have been serving God's people since 1841.

University of Holy Cross assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or Veteran status in the admission to, participation in, or employment of its programs and activities.

ACCREDITATIONS	<p>Accreditation Commission for Education in Nursing Council for Accreditation of Counseling and Related Educational Programs Joint Review Committee on Education and Radiologic Technology International Assembly for Collegiate Business Education National Council for Accreditation of Teacher Education</p>
APPROVALS	<p>Louisiana State Board of Nursing Louisiana State Department of Education</p>
AFFILIATIONS	<p>The CODOFIL Consortium of Louisiana Universitys and Universities Gulf Coast Research Laboratory Louisiana Universities Marine Consortium (LUMCOM)</p>
ARTICULATION AGREEMENTS	<p>Delgado Community University Fletcher Technical Community University Loyola University of New Orleans Nunez Community University St. Francis University St. Joseph Seminary University</p>
CONSORTIAL	<p>Council for Academic Library Liaison (CALL) LOUIS: The Louisiana Library Network Louisiana Academic Library Information Network Consortium (LALINC) LYRASIS Service Members Opportunity University Network U.S. Army and U.S. Air Force R.O.T.C.</p>
CONTRACTUAL AGREEMENTS	<p>Aquinas Institute Notre Dame Seminary Ochsner Clinic Foundation School of Allied Health</p>
MEMBERSHIPS	<p>American Association of Universitys of Nursing American Association for Marriage and Family Therapy American Counseling Association American Library Association Association of American Universitys and Universities Association of Catholic Universitys and Universities Association of University Registrars and Admissions Officers Association of Governing Boards of Universities and Universitys University and University Professional Association for Human Resources Council on Collegiate Education of Nursing Council for Higher Education Accreditation Greater New Orleans Catholic Library Association International Assembly for Collegiate Business Louisiana Association of Universitys for Teacher Education Louisiana Association for Independent Universitys and Universities Louisiana Association of Collegiate Registrars and Admissions Officers</p>

Louisiana Association of Financial Aid Administrators
Louisiana Counseling Association
Louisiana Library Association Annual Membership
National Association of University Admissions Counselors
National Association of University and University Business Officers
National Association of Independent University and Universities
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National League for Nursing Accrediting Commission, Inc.
National Student Clearing House
Service Members Opportunity Network
Southern Association for Collegiate Registrars and Admissions
Officers
Southern Association of University and University Business Officers
Southern Regional Education Board

For further information and updates, please refer to our *Accreditation* section of the website:
<http://www.University.edu/about-University/accreditation-approval-and-memberships.html>

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INTRODUCTION

Welcome to University of Holy Cross

You Are Part of Our Team

As a member of the team of the University, you will be expected to contribute your talents and energies to improve the environment and quality of the University, as well as the constituencies of the University. Whether you have just joined our staff or have been at the University, we are confident that you will find it to be a dynamic and rewarding place to work. This handbook has been written to serve as a guide for the employer/employee relationship. In return, you will be given opportunities to grow and advance in your career.

University of Holy Cross is dedicated to:

1. Providing students a quality education at the best price with the best service.
2. Providing members of the team with salary, wages and benefits comparable to others doing similar work within similar higher educational institutions and within the region.

At the University, safety is a primary concern. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have security on campus during class hours and for special events. We have in-house maintenance during class hours and special events as well.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at the University is "at will." No one will be denied opportunities or benefits on the basis of race, color, religion, sex, national origin, age, marital status, Veteran status, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

Your Various Benefits With University of Holy Cross

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the salary or wages you earn.

These are just some of the benefits the University provides for eligible employees each year:

Dental Insurance	Long-Term Disability Insurance
Disability Leave of Absence	Paid Holidays
Education Assistance	Paid Vacations, where applicable
Funeral (Bereavement) Leave	Retirement Plan
Group Term Life Insurance	Social Security Contributions
Health Care/Hospitalization Insurance	Unemployment Compensation Insurance
Health & Wellness Leave	Workers' Compensation Insurance
Vision Insurance	

Purpose of This Handbook

This *Employee Handbook* has been prepared to inform you about the history, philosophy, employment practices, and policies of the University as well as the benefits provided to you as a valued employee and the conduct expected from you. It is your responsibility to become familiar with the information in this *Employee Handbook*. This Handbook does not contain every policy or employment practice of the University and the descriptions contained herein are only summaries. If you have questions or want more detail on a particular practice or benefit, please contact the University's Public Folders in Microsoft Outlook and in HR Online (Paychex). This handbook supersedes all other communications, handbooks, manuals, memoranda and notices you may have received regarding the topics covered herein.

The contents of this handbook may be modified or discontinued at any time without prior notice and at the sole discretion of the University. If changes are made, you will be informed as soon as possible through postings on the Public Folders, HR Online web site, University notifications sent to you through campus mail or email from the President's Office or the Office of Human Resources. You may be asked to sign an additional acknowledgment indicating that you have been informed of the changes.

Notice

No employee handbook can answer every question; this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures of the University. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Office of Human Resources. We ask that you read this *Employee Handbook* carefully, and refer to it whenever questions arise. The University remains in compliance with all applicable federal, state, and/or local legislation and regulations. The policies contained shall not be construed in contravention to such legislation and regulations.

Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the President of the University may alter

or modify any of the policies in this *Employee Handbook*. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

About University of Holy Cross

The history of University of Holy Cross dates to the 1841 founding of the Congregation of Marianites of Holy Cross by Fr. Basil Anthony Moreau at LeMans, France. Two years after their founding, some of the Sisters were ready to leave LeMans and set up foundations in the New World. In 1848, several Marianites accepted the invitation of Archbishop Antoine Blanc to come to New Orleans to work with the Holy Cross Brothers in administering the St. Mary's Orphan Boys Asylum. Soon the Sisters became disturbed at the plight of the young girls who were homeless and destitute as a result of yellow fever. In 1851, the Sisters began to build the Immaculate Conception Industrial School to instruct orphan girls. The site of this school was in the Ninth Ward, where the Academy of Holy Angels, the parent school of University of Holy Cross, was dedicated in 1866.

To prepare teachers for the many schools the Marianites opened in Southern Louisiana, the Louisiana State Board of Education in 1916 granted the Marianites the right to open a Normal School which functioned as Holy Cross Normal. This assured that the young students would be prepared according to the Louisiana State Norms of Education.

In 1938, the Louisiana State Department of Education, again at the request of the Sisters, approved a program which would lead to the conferring of the Bachelor of Arts degree. The name of the school was then changed to "The University Department of the Academy of Holy Angels," and the first graduation exercises were held in 1942. In 1947, the Ernest B. Norman family presented a gift of forty acres on the West Bank of the Mississippi River to the Marianites to be used for educational and religious purposes.

In the early 1950s, lay women who were teaching in schools administered by the Marianites were admitted to the University. In the spring of 1960, the University moved to its new quarters and changed its name to University of Holy Cross. In that year, the first lay student received her degree. In the early 1960s, women from both the public and Archdiocesan schools began to enroll, and in 1967, the first men were admitted. The University was on its way to growth and expansion with this step into coeducation.

A governing board of lay trustees was organized in the late 1960s according to the requirements of the Southern Association of Universities and Schools. Until 1969, the office of President of the University was held by the Provincial of the Marianites. In that year, the two positions were separated, and for the first time the Board of Trustees elected the President.

In the spring of 1971, the first status report was submitted and approved by the Southern Association of Universities and Schools. Between 1971 and 1980, the University grew in student numbers and added many new academic and professional programs to the initial Teacher Education curriculum. During this time the University received full accreditation for a ten-year

period from the Southern Association of Universitys and Schools. In 1975, University of Holy Cross awarded its first honorary degree, and, in 1991, the University celebrated its 75th anniversary. To synthesize the best use of faculties on the West Bank in the late 1970s, University of Holy Cross and Delgado Community University formed the West Bank Higher Education Union pledging cooperation, exchange of faculty, mutual support of programs, with detailed agreements for joint degree programs, and joint use of libraries. The affiliation ended in 1993.

The 1980s saw new steps taken by the University. In September 1983 the Louisiana State Board of Nursing approved a four-year baccalaureate degree program, which was initiated in the spring of 1984. In the fall of 1984, a Master in Education program was begun.

In 2013, the University added its first doctoral program in Counseling.

Today, as in the past, the University continues to meet the growing needs of its students, the civic community, and the Marianite Community itself. Rich in its past historical experience, the University looks to the future, professing a philosophy of education which seeks to guide the student toward self-realization and the development of the total person.

Vision Statement

University of Holy Cross, a ministry of the Marianites of Holy Cross, will be an excellent model of Catholic higher education in the Holy Cross tradition. At the heart of the University education will be an affordable, high quality liberal arts program providing the foundation for its professional and student life programs. These will be enhanced by the Catholic intellectual tradition while appreciating the value and wisdom of other religious traditions.

The University will provide an effective, comprehensive education to a diverse and multicultural student body that primarily resides in the greater New Orleans area. The University's faculty and staff will engage students in a relationship that fosters the intellectual and spiritual growth and development of the person through a combination of personal attention, innovative teaching, technological advances, and service to the community as servant leaders.

Vision Narrative

The University of Holy Cross education will be framed in a liberal arts program that is strengthened by the theology and spirituality of the Catholic tradition while appreciating the value and wisdom of other religious traditions.

The University provides an individualized higher education that leads to certification, licensure, and other competencies in the working world to an academically diverse and multi-cultural student body.

The University engages students, faculty, and staff in a relationship that fosters student growth and creativity through personal attention, technological advances, innovative teaching methods, and service to the community. We look to the world of education that is emerging.

Statement of Core Values

We believe that education flourishes in a community motivated by a Catholic Christian vision, Gospel values, and a commitment to the education of the total person. We accept the responsibility to respond to the needs of our students by challenging and empowering them to develop holistically in the attainment of knowledge, skills, and values necessary to thrive in an ever-changing world.

Therefore, we endeavor to foster in the University an environment that nurtures the following values:

- **Catholic Identity.** We value a clear Catholic identity and a strong commitment to Gospel principles.
- **Service.** We relate with and serve others in a spirit of compassion, justice, and selflessness.
- **Relationships.** We foster healthy and growth-filled relationships within the University and between the University and the wider community.
- **Diversity.** We welcome cultural diversity, effective communication, fairness, inclusion, respectfulness, and hospitality.
- **Student-centeredness.** We value our students who are the primary reason for the existence of the University. We respect and treasure their diverse life experiences, their achievements, their contributions to the community, and revere their human dignity.
- **Excellence in teaching and learning.** We provide spiritual, intellectual, social, and aesthetic education to develop the total person. We devote a generous share of the financial and the technological resources of the University to improve teaching and learning. We encourage research to improve both instruction and learning.
- **Responsible stewardship of resources.** We acquire, maintain, update, and use our resources in a caring and responsible way.

Our Mission

University of Holy Cross is a unique Catholic institution of higher learning founded by the Marianites of Holy Cross. Rooted in a belief in human dignity, University of Holy Cross educates the minds and hearts of its students. The University is centered on effective and innovation teaching, intelligence exercised across disciplines, practical reasoning, and communication with

others. All members of the University strive for excellence and contribute their knowledge and experience in their chosen work, community, and ultimately the world in need.

Description of University of Holy Cross

University of Holy Cross is a privately-administered, fully-accredited, coeducational, Catholic University, offering undergraduate, graduate, and professional curricula. It meets the educational and cultural needs of a student population reflecting the demographic, socio-economic, and educational diversity found in metropolitan New Orleans and in other areas of Louisiana through its outreach programs and low teacher-student ratio. Traditionally, the primary focus is on teaching and public service, and the University prides itself on the quality of its diverse academic programs, short courses, and special institutes. Committed to fostering and maintaining an atmosphere conducive to academic challenge, professional preparation, attainment of marketable skills, and personal enrichment within the framework of the liberal arts tradition, the University emphasizes the rightful centrality of philosophy and theology among its intellectual concerns.

What You Can Expect From University of Holy Cross

The established employee relations policy of University of Holy Cross is to:

1. Operate a successful institution of higher education reflecting the mission of the Marianites of Holy Cross in incarnating the love and compassion of Jesus Christ through an interaction among administrators, staff, faculty, and students and of fostering the development of spiritual, intellectual, cultural, and material values necessary to live responsibly in this ever-changing world.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to race, color, religion, sex, national origin, age, marital status, Veteran status, or disability that does not prohibit performance of essential job functions.
3. Review wages, employee benefits and working conditions with the objective of providing maximum benefits in these areas, consistent with sound business practices.
4. Provide paid vacations and holidays to all eligible employees.
5. Provide eligible employees with medical, disability, retirement, and other benefits.
6. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of co-workers.
7. Assure employees, after talking with their supervisor, an opportunity to discuss any problem with the officers of the University.
8. Prompt and appropriate remedial action of any complaints which may arise in the everyday

- conduct of our University, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
 10. Maintain mutual respect in our working relationship.
 11. Promote employees on the basis of their ability and merit.
 12. Make promotions or fill vacancies from within the University whenever possible.
 13. Keep all employees informed of the progress of the University, as well as the overall aims and objectives of the University, as much as is practical.
 14. Do all these things in a spirit of friendliness and cooperation so that the University will continue to be known as "a great place to work!"

What University of Holy Cross Expects From You

You are responsible for knowing your own duties and how to do them promptly, correctly, and pleasantly. Keep abreast of and comply with University rules, policies and procedures. You are expected to cooperate with management and your co-workers and to maintain a good team attitude. How you interact with co-workers and those whom University of Holy Cross serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the University. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the University overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This *Employee Handbook* offers insight on how you can positively perform to the best of your ability to meet and exceed the expectations of the University.

We believe in direct access to management. We are dedicated to making the University a workplace where you can approach your supervisor or any member of management to discuss any problem or question. We expect you to voice your opinions and to contribute your suggestions to improve the quality of the University. (Please take a look at the section describing the submission of suggestions.) We are all human, so please communicate with each other and with management.

Remember, you help create the healthful and pleasant working conditions that the University intends for you. Your dignity and that of your co-workers, as well as that of our students, are important.

The University needs your help in making each working day enjoyable and rewarding.

DIVERSITY

Equal Employment Opportunity Statement

The University provides equal employment opportunities (EEO) to qualified persons without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, sex, disability, genetic information, gender expression, pregnancy, marital status, military status, Veteran status or any other status or classification protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, demotion, performance evaluation, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The University expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or Veteran status. Improper interference with the ability of University employees to perform their expected job duties is absolutely not tolerated.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers from discriminating against qualified applicants and qualified individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the University's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is University policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The University will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the University. Contact the Office of Human Resources with any questions or requests for accommodation.

EMPLOYMENT

Personnel Administration

Personnel files are maintained in the Office of Human Resources. The Director of Human Resources has the responsibility for maintaining all records related to payroll, deductions, benefits, leaves, retirement, employment dates, and all academic files; consisting of official credentials, curriculum vitae, letters of recommendation, letters of appointment. The Finance Office is responsible for processing payroll and all related benefits, deductions, etc. The Provost and Vice President for Academic Affairs, Deans and Chairs assist the Director of Human Resources in maintaining the academic files consisting of official credentials, curriculum vitae, letters of recommendation, appointment, rank status, performance evaluations, and records of scholarly activities and service projects.

Personnel files are used only by the appropriate officials in the execution of the business of the University. Each person has the right to inspect and duplicate the file pertaining to that individual during the normal business hours, and in the presence of the appropriate official or an appointed representative of that official. At no time is an individual permitted to remove materials from the file or alter the file. However, statements by the individual relative to the contents of the file may be added.

The task of handling personnel administration functions at University of Holy Cross including questions regarding insurance, wages, and interpretation of policies may be directed to the Director of Human Resources.

Your Personnel File

The Office of Human Resources maintains an official personnel file for each employee. This information includes:

- Employment application and resume'
- References
- Job description
- Federal and state income tax withholding forms
- Employee Handbook acknowledgement
- Performance appraisals (including notices of commendations, disciplinary actions, if any)
- Wage and salary information

Keeping your personnel file up-to-date may be important to you with regard to pay, deductions, benefits and other matters. Coverage or benefits that you and your family may receive under the benefits package of the University could be negatively affected if the information in your personnel file is incorrect. If you have a change in any of the following items, please be sure to notify your supervisor and the Director of Human Resources as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Name of beneficiary
- Driving record or status of driver's license, if you operate the vehicle of the University
- Military or draft status
- Eligibility to work in the United States

All files and records maintained by the University are the property of the University. Such files are confidential and access is limited to those individuals who have a job-related need to obtain specific information from your file.

Requests for verification of employment should be referred to the Office of Human Resources. The release of information other than your dates of employment and job title will require your prior written consent, unless otherwise required by law.

A current employee may review his/her personnel file in the presence of a human resources employee. Please schedule an appointment with the Office of Human Resources.

EMPLOYMENT CLASSIFICATIONS

University Administration

1. The *Board of Trustees* is the ultimate governing and policy-making authority for the University.
2. The *President* is the chief executive officer of the University. The President is selected by the Board of Trustees.

3. The *Executive Vice President for Institutional Advancement and Enrollment Management* provides strategic oversight to the University's advancement program with the goal of inspiring new levels of engagement, commitment, philanthropic support and admissions, and enrollment support. The Executive Vice President for Institutional Advancement and Enrollment Management reports to the President.
4. The *Vice President for Mission Integration* provides leadership with the needs of the ministry; is person focused and dedicated to meeting the expectations and requirements of internal and external customers while managing the vision and purpose of the University and serves as an inspiration to employees to follow the tenets of the philosophy of *Service, Mission, Unity, Hospitality, and Holy Cross Spirituality*. The Vice President for Mission Integration reports to the President.
5. The *Vice President for Philanthropy and Stewardship* formulates policies and directs programs relative to the financial support of the University from all philanthropic sources; coordinates and oversees the University's relationship with all government agencies, including federal, state, and local entities; and develops a cohesive communications, visual identity, marketing and branding strategy for the University in all forms of media in its outreach to both internal and external constituencies. The Vice President for Philanthropy and Stewardship reports to the President.
6. The *Provost and Vice President for Academic Affairs* is responsible to the President for the administration of the entire academic program of instruction and research. Academic initiatives are presented by the Provost and Vice President for Academic Affairs to the President and the Board of Trustees for approval. The Provost and Vice President for Academic Affairs reports to the President.
7. The *Vice President for Finance and Operations, Treasurer* is the Chief Financial Officer of the University. The Vice President for Finance and Operations is responsible to the President for managing all financial activities and operations of the University. The Chief Financial Officer recommends to the President the proposed annual budget for presentation to and approval by the Board of Trustees. The Vice President for Finance and Operations, Treasurer reports to the President.
8. The *Vice President for Student Engagement and Advising* administers the academic advising functions within the University. Assist in the total development of students through the development targeted at initiatives and programs designed to increase student retention and decrease time to degree. The Vice President for Student Engagement and Advising reports to the President.
9. The *Deans* conduct the affairs of each school or University. The Deans report to the Provost and Vice President for Academic Affairs.

Chaired by the President, the Cabinet consists of the senior leadership of the University to advise the President on important matters pertaining to the management, operations and policies of the

University and the implementation of its strategic goals. It is comprised of the President, Executive Vice President for Institutional Advancement and Enrollment Management, Vice President for Philanthropy and Stewardship, Provost and Vice President for Academic Affairs, Vice President for Finance and Operations/Treasurer, Vice President for Student Engagement and Advising, and the Executive Assistant to the President.

Employment Classification

Employees are hired and assigned to function as administrators, faculty, and/or staff roles. In accordance with the Fair Labor Standards Act (FLSA), the University classifies employees as either exempt or non-exempt. Generally, an employee qualifies as exempt if he/she meets the FLSA criteria as an executive, administrative, professional or computer employee. Exempt employees are exempt from the overtime pay provisions of the FLSA. Exempt employees must perform their work during the regular business hours of the University, unless otherwise required by the department. All other employees are classified as non-exempt and must be paid overtime pay when applicable. The Office of Human Resources classifies employees using the criteria of the U.S. Department of Labor. If you have questions about the classification for your position, please contact the Office of Human Resources.

Note: See "Wage and Salary Policies" in the "Compensation and Performance" section of this *Employee Handbook* for a full description of overtime payment policies.

Full-Time Employees

At the time you are hired, you are classified as full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this *Employee Handbook* apply only to full-time employees. All other policies described in this Handbook and communicated by the University apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees (see the definition that follows).

An employee who has successfully completed the Introductory Period (see the Employment Policies section for definition) of employment and who works at least thirty-seven and one-half hours (37½) per week, or in the case of a faculty member who teaches the required academic load for full-time status as stated in the latest edition of the *University of Holy Cross Faculty Handbook*, is considered a full-time employee.

Part-Time Employees

An employee who works fewer than thirty-seven and one-half hour (37½) per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible

for benefits described in this *Employee Handbook*, except to the extent required by provision of state and federal laws.

Temporary Employees

From time to time, the University may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits.

HIRING AND RETENTION

Whether you are a new hire or a former employee returning to the University, we want you to feel comfortable in your new surroundings. Your co-workers, especially your supervisor, want to help you get off to a good start. Feel free to ask them for help concerning anything you do not understand.

One of the first things you should do is carefully read this *Employee Handbook*. It is designed to answer many of your questions about the practices and policies of the University, what you can expect from the University, and what the University expects from you. It is the employee's responsibility to review and familiarize himself/herself with the policies and procedures in the Handbook and comply with said policies and procedures.

Application

The University applies the same principles of fairness to all employees, regardless of organizational level, race, color, religion, sex, national origin, marital status, Veteran status, or disability.

Ability Tests

In some job classifications an ability test may be required for initial employment and/or transfer to another job or department, e.g., how much and how well does an applicant do something in a

given time. If you have a disability which will affect your ability to take such a test, it is important that you advise a University representative in writing so that reasonable accommodations may be arranged. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The University reserves the right to require medical documentation concerning the need for the accommodation.

At Will Employment

All employment and compensation with the University is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the University or yourself, except as otherwise provided by law. This concept is applied specifically to all employee classifications.

Background Investigation

To ensure that individuals who join the University are well qualified and to ensure that the University maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Employment is conditioned upon the results of such investigations. Background checks may include verification of any information on the applicant's resume'. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Some positions may require additional investigations, which may involve obtaining credit information, reviewing motor vehicle records and/or performing drug tests. The University reserves the right to conduct any other background investigation necessary to ascertain the suitability of the applicant. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the University to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. The University also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above. The University may utilize a third party investigative service to perform background investigations.

If you are currently employed by the University and are convicted of a crime or enter a plea of no contest or a guilty plea, you must notify your supervisor within five (5) days. A criminal conviction that is relevant to your position may be grounds for termination or reassignment. Your failure to report is grounds for disciplinary action, up to and including termination.

Providing false, misleading or erroneous information in an employment application or supporting materials or during an interview is grounds for non-selection of an applicant or immediate termination of employment.

Bonding Requirement

Under certain circumstances, the University may require that you be bonded. It is your responsibility to assure that you are bondable. The University will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or to dismissal. If you are required to be bonded, you must notify your supervisor immediately if you become unbondable for any reason.

Business Hours

Our regular operating hours are 8:30 A.M. to 5:00 P.M. Monday through Friday.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor or department head according to departmental needs. Because the University operations require continuous staffing for certain activities and operations, some work schedules may include shift work and work during evenings, weekends, and holidays. You are required to take a one (1) hour unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time.

Advanced, written approval is required by your supervisor before working overtime.

Confidential Information

As an employee of the University, you have access to personal and confidential information. All University business must be kept strictly confidential. You are required to sign a confidentiality statement as part of the hiring process. This is part of the packet you will complete at the time of your hire with the Director of Human Resources.

Former Employees

Depending on the circumstances, the University may consider a former employee for re-employment. Such applicants are subject to the usual pre-employment procedures of the University. To be considered, applicants must have been in good standing at the time of their previous termination of employment with the University and must have provided at least two weeks advance notice of their intention to terminate their employment with the University.

Harassment Policy

Definitions of Harassment

Sexual harassment is unwelcome behavior of a sexual nature by faculty, administrators, staff, students, and individuals affiliated with the University by contract (including non-employees, such

as vendors and independent contractors) or by anyone with whom one interacts in order to pursue educational or employment activities at the University. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines (EEOC), as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct.

Harassment on the basis of any other protected characteristic also is strictly prohibited. This includes verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates.

Complaints of harassment will be investigated and resolved in accordance with applicable legal guidelines and the terms of this policy.

Harassment: Retaliation Is Prohibited

The University encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the University to promptly and thoroughly investigate such reports. The University prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Harassment: Nondiscrimination/Anti-harassment Policy and Complaint Procedure

It is the policy of the University that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence.

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the University expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Harassment: Workplace Bullying Policy

The University defines bullying as “*repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.*”

Harassment is behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. Included are words, gestures, pranks, arguments, psychological trauma, rumors, intimidation, bullying, or other inappropriate activities.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. This policy includes all employees, supervisors, managers, and executives. As in sexual harassment, it is the effect of the behavior upon the individual which is important. The University considers the following types of behavior examples of bullying:

- Verbal bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes, abusive and offensive remarks.
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages.
- Exclusion: socially or physical excluding or disregarding a person in work-related activities.

Harassment: Responsibility

All University employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the immediate supervisor or any management representative with whom he/she feels comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the University to do so.

Harassment: Reporting

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or Office of Human Resources. The University encourages the prompt reporting of complaints or concerns so that rapid and constructive action may be taken before relationships become irreparably strained. Filing of false allegations of harassment discovered after investigation can also lead to immediate disciplinary action up to and including termination.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate correction action. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Physical Examinations

The University reserves the right to require that applicants for certain positions to whom a conditional job offer has been extended undergo a physical examination. Physical examinations are mandatory for those jobs that require specific physical abilities or fitness levels to perform the job. All such physical exams shall be paid for by the University. The University takes all necessary steps to safeguard the confidentiality of all medical information, including physical examinations and test results. Any records containing medical information is kept in a separate file, with limited access restricted to individuals with a valid and documented need to know.

Physical examinations are conducted on a nondiscriminatory basis and in adherence to Americans with Disability Act, federal, state, and local laws guaranteeing equal employment opportunities to individuals with disabilities and members of other protected groups.

How You Were Selected

The University carefully selects employees through written application, personal interview with a selection committee, reference checks, and background checks. If, during this process, discovery of false information submitted in the employment application or hiring process comes about it can lead to discipline up to and including discharge. After all available information is carefully considered and evaluated, individuals are selected to become members of our team.

This careful selection process helps the University to find and employ individuals who are concerned with their own personal success and the success of the University; individuals who want to do a job well and who can carry on their work with skill and ability; and individuals who are comfortable with the University and who can work well with our team.

Interpersonal Relations

The success of the University depends upon the quality of the relationships between the University, our employees, our students, our suppliers, and the general public. Our students' impression of the University and their interest and willingness to continue their studies with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are an ambassador of the University. The more goodwill you promote, the more our students will respect and appreciate you, the University, and the programs and services of the University.

Here are several things you can do to help give students a good impression of the University:

1. Act competently and deal with students in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.

4. Dress appropriately and professionally.
5. Take great pride in your work and enjoy doing your very best.
6. These are the building blocks for continued success for you and for the University. Thank you for adding your support.

Introductory Period

Your first six months of employment are considered an introductory period during which time your work performance and suitability for employment is evaluated. The introductory period will end after six months of continuous service without a break in service. Time on leave, with or without pay, is not counted toward completion of the introductory period. New employees and rehired employees are all subject to the introductory period.

This introductory period will be a time for getting to know your co-workers, your supervisor, and the tasks involved in your job position, as well as becoming familiar with the programs and services of the University. Your supervisor will work closely with you to help you understand the needs and processes of your job. This introductory period is a try-out time for both you, as an employee, and the University, as an employer. During this introductory period, the University will evaluate your suitability for employment, and you can evaluate the University as well. At any time during this introductory period, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance, or performance do not measure up to our standards, we may release you. Such termination shall not be subject to the University's disciplinary or grievance procedures. Successful completion of the introductory period does not guarantee continued or permanent employment.

At the end of the introductory period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Successful completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

Anniversary Date

The day you are required to report to work is your anniversary date. Your anniversary date is used to calculate eligibility for certain benefits, leaves and other programs described in this *Employee Handbook*.

Job Descriptions

We maintain a job description for each position at the University. When your duties and responsibilities are changed, your job description will be updated. If you wish to see your job description, please ask your supervisor. The University reserves the right to modify the job descriptions at its sole discretion. The lack of inclusion of a task or job requirement in the job description does not preclude it from being added by the University as a job duty.

EMPLOYEE RESPONSIBILITIES

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at University of Holy Cross, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained. Employees are expected to exhibit professionalism, responsibility and personal integrity at all times.

By accepting employment with us, you have a responsibility to the University and to your co-workers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights; the purpose is to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon co-workers to follow the rules of conduct, then our University will be a better place to work for everyone.

Employees are expected to exhibit professionalism, responsibility and personal integrity at all times. The following standards of conduct help maintain a pleasant, safe and productive working environment. This is not, however, a complete or exhaustive list of all University conduct guidelines. Each department and/or supervisor may establish more specific standards. Also, the University may at any time establish additional standards or policies applicable to particular situations. Failure to adhere to these standards may result in disciplinary action, up to and including termination of employment.

- Comply with all policies, rules, regulations, procedures and practices of the University and your department, including those contained in this Handbook.
- Treat co-workers and University property honestly and ethically.
- Avoid excessive absenteeism or tardiness. Arrive at work on time and return on time after scheduled breaks.

- Treat co-workers and others with courtesy, dignity and respect regardless of their race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability or Veteran status.
- Do not intentionally fail or refuse to perform your assigned work, or interfere with the work performance of others.
- Dress appropriately for your position and work place.
- Give your full and complete cooperation with any University investigation of a violation of a policy, rule or regulation.
- The University is a non-smoking campus. Please refrain from smoking anywhere on campus.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the University. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any University rule; any deliberate action that is extreme in nature and is obviously detrimental to the reputation of the University as a quality Catholic institution of higher education. Do not engage in any inappropriate, unprofessional, unethical or illegal conduct that affects your work performance, infringes upon the rights of others or damages the reputation of the University.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs, except medications prescribed by a physician which do not impair work performance while at work; use or possession or sale of controlled substance drugs in any quantity while on University premises. Report to work free from the influence of illicit drugs, alcohol or controlled substances. Do not possess, use, distribute, sell or transfer intoxicants at work.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on University property. Do not carry any kind of weapon on University property.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on University premises or when representing the University; fighting, horseplay, or

provoking a fight on University property, or negligent damage of property.

- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing co-workers on or off the premises--at any time, for any purpose. Never threaten, harass, intimidate, coerce or fight with another member of the University community. Do not use profane or abusive language.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of University property, or the property of co-workers, students, suppliers, or visitors in any manner.
- Theft of University property or the property of co-workers; unauthorized possession or removal of any University property, including documents, from the premises without prior permission from management; unauthorized use of University equipment or property for personal reasons; using University equipment or premises for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick leave; falsifying reason for a leave of absence or other data requested by the University; alteration of University records or other University documents.
- Dishonest or immoral conduct, including stealing, lying and falsification of or tampering with records.
- Violating the non-disclosure agreement; giving confidential University information to unauthorized sources; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.

Occurrences of any of the following activities, as well as violations of any University rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.

- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes. If you must leave work early, do so only after notifying your supervisor.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of the University telephones for personal calls. Excessive personal calls, texting, surfing the Internet, taking photographs/videos, or operation of your personal cell phone or PDA during the work day can interfere with employee productivity and be distracting to others. If personal usage causes disruptions or loss in productivity, the employee will be subject to disciplinary action.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on University property without permission of an officer of the University.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Obscene or abusive language toward any supervisor, employee or student, indifference or rudeness toward a student or co-worker; any disorderly/antagonistic conduct on University premises.
- Speeding or careless driving on campus.
- Failure to report damage to or an accident involving University equipment in a timely manner.
- Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper clothing.
- Alteration of your own time sheets or attendance documents; altering another employee's time sheets, or causing someone to alter your time sheets.

Attendance

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your work station, please let your supervisor know where you are going and how long you expect to be gone.

If you are unable to report to work, or expect to arrive late, you must notify your supervisor in advance of the scheduled work time that you are expected. If you are physically unable to call, you must have someone call on your behalf and speak directly to your supervisor. Be aware that excessive time off, lateness, or early departures before the scheduled end of work period could lead to disciplinary action. Absence without notification is deemed a voluntary resignation.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. The University is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform the University of an unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the switchboard operator or a co-worker is not sufficient. If you are unable to call in yourself because of an illness, emergency, or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another supervisor.

Absence from work for three (3) consecutive days without notifying your supervisor or the Director of Human Resources will be considered a voluntary resignation.

Note: See "Excessive Absenteeism or Lateness" later on in this section for further information.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

You are responsible for entering time missed into the Time and Labor (TLO) program along with filling out the leave form. Your supervisor will approve the leave in the TLO program as well as signing the leave form and forward the form and any doctor's notes to the Office of Human Resources. Your attendance record will be considered when evaluating requests for promotions,

transfers, leaves of absence, and approved time off, as well as scheduling layoffs, and so forth.

Excessive Absenteeism or Lateness

In general, five (5) absences in any 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the University as an absence. Three (3) such incidents in any 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors such as the degree of lateness may be considered.

Be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action, including possible dismissal. An employee who is absent for three consecutive days without notification to the immediate supervisor is deemed to have resigned voluntarily.

Breaks/Rest Periods

You are entitled to two (2) fifteen (15) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. These will be determined by your supervisor. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break.

Lunch Period

If you work longer than four (4) hours, you will be given an unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your supervisor will give you your lunch period schedule.

You are expected to take your full allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your supervisor.

You may leave the premises during your lunch period.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be discarded. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Breaks

of more than twenty (20) minutes in length will be unpaid, and the employee should indicate this break period on her time record.

In the unlikely event of an emergency or unusual condition, your supervisor may ask you to change or postpone your break in order to finish a particular project or task.

Closure After Starting Time

If severe weather conditions exist and the President (or designated representative) decides to close the University for the remainder of the day, you will be notified as soon as possible by your supervisor.

Closure Prior to Starting Time

If you report to work and find that due to severe weather conditions the University will unexpectedly be closed for business, you will be paid for that day.

Social Media

Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive or proprietary information about the University, employees, students or applicants. Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the University, its employees, students or applicants. Employees must also follow federal and state laws, such as FERPA and HIPAA, when posting to any public space. All official postings on social media (i.e. Facebook, Twitter, Instagram) should be processed through the Coordinator of Public Relations. See Appendix A for further reference.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of University of Holy Cross.”*

The University’s computing systems and network are provided to you as working tools to help you fulfill your job duties. You are expected to use these systems and network responsibly for business related duties to perform your job. The University may periodically monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

Disciplinary Actions

The Discipline Policy applies to all employees. The disciplinary procedure does not negate the “at-will” status of employment. Immediate corrective action including discipline can always be

imposed at the University's discretion.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, supervisors are expected to follow the three-step procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the University may decide to repeat a disciplinary step.

To ensure that University business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance, and other work rules and regulations.

When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures will take place.

Step One: Verbal Reminder

Your supervisor will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also remind you that it is your responsibility to meet that expectation.

You will be informed that the verbal reminder is the first step of the discipline procedure. Your supervisor will fully document the verbal reminder, which will remain in effect for three (3) months. Documentation of the incident will remain in the department file and will not be placed in your permanent record, unless another disciplinary transaction occurs.

Step Two: Written Reminder

If your performance does not improve within the three-month (3) period, or if you are again in violation of University practices, rules or standards of conduct, your supervisor, after reviewing the situation with his/her supervisor, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your supervisor will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the custodian of your personnel file. This copy of the memo will be placed in your file.

The written reminder will remain in effect for six (6) months.

Step Three: Decision-Making Leave

If your performance does not improve within the six-month period following a written reminder,

or if you are again in violation of University practices, rules, or standards of conduct, you will be placed on Decision Making Leave. The Decision Making Leave is the final step of the disciplinary system of the University.

Decision Making Leave is a non-paid, one-day disciplinary suspension. Employees on Decision Making Leave will spend the following day away from work deciding whether to correct the immediate problem and conform to all of the practices, rules, and standards of conduct of the University, or to quit and terminate their employment with the University.

If your decision following the Decision Making Leave is to return to work and abide by University practices, rules, and standards of conduct, your supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy of the letter will be routed to senior supervisors in your chain of command. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next twelve (12) months, you will be terminated.

If you are unwilling to make such a commitment, you may be terminated.

If you commit any of the actions listed below, or any other action not specified but similarly serious, you may be suspended without pay pending the investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Discrimination
3. Harassment of any sort
4. Retaliation
5. Falsification of University records
6. Failure to follow safety practices
7. Conflict of interest
8. Threat of or the act of doing bodily harm
9. Willful or negligent destruction of property
10. Sale and/or possession of intoxicants, drugs, or narcotics

11. Neglect of duty
12. Refusal to perform assigned work or to follow a direct order

Discipline Deactivation

If no further performance problems occur during the active period, the discipline procedure will be formally deactivated at the end of the appropriate time period. Your supervisor will initiate a memo advising you of the inactive status of discipline and, when appropriate, commend you for performance improvement.

Dismissal

Employment and compensation with the University is "at will" in that employees may be terminated with or without cause, and with or without notice, at any time, at the option of either the University or themselves, except as otherwise provided by law.

COMPENSATION AND PERFORMANCE

Wage and Salary Policies

The University desires to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and organizational performance, and in compliance with all applicable statutory requirements.

You are employed by the University and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Basis for Determining Pay

Your pay is influenced by these factors:

1. The nature and scope of the job
2. Experience you bring to the position
3. What other employers pay their employees for comparable jobs
4. Individual performance

Individual Pay

An individual's pay within this range will depend on his/her sustained performance over time. Each year every employee will have a performance review with his/her supervisor. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the wage/salary adjustment. While every effort is made to increase salaries of our employees, other factors such as economy, enrollment, and budget factor into whether or not a cost of living or gross salary increase will be passed on.

Call Back Pay

Occasionally, non-exempt employees may be asked to return to work after having left the premises for the day. If this occurs, they will be guaranteed a minimum of two (2) hours of pay. If they work longer than two (2) hours, they will be paid for the time they actually worked.

Computing Pay

Your paycheck will be computed based on the number of hours shown on the time keeping system. For salaried employees, your annual salary will be paid over twenty-six (26) pay cycles.

Deductions From Paycheck

The University is required by law to withhold federal and state income tax and social security taxes from your paycheck. The University will also withhold court-ordered garnishments from your paycheck. If you are eligible for certain University benefits, the premiums for such benefits, as well as any deductions you have authorized, will also be deducted from your paycheck. These deductions will be itemized on your check stub. The amount of federal and state income tax deductions depend on your earnings and on the information you furnish on your W-4 and L-4 forms regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to the Director of Human Resources immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

It may be possible for you to authorize the University to make additional deductions from your paycheck, such as for family insurance, United Way, etc. Contact the Director of Human Resources for details and the necessary authorization forms.

All University employees are covered by Social Security under the Federal Insurance Contributions Act (FICA). An amount is withheld from each paycheck and the University contributes an equal amount. If you have questions about the benefits provided by Social Security, please contact your local Social Security Administration Office.

Error In Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact the Office of Human Resources or the Finance Office immediately. The necessary steps will be taken to research the problem and to ensure that any necessary correction is made properly and promptly.

Overtime Pay

From time to time, it may be necessary for non-exempt employees to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your supervisor. When it is necessary to work overtime, non-exempt employees are expected to cooperate as a condition of their employment. There are two types of overtime work:

1. Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your supervisor. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a non-exempt employee and you perform overtime work, you will be paid one and one-half (1½) times your regular hourly wage for any time over forty (40) hours per week that you work. If you miss working 40 hours in a week due to holidays, jury duty, vacation, sick, or other day missed for any reason, overtime pay will not be computed.

Pay Period and Hours

The University's payroll work week, except for faculty and certain service departments, begins on Monday at 8:30 a.m. and ends on Friday at 5:00 p.m. The work week for faculty is dependent upon the times of their assigned classes and other academic duties such as, but not limited to, advising, office hours, committee work, and general service to the University. If you are in a service department, your supervisor will inform you of shift hours.

There are twenty-six (26) pay periods per year. Payday is normally on every other Friday for

services performed for the two (2) week period ending the previous Saturday.

Direct Deposit

Paychecks are electronically deposited into your checking account, savings account, or a Paychex debit card on a bi-weekly basis.

Reporting Time Pay - Inclement Weather and "Acts of God"

In the event that inclement weather, power/utility failure, fire, flood, or some other "Act of God" keeps the University from operating, you will receive your regular pay for up to a maximum of three workdays, provided the University officially declares that it is closed for that time. Every effort will be made to provide you with advance notice in the event the University shall be closed.

Time Sheets/Records

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees. This is done through the Time and Labor (TLO) program issued by Paychex for hourly employees and student workers through a card swipe time machine. Each employee is responsible for logging into the time and labor system to clock in/out or swiping the time card ID. It is the responsibility of the employee to ensure the accuracy of what is reported through TLO for approval by supervisor.

In the event of an error in recording your time, please report the matter to your supervisor immediately. At the end of the pay period, your supervisor must approve your time in the TLO system for the accuracy of your time sheet. If the errors continue for an unreasonable amount of time, this would be considered being irresponsible on the part of the employee and could lead to disciplinary action.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we shall not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

Note: See "Deductions From Paycheck (Mandatory)" earlier in this section for further information.

Performance Reviews

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and supervisor will sign the form to ensure that all strengths, areas for improvement

and job goals for the next review period have been clearly communicated. Performance evaluation forms will be maintained in the Office of Human Resources.

New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your supervisor will consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of your work
- Attitude and willingness to work
- The quality and quantity of your work
- The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals, perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, the University periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position.

Compensation Reviews

Having your compensation reviewed does not necessarily mean that you will be given an increase. Any salary or wage increase is at the sole discretion of the University.

The University conducts compensation reviews annually following their annual performance review. Any salary or wage increase will appear in the first pay period of the new fiscal year. Salary and wage increases may be retroactive in the case of late reviews, at the discretion of the President.

BENEFITS

The University offers a comprehensive benefits program to complement equitable salary and equal opportunity for professional development and advancement for eligible employees. The benefits program described in this *Employee Handbook* represent a very large investment by the University, and is an important part of an eligible employee's total compensation package.

A good benefits program is a solid investment by the University in its employees. It not only ensures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help the University grow. The University will periodically review the benefits program and will make modifications as appropriate to the condition of the University.

The following are the benefits offered at the present time to eligible University employees:

- Tax Deferred Retirement Plan
- Health Insurance Plan
- Dental Plan
- Medical and Dependent Care Flexible Spending Account Plans
- Life Insurance Plan
- Voluntary Life Insurance Plan
- Voluntary Supplemental Critical Care Insurance
- Long Term and Short Term Disability Plans
- Accidental Death and Dismemberment Insurance
- Employee Assistance Program (Counseling Services)
- Death Benefit
- Disability Insurance
- Vision Insurance
- Holiday Pay
- Vacation Pay
- Sick Pay
- Free Parking

- Tuition Waiver Program

All eligible employees will be provided plan descriptions describing each benefit plan offered and available through the Office of Human Resources. Each benefit is subject to change, amendment or termination by the University at any time at its sole discretion.

The University complies with all requirements of the Consolidated Omnibus Budget Reconciliation Act of 1986 as amended (COBRA), the Health Insurance Portability and Accountability Act of 1996 as amended (HIPPA), and the Patient Protection and Affordable Care Act (PPACA) 2010 or Affordable Care Act (ACA) for short, as they apply to our employees.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this *Employee Handbook* as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Paid Leaves of Absence

Time off for any reason during a working day will count against accrued leave time.

Holidays

Only full-time employees are eligible for holiday pay. You are not eligible to receive holiday pay if you are a part-time employee or a temporary employee.

Every fiscal year a memo listing the recognized holidays is sent out by the Office of Human Resources to all employees. You may take time off to observe your religious holidays. If available, a full day of unused (sick/personal) leave or a vacation day may be used for this purpose, otherwise the time off is without pay. You must notify your supervisor at least ten (10) business days in advance. We schedule all national holidays on the day designated by common business practice. If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday unless you are on authorized vacation. In addition, absences immediately before and/or after a holiday will be considered leave without pay unless the absence occasioned a doctor's

visit which is documented. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. The University has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular (twelve-month) full-time staff employees are eligible for paid vacation. You are not eligible for paid vacation during your introductory period, nor are you eligible for paid vacation if you are a part-time or temporary employee. Your first day of employment is your anniversary date. Accrual time will be based on your anniversary date.

Staff employees that are classified as regular full-time employees are eligible to accrue vacation leave. The vacation accrual rate is based on your length of employment, as follows:

Vacation leave is earned after each completed pay period. A full-time staff employee can accrue ten (10) days of vacation during the first 3 years of employment; fifteen (15) days of vacation during the 4th through 9th years of employment; and, twenty (20) days of vacation per year thereafter. A new employee will accrue vacation leave credit at a pro rata rate from the effective date of employment. No vacation leave is earned while an employee is on leave without pay. Vacation leave is earned for each completed pay period. You may not use vacation leave before it is accrued. If you transfer from one department to another, your accrued vacation leave will transfer with you.

After six months of continuous employment, a new employee may take five (5) working days of vacation. No vacation is permitted during the first six months introductory period.

Every effort will be made to grant you your vacation leave at the time you desire. However, vacation leave cannot interfere with the operation of your department and therefore must be approved by your supervisor in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority. You may not receive advance vacation pay. You are required to provide your supervisor at least two (2) weeks prior notice of a desired period of vacation leave.

All vacation time must be taken in full day increments, unless otherwise authorized in writing by your supervisor. If you are eligible for three (3) or four (4) weeks of vacation, you may take only two (2) weeks at one time unless you receive written approval from your supervisor and senior management at least six (6) weeks in advance.

If you are eligible for three (3) or four (4) weeks of vacation, you may take your third or fourth week in single-day increments. Only one (1) week of vacation may be used in single-day increments. Specific dates of vacation in single-day increments must be established by prior

arrangement with your supervisor. The request will be granted as long as your absence will not seriously affect the operations of the University. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved leave of absence for fewer than thirty (30) days, your vacation eligibility will not be affected; should the leave of absence extend beyond thirty (30) days, vacation time will not continue to accrue.

If a University-paid holiday falls during your scheduled vacation period, your vacation may be extended by one day.

If your employment with the University is terminated after six (6) consecutive months of service, you will receive payment for accrued but unused vacation leave.

Accumulation Rights

Up to one (1) week of unused, accrued vacation leave may be carried over to the next fiscal year, based on the employee's anniversary date.

Vacation Accrual Effective 7/1/2014			
Years of Employment	Rate of Accrual (hours per month)		Maximum Accrual Per Year (days)
	37 1/2 Hour work week	40 hour work week	
1 – 3	6.25	6.67	10
4 – 9	9.375	10	15
10 +	12.5	13.3	20

Maximum carry over on Anniversary Date = 37.5 hours/40 hours as applicable.

Payment in Lieu of Vacation

The purpose of a vacation is to provide you with a time to rest and to relax; therefore, no additional wages or salary will be paid to you in lieu of a vacation.

OTHER PAID LEAVES

Funeral (Bereavement) Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. (A parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother or sister.) One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse's grandparent or sibling, or any member of your extended family living in your home. Only regular full-time employees are eligible for paid funeral leave.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of earned vacation may be used for this purpose.

Pay for funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

An excused absence for family death may not be retroactive, postponed, or split.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we shall permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. If you have completed your Introductory Period, the University will reimburse you for the difference between your jury pay and your regular pay, not to exceed seven and one-half (7½) hours per day, for a maximum of ten (10) business days.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

Health and Wellness (Sick Leave)

A total of eight (8) days will be offered to the employee for health and wellness (sick days). Documentation from a physician are required to return to work after three (3) consecutive days out for health and wellness (sick leave).

The objectives of the Health and Wellness Program are:

1. The University wants to support paid time-away for the health and wellness of all the employees. It recognizes that short-term health issues arise and need to be addressed for the good of the person and those he or she works with in the University environment.
2. The University supports the use of normal preventative measures and time for extraordinary family responsibilities. Thus, the University will allow for leave, with permission from the supervisor, for wellness visits for self, children or immediate family members. The use of half days is highly suggested when possible. Verification of these visits must be presented as part of the documentation of these days in order to receive paid time off.
3. In addition, the University supports leave for those who have suffered the loss of a close family member. In accordance with the Bereavement Policy, three (3) days are allotted for the employee. (See Bereavement Policy.)
4. The University recognizes that the employee may have extended illnesses. If additional days beyond the eight (8) days are required—due to extended illnesses that require time away from work, such as hospitalization or the effects of an operation—the employee may discuss his or her options with the Director of Human Resources, in cooperation with the supervisor. The employee may utilize options such as making up the time, unpaid leave of absence, short or long term disability, or use of vacation days.

Specifics

Earning of sick days begins on the date of employment even though no usage will be allowed until the employee has completed one (1) month of employment. No sick day leave will be awarded while an employee is on leave without pay. These requests must be fully documented with the inclusion of the number of days, the nature of the illness, whether there was a doctor’s visit, and a signature from the supervisor. (See the leave form.) You may carry over up to 5 days of sick leave a year based on your anniversary date.

Sick Accrual Effective 7/1/2014			
Years of Employment	Rate of Accrual (hours per month)		Maximum Accrual Per Year (days)
	37 1/2 Hour work week	40 hour work week	
1	5	5.33	8

Maximum carry over on Anniversary Date = 37.5 hours/40 hours as applicable.

In order for an employee to be eligible for sick day leave, the employee must report the illness to the supervisor or their representative no later than their normal arrival time on the day the absence occurs. Failure to contact the supervisor in a timely fashion could result in disciplinary action. On the day of return, the employee must complete and submit the leave form, including the number of days, nature of the illness, whether there was a doctor's visit, and signature from the supervisor, to the Office of Human Resources. If an employee is sick for three (3) consecutive working days, a doctor's certificate must be submitted to the Office of Human Resources.

An employee who is injured on the job will be covered by the Workmen's Compensation Policy. No sick day leave will be used by an employee who is injured on the job except as provided under the Workmen's Compensation Policy. An employee who is injured on the job and qualifies for workmen's compensation will, in the event the employee cannot return to work, accrue sick day leave as usual for as long as the employee remains at the University. In the event of an illness or injury covered by workers' compensation, this Health and Wellness Policy will not apply but will defer to state statutes.

An employee who leaves employment, voluntarily or involuntarily, forfeits all unused sick day leave. No employee shall be paid for unused health days. When an employee uses all the health day leave, the employee may elect to use the accrued vacation leave subject to the approval of the supervisor.

If an employee is required to take a disability leave of absence, any accrued sick day leave will be paid at the time the leave commences.

You will continue to earn sick leave while on paid leave, but you will not earn sick leave while on unpaid leave, except in the case of certain types of military leave. See the 'Military Leave' section of this Handbook.

This sick day leave policy does not apply if sick day leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

If clarification is needed on this policy, please consult with the Director of Human Resources.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the University, but you may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. Sick and vacation time will not accrue during an unpaid leave of absences.

There are several types of unpaid leaves for which you may be eligible.

Family and Medical Leave Act

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Office of Human Resources in writing.

Eligibility

Under a federal law known as the Family and Medical Leave Act (“FMLA”), if you have worked for the University for at least twelve months, have worked at least 975 hours during the twelve months prior to requesting leave, and work at a location where there are at least 50 University employees within 75 miles, you are eligible for twelve (12) weeks of Family and Medical leave within a rolling 12-month period for the following purposes:

- for the birth and care of your newborn child;
- for placement of a child with you for adoption or foster care;
- to care for your spouse, same-gender domestic partner, child, or parent with a serious health condition;
- to take medical leave when you are unable to work because of a serious health condition;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**
- twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

For purposes of the FMLA, “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves (1) an overnight stay in a hospital or medical care facility and any period of incapacity or subsequent treatment related to the same condition, or (2) continuing treatment by a health care provider. Continuing treatment may be established under any of the following circumstances:

Short-term incapacity for more than three full consecutive calendar days that also involves one of the following:

- Treatment by a health care provider on at least one occasion with a continuing regimen of treatment under the health care provider's supervision. The visit to the health care provider must be in-person within 7 days of the first day of incapacity.
- Treatment two or more times by a health care provider. The first visit to the health care provider must be in-person within 7 days of the first day of incapacity and the second treatment must take place within thirty days of the first day of incapacity and must be determined by the health care provider.
- Pregnancy or prenatal care.
- Chronic serious health condition (such as asthma, diabetes, epilepsy) which require periodic visits for treatment by a health care provider at least twice a year.
- Permanent or long-term incapacity (such as Alzheimer's, severe stroke, terminal stages of a disease).
- Absence to receive multiple treatments for restorative surgery after an accident or injury or a condition that would likely result in an incapacity of 3 or more days if not treated (such as cancer, severe arthritis, or kidney disease).

Additionally, eligible employees with a spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty may require a qualifying exigency leave of up to twelve (12) weeks. For purposes of qualifying exigency leave, an employee's son or daughter on covered active duty refers to a child of any age.

Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence.

Family and Medical leave may also be taken by an eligible employee who is a spouse, same-gender domestic partner, child, parent, or next of kin of a covered service member of the Armed Forces (including a member of the National Guard or Reserves) to care for the member's serious injury or illness incurred in the line of duty. In such circumstances, up to twenty-six (26) workweeks of unpaid leave can be taken during a single 12-month period beginning on the first day of leave to care for the service member.

You are not entitled to Family and Medical leave if you have not met the eligibility requirements above, if you have already used all of your Family and Medical leave, or if the reason for the absence does not qualify for Family and Medical leave. If you fail to submit any required documentation in a timely manner, your leave may be delayed. Please contact the Office of Human Resources if you have questions about whether you are eligible for Family and Medical leave.

Requesting Leave

Employees must notify their supervisor and the Office of Human Resources at least thirty days in advance of the date leave is to begin if the need for the leave is foreseeable. When thirty days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the University's normal call-in procedures. Requests for leave must be submitted for each separate qualifying purpose, and must be renewed annually in the case of intermittent leave.

The University may require an employee on leave to periodically report on the status and intention of the employee to return to work.

Healthcare Provider Certification

Employees who request Family and Medical leave because of a serious health condition, whether their own or a family member's, also may be asked to submit a completed "Certification of Health Care Provider" to the Office of Human Resources. Subsequent re-certifications will be required as necessary. Failure to timely provide certification or recertification may delay the taking or continuation of leave under this policy.

Intermittent Leave

Employees taking leave because of their own or a relative's serious health condition may take their leave intermittently or in accordance with a reduced work schedule if medically necessary. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the department's operations. Employees are required to consult with their supervisor to arrange a mutually acceptable schedule. Employees taking leave to care for a newly born or newly placed child do not have a right to take intermittent leave.

Compensation and Benefits During Leave

Employees are required to use their paid sick and vacation leave during their Family and Medical leave absence. Once paid leave is exhausted, the remainder of the leave is unpaid. Employees on Family and Medical leave continue to be covered by the University's group health plans on the same terms that are applicable to active employees and will be required to continue to pay their share of all premiums due.

Reinstatement following FMLA Leave

On returning from Family and Medical leave occasioned by an employee's own serious health condition, he or she is required to submit a fitness for duty release notice from the doctor to the

Office of Human Resources. Employees are normally restored to their original or an equivalent position following Family and Medical leave.

Questions about this policy should be directed to the Office of Human Resources.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The University will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The University will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The University will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The University will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The University may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the University may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Educational Leave of Absence

An unpaid educational leave of absence may be approved if the desired curriculum is of mutual benefit to you and to the University. You are required to request an educational leave of absence from the President of the University in advance and obtain his or her approval.

Military Leave of Absence

The University is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is University policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of the employee's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no employee will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership.

Furthermore, no employee will be subjected to retaliation or adverse employment action because such employee has exercised his or her rights under applicable law or University policy. If any employee believes that he or she has been subjected to discrimination in violation of University policies, the employee should immediately contact the Office of Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Office of Human Resources to request leave as soon as they are aware of the need for leave.

Personal Leave of Absence

In very special circumstances, the University may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or the University. Your supervisor will submit your request to the President for final approval.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Note: See "Returning From a Leave of Absence" later on in this section for further information.

Accepting Other Employment or Going Into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from the University, you will be considered to have voluntarily resigned from employment with the University as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves of Absence

The University will continue to pay our share of insurance premiums for employee coverage and dependent coverage for a maximum of twelve (12) weeks while you are on a family leave of absence. While you are on any other type of unpaid leave of absence from the University, you will be responsible for paying the total premiums for your coverage and that of your dependents

while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

Insurance Coverage

Group Insurances Available

The following benefits are provided by the University. You may choose to participate in any of these benefits:

- Long-Term Disability Insurance
- Group Term Life Insurance
- Accidental Death and Dismemberment Insurance
- Dental Care Coverage
- Medical Health Care Coverage
- Vision Insurance

The University provides a supplemental amount toward your individual medical health coverage and dental insurance; you are responsible for the difference from the supplemental amount and the actual cost for the individual, as well as the cost to add family members. For all other group insurances listed above, the University will pay the premium for this program for the employee only. The University retains the right to revise the cost and contribution at any time.

In the event of your termination of employment with the University or loss of eligibility to remain covered under our group health insurance program, dental, and vision, you and your eligible dependents may have the right to continued coverage for a limited period of time at your or their expense. Consult the Office of Human Resources for details.

Disability Insurance

If you are a regular full-time employee of the University, you are protected through a long-term disability insurance policy from financial hardship if you are totally disabled because of illness or accident that is not job related. This coverage includes hospital and medical, surgical, laboratory and x-ray, and major medical as defined in the literature posted on the Paychex eservices web page - company documents tab - benefits.

Total disability means that you cannot perform any position that the University has available, that you are qualified for and normally able to perform. (Workers' Compensation benefits protect you

if you are involved in a job-related sickness or accident.)

Health/Dental Insurance

Many health insurance plans and options on the market today can be confusing and complicated. That is why the University has taken the time to review carefully the coverage and plans available. We have selected the plan we feel provides the best coverage for our employees. Information regarding the coverage is available on the Paychex eservices web page - company documents tab - benefits.

Life Insurance

If you are a regular full-time employee of the University, you are covered by our Group Life Insurance Program. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. This insurance ends upon your termination of employment; whether voluntarily or involuntarily. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Office of Human Resources. Information regarding the coverage is available on the Paychex eservices web page - company documents tab - benefits.

Termination of Insurance

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance. The University may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of our group insurance program.

Government Required Coverage

Workers' Compensation Benefits

The University is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their supervisor. You and your supervisor must complete the injury form as thoroughly and with as much detail as possible and submit it to Office of Human Resources for processing.

Other Benefits

If the injury is very serious--one where you will not be able to work for a year or more--you may

be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of the Workers' Compensation Insurance carrier for the University.

Employees returning to work after being absent due to an injury must report to their supervisor prior to beginning work, and they must bring a doctor's clearance for returning to duty.

Unemployment Compensation

The University pays a percentage of its payroll to the Unemployment Compensation Fund according to the employment history of the University. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible.

The University pays the entire cost of this insurance.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the University is required to deduct this amount from each paycheck you receive. In addition, the University matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Retirement

Retirement Plan

The University has an Employees' Retirement Plan (403B) to provide eligible employees with a monthly pension benefit upon retirement. All regular full-time employees are eligible to participate in the Employees' Retirement Plan. The University will match up to six (6%) percent of the employees contribution after the employee completes two years of employment.

The details regarding the University and employee contributions, vesting, administration, investments, etc. are provided in the separate literature that is provided by Employees' Retirement Plan holder.

Annual Socials

The University sponsors a number of social activities annually. These are indicated through

invitations, memoranda, flyers, and so forth.

Library

You may use the University's library free of charge by presenting your University identification card. Note that the library may restrict the use of the library by non-students during certain hours or periods of the academic year. Please contact the library for more information.

Education Assistance

The University offers a tuition benefit plan to eligible employees to promote an individual's commitment to improving themselves through coursework taken at the University. Please review the full tuition benefit policy located in Paychex online website. Employees, Marianites, and dependents/relatives of both are offered differing opportunities to further their education at a significant savings in personal cost. This is recognized to be a very significant part of the overall benefit package offered at University of Holy Cross. This benefit applies to eligible University of Holy Cross courses only.

Eligibility:

- Full-time employees of the University and certain family members, specifically, spouses or dependent children either by birth or legal adoption. Full-time employees must be employed continuously for two years before they and/or family member(s) become eligible to receive tuition benefits.
- All living Marianites of Holy Cross and certain family members, specifically, siblings, nephews, and nieces are eligible. Eligibility for nieces and nephews is limited to the generation immediately succeeding that of the Marianite. Grand nieces and nephews are not eligible to receive tuition waivers.
- Visiting religious, religious, priests, and seminarians sponsored by the Archdiocese of New Orleans.
- Participants may enroll on the last day of regular registration for classes only if space permits.
- Participants may enroll in doctoral level courses only after there are ten paid enrollments in a cohort of twelve students. Final approval of admission and eligibility will be determined by the President of the University.

Procedure

A completed application for tuition benefits form and a completed FAFSA form must be submitted prior to registering for classes at the beginning of each semester. These forms may be obtained in

the Office of Student Financial Aid. No waiver will be applied to student accounts receivable until these forms are filed. Outstanding accounts receivable as a result of delinquent paperwork will be treated as all other outstanding accounts receivable, unless otherwise approved by the Vice President for Finance and Operations. If timely resolution of the matter is not achieved, a bursar hold will be placed on the account, and the student will be unable to register for classes until the matter is resolved with the Bursar and Financial Aid offices.

Participants are eligible for the tuition benefit plan as it applies toward completion of one University of Holy Cross degree only, regardless as to the number of credits previously earned or transferred from another institution.

Participants are not eligible for additional institutional scholarships.

Benefits will be applied for the eligible tuition. Any federal or state grant assistance will be applied to the balance remaining. Participants are responsible for payment of the Bayou Bucks and all other University fees.

Eligible family members of employees and Marianites may receive up to a 100% discount on tuition for their courses; visiting religious, religious, and priests are eligible to receive a 25% discount.

Seminarians of the Archdiocese of New Orleans will receive a tuition waiver as stated in the current contract with Notre Dame Seminary.

Tuition benefits do not apply to non-credit offerings.

At no time will benefits be applicable for independent studies or courses licensed or contracted by the University with an outside agency.

Tuition waiver will not be granted for taking a previously completed course a second time.

Should an individual on a tuition waiver become ineligible for the tuition waiver during a semester, the individual will be allowed to complete the semester in which he or she is enrolled. However, if the individual enrolled becomes ineligible for the tuition waiver as a result of such employee's voluntary termination of employment at any time during the semester, the former employee will be charged for the full tuition amount for that semester.

Should a dependent, spouse, or family member of a Marianite become ineligible due to termination of employment, divorce or death, the individual may complete the current semester for which the tuition waiver applies.

Benefits

Employees are eligible for University of Holy Cross tuition benefits toward a maximum of 6 credit hours per semester at either the baccalaureate level or the master level and three courses (9 credit hours) per semester for doctoral level.

Courses taken by employees must be scheduled outside of work hours. In cases where there is no alternative, permission of the employee's direct supervisor must be granted in writing and forwarded with the waiver request form prior to registering for University of Holy Cross classes. All other options must be exhausted before an exception will be made.

In an effort to avoid conflicts of commitment with University job duties, effective with the Summer 2010 semester, full-time employees will be limited to enrolling in a maximum of two undergraduate or master courses and three doctoral courses per semester, regardless of whether or not the benefit is received.

Tuition waivers for employees, spouses, and dependent children for undergraduate study are intended as non-taxable education assistance. Tuition waivers for master and doctoral courses are intended as taxable income to employees under the Internal Revenue Code.

Non-employees are not limited to the number of courses per semester for which they may receive tuition benefits.

Participants are eligible for a tuition waiver as it applies toward completion of one University of Holy Cross degree only.

Under this tuition waiver policy, all waiver recipients are expected to maintain academic progress toward their degree. To this end, recipients are subject to the academic policy of satisfactory academic progress. Any individual who does not complete the semester with a 2.0 grade point average will be placed on probation. After a second consecutive semester if the student earns a semester GPA below a 2.0, the individual will be suspended for one academic year from the benefit plan. Upon a second suspension, the individual will no longer be eligible to receive a tuition waiver.

Fulfillment of required service hours as described below is required and will be moderated and approved by the Office of Student Life.

Beginning with the Fall 2006 semester, full-time employees who receive tuition waivers will be required to give two (2) years of service to the University upon completion of the degree in exchange for tuition waivers received.

Eligible family members of employees and Marianites are required to volunteer service hours to the University or in the community equal to the number of credit hours in which they are enrolled. In the event their schedule does not permit it, they must offer another form of volunteer service to the University. The community service must be pre-approved and verification of satisfactory completion of all volunteer service hours must be signed by the supervisor of the volunteer.

Required documentation that must accompany the request for tuition waiver:

- The most recent federal income tax return and a birth (or adoption) certificate must be provided as verification of eligibility for dependent children.
- A marriage certificate must be provided for a spouse to be eligible for this benefit.
- Eligible family members of Marianites are required to submit a signed letter from the Marianite leadership.
- Visiting religious, and religious of the Archdiocese of New Orleans are required to submit a signed letter from the Department of Religious Executive Director.
- Priests and seminarians of the Archdiocese of New Orleans are required to submit a signed letter from the Rector of Notre Dame Seminary.

Education/Training (Attending Seminars/Training Sessions)

From time to time, the University may arrange to have both formal and informal training programs to enable you to progress in your job responsibilities. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills, and/or those of other employees, please bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify your supervisor as far in advance as possible.

All professional development, for staff and faculty, is to be pre-approved by your immediate supervisor.

OTHER POLICIES

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies, and general information, you also need to communicate your ideas, suggestions, personal goals, or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all University methods of communication, including this *Employee Handbook*, bulletin boards, discussions with your supervisor, memoranda, staff meetings, training sessions, and so forth.

In addition, you may receive letters from the University. There is no regular schedule for

distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events at the University.

NOTE: SEE SOCIAL MEDIA POLICY IN PREVIOUS SECTION FOR MORE DETAILS.

Use of University Equipment

The use of University equipment (electronic equipment, computers, laptops, tablets, copiers, facsimile machines, etc.) is limited to University business. Any deviation from this policy must be approved by your supervisor who must inform you of charges and methods of payment. For further information, please refer to Appendix A.

Community Activities

The University recognizes the importance of community participation. Our University is dependent upon the community for both employees and for students, and the community is dependent on our University for employment opportunities and for educational programs and services.

The University encourages and supports your participation in service activities that contribute to the community.

University Meetings

On occasion, we may request that you attend a University sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If it is held during your non-working hours and you decide to attend, non-exempt employees will be compensated for time spent at the meeting. (If you are qualified for overtime pay by virtue of working more than thirty-seven and one-half (37½) or forty hours (40) as applicable, that same work week, then you will receive your overtime rate.)

Computers and Networks (Use of)

The University provides the use of technological resources to meet the needs of the administrative, academic, and support services of the University. All users are expected to employ these resources with the highest regard for the University, other users, and themselves. “Technological resources” is the term used to refer to every aspect of electronic transfer and data manipulation to include, but not limited to, data, voice, fax, and video communications. Any misuse is subject to disciplinary action.

Examples of some activities listed below are in violation of the “Standards of Conduct” as

specified in this Handbook. For further information, please refer to Appendix A.

1. Anything deemed illegal by federal, state, or local laws;
2. Anything deemed academically immoral;
3. Unauthorized use of equipment or resources;
4. Theft and/or vandalism (equipment, software, and/or data);
5. Harassment/stalking;
6. Willful impeding or networking traffic or hoarding of resources (equipment, software, and/or data);
7. Misrepresenting the University or its entities;
8. Using the University trademarks, logo, insignia, or copyrights without prior approval;

All users are to be aware that the University takes no responsibility for lost or damaged data as a result of the use of the resources of the institution. The University takes no responsibility for the compatibility of its resources, whether hardware or software, with the resources of users. All data and information residing within the confines of the technological infrastructure of the University are subject to search and deletion.

Computer Software (Unauthorized Copying)

The University does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines of as much as \$250,000, and jail terms of up to five (5) years.

Refer to Appendix A for further detail.

Contributions and Gifts

Contributions and Gifts are awarded at the discretion of the President.

Conversion Privileges

When your employment with the University ends you will learn how to continue your insurance coverage and any other benefits you currently enjoy as an employee, if eligible for continuation, during your exit interview with a representative from the Office of Human Resources.

Department Meetings

From time to time, your supervisor will schedule department meetings before, during, or after work. It is to your advantage to be at these meetings. Department meetings give you and your co-workers a chance to receive information on University events, to review problems and possible solutions, and to make suggestions about your department or your job.

If your attendance at department meetings is mandatory, you will be informed in writing. Failure to attend may involve a penalty.

Note: See "University Meetings" earlier in this section for further information.

Disassociation with the University

In the event of disassociation with the University, remuneration is based on days actually worked. The definition of days actually worked is those days which faculty/employee is/may be required to be present at the University or at University sponsored events. Days actually worked are computed on the basis of the total number of days in a specified work period.

Dress Code/Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with students or visitors in person. Each supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Examples of inappropriate attire would be sun dresses with bare backs and/or shoulders or shorts for men or women.

A neat, tasteful appearance contributes to the positive impression you make on our students. You are expected to be suitably attired and groomed during working hours or when representing the University. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our University image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your supervisor has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

If you are required to wear a uniform, your supervisor will inform you and provide you with uniforms. Employees who work in a department requiring uniforms are expected to wear them in their entirety.

Entering and Leaving the Premises

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

Entry After-Hours

You are not allowed to enter University property after normal working hours or when the University is closed for any reason without the express approval of your supervisor or the supervisor on duty. The only entrance that may be used, when permission is granted, is the swipe door and your University identification card is swiped. Only those authorized to enter are in the swipe system.

Evangelizing

Before engaging in any form of evangelizing, catechizing, preaching, proselytizing, or organizing of Bible study or prayer groups, selling and/or distributing religious literature, or conducting religious services on campus, one must have the prior written authorization of the appropriate ecclesiastical authority and the expressed permission of the Campus Minister.

Exit Interviews

In instances where an employee voluntarily leaves our employ, University management would like to discuss your reasons for leaving and any other impressions that you may have about the University. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that University management will provide another employer about you.

Expense Reimbursement

All purchases and commitments incurred on behalf of the University must be authorized prior to the purchase and have all proper supporting documentation. Any expenses submitted for reimbursement must be a business-related. The expense must be reasonable and provides a

reasonable accounting for the expense. Please refer to the Purchasing and Expense Reimbursement policy for further information and forms to submit after approvals.

If you are asked to conduct University business using your personal vehicle, you will be reimbursed at the rate set by the Internal Revenue Service. Please refer to the Purchasing and Expense Reimbursement policy for further information and forms to submit after approvals.

Fire Drills and Evacuation of the Building

In the event of a drill or real need to evacuate the building, the following guidelines are to be followed. These guidelines apply to all personnel--administrative, faculty, staff, student, and visitors--occupying all parts of the buildings when a notification to evacuate is given. The normal signal to evacuate will be given via the fire alarm system; however, in case of power failure, the signal will be given by the Director of Security.

Evacuation plans for every area of the building are strategically posted. Additionally, fire extinguishers, emergency lighting, and exit lights are provided. It is incumbent upon all personnel to become familiar with the procedures and routes for evacuation.

Drills for the evacuation of the building are called at the discretion of the President in conjunction with the Director of Security during each semester.

In case of an order to evacuate the building:

- Do not panic; remain calm; use common sense.
- When leaving the building, do not stop until you are at least three hundred (300) feet distance from the point of exit.
- Do not attempt to close doors or windows behind you.
- Notify the switchboard operator to report a fire or a need to evacuate the building.
- In the event that the switchboard operator cannot be reached, notify the nearest administrator who will get the message to the Director of Security or the President.

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. The Louisiana State Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your supervisor for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you

have any questions or concerns, contact the Office of Human Resources or your supervisor for more information.

First aid services are provided in the Student Health Services Office of the University.

Grievances

Our goal is to maintain a comfortable working environment that is open and respectful of all. It is important that employees are treated fairly and receive prompt response to issues or complaints that may arise. All attempts should be made to resolve disputes and grievances through bringing together the parties involved, rather than through a process of assertion of legal rights. Discriminatory or sexual harassment issues will be addressed through the harassment section of the Employee Handbook.

Procedures

It is important that employees are treated fairly and receive prompt responses to problems and concerns. For this reason, the University provides a grievance procedure to promote prompt and responsible resolution of issues raised by staff and administrators. This procedure may be used freely without fear of retaliation, and the Office of Human Resources is available to assist throughout the procedure. The process outlined below should be used if an individual disagrees with a supervisor's action including any disciplinary action. If the problem involves Discriminatory Harassment, Sexual Harassment and/or Discrimination, reference to those policies should be made to initiate a complaint. When unsure which policy applies, contact should be made with the Office of Human Resources for assistance.

Step One:

Discuss Complaint with Immediate Supervisor.

The University encourages informal resolution of complaints. Employees should first discuss the complaint with their immediate supervisor within three (3) business days of the situation whenever possible. If the complaint is not resolved as a result of this discussion, or such a discussion is not appropriate under the circumstances, proceed to Step Two. If the action in dispute involves suspension or termination of employment, Steps One and Two should be bypassed.

Note: If the immediate supervisor is an officer of the University, Steps Two and Three should be bypassed and the complaint submitted directly to the Office of Human Resources who will send a copy to the President of the University and schedule a meeting for the employee, the Office of Human Resources and the President or his/her designee.

Step Two:

Prepare and Submit Written Complaint to Human Resources for Review by Second-Level Supervisor.

If the employee feels the complaint was not resolved in discussions with his/her immediate supervisor or the party involved, the employee may prepare and submit a formal written statement for review by the person to whom the employee's immediate supervisor reports ("second-level supervisor"). To do so, the employee should prepare a detailed written statement of the grievance and submit it to the Office of Human Resources within seven (7) business days of the Step One discussion with the immediate supervisor (or within seven (7) days of the event being grieved if Step One is bypassed). The Office of Human Resources will then review the complaint, send a copy to the second-level supervisor and the immediate supervisor (if appropriate), and schedule a meeting for the employee, the second-level supervisor, and the Office of Human Resources to discuss the complaint. The meeting will ordinarily be held within five (5) business days of the Office of Human Resources' receipt of the written grievance. The second-level supervisor will issue a written decision, generally within five (5) business days of the meeting. If the complaint is not resolved to the employee's satisfaction, they may proceed to Step Three.

Note: If an employee's second-level supervisor is a Vice President, the Employee Grievance procedure is complete at the conclusion of Step Two. If the employee's second-level supervisor is a director or dean, the employee should proceed to Step Three (Grievance Committee-level review) at the conclusion of Step Two.

Step Three:

Submit Written Grievance to Human Resource for Review by Grievance Committee.

If the employee is not satisfied with the Step Two decision, they may proceed with the complaint within five (5) business days of receipt of the Step Two decision by submitting a petition to the Office of Human Resources, in writing, stating the nature of the grievance and against whom the grievance is directed. It is also to contain any factual or other related data which are considered pertinent to the case.

The Director of Human Resources will convene a meeting of the Grievance Committee within ten (10) working days at a time agreeable with both parties. The Grievance Committee will review all information provided prior to the meeting. The Grievance Committee must investigate in detail every case brought to it as well as ascertain whether or not regular channels (resolution procedures) have been exhausted. After meeting with the parties involved and reviewing all information pertinent to the issue, the Grievance Committee will recommend a course of action to the President. (See Grievance Committee section of this Employee Handbook.)

The time limits above are subject to modification on a case-by-case basis due to operational requirements, travel away from campus, in-depth investigations, etc. The President of the University shall have final authority to resolve any disputes regarding the implementation of this Grievance Procedure, including determination of the appropriate decision makers.

Faculty disputes with another faculty member are governed by the due process approach explicated in the *University of Holy Cross Faculty Handbook*.

Grievance Committee:

If an employee feels he or she has cause for a grievance in any matter other than termination, he or she may petition the Grievance Committee in writing as per Step 3 noted in the Employee Handbook. The petition is to state in detail the nature the situation and include any supporting material.

The Grievance Committee receives its authority from the staff employees as duly elected and appointed members. It has the authority to:

1. establish its own internal operating procedures;
2. dismiss a case;
3. recommend the imposition of sanctions and/or recommend an appropriate course of action;

All sanctions and/or recommendations of the Grievance Committee are sent to the President and to the parties involved. All decisions and recommendations must be made by majority vote. The President informs the parties, within fifteen (15) working days, of his/her decision, which is final. In the event that the President is a party to the grievance, the recommendations of the Grievance Committee are sent to the Chairperson of the Board of Trustees, whose decision is final.

The membership of the Grievance Committee consists of five (5) full-time employees. All staff personnel of the University are eligible to vote in the election of these four (4) members; no more than two members from one department. One member is appointed by the President of the University. No member of Cabinet may serve on the Grievance Committee. Vacancies in the membership are filled by election in the case of elected members and by appointment by the appointed member. The term of office consists of three (3) fiscal years. No member is to serve more than two (2) consecutive terms.

An employee who wishes to appeal a dismissal or suspension must file a written notice of appeal with the President within ten (10) calendar days after the dismissal or suspension. The dismissal or suspension becomes final if the notice of appeal is not filed timely. After reviewing the appeal, the President will determine whether or not to convene the Grievance Committee for the purpose of scheduling a date of hearing. The hearing date must be set not sooner than ten (10) days or more than thirty (30) days after the notice of appeal.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area

neat and orderly at all times. Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to the Facilities Manager immediately. This should be done by sending an email to “work order.” The Facilities Manager will receive the order and assign it to appropriate personnel.

Inspection of Work Areas

The University reserves the right to inspect all work areas of the University without prior notification.

Labor Unions

Our employees are not represented by a labor union; however the policy of the University is to provide wages and benefits that compare favorably with those at other Universities in our region with a similar profile. We also strive to provide the best possible working conditions for you.

One of the primary goals of the University is to meet successfully its responsibilities to you, our employee, both as an individual, and as a contributing member of the University. This is accomplished by managing the University in such a way that you will always be treated with respect and dignity. We believe every person deserves to be treated in this manner, in any situation. We also believe this principle helps make the University successful. And, in this environment, we can work together to solve any problems that may arise.

Life-Threatening Illnesses

The University recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Performing normal job functions must not exacerbate their condition. Medical evidence must indicate that their condition is not a threat to other workers.

Supervisors need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. The University seeks to provide a safe environment for all employees and students. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to other employees or students.

When dealing with situations involving employees with life-threatening illnesses, supervisors should:

- Remember that an employee's health condition is personal and confidential, and reasonable

precautions should be taken to protect information regarding an employee's health condition.

- Contact the Office of Human Resources if you believe that you or other employees need information about terminal illness, or a specific life-threatening illness, possible contagion, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.
- Contact the Office of Human Resources to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no threat to the employee, co-workers, or students. The University reserves the right to require an examination by a medical doctor appointed by the University.
- Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.
- Make a reasonable attempt to transfer employees with a life-threatening illness who request a transfer and are experiencing undue emotional stress.
- Be sensitive and responsive to co-workers' concerns.
- Do not give special consideration beyond normal transfer requests for employees who feel threatened by a co-worker's life-threatening illness.
- Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

Open Door Policy and Counseling

Normally, you will be expected to use the Grievance Procedure outlined earlier in this *Employee Handbook* to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any member of management, including the President, to discuss it. He or she will decide if you should first discuss the problem with your immediate supervisor. If so, you will be directed to use the Grievance Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the management person you contact will take the appropriate action.

Outside Activities

If your situation requires you to hold a second job, part-time or full-time, or if you intend to engage

in a business enterprise of your own, we would like to know about it. Refer to the Outside Employment section that is outlined earlier in this *Employee Handbook*.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please do not park in the parking spaces in front of our building assigned to members of the Administration and to visitors. Additionally, do not park in the space assigned for University vehicle(s). Remember to lock your car every day and park within the specified areas. As with other areas of the University property, we maintain the right to search cars on University property, which includes any parking area.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle or to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have to the Director of Security or the Security Officer on patrol.

The University does not assume any liability for any loss or damages you may sustain.

Payroll Advances

The University does not advance or loan money to employees.

Personal Phone Calls and Mail

Our telephone bills can be astronomical. Please keep personal phone calls to a minimum. They must not interfere with your work. You are permitted to make local area calls on University telephones for essential personal business. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you. Personal long-distance calls to be charged to the University are not permitted. Excessive use of personal cell phones should also not interfere with your work.

Please do not use the University as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Personal use of Fed Ex or other shipping methods charged to the University is not allowed.

Personal Property

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on the University property where damage or fire could result.

Personal Use of University Property

Personal use of University property, other than for University purposes, is not permitted.

Promotion Policy

It is our policy to advise all employees about advancement opportunities by means of emails and posting on the University website. Please submit your request for consideration for a specific position directly to the Office of Human Resources.

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at the University. The University will always continue to look outside the University for potential employees as well.

Property and Equipment Care

It is your responsibility to understand the computers, machines, furniture, and equipment you need to use to perform your duties. Good care of these aids that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the University. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstance should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

References

The University does not respond to verbal requests for references. All requests must be in writing. In the event you leave the employ of the University we may be able to provide references to potential employers, depending upon the circumstances, your employment history, and so forth. However, you must first sign a "reference release" waiver with your prospective employer, allowing us to release reference information beyond merely confirming that you worked at the University for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive

a request for a reference, you should forward the request to the Office of Human Resources.

Reinstatement

See "Former Employees" in the "Employment" section for information on reinstatement.

Resignation

While we hope both you and the University will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with the University. If you anticipate having to resign your position with the University, you are expected to notify your immediate supervisor in writing at least two (2) weeks in advance of the last date of work.

Return of University Property

Any University property issued to you, including keys, must be returned to the University at the time of your dismissal or resignation, or whenever it is requested by your supervisor or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose.

Safety Rules

Recognizing that safety is important to the well-being of staff, faculty, students, and visitors, University of Holy Cross has established a Safety Sub-committee. The staff, faculty, and students are expected to comply with all safety requirements.

The Safety Sub-Committee will be responsible for implementing, monitoring, and recommending changes in safety policy. The Safety Sub-Committee reports to the Vice President for Finance and Operations through its chairperson. The Safety Sub-Committee meets at least every six (6) months to review safety procedures. Additional meetings are scheduled when needed.

The maintenance department is responsible for keeping all areas including, but not limited to, the hallways, work areas, public areas, restrooms, entrances, stairwells, walks, and grounds clean, orderly, and in a sanitary condition. All public areas, halls, and stairwells shall be well lighted. All areas should be inspected on a regular basis. If any area is determined to be in need of repair due to wear or damage, arrangements should be made promptly to repair or replace.

All safety equipment such as fire detectors, extinguisher, and sprinkler systems should be maintained in good working order. Inspections will be conducted yearly and reported to the Director of Security. In addition, all electrical, mechanical, air conditioning/heating systems are maintained to prevent injury to persons and/or damage to the equipment.

All accidents involving injury should be reported promptly. Injuries to employees should be reported immediately to their supervisor. First aid should be given immediately. Arrangement for medical treatment should be processed promptly, if needed. The injury of an employee must be reported directly to the Director of Human Resources.

Injuries to non-employees should be reported to the Director of Security or Director of Student Life so that a detailed written report can be completed. These will then be reported to the insurance carrier, if necessary. It is important, in all injuries, to give immediate assistance to the injured party.

All reported accidents, whether to employees or others, should be reviewed by the Safety Committee to determine the cause, if possible, and to recommend corrective action to prevent reoccurrence.

Regular safety meetings and/or bulletins will be used to communicate the importance of safety in the workplace and on campus, accidents can be prevented, and that the cooperation of all staff, faculty, students, guests and visitors are important to a successful safety program.

Security

Maintaining the security of University buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave your work area, make sure that all entrances are properly locked and secured.

Seniority

Many of your benefits, like vacations, are determined by seniority. Also, seniority is one of the factors recognized when making promotions. Therefore, seniority is very important to you as an employee.

You must complete an Introductory Period when you are hired. During this period, you carry no seniority rights. If you are retained after the Introductory Period, you will be credited with seniority. Your seniority will reflect your length of employment beginning on the date on which you began work (anniversary date).

Smoking & Tobacco Policy

The University recognizes the research findings on smoking and second hand smoke inhalation. The University discourages its employees from smoking. Smoking is regarded as a poor health habit which can detract from performance and is often offensive to co-workers and/or students. While we cannot regulate employee conduct off the job or outside of work hours, we feel it is our responsibility to provide a designated smoking area. Smoking is defined as burning any type of tobacco product, including but not limited to cigarettes, cigars, pipes, and hookahs. Please refer to the Smoking and Tobacco Campus Policy. All employees are expected to abide by this policy while at work.

Solicitations and Distributions

Solicitation for any cause and the distribution of non-University literature must have the prior approval of your supervisor. Persons not employed by the University are prohibited from soliciting or distributing literature on University property.

Substance Abuse

In accordance with the highest professional authorities, University of Holy Cross recognizes that alcoholism/drug addiction is a disease. Conscious of its educational mission and of its obligation to the handicapped members of its community, the University recognizes the unique problems of employees afflicted by alcoholism/drug addiction. The health insurance available to employees provides for private counseling/rehabilitation. The Thomas E. Chambers Counseling Center located at the University also provides counseling to employees and all are handled with strict confidence.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our University can be made a better place to work, our programs improved, and our service to students enhanced. When you see an opportunity for improvement, please talk it over with your immediate supervisor. He or she can help you bring the idea to the attention of the people in the University who will be responsible for possibly implementing it.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit and is implemented, we shall acknowledge the individual(s) who had the idea.

Supervisors

Your immediate supervisor is the person on the management team who is closest to you and your work. Your day-to-day contact with your supervisor gives you a chance to receive guidance and

counsel regarding your assignments and the progress you make on your job. Your supervisor can show you how your work fits into the overall picture, teach you how to do things, explain the "hows" and "whys," and encourage you when things look a little tough.

Your supervisor is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your supervisor has authority to hire and dismiss, assign work, recommend pay increases, transfers or promotions, and maintain order and discipline. This may be accomplished by the supervisor personally or through his or her designee.

Remember, your supervisor knows most of the answers, and, if not, knows where to get them. Your supervisor probably started in a job much like yours and can guide and help you. Your supervisor wants you to succeed. Please get to know your supervisor, and when you need help or have questions, complaints, problems, or suggestions, contact your supervisor first. He or she is interested in your success, the success of every member of your department, and the overall success of the University.

Your supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you--that is his/her job--so please ask, and please be willing to meet your supervisor half way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like the University, your supervisor has a direct interest in you. He or she wants you to consider him or her as your advisor, friend, and mentor. Go to your supervisor for information about your job, your pay, or other matters of University policy.

Please do not overburden your supervisor with questions that can be answered by reading this *Employee Handbook* or other posting areas such as Paychex eservices or the University website. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your supervisor.

Theft

Property theft of any type will not be tolerated by the University. We consider property theft to be the unauthorized use of University services or facilities or the taking of any University property for personal use.

The penalty for any incidence of unauthorized possession or removal of University property is immediate dismissal. All examples of unauthorized possession or removal of University property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If you are dismissed because of unauthorized possession or removal of University property, you may be subject to prosecution.

Traffic Violations

Prior to receiving authorization to operate a University vehicle or using your own vehicle on behalf

of the University, you must notify the University of any loss or restriction of license or insurability. During your operation of a vehicle on behalf of the University, you must immediately notify us of any infractions, citations, etc. Under no circumstances will an employee of this University operate a vehicle on behalf of the University while impaired. Use of cellular phone without Bluetooth and texting is also forbidden. If you are authorized to operate a University vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines, or traffic violations incurred.

Transfers

Transfer from one position to another may be required or requested from time to time. Such transfers (up, down, or laterally) will be made with a possible adjustment in pay. Transfers for more than thirty (30) days will be considered permanent transfers.

In the unlikely event that you are permanently transferred for the benefit of the University to a lower position, your wage may need to be adjusted to suit the new position. If you are permanently transferred to a lower position because there is no work in your department, your wage must be reduced to suit the job to which you are transferred.

Use of University Vehicle

If you are authorized to use a University vehicle for University business, you must adhere to the following rules:

1. You must be a licensed driver.
2. You must maintain weekly mileage reports.
3. You are responsible for paying any moving violation tickets. Also, please park appropriately; parking violations will not be paid by the University.
4. You must not allow persons not authorized or employed by the University to operate or ride in a University vehicle.
5. Prior to operation of any University vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident--filling out the accident report, getting names of witnesses, and so forth.

Note: See "Driver's License and Driving Record" in the "Employment" section of this *Employee Handbook* and "Traffic Violations" earlier in this section for further information.

Violations of Policies

You are expected to abide by the policies in this *Employee Handbook* as well as other policies that may be distributed. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this *Employee Handbook*. This list is not to be considered all-inclusive.

Visitors

Visitors are always welcomed on campus. Their visit, however, should not interrupt the normal functioning of a department. If you are expecting visitors, please notify your supervisor and extend warm University hospitality.

TERMINATION OF EMPLOYMENT

Voluntary Termination

If you are voluntarily terminating your employment with the University, you are asked to provide written notice to your immediate supervisor allowing at least two weeks prior to your last working day. Employment at the University is on an "at-will" basis and your employment may be terminated at any time, with or without cause, even during the written notice period.

Reduction in Force

In the unlikely event of a reduction in workforce, employees will be laid off based on skills and abilities as well as seniority. Please understand that if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision.

However, when it is necessary to recall employees from layoff status, recall will be in reverse order to the layoff. Recall will be made by mail to your last known address or by telephone call. Failure to respond to the recall within two (2) days of notice will be considered a voluntary resignation. Laid off employees must inform the University of any change in mailing address or telephone number. Employees will lose their seniority if laid off for more than three (3) months.

Severance pay is provided to give you a reasonable opportunity to secure another position without interruption of income. If the University releases you for any reason other than a policy violation

and, if you have been employed by the University for more than one (1) year, you will receive severance pay in an amount equal to two (2) weeks of your regular wage, less any unemployment or Workers' Compensation benefits. Any unused vacation time will also be paid at termination; however, it is the responsibility of the employee to ensure that the reporting of time used is processed according to policy.

If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your supervisor or the Office of Human Resources to let us know you are interested in returning to work.

Acknowledgement of the University of Holy Cross Employee Handbook

This *Employee Handbook* is an important document intended to help you become acquainted with the University. Please read the following statements and sign below to indicate your receipt and acknowledgement of the University of Holy Cross *Employee Handbook*.

Please read this page, complete the information at the bottom, sign it and return it to the Office of Human Resources.

- I have been made aware that the University *Employee Handbook* is located in the Public Folders in Microsoft Outlook and HR Online website, <https://eservices.paychex.com> . I understand that the *Employee Handbook* is not a contract. I understand that I should contact the University's Office of Human Resources for additional information regarding the information in the Handbook.
- I understand that it is my responsibility as an employee to review the *Employee Handbook*, and any amendments or changes, and to understand and comply with the policies and procedures contained therein. I understand that I should consult with the Office of Human Resources regarding any questions not answered in the handbook.
- I understand that I am employed on an "at-will" basis, which means that either the University or I may terminate my employment at any time, with or without cause.
- I understand that nothing in the Handbook in any way changes my "at-will" status.
- I understand that the Handbook does not contain every policy or employment practice of the University. I further understand that the Handbook supersedes any and all prior communications, handbooks, manuals, memoranda, and notices I may have received regarding the topics covered therein.
- I understand that the University at its sole discretion may make changes to the Handbook at any time.
- I understand that it is my responsibility to become familiar with and follow the University practices set forth in the Handbook.
- I understand that my violation of any policies and procedures contained in the Handbook is grounds for immediate disciplinary action, up to and including termination.
- I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is critical to the success of the University and must not be given out or used outside of the premises of the University or with non-University employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or organization.

- I understand that, should the content be changed in any way, the University may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the University of Holy Cross *Employee Handbook*.

Employee's Printed Name

Position

Employee's Signature

Date

Director of Human Resources Signature

Date

The signed original copy of this agreement should be given to your supervisor. It will be filed in your personnel file.

Appendix “A”

SOCIAL MEDIA POLICY

At University of Holy Cross, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all Faculty, Staff, and Executive Administration.

PROCEDURE

Social Media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with University of Holy Cross, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of others or otherwise adversely affects employees, students, suppliers, or people who work on behalf of University of Holy Cross may result in disciplinary action up to and including termination. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

1. Be Respectful

Always be fair and courteous and keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

2. Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false.

3. Post only appropriate and respectful content

Maintain confidentiality; do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not create a link from your blog, website or other social networking site to an University of Holy Cross website without identifying yourself as an employee. Express only your personal opinions. Never represent yourself as a spokesperson for University of Holy Cross. If University of Holy Cross is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of University of Holy Cross. If you do publish a blog or post online related to the work you do or subjects associated with University of Holy Cross, make it clear that you are not speaking on behalf of University of Holy Cross. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of University of Holy Cross.”

4. Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the company equipment policy. Do not use University of Holy Cross email addresses to register on social networks, blogs, or other online tools utilized for personal use.

5. Retaliation is prohibited

University of Holy Cross prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

6. Media contacts

Employees should not speak to the media on University of Holy Cross’s behalf without contacting the Coordinator of Public Relations. All media inquiries should be directed to the Coordinator of Public Relations.