

# University Of Dallas



# Employee Handbook

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# **Section 1: General**

## **1.1 Introduction**

Welcome to the University of Dallas. The University of Dallas is an independent private university affiliated with the Catholic Church whose mission and purpose is to provide educational programs that reflect a tradition of Catholic learning and Western liberal education. It is our hope that your individual talents, skills and abilities will make a valuable contribution to the achievement of our mission and that you will find your time here personally and professionally rewarding.

The Employee handbook contains information on University services, employment policies, employee benefits and general University operational procedures. **The handbook is intended as a guide and is not considered a comprehensive list of all policies and procedures.** The employee handbook may be subject to change at the discretion of the University. The language used in the handbook should not be construed as creating or guaranteeing employment for any specific duration. It is important to understand that just as staff members retain the right to end their employment with the University at any time, for any reason, the University retains the right to end an employment relationship at any time, for any reason, with or without cause or notice. No oral agreements constitute a contract for employment with the University. Only the University president has the authority to enter into a written contract with an employee.

Each policy indicates whether it applies to staff or both faculty and staff. Staff members are defined as non-faculty employees whose primary job assignment is to provide administrative and operational support. Staff members also working as adjunct faculty retain their staff classification and will abide by the policies of both faculty and staff. Employees attending classes must also comply with relevant sections of the Student handbook. Employees should consult the Human Resources Office in cases where policies from the staff, faculty and/or student handbooks appear to conflict.

Should you have any questions regarding policies or information in the Employee handbook, please ask your supervisor or a member of the Human Resources staff.

## **1.2 History of the University**

### **Event Highlights**

- 1910 Vincentian Fathers requested University of Dallas charter for Holy Trinity College (founded by them in 1905).
- 1929 Dormant charter was placed in the Catholic Diocese of Dallas Chancery Office.
- 1954 The Sisters of Saint Mary of Namur obtained the charter for a new institution in Dallas, which would absorb the junior college of Our Lady of Victory operated by the Sisters in Fort Worth.
- 1955 The charter was revived but the Mother Superior withdrew sponsorship. The Sisters and the laymen who were directing the drive for funds, Eugene Constantin, Jr. and Edward R. Maher, Sr., induced Bishop Thomas K. Gorman to have the Diocese take over sponsorship with ownership by an independent board of trustees.
- 1956 University of Dallas opened with 96 students. Members of the Cistercian Order, the Sisters of Saint Mary of Namur, three Franciscan fathers and a number of laymen composed the original faculty.
- 1958 The Dominican fathers joined the faculty and established the St. Albert the Great Priory.
- 1960 The first graduating class demonstrated won significant honors, including the University's first Fulbright and Woodrow Wilson awards.
- 1963 Accreditation by the Southern Association of Colleges and Schools was awarded.
- 1965 Holy Trinity Seminary was founded.  
Gorman Lecture Center and the Maher Athletic Center were completed.

- 1966 The Graduate School of Management began. Braniff Graduate School was established, the Braniff Graduate Center and the Braniff Tower and Mall were constructed, all gifted from the Blakely-Braniff Foundation.
- 1969 In response to endowment gifts from the Constantin Foundation, the Board named the undergraduate college the Constantin College of Liberal Arts.
- 1970 The Rome Program began.
- 1973 The Mrs. John B. O'Hara estate established the Summer Science Institute. The Institute of Philosophic Studies was initiated.
- 1975 Haggerty Art Center was enlarged and the University Center was renovated and named for J.M. Haggar, Sr.
- 1980 The University apartments, a facility for upper-division students opened.
- 1985 The Patrick E. Haggerty Science Center and the Chapel of the Incarnation (renamed the Church of the Incarnation in 2001) opened.
- 1989 The University purchased land for construction of a permanent home for its Rome program. The Italian campus is located in Due Santi near Castel Gandolfo, just 12 kilometers from the heart of Rome and includes a dormitory, student center with library, chapel, faculty residence, classrooms, recreational facilities and an outdoor amphitheater.
- 1994 The Eugene Constantin, Jr. Rome Campus was dedicated.

## History of Presidents

F. Kenneth Brasted	1956 to 1959
Robert Morris	1960 to 1962
Donald A. Cowan	1962 to 1976
Bryan F. Smith	Appointed Chancellor during search
Dr. John R. Sommerfeldt	1978 to 1980
Dr. Svetozar Pejovich	Appointed Acting President during search
Dr. Robert F. Sasseen	1981 to 1995
Monsignor Milam J. Joseph	1996 to 2003
Robert M. Galecke	Appointed Acting President during search
Dr. Francis M. Lazarus	2004 to present

## 1.3 Mission

The University of Dallas is dedicated to the pursuit of wisdom, truth and virtue as the proper and primary ends of education. The University seeks to educate its students so they may develop the intellectual and moral virtues, prepare themselves for life and work in a problematic world, and become good men and women able to act responsibly for their own good and the good of their family, community, country and church.

The University understands human nature to be spiritual and physical, rational and free. It is guided by principles of learning, which acknowledge transcendent standards of truth and excellence, which are the object of search in an education. The University is therefore open to faculty and students of all denominations and supports their academic and religious freedom.

The University recognizes the primacy of liberal education in both its undergraduate and graduate programs. The University is committed to the recovery and renewal of the Western heritage of liberal education in its liberal arts programs. The University is equally committed to providing professional programs at the graduate level which are conceived in the spirit of liberal education: that is, professional programs which are capable of fostering critical reflection upon the ends governing the profession, of providing the knowledge and skills required for its practice, and of preparing students for principled and moral leadership in their professions. The University seeks to offer those graduate and professional programs which will address the important needs of society, and which can be offered in a manner

consistent with the University's primary institutional commitments.

The University as a whole is shaped by the long tradition of Catholic learning and acknowledges its commitment to the Catholic Church and its teaching. The University is dedicated to the recovery of the Christian intellectual tradition, and to the renewal of Catholic theology in fidelity to the Church and in constructive dialogue with the modern world. The University seeks to maintain the dialogue of faith and reason in its curriculum and programs without violating either the proper autonomy of each of the arts and sciences or the religious freedom of the faculty and students. The University thus seeks to provide an academic and collegial community which will help students acquire a mature understanding of their faith, develop their spiritual lives and prepare themselves for the calling as men and women of faith in the world.

## 1.4 Campus Description

The University of Dallas main campus is located in Irving, Texas, a city of 200,000 residents, on the northwest boundary of the city of Dallas. In the center of the metroplex, the campus is ten miles from the DFW International Airport, 15 minutes from Downtown Dallas and 40 minutes from Fort Worth.

Texas Stadium, home of the Dallas Cowboys, is four blocks from the University. LB Houston Nature Preserve, along the Elm Fork of the Trinity River, forms part of the eastern boundary of the campus.

The major portion of the campus is situated around the Braniff Mall, a gathering place for the University community. Symbol and landmark for the University is the Braniff Memorial Tower.

**John W. Carpenter Hall**, the original classroom building, now houses the central administrative offices, the Advancement office, classrooms, and the Departments of Modern Languages and Classics.

**Lynch Auditorium**, named for Joseph Patrick Lynch, Bishop of the diocese from 1911- 1954, is a multi-purpose amphitheater-style lecture hall and home of extracurricular concerts and lectures.

**The Haggerty Art Center**, completed in 1962 and the newly completed **Haggerty Arts Village** were gifts of Mr. and Mrs. P. E. Haggerty. Each of the five buildings located in the Arts Village has its own emphasis: Art History, Painting/Printmaking, Ceramics, Sculpture, and Arts Foundation. The buildings are equipped with studios, offices and ample gallery space for exhibits.

**The William A. Blakley Library**, dedicated to a principal benefactor of the University, is connected to the Braniff Memorial Library. Together they house the University's reference, periodicals, reserve, and circulating library collections. These include more than 150,000 catalogued volumes in book form, more than 70,000 volumes in microforms, and over 800 current titles of periodicals.

**The Gorman Lecture Center** is named for the founding Bishop of the University, Thomas K. Gorman. Completed in 1965, it contains a variety of instructional areas and social spaces.

**The Margaret Jonsson Theater and Courtyard** includes an 80-seat theater, workshop and landscaped area for outside receptions and theater. Using an older campus building, the renovations and extensions were made possible by a gift from Mr. and Mrs. Erik Jonsson.

**The J.M. Hagggar, Sr. University Center**, made possible through the Hagggar Foundation and other bequests, is a facility which includes the University dining room, cappuccino bar, bookstore, post office, Music department, lounges, Student Life and Government offices, Chaplain's office, Health Center, Campus Safety Office, Visitor's Suite and meeting and reception rooms. This award-winning facility, completed in 1975, is located on the Braniff Mall.

**The Braniff Graduate Building**, a gift from the Blakley-Braniff Foundation in memory of the founder of

Braniff International Airways, contains classrooms, seminar rooms, offices for the graduate faculty and administration, and houses the collections of the University library.

**The Braniff Memorial Tower**, at the south end of the mall opposite the Braniff Graduate Building, rises 188 feet above the campus. The Tower is a memorial to Tom and Bess Braniff. It serves as a landmark and as a symbol of the University. The Braniff Tower houses four bronze bells, The Cowan Bells. A gift of King Foundation, the bells are named in honor of Donald A. Cowan, president of the University from 1962 until 1977, and Louise S. Cowan, professor of English, who designed the University's literary tradition sequence.

**The Patrick E. Haggerty Science Center**, a 60,000-square-foot teaching and research facility, completed in 1985, commemorates an outstanding industrialist and scientist and one of the University's most dedicated trustees.

**The Church of the Incarnation**, an exquisitely designed and crafted 500-seat church, was completed in 1985. In addition to the main worship space, it includes the original chapel, named in honor of St. Thomas Aquinas.

**The Helen Corbitt Memorial Suite**. Helen Lucy Corbitt willed half of her estate to the University. This endowment has been reserved by the University to establish and maintain a special apartment on the campus for special events. The apartment is decorated with Miss Corbitt's furniture, books, awards and her portrait.

**O'Connell Hall, Theresa Hall, Madonna Hall and Catherine Hall** comprises the East Quadrangle. They house 300 students. Each hall has a lounge, television room, kitchen facilities and a laundry room. O'Connell Hall is named in honor of the late Sister Mary Margaret O'Connell of the Sisters of St. Mary of Namur who served as registrar of the University from its opening until her death in June 1973.

**Anselm Hall, Augustine Hall, Gregory Hall and Jerome Hall** is the residence halls in the West Quadrangle. They house about 300 students. In 1992 Anselm Hall was totally renovated into efficiency apartments on the first floor with faculty offices and classrooms above. Augustine Hall holds offices on the first floor and resident housing on the second floor. Each building has a lounge, television area, kitchen, and laundry room.

**The University Apartments**, located along Soledad Drive, opened in the fall of 1980. These small clusters house upper-division and graduate students in one (two-student occupancy) and two (four-student occupancy) bedroom apartments. Students have the option of preparing their own food or participating in the University food service plan. The apartment complex is a winner of the 1981 Texas Society of Architects Honor Award in recognition of outstanding architectural design and achievement.

**The Ed Maher Athletic Center**, named in honor of one of the University's principal founders and most devoted trustees, includes a gymnasium, outdoor swimming pool and tennis courts. Renovations in 2003 include expanded space for offices, locker rooms, a trainer's room and a new cardio/fitness room.

**The Graduate School of Management Administration Building** houses the operating departments of GSM including admissions and student records. It is located on the outer campus just off Highway 114 at the Cistercian Road exit.

**Holy Trinity Seminary** is the residence of undergraduate students preparing for the diocesan priesthood who attend classes at the University. It has complete religious, dining and athletic facilities.

**St. Albert the Great Priory** is the residence of the Dominican fathers, several of whom work or teach at the University and are involved in student life. The new Priory completed construction and was dedicated in 2003.

**The Facilities Center** is located at the northwest corner of lot 1, which houses maintenance and operation crew, equipment, and administration.

## 1.5 Conflict of Interest

### **Faculty/Staff Policy**

**Effective Date: 5/95      Revisions: 3/01**

As a *university*, the University of Dallas is dedicated to cultivating and propagating higher learning; as a *Catholic* university, it is committed to the pursuit of the common good. To these ends, the University seeks to provide resources and an environment that assure the unimpeded pursuit of higher learning and the common good. It is therefore expected that all members of the University will foster these ends by observing the highest ethical practices and standards.

It is imperative that the members of the University scrupulously avoid conflicts of interest that could jeopardize the environment of learning or undermine confidence in the University's commitment to the best interests of the community of scholars and students. Members of the University should strive to avoid even the appearance of a conflict of interest. A merely apparent conflict of interest may require no action; more serious cases will require steps to address the conflict.

A faculty or staff member who has reason to believe that he or she might be involved in a conflict of interest shall report the circumstances to the relevant supervisor, chairman, or dean, or to the Vice President for Academic Affairs or the Senior Vice President for Finance and Administration, for appropriate consideration and action. A student who is aware of such a conflict should report it to any of the same group of individuals.

For purposes of this policy, 'faculty' shall mean tenured, tenure-track, research fellow, affiliate, and adjunct members of the faculty; 'staff' shall mean the President, the vice presidents, and all other employees of the University who are not faculty.

The following situations are presumptively considered as involving conflicts of interest that must be avoided.

There may be other situations or circumstances that produce a conflict of interest; these shall be evaluated in light of this code and its general principles. If in what appears to be a conflict of interest the faculty or staff member believes that mitigating circumstances should be taken into consideration, he or she shall promptly report those circumstances to the appropriate authority.

Faculty and staff members shall not solicit, accept, or agree to accept any money, gift, favor, service, employment, or personal, business, or financial benefit that might reasonably be thought to influence them in the discharge of their responsibilities at the University.

Faculty and staff members shall avoid disclosing confidential information gained by reason of their position at the University except as is necessary for the proper discharge of their responsibilities, and they shall not use such information for personal gain or benefit.

Faculty and staff members shall not in the discharge of their responsibilities at the University transact business for personal financial gain (a) with any entity of which they or members of their family are an officer, director, employee, trustee, partner, agent, or member, or (b) with a publicly traded entity in which they or members of their family own an interest that exceeds 1%.

Faculty and staff members shall not encourage their students or others over whom they have authority to invest for financial gain in entities in which the faculty or staff member has more than 1% interest; and they shall not solicit or accept such investments or other financial arrangements unless these have been approved by the President or the President's designee.

Faculty and staff members shall not accept other employment that might impair their independence of judgment in the performance of their responsibilities at the University.

**Employment of relatives** in the same department or work area is generally prohibited. Exceptions to this policy may be made in cases where a relative is determined to be the best candidate and uniquely qualified. In the case of staff positions, the hiring of a relative in the same department or work area must be specifically approved in writing by the Department of Human Resources prior to employment. In the case of faculty positions, the hiring of a relative in the same department or work area must be specifically approved in writing by the Vice President for Academic Affairs prior to employment. *The supervision of relatives is to be avoided. However, when, because a person is the best and most uniquely qualified candidate, he or she is placed in a position that is supervisory, that supervision is to be based solely on the basis of merit without regard to the family relationship, and one must take care to avoid any appearances of improper favoritism.* For the purposes of this policy, a relative is defined as persons related by blood, marriage, or legal procedure, including: parent, child, sibling, spouse, in-law, first cousin, aunt, uncle, niece, nephew, grandparent or grandchild. This provision concerning employment of relatives takes effect on March 10, 2001 and does not impact current employment situations that may be in conflict with this policy.

### **Procedures**

Administration. The Vice President for Academic Affairs and the Senior Vice President for Finance and Administration shall be the administrators responsible for the administration of the Code.

Implementation. The administrators shall disseminate the Code among the faculty, staff, and students of the University and shall provide all such persons the opportunity to ask questions about the Code.

They shall implement procedures for compliance with the Code by faculty and staff members. They shall provide reasonable means for all members of the University to report violations of the Code. They shall take any other reasonable and necessary action to ensure compliance with the Code. They shall report to the President of the University regarding the operation of the Code at least once each semester.

The President shall report to the Board once a year, or more often at the request of the Chairman of the Board, on the operation of the Code.

Enforcement. The administrators shall be responsible for applying the Code in specific cases. The Vice President for Academic Affairs shall be responsible in situations involving faculty members or any employees of the University whose responsibilities at the University include teaching or scholarship, as well as in situations involving staff members whose immediate supervisor is a faculty member or faculty administrator. The Vice President shall be responsible in situations involving all other staff members. In situations of conflict of interest involving the Vice President for Academic Affairs or the Vice President, the administrator not involved shall be responsible; if both are involved in conflicts of interest, the President shall serve as the responsible administrator. Situations of conflict of interest involving the President shall be reported to the Chairman of the Executive Committee of the Board of Trustees, and the Executive Committee shall be responsible for applying the Code and imposing any sanctions. If a faculty or staff member is found to be in violation of this Code, he or she shall be given the opportunity to come into compliance promptly.

Sanctions. Except as otherwise provided in paragraph 3., "Enforcement," the President or the President's designee shall be responsible for imposing such sanctions as are deemed appropriate for a demonstrated violation of the Code by any faculty or staff member. Such sanctions and their administration shall be governed by the provisions for sanctions and disciplinary action of the *faculty handbook* or the *staff handbook*, whichever document applies.

## **1.6 Dress Code and Appearance**

### **Faculty/Staff Policy**

**Effective Date: 5/95      Revisions: 1/03**

While the University of Dallas does not have a specific dress code, it is expected that all employees will dress professionally and in a manner consistent with the University's environment, in most cases, "business casual". It may be appropriate for certain departments to develop their own dress code compatible with

that department's work requirements and appropriate to the degree and level of public contact. Any dress code established by a University department should be enforced consistently within that working environment. Employees are asked to discuss specific questions regarding appropriate dress with their supervisor.

## **1.7 Hours of Operation**

### **Faculty/Staff Policy**

**Effective: 5/89 Revisions: 3/93, 11/93, 1/03**

The University's standard work week for academic and administrative offices is Monday through Friday, 8:00 a.m. to 5:00 p.m., which reflects a forty-hour work week with one hour for lunch. In order to meet specific customer needs, to provide essential services and accommodate department preferences, a schedule other than 8:00 a.m. to 5:00 p.m. may be designated as long as employees work forty hours and provisions are made to serve the public. Area Head approval is required for hours other than 8:00 a.m. to 5:00 p.m., Monday through Friday.

## **1.8 Equal Employment Opportunity**

### **Faculty/Staff Policy**

**Effective Date: 8/89, 09/09**

**The University does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.**

**Title IX Coordinator: The University has designated Janis Townsend, Director of Human Resources, as the Title IX Coordinator. Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382.**

**Unlawful Discrimination and Harassment: The University of Dallas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janis Townsend, Director of Human Resources – diction 504/ADA Coordinator – Title IX Coordinator – Age Discrimination Act Coordinator – Office of Human Resources, Carpenter Hall 2<sup>nd</sup> Floor – 1845 E. Northgate Drive, Irving, TX. 75062 – (972) 721-5382.**

## **1.9 Unlawful Discrimination and Harassment**

### **Faculty/Staff Policy**

**Effective Date: 2-3-93 Revisions: 7/94, 1/03, 9/08**

As a recipient of federal education funds, the University is subject to Title IX of the 1972 Education Amendments. As an employer, it is subject to Title VII of the 1964 Civil Rights Act and the Texas Commission on Human Rights Act. In compliance with these and other laws, the University condemns in the strongest terms discrimination against any student under any educational program of the University, and against any applicant or employee with respect to his or her recruitment, application of employment, hiring, compensation, terms, conditions or privileges of employment, and termination, when such discrimination occurs because of the person's race, color, sex, age, disability, national origin, citizenship or, to the extent

proscribed by law, religion<sup>1</sup>. Unlawful discrimination includes sexual harassment and discriminatory harassment based on any of these factors. Violation of this policy constitutes cause for disciplinary action, up to and including dismissal.

***Discriminatory harassment*** is conduct directly addressed to a specific individual or group of individuals which is intended to intimidate, ridicule, insult or annoy them because of their race, color, religion, gender, disability, national origin or citizenship; or conduct based on these factors which unreasonably interferes with a student's or employee's work performance or which creates an intimidating, hostile or offensive work (or learning) environment.

***Sexual harassment*** is defined by the E.E.O.C. as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either as an explicit or implicit condition of employment or academic standing;

Submission or rejection of the conduct is used as a basis for an employment or academic decision; or  
That conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or in the case of students, the conduct unreasonably interferes with a student's work, or creates an intimidating, hostile or offensive learning environment.

### **Interpretation and Application of this Policy**

An "intimidating, hostile or offensive environment" means that the school, classroom or "workplace must be permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive," in the judgment of a reasonable person, "to alter the victim's employment [or education] and to create an abusive working [or learning] environment."<sup>2</sup> Thus, a remark that may be felt to be insensitive, offensive or unwelcome does not, by its mere utterance, constitute discriminatory or sexual harassment prohibited by this policy.<sup>3</sup>

The University believes with the U.S. Supreme Court, that universities are "traditional sphere[s] of free expression ... fundamental to the functioning of our society."<sup>4</sup> Accordingly, this policy shall not be construed to prohibit the teaching of subjects, the discussion of topics, or the advocacy of positions which others might feel to be offensive.<sup>5</sup> Nor shall this policy be construed to prohibit speech or other forms of expression that would be protected by the First Amendment in a non-university setting.

In investigating and judging allegations of discriminatory or sexual harassment prohibited by this policy, the totality of the relevant circumstances shall be taken into account. Relevant circumstances include the frequency of the conduct; the context in which it occurred; its persistence and severity; the intention of the persons involved; and whether the conduct is humiliating or physically threatening.

In the context of a romantic relationship, originally welcomed conduct of a sexual nature cannot later be turned into sexual harassment because of a change of mind after the fact of the conduct in question. Nor in cases involving two peers (e.g., two students) can normal but unwelcome expressions of love or affection, of flirtation or courtship, be construed as sexual harassment unless they persist despite objection (either

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<sup>1</sup> As a Catholic institution, the University may take actions based on religion in many areas (for example, in student admissions and administrative faculty appointments), and may establish a University approved code of conduct based on the teachings of the Catholic Church.

<sup>2</sup> *Harris v. Forklift Systems* (1993) quoting *Meritor Savings Bank v. Vinson*, 477 U.S. 57 (1986). Bracketed words are added to show the application of the U.S. Supreme Court ruling to students in a university.

<sup>3</sup> Cf. *Meritor Savings v. Vinson*, 477 U.S. 57 at 67 (1986).

<sup>4</sup> *Rust v. Sullivan* 111 S.Ct. 1759, at 1776 (1991).

<sup>5</sup> The University affirms with Thomas Jefferson "that truth is great and will prevail...if not disarmed of her natural weapons, free argument and debate; errors ceasing to be dangerous when it is permitted freely to contradict them." [Virginia Bill for Establishing Religious Freedom (1786)].

directly or through another person) to the point of creating a hostile environment, or of unreasonably interfering with the person's study or work.

This policy is not intended to establish a general code of conduct, but to prohibit a specific kind of conduct, namely, unlawful discrimination and harassment. This policy does not supersede the University's other published policies on standards of conduct, nor does it supersede grievance and disciplinary procedures for cases that do not concern discrimination or discriminatory harassment.

**Retaliatory conduct.** Because unlawful discrimination is extremely serious, this policy also prohibits retaliatory conduct against those who bring charges or allegations of discrimination, or who participate in such charges or allegations. Retaliation is subject to disciplinary action up to and including dismissal.

**Malicious or false charges.** Because accusations of unlawful discrimination are extremely serious and can lead to the loss of employment, destruction of a person's career or termination of his or her education, malicious or intentionally false statements are also subject to disciplinary action, up to and including dismissal.

**Romantic relations between employees and students.** The proper relationship between employees and students or subordinates must not be jeopardized by possible doubt of intent or of fairness of professional judgment, or by the appearance to others of favoritism. Romantic relationships between supervisors and subordinates are prohibited.

**Complaint Procedure.** Violations of this policy should be reported to the appropriate university official, as indicated below. A complaint must be made within 180 days of the action that is the subject of the complaint. The University encourages individuals to work together to resolve any complaints when possible. Any person who believes that he or she is a victim of sexual harassment should explicitly reject unwelcome conduct of a sexual nature or clearly indicate through another person that such conduct is unwelcome.

Faculty conduct in violation of this policy should be reported to the Vice President for Academic Affairs or to the University President. The Vice President for Academic Affairs or his designee shall promptly investigate the complaint and advise the President whether or not to initiate the procedure through which the Disciplinary Action provisions of the faculty handbook (Sec. 2.49) shall be followed. The Vice President for Academic Affairs shall inform the complainant of the action taken with respect to the complaint.

Staff conduct in violation of this policy should be reported to the Director of Human Resources. The Director shall conduct an investigation of the complaint and work with the supervisor of the person charged to resolve the matter or to initiate disciplinary action if warranted. The Human Resources Director shall notify the complainant of the action taken with respect to the complaint.

Student conduct in violation of this policy should be reported to the Associate Dean of Students. The Associate Dean, or his designee, shall investigate the complaint, resolve the matter informally, or, if it appears that discipline is called for, refer to the Committee on Student Discipline in accordance with the provisions of the Student handbook. The Dean shall inform the complainant of the action taken with respect to the complaint.

**Unlawful Discrimination and Harassment: The University of Dallas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janis Townsend, Director of Human Resources – diction 504/ADA Coordinator – Title IX Coordinator – Age Discrimination Act Coordinator – Office of Human Resources, Carpenter Hall 2<sup>nd</sup> Floor – 1845 E. Northgate Drive, Irving, TX. 75062 – (972) 721-5382.**

The complaint and subsequent proceedings shall be kept as confidential as possible as allowed by law and consistent with a thorough investigation. The President shall designate a different official to participate in or conduct the investigation if the person normally responsible for such participation or investigation is the subject of the complaint.

## **1.10 Sex Discrimination, Title IX Coordinator and Grievance Procedure**

### **Faculty/Staff Policy**

**Effective Date: 2/93      Revisions: 1/03, 9/08**

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex with regards to admission and participation by students and employees in federal programs and projects.

**The University does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.**

The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint. Processes for resolving complaints involving faculty are found in the faculty handbook (or the faculty section of the Employee handbook), those involving staff are found in the Employee handbook and those involving students are found in the Student handbook.

The University has designated Janis Townsend, Director of Human Resources, as the Title IX Coordinator. Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382.

## **1.11 Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Coordinator and Grievance Procedure**

### **Faculty/Staff Policy**

**Effective Date: 6-26-92 (ADA)      Revisions: 7/94, 2/93, 1/03**

The University of Dallas will not exclude or impede an otherwise qualified handicapped individual, by sole reason of handicap, from submitting an application for employment or from participation in University programs and activities.

The University will provide any and all reasonable accommodations to facilitate handicapped applicants, students, employees and guest's access to and participation in University programs, events, classes and administrative activities. The University does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.

Title IX Coordinator: The University has designated Janis Townsend, Director of Human Resources, as the Title IX Coordinator. Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382.

Unlawful Discrimination and Harassment: The University of Dallas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janis Townsend, Director of

Human Resources – diction 504/ADA Coordinator – Title IX Coordinator – Age Discrimination Act Coordinator – Office of Human Resources, Carpenter Hall 2<sup>nd</sup> Floor – 1845 E. Northgate Drive, Irving, TX. 75062 – (972) 721-5382.

University departments sponsoring events that are open to the public must include as part of the event announcement the clause: *Persons with disabilities needing special assistance to attend should contact the ADA coordinator at 972-721-5382 at least 72 hours before the event.* The University will provide reasonable accommodation to those requesting assistance.

Employees and students, who complain of any alleged violations of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, may present their complaint to Janis Townsend - Office of Human Resources, Carpenter Hall 2<sup>nd</sup> Floor – 1845 E. Northgate Drive, Irving, TX. 75062 – (972) 721-5382.

The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint. Complainants who are not faculty, staff or students who are not satisfied with the resolution of the problem by the Coordinator may ask the Executive Vice President for Finance and Administration to review their situation. The decision of the Executive Vice President for Finance and Administration will be final.

## **Section 2: Safety and Security**

### **2.1 Drug Free Workplace**

#### **Faculty/Staff Policy**

**Effective Date: 12-7-89 Revisions: 12/03**

It is the policy of the University of Dallas to maintain a drug-free workplace. In accordance with this policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the campus of the University of Dallas or any property owned or controlled by the University of Dallas.

Faculty and staff members found to be in violation of this policy, but not convicted, will be subject to disciplinary action under the provisions of their respective handbook.

In an effort to maintain a drug free workplace, the University will conduct random drug and alcohol screens on staff members who operate university vehicles or equipment, handle potentially hazardous materials, or are employed in high-risk areas. The methods used for the drug and alcohol screens are a urine specimen and a breath analyzer test respectively. A random number generating program will be used to select the employees who will be tested. Employees involved in injuries considered recordable by the Occupational Safety and Health Administration (OSHA) will also be administered a drug and alcohol screen.

Random drug and alcohol testing may also be used if the employee's supervisor and/or management staff have reasonable cause to suspect that the employee is in violation of the policy; the employee's job performance suggests a possible violation of the policy; or absenteeism or excessive tardiness is present. The Director and/or Department Head must be informed when a supervisor has reasonable cause to suspect that an employee is in violation of the policy. The evidence will then be presented to the Director of Human Resources and he/she will decide if a drug and alcohol screen is warranted.

When an employee is requested to submit to drug and alcohol testing, arrangements will be made for the employee to report immediately to the designated testing facility. Employees may be prohibited from returning to work until the results of the test are available. If the test results are negative, the employee will be allowed to return to work and will be compensated for lost time, subject to the restriction imposed by workers compensation policy, if applicable. Positive drug and/or alcohol results will be evaluated before

disciplinary action, up to and including termination, is taken. An appeal can be made in writing within 30 days. The Vice President for Academic Affairs will review appeals for faculty and staff under his/her supervision. The Senior Vice President for Finance and Administration will review appeals for all other employees. Staff members who refuse testing will be sent home and terminated immediately. Faculty members who refuse testing will be subject to the regulations of the faculty handbook.

Employees convicted of violating a criminal drug statute at the workplace must report their conviction to the Director of Human Resources within five days of court action. The reporting requirement is a condition of employment. The Human Resources Director will evaluate each instance of conviction to determine if notification of federal agencies as stipulated in the *Drug-Free Workplace Act of 1988* is appropriate. Disciplinary action for such conviction will be in the form of suspension, mandatory participation in a drug treatment program at employee expense, termination or a combination thereof. Disciplinary action will be taken within thirty days of notification. The Vice President for Academic Affairs will determine the appropriate disciplinary action for faculty and staff under his/her supervision. The Senior Vice-President of Finance and Administration will determine discipline for all other employees.

The University is concerned with the health of all employees and encourages anyone with a drug or alcohol problem to seek appropriate guidance and treatment. The health insurance program offered at the University of Dallas provides specific coverage for dependency treatment. The University is willing to assist employees who voluntarily, prior to being required to submit to drug or alcohol testing, come forward to request assistance in the resolution of a legal drug or alcohol problem. Employees are required to make their request for assistance known to the Director of Human Resources. The University of Dallas will not take any action in violation with the Americans with Disabilities Act.

Compliance with the University's Drug-Free Workplace policy is a condition of present and future employment.

This policy shall not be construed as limiting in any way the University's right to discipline under the full force and authority of Section 2.49-2.54 of the faculty handbook and of staff policy.

The preceding policy is based on the following definitions of criminal drug statute, conviction and controlled substance.

Criminal Drug Statute- A criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.

Conviction- A finding of guilt including a plea of *nolo contendere*, or imposition of sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.

Controlled Substance- A substance listed in Schedule I-V of Section 202 of the Controlled Substance Act, 21 USC Subsection 812.

## 2.2 Alcohol on Campus

### **Faculty/Staff Policy**

**Effective Date: 5/88      Revisions: 4/97, 1/03**

Alcohol may not be sold, given or made available at University-sponsored events to persons under the legal drinking age. Note: A University-sponsored event is any event organized, authorized or sanctioned by an official of the University, including academic department chairmen.

Alcohol may not be sold or given to intoxicated persons at University sponsored events.

Immoderate drinking is prohibited.

Social events for the sole purpose of consuming alcoholic beverages are not permitted.

Intoxication while at work is prohibited.

For safety reasons, employees who operate university vehicles or equipment or who work under potentially hazardous conditions must not consume alcoholic beverages while on the job (this includes meals or rest breaks), even if alcohol is served with meals or on celebratory occasions sponsored by the University. The consumption of alcoholic beverages and the possession of open containers are prohibited in classrooms, laboratories, library, athletic facilities, residence hall common areas, mall, and vicinity of any University building or in any public area owned by the University. This restriction may be waived only with the approval of the Department Head and the Campus Safety Office for events not involving students. Events involving students must be approved by the Office of Student Life as stated below. For events not directly involving students in which alcohol is served, it is the responsibility of the department head to coordinate the event with the Campus Safety Office.

Every event involving students in which alcohol is served must receive approval from the Director of Student Activities in the Office of Student Life; the sponsor of the event must take responsibility for monitoring the drinking behavior of the attendees. *Event/Program Registration and Alcohol Permit Forms* are available in the Office of Student Life and should be submitted ten days prior to the date of the event. The University's food service contractor holds a license to sell alcoholic beverages in the zoned areas of Haggar University Center: dining and reception rooms in upstairs Haggar, the cafeteria and the Rathskeller. These areas of Haggar are licensed premises and the provision of alcoholic beverages, complimentary or otherwise, by any agency other than the university food service contractor violates Texas state law. If the event is not in a zoned area, either the food service contractor or host may provide complimentary alcoholic beverages to guests; however, a permit is always required. The food service contractor will arrange for a bartender to serve alcoholic beverages at the host's request. For groups of one hundred or more, one campus safety officer is required, for groups of two hundred, two officers, and so on. If the host expects underage guests, wristbands may be required for of-age drinkers. Alternative beverages and food must be provided when alcohol is served. Advertisements for any university event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event.

## 2.3 Smoking on Campus

### **Faculty/Staff Policy**

Effective Date: 3/93      Revisions: 1/03, 3/04

The University of Dallas prohibits smoking in all buildings. Students, staff, faculty and visitors are asked to smoke outside of buildings, at least 10 feet from main entry doorways, and to deposit extinguished tobacco in appropriate containers. Smoking is prohibited where signs are posted around the following areas: the athletic fields and pool, Maher athletic center, Braniff, Blakely, the chapel, Gorman, Haggerty Science Building, Haggar, Lynch, Carpenter Hall, the theater, and the walkway to the Art Village. Please comply with the signage and use the ash urns provided around campus.

## 2.4 Campus Safety

### **Faculty/Staff Policy**

Effective Date: 5/89      Revisions: 7/94, 1/03

#### Preventing Accidents

Providing a safe work, learning and residential environment requires input from all members of our community. Employees should report unsafe conditions immediately. Minor hazards such as spills on floor or light bulb outages may be reported directly to the Facilities Department (extension 5296) or to the Campus Safety Office (extension 5305) after hours. All other hazards should be reported to Campus Safety, including: unattended equipment on walkways or in hallways, suspicious persons/vehicles, defective or broken equipment accessible to the public, unsupervised or improperly stored combustible materials or chemicals, fire and/or smoke, theft of or damage to property, or disorderly conduct.

Individuals are encouraged not to confront suspicious persons or place themselves in danger, but to notify Campus Safety as soon as possible. In the case of medical emergencies or criminal activities in progress, employees and students should call 911 first, if possible, and then notify the Campus Safety office at extension 2911. A safety officer will then be able to meet emergency personnel and direct them to the correct location.

#### Electrical Equipment in Offices

To prevent tripping and electrical accidents, all electrical and computer related cords require bundling with plastic or Velcro ties for every three feet of cord. All power cords and electrical devices must be UL listed. All cords touching the floor should be in a cord concealer. When computer stations require installation or relocation, the appropriate PC support employee should be contacted for assistance. Electrical cords should not cross open doorways in any situation, even if taped down. Damaged cords should be discarded rather than repaired. There should only be one power cord per electrical device. The power required to operate electrical equipment in office areas should not exceed the available power to the area.

#### **Injuries and Medical Emergencies**

In the case of on the job injury, emergency medical response should be initiated (if warranted) and the policy on workers compensation benefits followed (Policy 4.6). Contact the Office of Human Resources or a supervisor for names and locations of medical facilities and required forms. Anyone who is a witness to an accident, injury or criminal offense should provide a statement to Campus Safety at once.

#### **Departmental Policies and OSHA (Occupational Safety & Health Act) Compliance**

Departments may have policies and procedures regarding health and safety issues particular to job responsibilities which provide more specific guidelines.

OSHA'S "general duty" clause, states that each employer "shall furnish a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious harm to his employees." OSHA requires that the University give employees access to medical and exposure records, provide personal protective equipment designed to protect employees against certain hazards, and provide training to employees regarding hazardous materials.

Employees are granted several important rights by the act, including the right to complain on a confidential basis to OSHA about safety and health conditions in the workplace. Workers are also allowed to participate in OSHA workplace inspections and to contest the time period OSHA allows for correcting standards violations.

For information on hazardous materials, material safety data sheets, university policy enforcement, severe weather response, OSHA requirements and prevention of crime or injuries, contact the Office of Campus Safety.

#### Blood borne Pathogens Protection and General Exposure Control Plan

The University of Dallas meets applicable OSHA requirements and eliminates or minimizes employee exposure to blood borne pathogens. The Blood borne Pathogens Standard applies, by definition, to operations involving human blood or other potentially infectious materials of human origin. Universal precautions are followed as standard practice. Infection control for operations not covered by the Standard (for example, animal handling, microbiology, rest room cleaning and sewer work) may follow these guidelines.

This instruction is applicable to all employees of the University of Dallas during the performance of assigned duties, which involve anticipated occupational exposure to blood borne pathogens or potentially infectious material.

Immunizations required by OSHA will be provided to employees at the University's expense. Records of such immunizations will be kept on file in the campus health clinic, Haggar University Center.

## 2.5 Communicable Diseases

### **Faculty/Staff Policy**

Effective Date: 5/89      Revisions: 1/03

Communicable diseases, for purposes of this policy, are those diseases which are or may be life-threatening and include, but are not limited to, measles, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection) and AIDS, leprosy, and tuberculosis. Employees with life threatening communicable diseases, whether acute or chronic, shall be subject to the following provisions.

The University has the right to be informed when an employee has the communicable disease and the employee has the responsibility to notify the University that he or she has a communicable disease. An employee who knowingly fails to notify the University of a life-threatening communicable disease is subject to disciplinary action, which may include termination. In addition, the supervisor or department head should immediately contact the Human Resources Director if he or she has reason to believe that an employee has a communicable disease.

Upon learning of an employee who may have a communicable disease the Human Resources Director shall investigate the matter to determine whether the employee has a communicable disease and, if so, to determine the employee's ability to perform the job and whether the employee's working poses a threat to self or others. The Human Resources Director may request that the employee submit to a medical examination paid for by the University or to grant permission for the University to discuss the employee's condition with a medical doctor. Failure of the employee to submit to this medical examination or to grant permission to the University to consult with the employee's doctor may result in termination of employment. This medical exam will not be required in AIDS or AIDS related cases pursuant to State Law.

The Director of Human Resources shall obtain medical advice as needed from local health authorities or private physicians on:

- The nature of the risk, i.e., how the disease is transmitted.
- The duration of the risk, i.e., how long the employee will be infectious.
- The severity of the risk, i.e., what the potential harm is to third parties.
- The probabilities that the disease will be transmitted and will cause varying degrees of harm.
- Whether the employee's condition interferes with or could interfere with the performance of regular duties.

Based upon the medical information and after consultation with the supervisor and considering the requirements of the job, the Director of Human Resources shall make a determination as to whether job modifications, reassignment, or exclusion from work is appropriate. Each person's situation should be evaluated as an individual case. Medical information regarding the case shall be treated as confidential information and shall not be shared with anyone except on a need to know basis.

An employee may be excluded from work if the Director of Human Resources, in accordance with this policy, determines that the employee poses a threat to the health of others by remaining on the job or the employee's physical condition interferes with the performance of regular duties.

Employees who are excluded from work may utilize any sick leave that has been accrued. Employees who are excluded from work may within ten days of their exclusion request that the President review the case. This presidential review is to be completed and reported to the employee within forty-five days. However, the employee must remain away from the work place during this presidential review. If the review results in the employee returning to work, any sick leave that was used will be reinstated and the employee will be reimbursed for lost wages, if any.

The University reserves the right to terminate an affected employee whose leave expired during the period of exclusion except during the pendency of presidential review. Situations that fall under the Family and Medical Leave Act (FMLA) will be treated in accordance with Policy 4.5.d.

The interpretation of this policy rests solely with the University. The University also reserves the right to interpret and apply this policy in a manner consistent with the needs of the University and to change the policy as circumstances may dictate.

## 2.6 Information Classification/Confidentiality

### Faculty/Staff Policy

**Effective: 8/94 Revisions: 1/03**

Information is a University of Dallas asset and is the property of the University of Dallas, including all corporate information that is electronically generated, printed, filmed, typed, stored, or verbally communicated. Information must be protected according to its sensitivity, criticality, and value, regardless of the media on which it is stored, the manual or automated systems that process it, or the methods by which it is distributed, including verbally communicated information.

To ensure the proper protection of corporate information, the Owner shall use a formal review process to place information into one of the following classifications:

*Public:* Information that has been made available for public distribution through management authorized channels.

*Internal Use:* Information that is intended for use by employees when conducting University of Dallas business. Most information used in the University of Dallas would be classified Internal Use.

*Confidential:* Information that, if disclosed, could violate the privacy of individuals, reduces the competitive advantage of the University of Dallas, or could cause significant damage to the University of Dallas. The Owner is to establish a review process for all information classified as confidential, and reclassify it when it no longer meets the criteria established for such information.

Employees are responsible for protecting corporate information from unauthorized access, modification, destruction, or disclosure, whether accidental or intentional. To facilitate the protection of corporate information, employee responsibilities have been established at three levels: *Owner*, *Custodian*, and *User*. *Owner:* University of Dallas management of an area, department, etc. where the information is created, or that is the primary user of the information. Owners are responsible to:

Identify the classification level of all university information within their area.

Define and implement appropriate safeguards to ensure the confidentiality, integrity, and availability of the information resource.

Monitor safeguards to ensure their compliance and report situations of noncompliance.

Authorize access to those who have a business need for the information.

Remove access from those who no longer have a business need for the information.

*Custodian:* Employees designated by the Owner to be responsible for maintaining the established safeguards.

*User:* Employees authorized by the Owner to access information and use the established safeguards.

University of Dallas area heads have the responsibility to:

Manage corporate information, personnel, and physical property relevant to business operations, as well as the right to monitor the actual utilization of all corporate assets.

Ensure that all employees understand their obligation to protect University of Dallas information.

Implement security practices and procedures consistent with university policies and the value of the asset.

Note variance from established security practice and for initiating corrective action.

## 2.7 Personal Property

### Faculty/Staff Policy

**Effective Date: 5/89**

University of Dallas employees are discouraged from bringing personal property, particularly items of

value, to the workplace. The University's property insurance does not cover employee personal property. Items of particular vulnerability are electronic equipment and artwork. Please report the theft of any personal property to the Campus Safety Office, Haggard University Center, 972-721-5305, so that in the event stolen property is recovered, the property may be returned.

## 2.8 University Property

### Faculty/Staff Policy

**Effective Date: 5/89**      **Revisions: 1/03**

Due to the potential for liability, employees may not borrow University property for personal use. To ensure that surplus and salvage materials are disposed of in a fair and equitable manner, only Director level employees or above may designate materials in their assigned departments or areas as surplus or salvage. Salvage and surplus materials will be offered for sale, following a determination by the Facilities Department Administrator, of the fair market value of the item. The material(s) will then be posted for bids on designated bulletin boards or sold at an announced surplus sale. Contact the Facilities Department for more information.

## 2.9 Network Acceptable Use Policy

### Faculty/Staff Policy

Effective Date: 9/02      Revision: 2/04, 9/04

Internet and internal network systems, software, operating systems, storage media, and network accounts providing electronic mail, Internet browsing, file transfer protocol, and other network related services, are the property of the University of Dallas. These systems are to be used for business purposes as described by university management in serving the interests of the University of Dallas in the course of normal operations.

Effective information security is a collective effort involving the participation and support of all University of Dallas students, faculty and staff.

It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

This policy applies to all students, faculty and staff of the University of Dallas, as well as, contractors, consultants, temporaries, and other workers at the University of Dallas. This policy applies to all hardware equipment and software services that are owned/leased and operated by the University of Dallas.

### *Policy*

#### General Use and Ownership

1. While the University of Dallas desires to provide a reasonable level of information privacy, users should be aware that the *personal* data they create on university systems might be categorized as the property of the university. Further, because of the need to protect the university's critical information systems, management cannot guarantee the confidentiality of information that is perceived as personal *and* stored on any network device belonging to the University of Dallas.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
3. The university recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification, see the *University of Dallas Information Classification Policy*.
4. For security and network maintenance purposes, authorized individuals within the University of Dallas may monitor equipment, systems and network traffic at any time.

5. The University of Dallas reserves the right to audit networks and systems that are the property of the university on a periodic basis to ensure compliance with this policy. Further, the University of Dallas reserves the right to audit any host system owned and operated by contractors and consultants that reside within the university network according to the terms and conditions stated in the *University of Dallas Third Party Network Connection Agreement*.

#### Security and Proprietary Information

1. The user interface for information contained on university network systems should be classified as either confidential, Internal Use, or Public, as defined by the *University of Dallas Information Classification Policy*. Employees should take all necessary steps to prevent unauthorized access to information designated as Confidential and Internal Use.
2. University students, faculty and staff must keep passwords secure and not share accounts. Users are responsible for the security of their passwords and accounts. System level passwords should be changed frequently and documented by information systems staff. User level passwords should be a combination of at least six alphanumeric characters. Passwords should not start or end with numbers. Passwords should be changed *at least* once each semester.
3. All departmental workstations, laptops and servers should be secured with the network operating system login procedure. Further, a password-protected screensaver with the automatic activation feature set at 10 to 30 minutes, as decided by Management, or less must be enabled on the host computer.
4. Information that is categorized as confidential should be encrypted prior to any form of electronic transmission to another party in accord with the University's *Acceptable Encryption Use Policy*.
5. All hosts used by employees that are connected to the University of Dallas network, whether owned/operated by the employees of the University of Dallas, must be continually executing virus-scanning software with a current virus database.
6. Employees must use extreme caution when opening e-mail which may contain viruses, e-mail bombs, or Trojan horse code.

#### Unacceptable Use

The following activities are prohibited. Under no circumstances is an employee of the University of Dallas authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing University of Dallas-owned resources.

#### System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or the University of Dallas protected by copyright, trade secrets, patent or other intellectual property.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the University of Dallas or the end user does not have an active license.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of potentially malicious programs into the university network or host systems (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.). A "potentially malicious program" is defined as any software application not specifically approved by university management and listed within the university's *Approved Software Application List*.
5. Revealing your account password to others or allowing use of your account by others.
6. Using a University of Dallas computing asset to actively engage in procuring or transmitting

material that is in violation of sexual harassment or hostile workplace laws. See *Administrative Policy 1.9: Unlawful Discrimination & Harassment*.

7. Making fraudulent offers of products, items, or services originating from any University of Dallas account or system.
  8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
  9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an expressly granted user or owner. For purposes of this statement, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information.
  10. Port scanning or security scanning is expressly prohibited for all students, faculty and staff of the university. Only university appointed officials may utilize such actions and tools.
  11. Executing any form of network monitoring which will intercept data not intended for the employee's host.
  12. Circumventing user authentication or security of any host, network or account.
  13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's network session, via any means, locally or via the Internet or intranet.
  14. Providing information about, or lists of, the University of Dallas employees to parties outside the University of Dallas without written approval from management.
- Email and Communications Activities

The following activities are strictly prohibited, with no exceptions:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages. See *Administrative Policy 1.9: Unlawful Discrimination & Harassment*.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters".
6. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups.

#### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action as described in *Administrative Policy 3.12: Employee Conduct, Discipline & Grievance*.

## 2.10 Access to Buildings and Offices

### Faculty/Staff Policy

**Effective Date: 3/95      Revisions 1/03**

The Office of Campus Safety is responsible for the security of buildings, property and people on campus. In this capacity, the Campus Safety Officers are responsible for monitoring access to campus buildings and individual offices. The Office of Campus Safety authorizes the issuance of all keys to facilities and provides facility entry to authorized individuals as necessary. All persons issued keys to University facilities must abide by the following rules:

As a general rule, keys will not be given to student workers or to persons who are not University employees. In the event a student worker is given an occasional assignment requiring access to offices or labs when staff members are not available to provide access, the supervisor can prearrange with Campus Safety to open the facility. If the assignment is ongoing, the supervisor may request a key for the student on the same basis as a regular employee.

Only keys necessary to the performance of an employee's job will be issued. Key holders will not duplicate their keys. Key holders will promptly report the loss of any keys to the Office of Campus Safety. Employees who are issued Master Keys will restrict use exclusively to themselves and will not lend the key to any person, including coworkers, for any reason. All keys will be returned to the Office of Campus Safety when requested or upon separation from the University. Faculty, staff or students who need access to an area for which they are not provided a key must provide Campus Safety a written authorization for access from an appropriate supervisor. The Office of Campus Safety will verify the request and reason for access. Approval of access by an Area Head may be required, depending on the security status of the area. Upon activation or deactivation of the system in alarmed areas, the user will contact the Campus Safety Office via telephone, extension 5305.

## **2.11 Vehicle Use and Parking Management**

### **Faculty/Staff Policy**

**Effective Date: 6/94      Revisions: 1/03**

All University faculty, staff and students parking a vehicle on campus must obtain a permit from the Office of Campus Safety. Current state registration, proof of insurance as required by state, inspection, and University identification card will be required to obtain a vehicle permit. Parking on campus without a valid permit may result in written citations, fines or towing of the vehicle. Casual visitors to the campus may park in designated visitor spaces. When guests, temporary employees or volunteers are expected, well in advance of a program or special event, departments are asked to obtain temporary parking permits from the Office of Campus Safety and distribute accordingly.

Vehicle operators are subject to the City of Irving parking code while on campus and may be cited for the following violations: parking in a fire lane; parking in a designated "handicap" zone without proper designation; driving on sidewalks, lawns, mall areas or other areas marked "reserved" or "no parking".

Employees who utilize their vehicle for university business are required to have insurance satisfactory to the requirements of the state. Accidents involving University vehicles or equipment must be reported to both the Campus Safety Office and the Director of Business Services.

## **2.12 Firearms on Campus**

### **Faculty/Staff Policy**

**Effective Date: 10/95**

The University of Dallas prohibits the carrying or possession of firearms by faculty, staff, students and visitors while on University property. Violation of this policy may result in the termination of employment for employees and expulsion for students. Visitors will be asked to leave the premises. Failure to comply with the "gun free" designation of the campus may result in state or local legal sanctions as well.

## **2.13 Identification Cards**

### **Faculty/Staff Policy**

**Effective Date: 8/94**

All employees of the University must obtain an identification card that includes their name, job title and photograph. The Human Resources Office will provide an authorization showing the employee's name and job title. Employees will present the authorization form to the Campus Safety Office for digital photo and card processing. Employees should keep their ID cards in their possession while on campus and cooperate with Campus Safety or other officials if asked to verify their authorization for being on campus. ID Cards

are also used to check out library materials, receive bookstore discounts and to use various facilities such as the pool, tennis courts and cafeteria. Please contact the Human Resources Office if your ID is lost or stolen or if you have a change in name or job title.

## 2.14 Signs and Postings on Campus

### **Faculty/Staff Policy**

Employees and departments may post appropriate announcements in and around campus buildings. To prevent unnecessary wear and tear to campus buildings and to keep our campus attractive, it is asked that the following guidelines be observed when posting signs:

In Braniff, Gorman, the Church, the Science Building, and Carpenter, signs may be put on bulletin boards ONLY with masking tape, thumb tacks or staples. Scotch tape is not allowed.

Bulletin boards owned by a specific department (noted by a plaque in the upper left-hand corner) are not public space. Contact the appropriate department to request approval.

All signs posted in Haggard must be approved by the Office of Student Life and will be given an ending date if none is noted on the sign. The Facilities department will remove improperly placed and/or unauthorized signage.

## 2.15 Inclement Weather

### **Faculty/Staff Policy**

**Effective: 5/89 Revisions: 3/93, 11/93, 1/03**

In the event of hazardous weather conditions, the following television and radio stations will be requested to announce the closing or delayed start of University of Dallas classes and offices:

<u>Television Channels</u>	<u>Radio Stations</u>
KDFW (Fox) Channel 4	KERA 90.1
KXAS Channel 5	KVIL 103.7
WFAA Channel 8 (AM only)	KRLD 1080 AM
KTVT Channel 11	WBAP 820 AM

The Senior Vice President for Finance and Administration and the Vice President for Academic Affairs will determine university closings. Class closing or delayed start announcements will normally be made between 6:00 a.m. and 8:00 a.m. for daytime classes. For the cancellation of the Graduate School of Management evening classes, a determination will be made prior to 4:00 p.m. in order that notification of media and other campus offices can be made. Radio station announcements can be expected during the 4:30 p.m. - 6:00 p.m. rush hour period. The UD switchboard will also be notified of the closings and can be reached at 972-721-5000, or you may contact the Office of Campus Safety at 972-721-5305. Whenever possible, closing status will also be posted on the website, [www.udallas.edu](http://www.udallas.edu).

Staff employees will not receive inclement weather pay for days if they are absent or on leave (including vacation, sick, and other leave) the day before and the day after the inclement weather day. Inclement weather pay shall not be used for overtime calculation purposes. If the employee is required to work on the inclement weather day, they will be paid for eight hours plus the number of hours clocked.

## **Section 3: Employment**

### **3.1 The Employment Process: Recruiting and Hiring Employees**

#### **Faculty/Staff Policy**

**Effective Date: 8/89      Revisions: 1/03**

It is the University's goal to hire the best-qualified people through a fair, legal and effective employment process.

**Faculty Searches:** Faculty Search Committees are responsible for establishing employment criteria and making recommendations to the Vice President for Academic Affairs. Active searches shall be reported to the Human Resources office for posting on the website. Department Chairs are asked to contact HR for guidelines on record keeping.

**Staff Searches:** The Office of Human Resources will manage all non-academic employment searches in accordance with the following guidelines.

#### **Step One: Employee Recruitment Request**

A request form, listing the skills, education and experience required for the position as well as its classification and pay range, must be submitted to Human Resources to begin the process of hiring a staff member. An updated job description should be submitted with each request form. Approval is required by one of the following levels of authority: Vice President for Academic Affairs; Senior Vice President of Finance & Administration; Vice President and Dean of Student Services.

#### **Step Two: Posting and Recruitment**

Active recruitment for qualified individuals will include a combination of appropriate methods to find the best applicant. These methods include: internal posting – including website and job line, advertising in local newspapers, posting at other universities, trade schools, professional organizations, websites or other identified sources. The minimum internal posting period is three business days. The Human Resources Office will assign an appropriate closing date by which applicants are asked to apply to ensure consideration. Temporary positions do not require posting.

#### **Step Three: Evaluation and Recommendation of Candidates**

The Human Resources recruiting manager will review applications for minimum requirements and qualifications based on the submitted request form, recommend top candidates to the hiring supervisor, and arrange interviews.

#### **Step Four: Offer of Employment**

*It is extremely important for department chairs or any other interviewers to refrain from making an offer of employment.* The Human Resources recruiting manager will make an offer of employment in writing upon recommendation of the hiring supervisor after a thorough reference check.

**Background Checks:** Offers of employment will be contingent on an acceptable investigation of criminal records, and when appropriate, credit and/or motor vehicle records.

**Placing the Employee on Payroll:** Required payroll forms must be submitted to Human Resources in order for any new employee to begin receiving salary. The hiring supervisor must also obtain approval on an Employee Action Form (EAF) and return it to Human Resources as soon as possible. Staff EAF's are originated by HR and require supervisor, area head, and HR approval. Faculty EAF's are originated in the Office of the Vice President for Academic Affairs and are forwarded directly to HR.

## 3.2 Employment Status

### Staff Policy

#### Effective Date: 5/89

1. Staff positions will be classified as full-time or part-time and either regular or temporary.

*Full-time, regular:* 40 hour work week positions with budget approval on a non-temporary basis.

*Full-time, temporary:* 40 hour per week positions with limited duration. Temporary status is normally defined as a non-budgeted position, usually less than one year in duration.

*Part-time, regular:* Positions working less than 40 hours per week on a continuing budgeted basis.

*Part-time, temporary:* Positions working less than 40 hours per week for a limited duration, non-budgeted positions.

2. Staff positions will be classified as either exempt or non-exempt.

*Exempt* positions meet Department of Labor criteria and are paid a salary for performing a total job, not for hours worked. Exempt employees do not submit time sheets or leave forms for being away from work for less than one day. When leave is taken in full days, approved leave forms must be submitted to payroll in the month leave is taken.

*Non-exempt* positions meet Department of Labor criteria and are paid for hours worked. Non-exempt staff members must maintain accurate daily records of hours worked and submit approved time sheets to payroll every two weeks. Non-exempt staff members will be paid at an overtime (1.5 X the normal hourly rate) rate for hours worked over 40 in each workweek. Approved leave forms must be submitted for all time away from work during regular work hours. Staff members should not work more than 40 hours in the workweek without specific approval by a designated supervisor.

## 3.3 Employment of Minors

### Faculty/Staff Policy

#### Effective Date: 9/01

In conformance with the Fair Labor Standards Act and the Texas Labor Code, the University of Dallas prohibits the employment of children under the age of 14. In cases where minors are hired, University employment and compensation policies will apply as well as all staff policies. In addition, minors will not be allowed to work:

- in hazardous conditions, including driving motor vehicles; operating heavy machinery; outside window washing and all work requiring the use of ladders, scaffolds or their substitutes.
- more than 8 hours in one day or more than 40 hours during a non-school week.
- more than 3 hours in a school day or more than 18 hours during a school week.
- before 7:00 a.m. or after 9:00 p.m.

Questions regarding the employment of minors or the conditions under which a minor may not work should be directed to the Human Resources Office.

## 3.4 Employment of Aliens

### Faculty/Staff Policy

#### Effective Date: 1986 Revisions: 12/96, 1/03

In conformance with the Immigration Reform and Control Act of 1986, the University of Dallas will hire only American Citizens and registered Aliens who are authorized to work in the United States.

Employment eligibility will be verified with the completion of the I-9 form. The Human Resources Office will verify the employment eligibility of all employees, including faculty, staff and student employees except those working as Graduate Assistants for the Graduate School of Management, in which case eligibility will be verified by the GSM Assistant Dean's Office. In some cases (i.e., employees at remote facilities), the Human Resources Office may appoint an employer representative to complete the I-9 form with the new employee.

Eligibility for employment will be verified within three days of the individual's first day of work. If eligibility cannot be verified within three business days, the individual will be required to stop working until proper documentation can be presented.

The I-9 forms are to be retained by the Human Resources Office on all current employees hired after November 6, 1986. The I-9 forms of terminated employees will remain on file for a minimum of one year after termination except in cases where the employee worked for less than three years. In these cases, the form will be kept a minimum of three years from the initial date of hire, including one year after termination.

## **3.5 Employment of Former Employees**

### **Faculty/Staff Policy**

**Effective Date: 8/94      Revisions: 1/03**

Former employees are eligible for re-hire provided that satisfactory notice was given before leaving the University and the reason for separation was not unsatisfactory job performance or misconduct. Former employees re-hired will be considered new employees from the date of re-employment; however, vacation accrual will be based on total years of service.

## **3.6 Promotions and Transfers**

### **Staff Policy**

**Effective Date: 8/94**

University employees are invited to apply for posted job opportunities provided they meet the minimum qualifications of the position. Employees must meet all deadlines for application as posted. The Human Resources recruiting manager will evaluate the applications and recommend candidates for interview. If the internal applicant is determined to be the best-qualified candidate, the recruiting manager will confer with the staff member's current department manager and the hiring department manager to negotiate the employee's transition to the new position. Every effort will be made to accommodate the needs of both departments. Should the departments be unable to reach a compromise, the Director of Human Resources will decide the conditions of the transfer.

Regarding transfers, staff members may be transferred from one position in a department to another, in the same department, without posting the vacancy, as long as the new position is in the same classification and pay grade as the previous position. When the new position constitutes a promotion, the position must be open to both internal and external applicants. If the transfer is a demotion, no posting is required.

## **3.7 Verification of Employment and References**

### **Faculty/Staff Policy**

**Effective Date: 5/89      Revisions: 8/94**

Requests for employment verification, salary history, employment references and personal information regarding current and former staff members should be directed to the Human Resources Office. The Human Resources Office will verify past or present employment, job title and dates of employment only.

Only upon receipt of a signed release or waiver by the current or former employee will salary information, job performance, and address/telephone numbers be provided.

## **3.8 Job Descriptions**

### **Staff Policy**

**Effective Date: 8/94**

Job descriptions are essential to the successful recruitment of new employees and for the successful job performance and evaluation of current employees. For this reason, the Human Resources Office strives to maintain job descriptions for all budgeted, regular staff positions in the University. Supervisors should periodically review the job descriptions of their employees for accuracy of job duties, requirements and skills. Should a position be redesigned or altered significantly, a new job description should be completed. The Human Resources Director will review the description and determine whether or not the position should be reclassified.

## **3.9 Performance Evaluations**

### **Staff Policy**

**Effective Date: 7/1/93    Revisions: 1/03**

Job performance of University staff members will be formally evaluated on an annual basis in order to recognize achievements of employees, set performance goals and identify areas where job performance is in need of improvement. Supervisors will use the evaluation process to identify training needs and to justify salary increases, transfers, promotions or disciplinary actions.

Employees will be evaluated on their job knowledge, communication skills, decision-making skills, initiative, workplace behavior/conduct, quality and quantity of work, attendance, achievement of goals and other criteria specific to their job.

Supervisors will evaluate the staff members who directly report to them, using forms provided by the Human Resources Office. Prior to meeting with the employee being evaluated, supervisors will review the evaluation with their immediate supervisor. If the employee disagrees with any part of the evaluation, he/she may respond in the comment section of the form. Staff members must sign the evaluation. Signing the evaluation does not necessarily indicate concurrence with the evaluation.

Supervisors will provide the staff member with a copy of the evaluation, keep a copy for their records, and forward the original evaluation to the Human Resources Office for placement in the employee's file.

Performance evaluations may be conducted more frequently than once a year if the supervisor deems necessary. Reasons for a performance review outside the annual review include: evaluation of a new employee's progress, evaluation following a promotion, or to notify the employee that their job performance requires immediate redirection or improvement.

## **3.10 Salary Administration**

### **Staff Policy**

**Effective Date: 8/94    Revisions: 1/03**

Each position is evaluated based on job description, market surveys, and its fit into the University's structure. Once a position is evaluated, it is assigned to the corresponding pay grade. All pay grades have a minimum, midpoint and maximum salary. Generally speaking, employees who are new to a position or learning new job responsibilities will be paid at the minimum salary of the range. As they progress in their job performance, employees may be given salary increases until they reach the midpoint of their pay range. The midpoint is considered the appropriate salary/earnings for the employee who is capably performing all

aspects of his/her job. Employees who regularly exceed the requirements of their job or are highly skilled in their areas of expertise should be paid above the midpoint. Exceeding the maximum of the pay range is generally not permitted. Unusual market conditions may require exceeding the maximum and must be approved by the Director of Human Resources and Senior Vice President for Finance and Administration or University President.

All salary increases are dependent on University revenues, employee job performance and budget parameters. Salary increases are generally awarded at the beginning of each academic year. Salary increases at other times must be requested by an Area Head, verified by the Finance Director and approved by the Director of Human Resources.

## 3.11 Payroll

### **Faculty/Staff Policy**

**Effective date: 8/89      Revisions: 3/95, 1/03**

Exempt faculty and staff are paid on a salaried basis. Staff salaries are calculated over 12 months. Faculty member salaries are calculated on a 9-month basis, unless otherwise stated in their contract. Faculty members may specify their preference for 9 or 12-month salary calculation on a form provided by the Payroll office. Salaried employees are paid on the 15th and last day of the month. No time sheets are required, but staff members must submit approved leave forms recording any sick, vacation or miscellaneous paid leave taken during the pay period. Please see leave policies (section 4.5) for more information.

Non-Exempt staff members are paid on an hourly basis. All hourly staff members must report their work hours on a time sheet or time card. Total work hours for each week must be verified by the employee and supervisor, hours totaled and sick leave, vacation or other leave documented on the time record and leave request form. Both the time sheet/card and approved leave form will be submitted to the payroll office. The official workweek is Saturday 12:01 a.m. through Friday 12:00 a.m. (midnight). Staff members working over 40 hours in a workweek will be paid overtime for hours over 40. For overtime calculation purposes, sick leave taken during the same workweek will not be counted as hours worked. Paydays are every other Wednesday and represent hours worked Saturday through Friday for the two-week period before time sheets were due. Time sheets are due the Wednesday following the end of the workweek.

Time sheets/cards must include the employee's name, ID number and total hours worked. Information should be legible and any alterations or corrections to recorded hours must be entered and initialed by the supervisor. The payroll officer will not process time records that do not meet these requirements. Supervisors are responsible for the accuracy and timely submission of time sheets/cards for their employees.

**Direct Deposit:** All employees hired after April 1, 2003 are required to participate in direct deposit. A copy of the payroll check, deposited automatically to the employee's account, is distributed on payday.

**Release of Paychecks:** Paychecks are released to supervisors or appointed designee for distribution to employees in their respective departments.

**Salary Advances:** Paycheck advances are permitted under emergency or approved leave circumstances. Employees requesting pay advances must complete a request form and obtain approval by the Senior Vice President for Finance and Administration.

**Check Reissue:** The Business Office will charge a processing fee of \$20.00 to reissue a payroll check. This will cover the cost of bank charges to stop payment on the original check.

**Earnings and Withholdings:** All remuneration for services performed by University employees, as part of their regular and customary job responsibilities will be paid through the regular payroll system. Salary for

teaching additional courses, compensation for added responsibilities and bonus/award payments are considered earnings by the IRS and are subject to withholding and social security. All new employees must complete a W-4 form before wages will be paid. To change allowances or increase withholding, employees may submit a revised W-4 at any time. The University will withhold or divert wages of an employee only in situations where: 1) the University is ordered to do so by a court of competent jurisdiction 2) the University is authorized to do so by state or federal law or 3) the employee has signed a written authorization to deduct for a lawful purpose.

**Payroll Deductions:** Payroll deductions for insurance premiums, retirement contributions, cafeteria plan, credit union deposits, and charitable gifts to the University and/or payment of University accounts receivable obligations are permitted and require a written authorization by the employee.

**End of Employment:** If an employee is discharged from employment, any unpaid wages will be paid in full no later than the sixth day after the employee is discharged. If an employee resigns, he/she will be paid all outstanding wages and accrued vacation no later than the next regularly scheduled payday from date of separation. The cost of any tools, equipment, uniforms, or other University property that is not returned will be deducted from the employee's final paycheck.

## **3.12 Employee Conduct, Discipline & Grievance**

### **Staff Policy**

**Effective Date: 8/89      Revisions: 9/96, 1/03**

As a private, independent, Catholic institution of higher education, the University of Dallas requires all employees to conduct themselves both personally and professionally in a manner that is compatible with its mission and purpose. Staff members should keep in mind that parents have entrusted the education experience of their children to our community and adult students have selected our programs above several others based upon the ideals and standards articulated in the mission statement. It is therefore, the obligation of each staff member to prove themselves worthy of this trust by following University policies, by being courteous and professional in our conduct with students, coworkers, and the public and by following directions and honoring requests of supervisors.

Employees who violate University policy or exhibit conduct that is damaging to the University are subject to disciplinary action. Disciplinary action includes reprimand, leave without pay/suspension, demotion and termination.

The following are some examples of behaviors that will result in disciplinary actions, up to and including termination. An employee may be terminated immediately, without disciplinary warnings, in some cases. This list should not be viewed as all-inclusive:

- Committing a criminal act.
- Selling, dispensing or using illegal drugs (please see the Drug-Free Workplace policy).
- Reporting to work under the influence of alcohol.
- Possessing guns or other weapons of any kind on campus.
- Theft of property or money, misappropriation of funds, falsification of records, dishonesty, unauthorized use of equipment and other types of illegal actions.
- Willful destruction or abuse of University property.
- Refusing to follow instructions of a supervisor, refusing to follow University policies and public disrespect for the University.
- Conducting personal business at work.
- Unsatisfactory attendance including: unauthorized or undocumented absences, chronic lateness to work, job abandonment (not showing up or calling in to work for three days), or chronic absences not covered by leave policies. Leaving the workplace without authorization is included as well.

- Physical or verbal assaults and aggressive behavior toward coworkers, students, supervisors, or guests.
- Refusing to work assigned shift or overtime.

It is the responsibility of each employee to alert management if misconduct, illegal or unethical behavior is witnessed.

Discipline:

When a staff member is determined to have violated work rules or standards of conduct, supervisors will evaluate the seriousness of the offense, the staff member's work history and any other relevant circumstances and impose appropriate discipline. Supervisors are strongly encouraged to utilize a progressive warning system that allows employees to receive written warnings to improve performance. Warning forms are available in the Human Resources Office. Supervisors are encouraged to consult with department managers before enforcing a disciplinary action that will adversely impact the employee's wages. All staff terminations must be reviewed by the Human Resources Director prior to action. All disciplinary actions should be documented and placed in the employee's official employment file.

Grievance:

In any work situation some complaints and grievances are inevitable. The University believes it is in the best interest of the employee that these problems be directed to the immediate supervisor and settled at this level. However, if a resolution cannot be made to the satisfaction of the employee, the University provides the option for an employee to file a formal grievance, without the employee suffering reprisal or censure.

A *grievance* is defined as a work-related problem or conditions which an employee believes to be unfair, inequitable, discriminatory, or a hindrance to his or her effective performance. This grievance policy applies only to full-time or part-time regular staff members. It does not apply to temporary employees, students or faculty.

To promote good employee relations and to assure that employees who feel they have been inappropriately treated are given an opportunity for their complaints to be reviewed, the University has established the following grievance procedure.

Procedure:

Employees should discuss the problem with their supervisor and give the supervisor an opportunity to correct the situation or provide an answer to explain the matter. If the employee has met with the supervisor to discuss the problem or complaint and feels the situation is still unresolved, then he/she may file a formal grievance. The formal grievance must be filed within sixty days of the action that is the subject of the grievance.

The formal Grievance process is a sequence of events initiated by the employee with time tables as follows:

The employee must complete a Grievance Form (available in the Human Resources office), and submit it to the Director of Human Resources. The request must explain in detail the pertinent facts relevant to the problem, describe corrective action that has taken place, and the reason for requesting a formal review. The HR Director will investigate the complaint and make a decision as to an appropriate remedy or resolution. The employee will be informed of the decision within ten working days.

If the grievant is not satisfied that the complaint has been appropriately resolved by the HR Director, the grievant may request that the Human Resources Department have the grievance reviewed by the Senior Vice President for Finance and Administration. This request must be made within 10 days of receipt of the HR Director's decision. The Senior Vice President for Finance and Administration will review the documentation and, within thirty days of the review, submit his findings and conclusions to the grievant. The decision of the Senior Vice President for Finance and Administration is final and binding on all parties.

Those employees who report directly to the Senior Vice President for Finance and Administration may

request the President review their grievance. In those cases, the President will review the documentation and, within thirty days of the review, submit his findings and conclusions to the grievant. The President's decision will be final and binding on all parties.

The following rules must be observed and will apply throughout the Grievance Process.

When the settlement of a complaint fails at the informal step, the aggrieved employee must present his or her case in writing. All events and circumstances which will permit a full evaluation of the grievance must be described so that the issues will be understood clearly at the early stages of the Grievance Procedure. Adherence to the time limits specified in each step is a requirement. In addition, the employee must follow the established procedure in a step-by-step approach to seek satisfaction.

Grievance decisions made in accordance with this procedure are binding on the employee and the University.

## **3.13 Ending the Employment Relationship**

### **Staff Policy**

**Effective Date: 11/94      Revisions: 1/03**

The University of Dallas is an at-will employer and retains the right to end the employment relationship at any time, for any reason, with or without cause or notice just as employees have the right to end their employment with the University at any time, for any reason, with or without notice to the University. No supervisor, manager or representative of the University, other than the President, has the authority to enter into any agreement for employment for any specified period of time or make any promise or commitment contrary to the forgoing. Any employment agreement entered into by the President shall not be deemed enforceable unless in writing.

Within the parameters of the forgoing statement, the involuntary termination of employment of staff members is generally the result of the department reorganization, budget cuts, poor job performance, and violation of University policy, misconduct or behavior that is incompatible with the mission of the University. In cases of misconduct, violation of policy, or poor job performance, supervisors will investigate the circumstances and legitimacy of the offense to determine appropriate disciplinary action. If separation from employment is determined the appropriate action, the supervisor will document the reason for termination and consult with their supervisor and the Director of Human Resources before any staff termination. The supervisor will meet with the employee when/if possible and appropriate, informing him/her of the action and reason for termination. A written summary of the reason for termination and effective date should be given to the employee being released. In cases where it is not practical to meet with the employee, a notification letter should be mailed to the employee's home.

Staff members released from employment as part of a department reorganization or budget reduction should be given as much notice as is reasonable and/or paid for at least two weeks in lieu of notice.

Staff members will be paid for accrued but unused vacation in their final paycheck. Employees must return all University equipment, clothing, keys, ID card, and other University property upon separation.

Employees terminated for reasons other than misconduct and who have been covered under the University's health, life, long term disability, (LTD), and dental programs, may convert to an individual policy or continue coverage under COBRA. Employees electing coverage under COBRA will pay the full group premium. Please refer to the benefits policy 4.2 or contact the Human Resources Office for more information on COBRA.

## 3.14 Employment Files

### Faculty/Staff Policy

**Effective Date: 8/89      Revisions: 10/94**

Official employment records for all faculty and staff are maintained in the Human Resources Office. The exception applies to faculty whose evaluations, tenure review and disciplinary actions are maintained in the office of the Vice President for Academic Affairs.

Employment files may contain the application, resume, personal data, salary history, disciplinary action documentation, performance appraisals and any other items relevant to employment. A separate file contains medical, insurance, retirement and leave information. The Human Resources Director or representative will determine the appropriateness of documents for inclusion in the Employment file.

Currently employed staff members may review the content of their file in the Human Resources Office, with a Human Resources staff member present. Employees may not add or remove any items during this review. If an employee disputes the accuracy of any information, he or she may direct a request to the Human Resources Director for reevaluation of content. The Human Resources Director will consider the information and notify the employee of the determination.

## Section 4: Employee Benefits

### 4.1 Summary of Benefits and Eligibility

#### Faculty/Staff Policy

**Effective Date: 11/94      Revisions: 1/03, 9/04**

The University of Dallas provides the following package of benefits to all eligible employees:

- Group insurance programs: health, dental, life, and long-term disability (LTD)
- 403(b) retirement program
- Flexible Spending Accounts/Cafeteria Plan
- Social security contributions
- Worker's compensation insurance
- Unemployment insurance
- Tuition waiver for employees and dependents
- Tuition exchange program for dependents of employees
- Paid leave including: sick leave, vacation, holidays, jury duty, and bereavement

#### Eligibility

Eligibility for the above benefits is determined by employment status:

<b>If your employment status is:</b>	<b>You are eligible for these benefits:</b>
Full-time Staff, Regular or Affiliate Faculty	Group insurance programs, retirement plan, flexible spending accounts, tuition waiver for employee and family members, tuition exchange programs for dependents, social security, worker's compensation and unemployment insurance, paid and unpaid leave
Staff Member with FTE <sup>6</sup> of .75 or more (30+ hours/week)	Group insurance programs, retirement plan, flexible spending accounts, tuition waiver for employee, social security, worker's compensation and unemployment insurance, prorated leave programs

<sup>6</sup> "FTE" means Full Time Equivalency. To calculate your FTE, multiply weekly work hours by 52 (for yearly hours), then divide that number by 2080.

Staff Member with FTE of .49 - .74 (19 – 29 hours/week)	Retirement plan, tuition waiver for employee, social security, worker’s compensation and unemployment insurance, prorated leave programs
Staff Member with FTE less than .49 (less than 19 hours/week) Temporary employee or Adjunct faculty	Social security, worker’s compensation and unemployment insurance
Retiree (minimum age 55 with 10 years of service, and AGE + YEARS OF SERVICE = at least 75.)	Group health insurance program

The statements contained in the Employee handbook regarding benefits are provided for description only and do not imply a contract of employment. Plans occasionally change. In the event of conflict between language contained in the Employee handbook and language in the insurance contract, the insurance contract shall govern in all cases. The University of Dallas reserves the right to modify or terminate benefit plans or to increase any premium contribution by employees at the University’s discretion

## 4.2 Insurance Coverage

### Faculty/Staff Policy

**Effective Date: 8/89      Revisions: 9/93, 1/03, 9/04**

All eligible employees may participate in the group medical, dental, life and long term disability/income protection insurance programs. Employees may purchase supplemental or dependent coverage through payroll deduction. Employees may decline participation in any of the programs by signing a waiver. Coverage effective dates, premiums and procedures for adding and dropping dependents are regulated by the insurance company and are subject to change.

**Medical & Dental Insurance:** The plan year for the University’s medical and dental insurance is September 1 through August 31. Each year, the University’s Benefits Committee makes every effort to select plans with the most cost-effective and comprehensive coverage available. The University pays a portion of the premium.

**Life & Long Term Disability (LTD) Insurance:** The plan year for the University’s life and disability insurance is September 1 through August 31. The University provides term life insurance in an amount equal to the employee’s annual salary. The employee may purchase an equal amount of coverage at a group rate based on age.

The University provides long-term disability income protection for up to \$20,000 in salary. The basic benefit pays 60% of actual salary, up to \$20,000, in the event of a qualifying disability. The maximum basic benefit is \$1,000 per month. Employees earning over \$20,000 may purchase coverage of their actual salary at group rates based on age.

**Continuation of Insurance Coverage (COBRA):** In compliance with the Consolidated Omnibus Reconciliation Act, passed by Congress in 1986, the University of Dallas allows employees and their dependents meeting qualifying event criteria to continue their group health benefits when coverage is lost.

Qualifying events for employees include termination of employment for reasons other than misconduct or reduction in the number of work hours. Qualifying events for dependents and spouses are: termination of the covered spouse’s employment for reasons other than misconduct; reduction in the employee’s work hours; entitlement of the covered employee to Medicare; divorce or legal separation from the covered employee; or death of the covered employee. In addition, dependents are eligible for COBRA when they reach the “limiting age of dependent status” under the plan rules.

Continuation of coverage is allowed for 18 or 36 months, depending on the event. Employees or their dependents will be required to pay the premium plus a 2% administrative fee.

The Human Resources office will send COBRA notices to eligible employees upon qualifying events. Employees with dependents reaching the “limiting age” are asked to contact Human Resources to request the notice.

**Continuation for Retirees:** Employees participating in the group health insurance plan during the 3-month period prior to retirement are eligible for retiree coverage. The employee must also have been: actively at work on the day prior to retirement; at least 55 years of age and has 10 years of continuous service; and the sum of the staff member’s age and years of service is at least 75. Employees covered by retiree coverage may continue under the group health insurance plan indefinitely.

## 4.3 Flexible Spending Accounts

### **Faculty/Staff Policy**

**Effective Date: 8/89      Revisions: 9/94, 1/03**

The plan year for the University’s Cafeteria Plan is September 1 through August 31. Eligible employees may pay premiums for dependent medical/dental coverage, supplemental life and LTD, medical expenses not covered by insurance and dependent care expenses with pre-tax earnings in accordance with Internal Revenue Code 125 through the University’s Cafeteria Plan. The plan requires a salary reduction agreement and claim reimbursement process. The salary reduction agreement is binding for the plan year, except in cases meeting qualifying event criteria, and merits careful review of the plan description and related IRS publications.

## 4.4 Retirement Program

### **Faculty/Staff Policy**

**Effective Date: 8/89      Revisions: 1/03, 11/03**

The University of Dallas employee retirement program is provided exclusively by the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF), the nation’s largest private retirement company. Founded to serve the retirement needs of higher education faculty and staff, TIAA-CREF offers a wide range of investment options designed to realize growth of capital and minimize risk.

Regular employees that have worked at least 19 hours per week for twelve continuous months are eligible to receive retirement plan contributions. The University contributes an amount equal to 2% of the employee’s salary to his/her TIAA-CREF account whether or not the employee makes a contribution. If the employee elects to contribute to his or her retirement account, the University will match the employee’s contribution up to a 4% maximum match, for a total University contribution of 6%.

### **Employee/University Matching Contribution:**

<b>Employee</b>	<b>University</b>
0%	2%
1%	3%
2%	4%
3%	5%
4% or more	6%

Employees may contribute more than 4% of their salary, up to the IRS maximum.

The University’s contribution begins after one year of employment, unless the new employee is already a participant in a previous higher education employer sponsored retirement plan, in which case, the contribution begins the first month of employment. Employees may begin making individual contributions the first month of employment. Employee contributions are made on a pre-tax basis.

All contributions are vested immediately. However, in most cases, contributions and earnings must remain in the account until the employee is no longer employed by the University of Dallas.

**Supplemental Retirement Accounts are offered through TIAA-CREF as well. Contact the Human Resources Office for more information.**

## 4.5 Leave Programs

**Faculty/Staff Policy**

**Effective Date: 8/89      Revisions: 1/03, 3/04, 9/04**

### 4.5.a. Vacation

**Staff:** Regular staff members working 19 hours per week or more accrue vacation leave on a semi-monthly basis, at a rate based on hours worked and years of service. Please see the accrual table for specific rates. Staff members may accrue a maximum of leave equal to their annual accrual plus five days (prorated days if applicable). When the employee reaches the maximum, accrual stops. Balances are updated on the first two paydays of the month. Vacation hours are accrued BEFORE any time taken is deducted. Employees will not be compensated for vacation/sick time lost due to request forms submitted late. It is the responsibility of the employee to monitor his/her vacation accrual for accuracy.

#### Vacation Accrual Rates and Maximums

##### Full-Time Staff

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire – 1 year	80 hours	10 days	6.67 hours	120 hours
year 2 – 4	96 hours	12 days	8 hours	136 hours
year 5 – 7	120 hours	15 days	10 hours	160 hours
year 8 – 10	144 hours	18 days	12 hours	184 hours
year 11 – 15	168 hours	21 days	14 hours	208 hours
year 16 – 20	192 hours	24 days	16 hours	232 hours
year 21 and above	216 hours	27 days	18 hours	256 hours

##### Part-Time Staff (working 30 to 39 hours per week)

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire – 1 year	60 hours	10 days	5 hours	90 hours
year 2 – 4	72 hours	12 days	6 hours	102 hours
year 5 – 7	90 hours	15 days	7.5 hours	120 hours
year 8 – 10	108 hours	18 days	9 hours	138 hours
year 11 – 15	126 hours	21 days	10.5 hours	156 hours
year 16 – 20	144 hours	24 days	12 hours	174 hours
year 21 and above	162 hours	27 days	13.5 hours	192 hours

##### Part-Time Staff (working 19 to 29 hours per week)

Years of Employment	Annual Accrual Hours/	Days	Monthly Accrual	Maximum Accrual
Hire – 1 year	40 hours	10 days	3.33 hours	60 hours
year 2 – 4	48 hours	12 days	4 hours	68 hours
year 5 – 7	60 hours	15 days	5 hours	80 hours
year 8 – 10	72 hours	18 days	6 hours	92 hours
year 11 – 15	84 hours	21 days	7 hours	104 hours
year 16 – 20	96 hours	24 days	8 hours	116 hours

year 21 and above	108 hours	27 days	9 hours	128 hours
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**Executive Level Staff:** The University President and executive employees reporting directly to the President who are not faculty members accrue 7 hours of vacation semi-monthly basis. When the executive reaches 208 hours, no leave will accrue until the balance falls below 208.

**Faculty:** The above accrual rates do not apply to faculty. Please refer to the faculty handbook for leave policies pertaining to faculty. Leave for faculty with administrative duties is governed by their contractual agreement.

**Use of vacation is governed by the following policies:**

1. Staff members accrue leave from the first month of employment. Upon supervisor approval, employees may begin taking vacation leave as it accrues.
2. Employees must request vacation in advance, in writing, on a staff Leave form, available in the Human Resources Office. The designated supervisor should approve the request if scheduling can be arranged and workload accomplished while the employee is on leave. The supervisor is responsible for submitting the approved leave request to payroll in the pay period in which the leave is taken.
3. Staff members are paid their accrued vacation upon termination of employment.
4. Staff members will not accrue vacation while off work on unpaid leave of absence, including workers compensation leave.
5. If a staff member is on vacation when the University declares an unscheduled day off, the employee will be required to use scheduled vacation time.
6. One day of vacation shall be equal to the number of hours of sick leave accrued in one month (see Sick Leave chart, next section).

**4.5.b. Sick Leave**

**Staff:** Regular staff members working 19 hours or more per week accrue sick leave on a semi-monthly basis, at a rate based on normal hours worked. Please see the accrual table for specific rates and maximum accrual. When the employee reaches the maximum, accrual stops. Balances are updated on the last day of month, or the first business day following the last day of the month.

**Sick Leave Accrual Rates and Maximums**

Staff Member Status	Annual Accrual Hours	Days	Monthly Accrual	Maximum Accrual
Full-time (40 hours/week)	96	12	8 hrs	960 hrs
Part-time 30-39 hours/week	72	12	6 hrs	720 hrs
Part-time 19-29 hours/week	24	12	4 hrs	480 hrs

**Faculty:** As stated in the Faculty Handbook, Regular and Affiliate faculty members begin with one month of sick leave and with each year of service accrue an additional one-half month up to a maximum of six months accrued sick leave. A faculty member who is unable to perform his or her duties for a period in excess of the accrued sick leave and FMLA leave may request a leave of absence without compensation. The President may grant such a leave if, based on the medical report and the needs of the academic program, the President determines that a leave of absence would be in the best interest of the University. Please refer to the faculty handbook, section 2.48 for the complete faculty policy on sick leave.

**Use of sick leave is governed by the following policies:**

1. Sick leave may be used for personal illness or injury or to care for an ill or injured spouse, child, parent, or dependent living in the employee's home.
2. Employees may not receive cash in lieu of accrued sick leave.
3. Employees may not transfer sick leave to another employee.

4. The accrual of sick leave ends when the maximum is reached or when the employee is off work on unpaid leave of absence, including worker's compensation leave.
5. Employees must specifically request sick leave. Supervisors must submit approved sick leave forms to the payroll office in the pay period in which leave is taken.
6. Employees may be required to provide a doctor's verification of illness before sick leave will be approved.
7. Staff members must call their supervisor to report illness and request sick leave within one hour of their normal time to report for work. Employees working on a shift where inability to report to work may impede University operations, may be required to report illness and request sick leave prior to the beginning of the shift.
8. Sick leave forms for non-exempt (hourly) employees should document all hours of leave due to illness. Partial days off due to illness should not be reported for exempt employees, unless the hours are intermittent leave hours requested under the provisions of the Family Medical Leave Act (FMLA). The Act allows deduction of partial sick leave days when a physician orders an exempt employee to work less than 8 hours per day and the leave is requested under the Family Medical Leave Act policy (See FMLA policy, below)
9. One day of sick leave for staff members shall be equal to the number of hours accrued in one month (see chart, above).

#### **4.5.c. Personal Unpaid Leave**

For situations that do not fall under the Family Medical Leave Act (see below), staff members may request an unpaid leave of absence for up to thirty calendar days. The request must be in writing and approved by the Director of Human Resources.

#### **4.5.d. Family and Medical Leave**

**Effective Date: 8/89      Revisions: 1/03**

In accordance with the Family Medical Leave Act of 1993 ("FMLA"), the University of Dallas will allow all eligible faculty and staff twelve weeks of leave for qualifying medical events.

*Employees should request FMLA leave* by completing a form in the Human Resources office when they are involved in one of the following:

- the care of a newborn or adopted child
- the care of the employee's spouse, child or parent who is ill
- personal illness or treatment of a serious health condition.

A *serious health condition* is defined as:

- a) an illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment connected with in-patient care in a hospital, hospice or residential medical care facility
- b) *or* any period of incapacity requiring absences of more than three calendar days from work, school or other regular daily activities that also involves continuing treatment by a health care provider
- c) *or* continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would likely result a period of incapacity of more than three days
- d) *or* prenatal care.

All other health-related problems of a non-serious nature are covered under sick leave policies.

**The use of FMLA leave will be governed by the following:**

1. To be eligible for FMLA leave, the employee must have been employed at least 12 months in total and have worked at least 1250 hours during the 12 months immediately preceding the beginning of the leave period.

2. Accrued sick and vacation leave must be used before unpaid leave and will be counted as part of the twelve week maximum.
3. The twelve week maximum FMLA leave will be calculated on a rolling twelve month basis, calculated back from the date the employee first requested leave for the qualifying FMLA illness, injury, condition or event.
4. Thirty days advance notice of the need for leave and certification supporting the request is required from leave eligible employees (when leave is foreseeable).
5. Group benefits (health, dental, life, LTD) will be continued while the employee is on the unpaid portion of approved FMLA leave. Employees on leave must continue to contribute their portion for coverage.
6. Upon return from FMLA leave, employees will return to their previous position, or to an equivalent position, with equivalent pay, benefits, and other terms of employment.
7. When the University employs both eligible spouses, they are entitled to 12 weeks *combined* leave and not twelve weeks each for the birth or adoption of a child. Eligible spouses are entitled to twelve weeks *each* in cases of personal or family illness.
8. Requests for leave under the FMLA must be made in writing, on a form provided by the Human Resources Office and approved by the Director of Human Resources. The form contains questions regarding the date the condition began, the probable duration of the condition, certification of the condition, and a statement by the health care provider that the employee is unable to perform the functions of his/her position. When leave is requested for illness of a family member, medical certification and an estimate of the time the employee will need to be away from work must be provided by the health care provider as well.
9. The twelve weeks of leave may be taken intermittently or on a reduced schedule. However, intermittent leave or reduced work schedule leave may not be taken in increments of less than one hour.
10. Pregnancy is treated like any other medical condition requiring a leave of absence. The length of time required for the leave is a medical decision between the employee and the physician.
11. Employees may be required to provide a Fitness for Duty Certification based on his/her job description before returning to work.

#### **4.5.e. Bereavement Leave**

**Effective Date: 8/89      Revisions: 3/04**

In the event of the death of an employee's immediate family member, paid leave of up to five workdays may be granted. Immediate family includes spouse, children, parents, grandparents, siblings, in-laws (siblings and parents only) and family members living in the employee's home. Supervisors should consider travel distance, relationship to the deceased and extent of responsibilities when deciding the length of leave granted. Supervisors are responsible for submitting the approved leave request to payroll in the pay period in which leave is taken. Supervisors must require documentation of the death and funeral occurrence, such as an obituary or copy of death certificate, and must submit the documents to payroll.

#### **4.5.f. Military Leave**

Employees called to active duty with the Armed Forces of the United States under the Military Selective Service Act for training and service will be allowed leave sufficient to fulfill their duty. Employees may elect to use vacation time off and/or leave without pay. When the employee has satisfied the duty requirement, he/she will return to his/her position, or to a similar position, without adverse impact on pay or benefits.

Employees requesting military leave should submit a Military Leave Request form (available in the Human Resources Office) to their supervisor as early as possible along with a copy of service orders. The supervisor will review the orders and approve leave as appropriate.

In cases where an employee is called to active duty: If the employee does not report to work within 90 days of military discharge, the employee will waive the right to reemployment.

#### **4.5.g. Jury Service**

Employees will be released from work to serve on a jury or respond to a jury service summons. A maximum of five days will be granted with pay. The employee must submit a copy of the jury summons or service notice for the days jury duty leave is requested. If jury service extends past five days, the employee may use accrued vacation or leave without pay. Supervisors should note the jury service days on the employee's time sheet and attach the documentation of service and leave request form. The documentation is submitted with regular time/payroll information sheets. The payroll officer will forward the documentation to the Human Resources Office for placement in the employee's file.

#### **4.5.h. Holidays**

**Fixed Holidays:** The University will be officially closed in observance of the following holidays on the date designated nationally each year:

Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
New Years Day  
Good Friday  
Memorial Day  
Independence Day

When a department is required to remain open on a fixed holiday, payment terms are as follows: exempt staff members will be given an alternate day off and non-exempt employees will be paid overtime (1.5 X normal rate) and assigned another day off, OR paid 2.5 X normal rate with no substitute time off. Supervisors will determine the method of overtime/holiday compensation for non-exempt staff.

Area heads will determine which departments or offices will need to be open and which may close. The requirement to remain *open* will be based on the provision of services essential to the conduct of classes, or department specific project deadlines and workload.

**Supplemental Holidays:** The University normally recognizes five additional workdays as holidays:

**Christmas Week:** Staff members also receive the four workdays between Christmas Day and New Year's Day as supplemental holidays. Some staff members may be asked to work if one of the following conditions exists:

- a) their jobs are related to campus security,
- b) their work load is increased due to year end operations,
- c) taking time off this week will have a negative impact on classes or
- d) the University has work that can best be accomplished while the facilities are not in use.

In these situations, employees working the days between Christmas Day and New Year's Day will be given alternate days off.

**Labor Day:** As most employers are closed in observance of Labor Day, staff members whose job responsibilities are not essential to the support of those classes scheduled to meet on Labor Day will be given the day off as a supplemental holiday. Since the University is officially open, supervisors of areas that provide essential services must adequately staff their departments. Specific areas that need to be open include Registrar, Business Office, Housing, Library, Administrative Computing, Print/Postal Services and Custodial Services. Staff members working Labor Day will be given a compensatory day off, with Fall Reading Day being the preferred day.

## 4.6 Worker's Compensation Insurance Coverage

### Faculty/Staff Policy

**Effective Date: 11/94      Revisions: 11/94, 12/03**

Worker's Compensation Insurance will compensate employees unable to work as a direct result of illness or injury incurred while performing job related duties and will cover medical expenses due to job-related illness or injury. The insurance also provides a death benefit if an employee dies as a result of performing job-related responsibilities. The insurance pays 70% of an employee's average weekly wage for up to 104 weeks if an employee is unable to work due to on-the-job injury or an illness caused by job performance. Insurance wage replacement begins after the injured employee has been off work for eight days. Employees may use accumulated sick leave to replace income for the eight days.

Employees will not be covered by Worker's Compensation Insurance if the injury, illness or accident is not reported properly within 30 days. In addition, employees will not be covered if the injury, illness or death is the result of:

Employee intoxication on the job.

Employee engaged in *horseplay* when the injury is sustained.

Employee sustained the injury while participating in an off-duty, voluntary activity, even if the University sponsors the event.

Employees injured on the job, or who become ill as a result of their job performance, must report their condition to their supervisor as soon as possible. If medical care is necessary, the employee may use his/her family physician or recommended clinic. In life threatening situations, the employee or co-worker should call 2911 and be transported to the nearest hospital. When the situation is not life threatening, supervisors are responsible for ensuring that the employee is transported to medical care when appropriate.

Within 24 hours of notice of injury or illness, supervisors are required to complete the top half (questions 1 through 29) of the injury report (TWCC-1) and submit it to the Office of Human Resources. The Human Resources Office will file the injury report with the insurance company. The insurance company will notify the Texas Workers Compensation Commission if the employee is off work more than one day or if the employee requires medical treatment. TWCC compliance guidelines will subsequently be followed as the University is notified, including submission of wage statements if the employee is off work more than eight days.

All accidents will be investigated and recommendations will be made to the department for prevention of future accidents or injury.

Additional guidelines related to worker's compensation and job-related injuries are:

While on workers compensation leave, injured or ill employees are required to keep all medical appointments and therapy appointments ordered by their physician and to provide supervisors all update reports by physicians regarding duration of leave or return to work in a light duty or unrestricted capacity.

Employees on workers compensation leave will not accrue vacation or sick leave.

Employees who are off work due to on-the-job illness or injury (covered under workers compensation program), who falsify the extent or severity of injuries will be subjected to disciplinary action, to loss of benefits and to possible termination and prosecution.

A drug and alcohol screen will be required within 24 hours of injury for employees who sustain any work injury considered recordable by the Occupational Safety and Health Administration (OSHA).

The University believes that it is in the best interest of both the University and the injured employee to return to work as early as possible. The University will provide light-duty assignments for a temporary and reasonable period of time. In most circumstances, employees released to return to work will return to their former position. In circumstances where business necessity does not permit a vacancy for the period of time

required by an employee to recuperate from a job-related illness or injury, the position will be filled. When the injured employee is released to return to work, he/she will be welcome to apply for any position that is open and compatible with his/her skills and qualifications.

Employees should report unsafe conditions in their departments to supervisors and/or the Office of Campus Safety. They may also report unsafe conditions to the Texas Workers Compensation Commission by calling 1-800-452-9595. To speak with a TWCC spokesperson, employees may call 1-800-252-7031.

Records of Workers Compensation claims will be maintained for five years from the date of original injury, illness or death.

## 4.7 Employee Tuition Waiver

### Faculty/Staff Policy

**Effective Date: 8/89 Revisions: 9/94, 1/97, 1/03, 3/04, 9/09, 2/10**

The University of Dallas encourages all eligible employees to take advantage of the opportunity to continue their studies and to provide an education for their family.

The following steps must be completed by applicants for the tuition waiver:

- ✓ Applicants must follow all guidelines and meet all deadlines for general admission to the University as established by the Enrollment Office.
- ✓ Applicants must complete and submit the tuition waiver application form to the Human Resources Office by the appropriate deadline.
- ✓ Applicants must complete the Free Application for Federal Student Aid (FAFSA) annually. The tuition waiver will not be approved without completion of this form.
- ✓ Applicants must pay any applicable student fees and meet all deadlines set by the Business Office for making payment arrangements. Students will not be able to register for a new semester of classes if there are any outstanding fees.
- ✓ Applicants must notify the Human Resources Office if they add/drop or withdraw from classes immediately.

**Use of the tuition waiver is governed by the following policy:**

### **Benefits Eligibility and Employment Related Issues**

The waiver is a benefit. Benefits eligibility must first be established. Eligible employees and their spouses may apply for the waiver beginning the first regular scheduled semester following the employee's date of hire or following the employee's change to benefits eligible status. Dependents of newly eligible employees may utilize the waiver after a 6 month waiting period.

### **Employee Eligibility**

Employment Status	Tuition Waiver Eligibility
Full-time Staff, Regular or Affiliate Faculty	Waiver for employee, eligible spouse and eligible dependents.
Staff members working 19 – 39 hours a week	Waiver for the employee only.
Staff members working fewer than 19 hours a week, adjunct faculty and temporary employees	Not eligible for the tuition waiver.

### **Eligible Spouses and Eligible Dependents**

Eligible Spouses: Spouses of “traditional” and “informal” or “common law” marriages will be considered eligible participants. Domestic partnerships do not qualify. Proof of “informal” or “common law” marriage must be presented in order to use the benefit.

Eligible Dependents: Children up to age 25, who are considered dependents per IRS guidelines plus one year of age will be considered eligible participants. Proof of dependent status must be presented in order to use the benefit.

### **Rome Employees**

Employees working on the Rome campus, who meet the employee eligibility guidelines for the tuition waiver as established in the chart above, may choose to defer use of their waiver until their return to the United States. They will have 5 years from the date that they end their employment at the Rome campus to utilize their tuition waiver credits. They may take up to 18 credit hours per year employed on the Rome campus.

### **Job Performance**

Eligibility of employees to take courses is dependent on successful job performance. The employee must first submit the application for the tuition waiver to their supervisor. The employee’s supervisor will determine if the employee is able to fulfill his/her job responsibilities while taking classes and either approve the request or decline pending resolution of any job performance issues. The supervisor will determine with the employee an approved work schedule that may allow time for an employee to take one class (3 hours) during work hours as long as the schedule is adjusted to accommodate the break in the normal work schedule and there is no adverse effect on the employee’s department. Employees whose job performance declines while they are attending classes may be required to drop the class or classes.

Applications for the waiver for eligible spouses and dependents do not require a supervisor’s approval.

### **Ending Employment or Losing Benefits Eligibility While Enrolled**

Eligibility of employees and their families to take tuition-free courses depends on continued employment and benefits eligibility at the University. If the employee terminates employment or loses benefits eligibility during the semester in which he/she or his/her family members are enrolled in classes, the student will be allowed to complete the semester as approved, but will lose the waiver for subsequent semesters immediately following the close of that semester.

### **Credit Limits and Limits on Class Times**

Eligible employees may take two classes (6 hours) per semester and no more than 18 hours per calendar year. The only exception to the 6 hour limitation is in the case that it is required that a lab be taken concurrently with a class and the total credit hours actually equals 7 hours.

Full-time Staff and Regular and Affiliate Faculty may take only one class during normal work hours (8:00 a.m. – 5 p.m.) with their supervisor’s approval. Part-time employees must attend classes outside the normal work hours of their position.

Eligible spouses and dependents do not have a credit limit.

### **Adding or Dropping Classes**

The employee is responsible for notifying the Human Resources Office immediately upon adding, dropping or withdrawing from classes.

### **Appeals**

An employee whose tuition waiver application has been denied may appeal to the Benefits Committee. Appeals must be made in writing and must be submitted to the Director of Human Resources no later than the last day of the semester for which the application was denied.

## **Academic Eligibility and Financial Aid Requirements**

The Enrollment Office is responsible for establishing that persons applying for the tuition waiver have met all of the admission and financial aid requirements for the University.

### **Persons wishing to utilize the waiver must comply with the following:**

Tuition waiver applicants must follow all guidelines for general admission to the University of Dallas as established by the Enrollment Office. This includes filling out all necessary paperwork and meeting all established deadlines.

All persons wishing to use the tuition waiver are also required to complete the Free Application for Federal Student Aid (FAFSA) annually. The tuition waiver will not be approved without completion of this form. To complete the FAFSA online and for more information please visit the following website:

<http://www.fafsa.ed.gov/>.

The Financial Aid office will confirm dependent status eligibility through review of the FAFSA application, as this form includes this information. If for some reason this information cannot confirm dependent status eligibility, the employee may be required to submit other proofs such as a birth certificate or a marriage certificate.

Eligibility for the waiver is also dependent on classroom performance and adherence to University regulations. If a participant does not maintain a 2.0 cumulative grade point average (GPA) as an undergraduate student or a 3.0 cumulative GPA as a graduate student, he/she will not be allowed to register for additional classes under the waiver. GPA status and attendance will be evaluated upon the completion of summer classes. Excessive withdrawals will also be reviewed and taken into consideration within the approval process.

**The tuition waiver only covers tuition and will be applied to a student's account following any other federal, state or University grant or University scholarship money.**

## **Adherence to Business Office Policies, Deadlines and Tax Implications**

Persons utilizing the tuition waiver must meet all deadlines set by the Business Office for making payment arrangements on student accounts for fees and other costs not covered by the waiver. Students will not be able to register for a new semester of classes if there are any outstanding fees.

### **Taxability of the Tuition Benefit (Section 127 Plan)**

Undergraduate tuition benefits for the employee and eligible dependents are tax-free. Graduate-level tuition benefits are tax-free for the employee up to the Internal Revenue Service maximum for the calendar year. Graduate-level tuition benefits are taxed for eligible dependents. Federal income taxes will be deducted at the rate indicated on the employee's most current W-4 on file. Federal income tax and FICA deductions will be taken in equal installments over the remaining pay periods of the period of enrollment. Employees will be held responsible for taxable income for classes dropped after the official drop date.

Contact the Business Office for more information.

## **4.8 Tuition Exchange Programs**

### **Faculty/Staff Policy**

**Effective Date: 8/89      Revisions: 9/94, 1/97, 1/03, 3/04**

The University participates in two tuition exchange programs that allow full-time, regular employees with at least one year of service at the time of application to send their dependent children to participating colleges and universities at reduced or waived tuition. These two programs are the Catholic College Cooperative Tuition Exchange and the Tuition Exchange Program.

The Catholic College Cooperative Tuition Exchange (CCCTE) is comprised of regionally accredited colleges and universities listed in the current Official Catholic College Directory. Dependents must be accepted to the college or university of their choice before applying for the scholarship. For a list of participating colleges and for more information on this program, please visit the CCCTE website at [www.cccte.org](http://www.cccte.org).

The Tuition Exchange Program has over 530 participating colleges and universities located in 48 states and one other country. For a list of participating colleges and for more information on this program, you can visit the Tuition Exchange at [www.tuitionexchange.org](http://www.tuitionexchange.org).

**Program acceptance:** At the beginning of each academic year, the Human Resources Office will announce the application period and send all eligible employees information regarding the programs. A deadline will be established at that time and will be strictly enforced. Applications will not be accepted more than one year prior to enrollment. Acceptance into either program is based on space availability and selection criteria. When space is limited, scholarship recipients will be selected based on the following priorities: 1) whether another dependent of the employee has used the scholarship, 2) employee years of service at UD, and 3) the student's classification (priority will be given to students with higher classification; i.e., juniors will be chosen before freshman). If all selection criteria are equal, a lottery system will be used. All scholarships are subject to acceptance of the enrolling institution. Awards are competitive and are made based on that institution's admission and tuition exchange program standards.

**Responsibilities:** The Tuition Exchange (TE) Liaison will apply for the scholarships on behalf of the recipient to the colleges of interest and will re-certify the student annually during the lifetime of the scholarship provided that the employee remains eligible. It is the responsibility of the recipient to: 1) apply for general admission before the established deadline of the participating college, 2) inform the TE Liaison if they decline the scholarship or if they choose not to apply to any college previously indicated, 3) inform the TE Liaison of continuing enrollment each academic year, and 4) pay any participant fees as established by the respective programs.

Contact the Human Resources Office for more information.

## **Section 5: Employee Services**

### **5.1 Credit Union**

**Effective Date: 8/89**

Employees and students of the University of Dallas are eligible to join the Credit Union of Texas. Employees who wish to open checking and/or savings accounts should go to any credit union office and present their University of Dallas ID card and/or payroll stub to verify eligibility for membership. Employees may then open accounts, apply for loans and bank credit cards as with any other bank. The University will facilitate automatic deposits of paychecks and loan payments on behalf of employees to the Credit Union. Credit union automatic deposits and loan payment request forms are available in the Human Resources Office.

### **5.2 University Relations**

**Faculty/Staff Policy**

**Effective Date: 5/89      Revisions: 1/03**

In order to develop and maintain effective relationships with the media and to ensure that information presented both internally and externally is accurate and consistent, requests for information from the media or department requests for press releases should be directed to our internal University Relations office.

University Relations will assist University departments in promoting and publicizing special programs, public lectures/events and recruitment efforts. Information regarding programs or special events should be presented well enough in advance of the event to permit promotional opportunities.

Because it represents the University, employees are asked not to draft personal correspondence on University letterhead.

## **5.3 University Publications and Communications**

### **Faculty/Staff Policy**

**Effective Date: 1/03**

In order to ensure that the University presents a consistent image to the public, requests for all publications and electronic communications should be directed to the Office of Publications.

The Office of Publications will assist University departments in developing materials for use on the Internet or in recruitment, public relations, marketing, and other events where proper representation of the University is required. Requests for the development of such materials should be presented well in advance in order to ensure timely and cost-effective results.

## **5.4 Computer Support**

### **Faculty/Staff Policy**

**Effective Date: 1994      Revisions: 1/03**

The University provides assistance with the evaluation and recommendation of PC software and hardware before purchase of new or replacement equipment or software.

The Administrative Computing Group, located in Carpenter Hall, extension 5363, will assist departments under Finance, Administration, and Student Services.

The department of Academic Information Systems, located in the Science Building, extension 4137, will assist departments under Academic Affairs.

The appropriate Support Group will install and support department hardware and software acquired with their approval. Support includes negotiation and supervision of equipment facilities contracts and software technical assistance.

The Purchasing Office will verify the approval of equipment and software acquisition by the Computing Support Group before processing Purchase Requisitions for PC's and related equipment.

Technical software support is provided for licensed copies of software. Departments are responsible for compliance with software copyright laws and licensing agreements. If departments have questions about the legitimacy of PC software currently used in their departments, the appropriate Support Group will help resolve the issue.

University personal computers are intended for use by employees only and for work-related projects and programming. The removal of any PC equipment from the office assigned is prohibited. The exception is, of course, notebook computers checked out by staff members for official University business.

## **5.5 Facility/Equipment Reservations**

### **Faculty/Staff Policy**

**Effective: 3/95      Revisions: 7/02**

Departments may reserve University classrooms, reception areas, auditoriums, dining facilities and audio-visual equipment for University-sponsored activities, meetings or events.

To reserve classrooms or auditoriums, contact the Office of the Registrar, extension 5221.

To reserve audio-visual equipment, contact the Braniff Communications Center, extension 5277.

To reserve reception areas, conference rooms (and facilities for the use of Summer Conferences), or dining areas, contact the Conference & Event Scheduling Coordinator, extension 5123.

To reserve indoor athletic facilities, call extension 5028. For outdoor athletic facilities, call 5117.

Set-ups for special events or programs (tables, chair arrangements, podiums etc.) are handled by the Facilities Department. Work Orders should be submitted to the Facilities Department well in advance of the event for scheduling.

Employees and students may rent University facilities for personal parties or special events by contacting the Conference & Event Scheduling Coordinator, 972-721-5123.

## **5.6 Purchasing**

### **Faculty/Staff Policy**

The Purchasing Office is responsible for identifying qualified vendors and placing orders for University supplies, equipment and services, including business travel. The Purchasing Office will assist departments in developing specifications and negotiating with suppliers either informally or through a formal bid process. When it is to the advantage of the University, annual contracts for supplies and services will be awarded on a University-wide basis. Departments may utilize existing contracts or recommend opportunities for contracting by contacting the Purchasing Office at 972-721-5163.

Departments may purchase non-contract items or services under \$200.00 using a Purchase Order number, obtained over the telephone from a Purchasing Department staff member. The Purchasing Department upon receipt of an approved Requisition Form will order items or services over \$200.00, or items covered by a contract, and will coordinate terms of delivery and payment.

## **5.7 University Services**

Athletic Facilities 972.721.5009 – The University athletic facilities include a pool, tennis courts, a running/walking path, basketball courts, weight room and various aerobic exercise machines. Employees may use the athletic facilities outside of normal work hours. The families of employees may use the facilities during operating hours. Employees with children under the age of 13 must provide adult supervision when their children are using the athletic facilities. Employees are invited to attend all Intercollegiate Sporting Events free of charge upon presenting a University I.D. Please contact the Athletics Department or visit the University's website for schedules and game times.

Bookstore 972.721.5320 – The Bookstore is located on the main floor of the Hagggar University Center. The Bookstore carries required textbooks, trade books, study aides, science and art supplies, University emblem gifts and clothing, general office supplies and sundries. Please contact Bookstore staff for information on placing special orders and department, faculty and staff discounts.

Cafeteria, Food Services and Catering 972.721.5025 – The cafeteria, located on the main floor of the Hagggar University Center, is open for breakfast, lunch and dinner Monday through Friday and for brunch and dinner on weekends. Employees may purchase lunch and dinner individually or on meal cards at discounted rates. Catering services are offered to departments.

Campus Ministry 972.721.5305 – The Campus Ministry offices are located on the second floor of the Hagggar University Center. The Campus Ministry team and the Church of the Incarnation have primary

responsibility to serve the spiritual needs of the students, faculty, staff and alumni of the university and all others who choose the Church of the Incarnation as their spiritual home. As a Catholic faith community, the church stands in a position of openness and of hospitality to all those who wish to worship here. The Sacrament of the Eucharist is celebrated every weekday at 12:05 p.m. and 5:00 p.m.<sup>7</sup>, on Saturday at 5:00 p.m., and on Sunday at 9:00 a.m., 11:00 a.m. and 7:30 p.m.<sup>7</sup> Reconciliation services are offered on Saturday from 3:45 – 4:45 p.m. and on Tuesday and Friday from 11:00 – 11:45 a.m. and 4:00 – 4:45 p.m.<sup>7</sup>

**Campus Safety 972.721.5305** – The Office of Campus Safety is located on the first floor of the Haggar University Center. The University has professional safety officers on duty 24 hours per day. These officers provide physical security, fire protection and prevention, emergency first aid, safety programs and inspections, and investigate and enforce violations of the Code of Student Conduct and criminal offenses on UD property. Escort for students, staff and faculty is available by request.

**Cashier Services 972.721.5244** – The University Business Office provides free check cashing service to all faculty, staff and students during normal business hours. The limit on personal checks is \$200.00. The Business Office will cash student payroll checks in any amount. Regular employees may not cash payroll checks in the Business Office.

**Club Sports 972-721-5273** – Employees may participate in club sports, including rugby football, sailing, football, and paint ball. Organizations will set up an information booth during the first week of each semester; at other times, employees may call the Director of Student Activities, extension 5273, for contact information.

**E-mail Services 972.721.5363 or 4137** – E-mail accounts are provided free of charge for all faculty, staff, and students. The Administrative Computing Group, located in Carpenter Hall, extension 5363, will assist departments under Finance, Administration, and Student Services. The department of Academic Information Systems, located in the Science Building, extension 4137, will assist departments under Academic Affairs.

**Library 972-721-5328** – The University Library is available for use by all employees and their families. An employee I.D. card serves as a Library card for check out of books and other materials. The Library staff will instruct employees in the use of the various computer catalog/resource search services and bibliographies for research projects or personal study. Children are welcome in the Library as long as they observe conduct guidelines and are properly supervised.

Among the library holdings are the special collections: political science, philosophy, theology, LEL (Library of English Language), and LAC (Library of American Civilization). The library's collections of materials for general reading, serious study, and research reflect the University's interest and emphasis on academic excellence.

The Library has facilities for reading and printing microforms and self-service photocopying equipment, along with individual study carrels. All library materials, except rare books and some special books, are found on open shelves.

In addition to the resources of the University Library, students and faculty have access to other library materials through the cooperative programs of the Alliance for Higher Education of the North Texas area. The library is connected by computer to more than 220 bibliographic, factual and numeric databases, which can be searched at a reasonable cost.

**Printing and Postal Services 972.721.5309** – Printing and Postal Services are available for University employees and students in the lower level of the Haggar University Center. Services provided include: photocopying, sorting/collating, stapling, folding and hole drilling, notary, custom offset printing, binding, passport photographs, campus mail and package delivery, Post Office boxes for students and departments,

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<sup>7</sup> These masses are scheduled during the academic year only.

bulk mail services, Federal Express and UPS services, US postal supplies and postage, and faxing. The internal campus mail is distinguished from general mail by use of special envelopes. Departments may use outgoing mail services by identifying the account to be charged.

Theater 972.721.5314 – The University’s Drama Department generally produces one main stage performance and several studio productions each semester. Tickets are always free to university students, faculty, and staff. The Box Office for each show opens two weeks prior to opening night of the show. Reservations are strongly recommended for main stage productions.