



UNIVERSITY OF DALLAS

Employee Handbook

Table of Contents

Section 1: General	4
1.1 Introduction.....	4
1.2 Our Vision, Mission and Core Values	4
1.3 Employment-at-will Policy	4
1.4 University of Dallas Address	5
1.5 Our History	5
1.6 Offices and Services.....	8
1.7 Conflict of Interest.....	9
1.8 Dress Code and Appearance.....	9
1.9 Equal Employment Opportunity	9
1.10 Unlawful Discrimination and Harassment.....	10
1.11 Sex Discrimination, Title IX Coordinator and Grievance Procedure	12
1.12 Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973, Coordinator and Grievance Procedure	12
Section 2: Safety and Security.....	15
2.1 Drug Free Workplace.....	15
2.2 Alcohol on Campus.....	16
2.3 Smoking on Campus	17
2.4 Guidelines for Working in a Safe Environment.....	18
2.5 Communicable Diseases	19
2.6 Information Classification/Confidentiality.....	20
2.7 Personal Property.....	21
2.8 University Property	21
2.9 Network Acceptable Use Policy	21
2.10 Access to Buildings and Offices.....	24
2.11 Vehicle Use and Parking Management.....	24
2.12 Firearms on Campus	24
2.13 Identification Cards	24
2.14 Signs and Postings on Campus.....	25
2.15 Inclement Weather.....	25

Section 3: Employment	26
3.1 Hours of Operation and Work Location	26
3.2 Definition of an Employee	26
3.3 The Employment Process: Recruiting and Hiring Employees	27
3.4 Employment of Minors	28
3.5 Employment of Aliens	28
3.6 Employment of Former Employees	29
3.7 Promotions and Transfers.....	29
3.8 Verification of Employment and References	29
3.9 Release of Personal Information.....	29
3.10 Job Descriptions	29
3.11 Salary Administration for Staff.....	30
3.12 Payroll	30
 Section 4: Employee Relations.....	 32
4.1 Performance Evaluations.....	32
4.2 Employee Conduct	32
4.3 Anti-hazing Policy	33
4.4 Employee Grievance	33
4.5 Employee Discipline	34
4.6 Employment Files	34
4.7 Ending the Employment Relationship	34
 Section 5: Employee Benefits.....	 36
5.1 Summary of Benefits and Eligibility.....	36
5.2 Group Insurance Plans	37
5.3 Flexible Spending Accounts.....	38
5.4 403(b) Retirement Plan.....	38
5.5 Leave Programs	39
5.6 Worker's Compensation Insurance Coverage.....	45
5.7 Employee Tuition Waiver	46
5.8 Transportation Benefits: Qualified Transportation Fringe Benefits Section 132(a)(5)	50
 Section 6: Employee Services	 51
6.1 University Services	51

6.2 Tuition Exchange Scholarship Program52
6.3 Credit Union.....53
6.4 Media Contact53
6.5 University Publications and Communications.....53
6.6 Computer Support54
6.7 Facility/Equipment Reservations.....54
6.8 Purchasing54

Section 1: General

1.1 Introduction

Welcome to the University of Dallas. It is our hope that your individual talents, skills and abilities will make a valuable contribution to the achievement of our vision and mission and that you will find your time here both personally and professionally rewarding.

1.2 Our Vision, Mission and Core Values

Our Vision: The University of Dallas aspires to be recognized regionally and nationally as a premier Catholic, liberal arts school and a first-choice institution for practice-oriented, professional business education.

Our Mission: The University of Dallas seeks to educate its students to develop intellectual and moral virtues to prepare themselves for life and work and to become leaders in the community. Through intensive teaching, interactive discourse, and critical analysis, the University pursues truth, virtue, and wisdom in the liberal arts and professional studies.

Our Core Values:

- Study and development of the western tradition of liberal education, and the Catholic intellectual tradition.
- The University of Dallas understands human nature to be spiritual and physical, rational and free. It is guided by principles of learning that acknowledge transcendent standards of truth and excellence that are themselves objects of inquiry and research.
- The University of Dallas is open to faculty and students of all faiths, and it supports their academic and religious freedom without discrimination.
- The University of Dallas seeks to maintain the dialogue of faith and reason, while assuring the proper autonomy of each of the arts, sciences, and professions.
- The University of Dallas promotes professional and graduate education that shares a common spirit with the liberal arts: reflecting critically on the ends governing the profession, fostering principled moral judgment, and providing the knowledge and skills requisite for professional excellence.

1.3 Employment-at-will Policy

This employee handbook contains information on University services, employment policies, employee benefits and general University procedures. **The handbook is intended as a guide and is not considered a comprehensive list of all policies and procedures.**

Your employment with the University of Dallas is a voluntary one and is subject to termination by you or the University at-will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or eliminate or modify in any way the employment-at-will status of University of Dallas employees. This policy may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President of the University or the Board of Trustees, whichever is applicable. No oral agreements constitute a contract for employment with the University.

This handbook may be changed at the discretion of the University. The language used in the handbook should not be construed as creating a contract for employment or guaranteeing employment for any specific length of time.

Please consult Human Resources with questions about the policies in this handbook or questions about the “at-will” policy.

1.4 University of Dallas Address

**University of Dallas
1845 E. Northgate Drive
Irving, TX 75062**

1.5 Our History

The charter of the University of Dallas dates from 1910 when the Vincentian Fathers took that name for the Holy Trinity College they had founded five years earlier. Holy Trinity College closed in 1928 and the charter was placed with the Catholic Diocese of Dallas. In 1955, the Western Province of the Sisters of Saint Mary of Namur obtained it for the purpose of operating a new institution in Dallas that would absorb their junior college in Fort Worth, Our Lady of Victory. The Sisters, together with laymen Eugene Constantin, Jr. and Edward R. Maher, Sr., induced Bishop Thomas K. Gorman to have the diocese assume sponsorship of the new institution with ownership by its Board of Trustees.

Bishop Gorman announced that the University would be a four year co-educational institution welcoming students of all faiths and races, and offering work on the undergraduate level with a graduate school to be added as soon as practicable. The University opened its doors to 96 degree-seeking students in September, 1956, on a 1,000 acre tract of rolling hills northwest of the city of Dallas which is now part of Irving/Las Colinas.

Members of the Cistercian Order and the Sisters of Saint Mary, together with three Franciscan fathers and a number of laymen, comprised the original faculty of the University of Dallas. Dominican priests joined the faculty in 1958 and established Albert the Great Priory. The School Sisters of Notre Dame came in 1962. Today the faculty has become largely lay and counts numerous distinguished scholars among its members.

Accreditation by the Southern Association of Colleges and Schools came in 1963 and has been reaffirmed regularly. Significant honors have been won by University graduates since the first graduating class in 1960, including Fulbright and Woodrow Wilson awards for graduate studies. In 1989, the University of Dallas became the youngest school in the century to be awarded a Phi Beta Kappa chapter.

A \$7.5 million dollar grant from Blakely-Braniff Foundation established the Braniff Graduate School of Liberal Arts in 1966. The Constantin Foundation similarly endowed the undergraduate college and in 1970 the Board of Trustees named the undergraduate college the Constantin College of Liberal Arts.

The Graduate School of Management, established in 1966, offers one of the largest MBA programs in the Southwest. Influential programs in Art and English also began in 1966. In 1973, the Institute of Philosophic Studies, the doctoral program of the Braniff Graduate School of Liberal Arts, was initiated. The School of Ministry began in 1987. The College of Business, incorporating the Graduate School of Management and undergraduate business, opened in 2003.

On June 11, 1994, the University dedicated permanent facilities for its Rome Program that began in 1970. The 12-acre Eugene Constantin Campus, also known as Due Santi, is located near Albano, Italy (15 kilometers from the heart of Rome).

Today the University enrolls approximately 2,600 students from all over the United States and the world, divided roughly into 1,380 undergraduate and 1,220 graduate students. The University continues to thrive and contemplates the future with confidence. As the late President Donald Cowan often said, "Indeed, there is a spirit that walks these hills."

History of University 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	Interim President December, 2003 – July, 2004
Dr. Francis M. Lazarus	2004 to 2009
Robert M. Galecke	Interim President September, 2009 – February, 2010
Thomas W. Keefe, J.D.	March, 2010 to present

History of Campus Buildings

John W. Carpenter Hall, the original classroom building, now houses the central administrative offices, the Advancement office, Financial Aid, Student Life, the Departments of Modern Languages and Classics, the Department of Music, and classrooms.

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 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, social spaces, and the Department of IT.

Catherine Hall is home to the School of Ministry and the Drama costume shop located on the East Quadrangle.

O'Connell and Theresa Halls house 300 students. Each hall has a lounge, television room, kitchen facilities and a laundry room. O'Connell Hall is name in honor of the late Sister Mary Margaret O'Connell of the Sisters of St. Mary of Namur who served as registrar for the University when it opened until her death in June, 1973.

Anselm Hall houses offices for the College of Business faculty. Career Services is located on the first floor.

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. Haggar, Sr. University Center, made possible through the Haggar Foundation and other bequests, is a facility which includes the University dining room, cappuccino bar, bookstore, post office, lounges, Student Activities and Government offices, Chaplain's office, Health Center for undergraduate students, Campus Safety Office, Visitor's Center 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, College of Business 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.

Augustine Hall, Gregory Hall and Jerome Hall are the residence halls in the West Quadrangle. They house approximately 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.

West Hall is a 4-story residence hall which opened in January, 2010 and houses almost 300 upper class students in singles, doubles and triples. The building's common spaces include a large lounge with game tables, two patios, a landscaped courtyard, TV room, conference room, laundry facilities and parking garage.

The University Apartments, located on campus 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, includes a fitness area, gymnasium, outdoor swimming pool and tennis courts.

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

The Facilities Center, located at the northwest corner of the campus, houses maintenance and operation crew, and equipment.

1.6 Offices and Services of the University

Academic Success Office: Provides academic and social support for students

Admissions: Undergraduate admissions

Archives & History: University archives and historical data

Athletics: University athletic programs

Office of Advancement: Giving, alumni and parent relations; marketing and communications

Bookstore: Textbooks, course materials, apparel, and accessories

Business Office: Payroll and Accounts Payable; Bursar's office including student services for tuition payment

Business Services: Purchasing of materials and other services

Campus Safety Office: Physical security, safety and emergency services

Campus Ministry: Spiritual, intellectual, and moral development of the University community

Career Services: Career counseling and coaching, internships, and job board for undergraduates

Conferences & Events: Reserving venues for meetings, social events, and more

Dining Services: Haggar Café & The Rathskeller

Facilities: Facilities and grounds maintenance, technical repairs and campus special events assistance

Financial Aid: Assisting students in paying for college

Fitness Center & Pool: Fitness center and pool available to the University community

Health Services: Health clinic for University students

Human Resources: Staffing, benefits, student employment, employee relations and university ADA/AA services for staff, faculty and students

Information Technology Systems: Email, network, and computer support for University

Institutional Research: Data collection, analysis and reporting

International Student Services: Information on I-20s, housing, and international student activities

Library: Maintains collections, resources for students, alumni, faculty, staff and visitors

Military & Veteran Services: Assisting veterans and families in cooperation with the VA & TVC

Printing & Postal: Provides printing and post office services

Provost: University of Dallas' Chief Academic Office

Purchasing: Acquisition of materials and services

Registrar: Student registration services

Rome & Summer Programs: University of Dallas' study abroad program

Student Life: Creates a vibrant campus environment for students

1.7 Conflict of Interest

The University of Dallas is a non-profit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the University of Dallas as a public trust, which is subject to the scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the University of Dallas, its board, officers, deans, and certain exempt employees and the public a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, deans and certain exempt employees have the responsibility of administering the affairs of the University of Dallas honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the University. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the University or knowledge gained for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

1.8 Dress Code and Appearance

All employees are expected to dress professionally and in a manner consistent with the University's environment. In most cases, "business casual" is appropriate.

Certain departments may require a dress code compatible with that department's degree and level of public contact. In some instances, certain departments may require the use of uniforms including the use of specific types of shoes, hats for use during summer heat, etc. Employees are expected to adhere to these requirements. Any dress code established by a University department should be enforced consistently within that working environment as appropriate. Employees are asked to discuss specific questions regarding appropriate dress with their supervisor.

1.9 Equal Employment Opportunity

The University of Dallas is an equal opportunity employer. As such, the University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin or ethnicity, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws. The University of Dallas also complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training and may be interpreted or limited within the context of the University's faith-based commitments as allowed by law.

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

In addition, the University does not tolerate retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceeding. As an employee, you are required to report to your supervisor or a member of Management or Human Resources any instance of discrimination or harassment.

The Office of Federal Contract Compliance Programs prohibits discrimination because of race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment by all federal government contractors and subcontractors, and by contractors performing work under a federally assisted construction contract, regardless of the number of employees in either case. Any person who believes he or she has been discriminated against should contact The Office of Federal Contract Compliance Programs, U.S. Department of Labor, Washington, DC 20210.

1.10 Unlawful Discrimination and Harassment

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/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, national origin or ethnicity, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws. 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 termination of employment.

Harassment

Harassment is a form of discrimination and violates this policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The University will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

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, sex, national origin or ethnicity, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws; 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 EEOC 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.

Unlawful Discrimination and Harassment: The University of Dallas does not discriminate on the basis of race, color, sex, national origin or ethnicity, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: **Rick Huntley, Assistant Vice President of Human Resources –Section 504 Coordinator– Age Discrimination Act Coordinator – Human Resources, Carpenter Hall 2nd Floor – 1845 E. Northgate Drive, Irving, TX. 75062 – (972) 721-5382. The Title IX Coordinator is Jeffrey Taylor who is located in the lower level, Room 101A of the William A. Blakely Library.**

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 termination of employment.

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/her education, malicious or intentionally false statements are also subject to disciplinary action, up to and including termination of employment.

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 as well as between faculty/staff and students are prohibited.

Romantic relations between faculty and students. The proper relationship between faculty and students must not be jeopardized by possible doubt of intent or of fairness of professional judgment, or by the appearance to other students of favoritism. Therefore, faculty should avoid romantic involvement with students.

Complaint Procedure. Violations 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/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 Provost's Office for Academic Affairs or to the University President. The Provost 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 shall be followed. The Provost 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 Director of Human Resources 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 Director of Student Life. The Director, or his/her designee, will 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 Director shall inform the complainant of the action taken with respect to the complaint.

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

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, those involving staff are found in the Employee handbook and those involving students are found in the Student Handbook.

The University has designated Jeffrey Taylor, as the Title IX Coordinator. His is located in the Lower Level, Room A101 in the William A. Blakely Library.

1.11 Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973, Coordinator and Grievance Procedure

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

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

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he/she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

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

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The Human Resources department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms used in the policy

As used in this ADA policy, the following terms have the indicated meaning:

Disability means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

The ADA also includes the term “**major bodily functions**,” which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Substantially limiting: In accordance with the ADA final regulations, the determination of whether an impairment substantially limits a major life activity **requires an individualized assessment, and** an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADA regulations.

Direct threat means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.

- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- The impact of the accommodation on the operation of the facility.

Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

ADAAA and Title IX Coordinator: The University has designated Jeffrey Taylor, as the ADAAA and Title IX Coordinator. His office is located in the lower level, room A101, in the William A. Blakely Library or call 972-721-5385.

Unlawful Discrimination and Harassment: The University of Dallas does not discriminate on the basis of race, color, sex, national origin or ethnicity, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws 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 – Section 504 – Age Discrimination Act Coordinator – Human Resources, Carpenter Hall 2nd 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 ADAAA coordinator at (972) 721-5382 at least 72 hours before the event.* The University will provide reasonable accommodations to those requesting assistance.

Employees who complain of any alleged violations of the Rehabilitation Act of 1973, may present their complaint to – Janis Townsend, Carpenter Hall or call (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 Vice President, Chief Financial Officer to review their situation. The decision of the Vice President, Chief Financial Officer will be final.

Section 2: Safety and Security

2.1 Drug Free Workplace

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.

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 head of the department 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, the employee will be escorted by his/her supervisor 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 Executive Vice President, Provost for Academic Affairs will review appeals for faculty and staff under his/her supervision. The Vice President, Chief Financial Officer 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 Executive Vice President, Provost for Academic Affairs will determine the appropriate disciplinary action for faculty and staff under his/her supervision. The Vice President, Chief Financial Officer 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

Alcohol may not be sold, given or made available at University-sponsored events to persons under the legal drinking age. 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 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 Haggard University Center: dining and reception rooms in upstairs Haggard, the cafeteria and the Rathskeller. These areas of Haggard 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.

All University departments/organizations are required to register any program or social event that they sponsor, on or off campus, in which alcohol will be served. A University- sponsored event is any event organized, authorized or sanctioned by a University Department Head or higher, held either on campus or off campus.

Only the University's licensed food service operator, Aramark, may sell alcoholic beverages on campus. Either the food service contractor or sponsor may provide complimentary alcoholic beverages to guests; however a permit is **always required**.

Anyone responsible for serving alcohol must be 21 yrs. or older and have current *TABC Certification*. The food service contractor will arrange for a bartender to serve complimentary alcoholic beverages at the sponsor's request and cost. One Campus Safety officer is required for groups of 25-100. If the group exceeds 100 up to 200, two officers will be required. For groups between one hundred and two hundred, two officers are needed, etc.

Local, state and federal laws governing the use of alcoholic beverages must be observed at all times. Of primary importance to the University community are the following regulations:

1. Alcoholic beverages are prohibited to persons younger than 21 years of age.
2. Persons 21 years of age and older are prohibited from providing alcoholic beverages to minors.
3. Intoxication, disorderliness and offensive behavior on University premises and adjacent properties are unacceptable and subject to disciplinary action.

2.3 Smoking on Campus

I. The following guidelines and changes in University policy are designed to meet the requirements of the city of Irving ordinance and to achieve the University's goal of a smoke-free public environment:

(1) Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment including but not restricted to cigarettes, cigars, or pipes. Electronic cigarettes, vapor cigarettes and similar products will be treated like traditional cigarettes and tobacco products. These may only be used in public areas where smoking is permitted.

(2) Smoking is prohibited indoors in all University facilities at all locations, including campus-owned or leased vehicles,

(3) Smoking is also prohibited outdoors within 25-feet of all entrances and exits of the buildings, and within 25-feet of any fresh air intakes or any operable windows of any University buildings. This 25-foot prohibition applies to all porches, balconies and patio areas that are connected to the buildings. Smoking is also prohibited within 25 feet of all the outdoor athletic fields and facilities.

(4) Smoking is strictly prohibited inside any Residence Hall and the Student Apartments. Smoking is also prohibited outdoors within 25-feet of all entrances and exits of the Residence Halls. Smoking is permitted on the patios and balconies of the Residence Halls and Student Apartments.

(5) Appropriate signage prohibiting smoking may be added to any new and or existing areas on Campus where smoking is prohibited that is not specifically covered by this policy.

II. Reason for Policy: The University of Dallas is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community.

V. Entities Affected by this Policy: All individuals on the University of Dallas campus, including faculty, staff, students, parents, vendors and visitors.

2.4 Guidelines for Working in a Safe Environment

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 or to the Campus Safety Office 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 5911. 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

All injuries which occur on the job must be reported with a report filed through the University's worker's compensation carrier. Human Resources can provide the name and location of medical facilities if necessary. In the event of a serious injury, call 911 for emergency medical response.

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

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 Director of Human Resources 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

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

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, located in Hagggar University Center, 972-721-5305, so that in the event stolen property is recovered, the property can be returned.

2.8 University Property

Due to the potential for liability, employees may not borrow University property or equipment 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

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.

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.

2.10 Access to Buildings and Offices

The Office of Campus Safety authorizes the issuance of all keys to facilities and provides facility entry to authorized individuals as necessary. Buildings on the University campus are kept open during regular business hours. After hours, buildings are locked to provide for the security of University personnel and assets.

Faculty, teachers, and staff employees may enter University buildings after hours and on weekends to conduct official University business. Employees returning to campus after regular business hours who have not been issued a building or office key or access card must obtain written approval from the department supervisor and must first report to the Department of Campus Safety to gain access to the building.

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 and will not lend the key to any person, including coworkers and outside contractors, for any reason.

2.11 Parking Management and Vehicle Use

Vehicles parked on University property by students, faculty, and staff must display a current UD registration decal. Parking rules and regulations are enforced year round including all week days, weekends, holidays, breaks and during the summer. The speed limit is 20 mph. Any person in violation of the parking and speeding rules may be subject to a fine.

Any vehicle operated or parked on University property must comply with all state registration requirements displaying the appropriate sticker and having proof of insurance. The University is not responsible for any loss or damage to vehicles parked or in-transit. Inoperable vehicles on the University campus may be towed at the owner's expense. The campus Safety Department enforces these rules.

2.12 Weapons on Campus

The University of Dallas prohibits the possession and use of firearms, weapons, and explosives on campus. This applies to all university students, faculty and staff, as well as university guests, visitors and contractors. Individuals violating this policy may be subject to disciplinary action, expulsion, and job termination. The campus is defined as "University property and any University sponsored events."

This policy includes but is not limited to firearms such as guns, air and dart guns pistols, revolvers, shot guns, cannons and any ammunition for such devices; weapons which are traditionally designated to inflict harm such as switchblades, hunting knives, daggers, bows and arrows; and explosives such as grenades, combustible powders, and plastic explosives.

The above prohibitions apply regardless of whether any federal or state license has been issued to the holder. Exceptions to the above include: commissioned law enforcement or authorized military personnel performing their official duties and persons authorized by their employer and duly licensed and legally permitted under the laws in which the University property is located to possess weapons. Individuals engaged in any activity where a particular weapon is required as part of the activity. These individuals need to seek in advance an exemption from the Director of Campus Security.

2.13 Identification Cards

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 form 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

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:

1. 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.
2. 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.
3. 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

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:

Television Channels:

KDFW (Fox) Channel
WFAA Channel 8 (AM only)
KTVT Channel 11

Radio Stations:

KERA 90.1 FM
KVIL 103.7 FM
KRLD 1080 AM

Executive Management will determine university closings. Members of the University community will receive notifications, instructions and updates during weather-related emergencies and closing through the University emergency notification system which sends voicemails, text messages and e-mails to students, faculty and staff in the event of an emergency. In addition, major television and radio stations will be requested to announce the closing or delayed start of the University of Dallas classes and offices.

Section 3: Employment

3.1 Hours of Operation and Work Location

The University's standard work week for academic and administrative offices is Monday through Friday, 8:00 a.m. to 5:00 p.m.

In order to provide essential services or meet customer needs a schedule other than 8:00 a.m. to 5:00 p.m. may be designated as long as full-time employees work forty hours per workweek and provisions are made to serve the public. The officer of the University with authority over any specific department or area requiring a different work schedule must approve these arrangements *in advance*.

Most offices within the University have high contact with the public or the student population. As a result, it is impractical for employees to work from home. In limited situations, an employee may be permitted to work at home; however, all such arrangements must be approved *in advance* by the appropriate university officer.

It is not considered appropriate for a staff employee to determine on his/her own that working from home on any particular workday even if the weather is inclement or other factors, such as traffic, work load, etc. make working remotely from home appear to the individual employee be reasonable considerations.

3.2 Definition of an Employee

Employees: All persons who receive wages, whether on a salaried or hourly basis, through the University payroll.

Regular full-time employees: Those employees who work at least 40 hours per week and whose employment is not limited to a specific period of time or purpose. All regular full-time employees are eligible for all employment benefits provided by the University of Dallas to its employees in general.

Regular part-time employees: Those employees who work less than the normal workweek and whose employment is not limited to a specific period of time or purpose.

Temporary full-time employees: Those employees whose service is intended to be of limited duration, but who work the normal workweek. This definition excludes individuals supplied under contract by an outside agency. Temporary full-time employees are eligible for paid holidays if they occur during the term of employment. They are not eligible for other employment benefits.

Temporary part-time employees: Those employees whose service is intended to be of limited duration and who work less than the normal workweek. Temporary part-time employees are eligible for half-pay on holidays that occur during their term of employment. Paid interns, who are employed for a limited duration, fall under this category.

Staff positions are classified as either *exempt* or *non-exempt* according to the regulations established in the Fair Labor Standards Act (FLSA) under the Department of Labor as described below:

- **Exempt:** Executive, professional, administrative, outside sales and some computer professional employees who are excluded from the overtime provisions of the FLSA as amended. These employees do not receive overtime pay for hours worked beyond 40 hours in any workweek. 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 in the month the leave is taken.

- **Non-exempt:** Employees who are subject to all provisions of the FLSA as amended. Non-exempt employees must maintain accurate daily records of hours worked and submit approved time sheets to payroll every two weeks. Non-exempt employees will be paid overtime for hours worked over 40 hours in each workweek at an overtime rate of 1.5 x the normal hourly rate for that position. Approved leave forms must be submitted in advance as practical, 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. ***It is not possible to pay non-exempt staff with “compensatory time” in lieu of overtime hours.***

Determination of *exempt* or *non-exempt* status can only be determined or changed by Human Resources.

3.3 The Employment Process: Recruiting and Hiring Employees

The University is an Equal Opportunity Employer and strives to hire qualified individuals through a fair, legal and effective employment process.

Faculty Searches: Faculty Search Committees are responsible for establishing employment criteria and making recommendations to the Executive Vice President, Provost for Academic Affairs. Department Chairs are asked to contact Human Resources for guidelines on record keeping or for assistance posting jobs on the University website. All new faculty are required to pass a background check prior to employment and provide evidence of the right to work in the United States. Both must be coordinated through Human Resources.

Staff Searches: Human Resources will manage all non-academic employment searches in conjunction with the supervisor. Prior to posting any open position, all new positions and replacements must be reviewed and approved by the President's Cabinet.

Step One: Employee Recruitment Request

Using the Request for Approval Form, 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 hiring process. An updated job description should be submitted with each request form. All new positions as well as replacement positions must be reviewed and approved by the President's Cabinet.

Step Two: Posting and Recruitment

Active recruitment will include a combination of methods to find a qualified applicant. These methods may include: internal posting – including website and Human Resources Job Line, various methods of print media, posting at other universities, trade schools, professional organizations, websites or other identified sources. In most cases, the minimum posting period is three days. Human Resources 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 by phone or in person. Each search and department will have their own special needs in this process and will be accommodated as much as practical.

Step Four: Offer of Employment

Only Human Resources will extend offers of employment for staff positions either verbally or in writing. All offers, including those for faculty, are contingent upon passing a background check, submission of the required documentation of right to work, and satisfactory reference and educational verification. Human Resources will produce offers of employment in writing following successful completion of background and reference verification.

Prospective employees who would perform jobs which involve access to university monies or investments may be subject to credit checks. Anyone who drives a university vehicle will need to provide a valid driver's license and be subject to investigation of vehicle records.

Step Five: Placing the Employee on Payroll

All new employees must complete new hire paperwork. This includes providing Human Resources with proof of identity and evidence of the individual's right to work in the United States on the Form I-9. Individuals who do not provide original documents to support their right to work in the United States will be removed from payroll after three days and prevented from further work until paperwork has been supplied.

Staff Employee Action Forms (EAFs) are originated by Human Resources or by the hiring supervisor and require supervisor, department head, budget, and Human Resources approval. Faculty EAFs are originated in the Office of the Provost or appropriate Dean's office and are forwarded directly to Human Resources. *In no case may the EAF be submitted to payroll first before being sent to Human Resources.*

Failure to submit EAFs or other required paperwork to Human Resources may delay submission for payroll processing. Payroll will not produce checks for compensation without required paperwork.

3.4 Employment of Minors

In conformance with the Fair Labor Standards Act (FLSA) 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.

Minors whose parents are also employees of the University cannot be supervised by their parents. Questions regarding the employment of minors or the conditions under which a minor may not work should be directed to Human Resources.

3.5 Employment of Aliens

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. Human Resources will verify the employment eligibility of all employees, including faculty, staff and student employees. In some cases (i.e., employees at remote facilities), Human Resources may appoint an employer representative to complete the I-9 Form with the new employee.

Documentation of eligibility for employment will be provided within 3 business days of the employee's first day of employment. If eligibility cannot be verified within 3 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 Human Resources 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.

3.6 Employment of Former Employees

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. If hired within 12 months of separation, vacation accrual will be adjusted.

3.7 Promotions and Transfers

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 a candidate, the recruiting manager will confer with the staff member's current department manager and/or the hiring department manager about the internal candidate's interest in the open position.

Under no circumstances should supervisors or managers solicit or interview internal employees without consulting with Human Resources and knowledge of the current supervisor. In the event the internal candidate is offered the position, Human Resources will make an effort to accommodate the needs of both departments regarding transition to the new position. Should the departments be unable to reach a compromise, the Director of Human Resources will decide the conditions of the transfer.

3.8 Verification of Employment and References

The University of Dallas maintains a neutral reference policy. Requests for employment verification, salary history, employment references and personal information regarding current and former staff members should be directed to Human Resources. Human Resources will verify only past or present employment, job title and dates of employment. Only upon receipt of a signed release or waiver by the current or former employee will salary information be provided.

3.9 Release of Personal Information

Human Resources does not release address or personal phone numbers.

3.10 Job Descriptions

Job descriptions are essential to the successful recruitment of new employees and for the successful job performance and evaluation of current employees. Human Resources relies on the assistance of the

supervisor and department manager to maintain accurate and up-to-date job descriptions for all regular staff positions in the University.

Supervisors should periodically review the job descriptions of their employees under their supervision for accuracy of job duties, requirements and skills. If a position is redesigned or altered significantly, a new job description must be completed. The Human Resources department or the recruiting manager will review the description to establish its exempt or non-exempt status under the Fair Labor Standards Act (FLSA). Job titles are determined by Human Resources and must fit within the hierarchy of job titles established by the University.

3.11 Salary Administration for Staff

Compensation is based on many factors which include university revenues, employee performance on the job, market and economic conditions as well as experience and performance of the employee.

The University desires to pay employees competitive salaries; changes to compensation is determined by the availability of a merit raise pool approved by the Board of Trustees and criteria established by the executive administration of the University. Changes in compensation for merit increases are usually effective at the beginning of each academic year in September.

3.12 Payroll

Faculty and exempt staff (employees not subject to the requirement of overtime payment) are paid on a salaried basis. Staff salaries are calculated over 12 months. Faculty members may specify their preference for 9 or 12-month salary payment. Salaried employees are paid on the 15th and last day of the month. No time sheets are required.

Non-exempt staff members are paid on an hourly basis. All hourly staff members must report their work hours on a time sheet. Staff members who are non-exempt working over 40 hours in a workweek will be paid overtime at 1.5 x their regular hourly rate. 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.

Supervisors are responsible for the accuracy and timely approval of time for their non-exempt employees through BannerWeb.

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

Payroll Advances: Due to an exceptional financial need a payroll advance may be approved for University of Dallas employees. Employees requesting an advance must be in "good standing" with the University. Employees should keep in mind that payroll advances are not guaranteed and consideration will be given to not only the nature of the request, but also to the number of payroll advance requests the employee has previously made.

Foreclosures/evictions, pending termination of utilities, medical emergencies, or emergency auto repair, are examples of the kinds of extraordinary expenses that would be considered for a payroll advance. Documentation of the need is required. Documentation must include the employee's name on an official document, such as an original bill or notice/statement.

Requests for advances will be considered up to a maximum amount of \$1,000.00. Repayment schedules will take into consideration the employee's salary and the amount of the advance. Only one payroll

advance will be granted in any six month period and no employee with an outstanding balance on a previous advance will be granted a new advance. No more than two advances will be considered in any 12-month period.

Employees seeking a payroll advance will need to do the following:

- 1) Obtain the *Request for Payroll Advance and Authorization for Payroll Deduction* form from Human Resources.
- 2) After completing the form and attaching documentation, the employee will first submit their request to their department's budget manager for signature.
- 3) Once signed by the budget manager, the employee will then take the form back to Human Resources to the Director of Human Resources.
- 4) The Director of Human Resources will review the request approval from the President and Vice President, Chief Financial Officer.
- 5) Upon approval, the employee and the Director of Human Resources will agree to a payback schedule and the employee will sign the authorization form acknowledging this schedule.
- 6) Upon authorization from Human Resources, a check for the amount agreed upon will be produced by Accounts Payable during the next available check cycle.

Earnings and Withholdings: All compensation 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.

Submission of W-4 Form: 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 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 plan contributions, flexible spending accounts, 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 terminated by the University 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.

Section 4: Employee Relations

4.1 Performance Evaluations

Job performance of university staff members will be 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.

4.2 Employee Conduct

As a private, independent institution of higher education affiliated with the Catholic Church, 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 others based upon the ideals and standards articulated in the mission statement. It is therefore, the obligation of each staff member to be worthy of this trust by following university policies, by being courteous and professional in conduct with students, coworkers, and the public and by following directions and honoring requests of supervisors.

It is important to note that the University of Dallas is an “at- will employer” which means that in the same manner employees may resign or quit their jobs at the University at any time, with or without notice, the University can also terminate employment at any time with or without notice.

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 action or warnings. ***This list should not be viewed as all-inclusive:***

- Committing a criminal act
- Selling, dispensing or using illegal drugs
- 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 excessive 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), chronic absences not covered by leave policies, or leaving the workplace without authorization
- Physical or verbal assaults and aggressive behavior toward coworkers, students, supervisors, or guests
- Refusing to work assigned shift or overtime
- Unsafe workplace practices

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

4.3 Anti-hazing Policy

University faculty and staff are obligated to abide by the Texas State law regarding hazing. Hazing is defined by the law as any intentional, knowing, or reckless act occurring on or off the campus by one person alone or acting with others, directed against a student, which endangers the mental or physical health or safety of a student for the purposes of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that includes students. A faculty or staff member commits an offense if the person engages in hazing, solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; or has first-hand knowledge of the planning of a specific hazing incident involving a student or first-hand knowledge that a specific hazing incident has occurred, and fails to report this information to the Vice President for Enrollment and Student Life, Provost, or President of the University.

4.4 Employee Grievance

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/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 initiated by the employee as follows:

- The employee notifies the Director of Human Resources, verbally or in writing, of the intent to file a grievance. The grievance 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 Director of Human Resources 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 Director of Human Resources, the grievant may request that Human Resources have the grievance reviewed by the Vice President, Chief Financial Officer. This request must be made within 10

days of the Director of Human Resources' decision. The Vice President, Chief Financial Officer will review the documentation and, within thirty days of the review, submit his findings and conclusions to the grievant. The decision of the Vice President, Chief Financial Officer is final.

Those employees who report directly to the Vice President, Chief Financial Officer 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.

4.5 Employee Discipline

Discipline:

When a staff member has 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. When circumstances warrant doing so, supervisors can advise and instruct employees by providing verbal or written warnings to improve performance. All staff terminations must be reviewed by the Director of Human Resources prior to any action. All documentation regarding disciplinary actions should be written and placed in the employee's official employment file.

4.6 Employment Files

Official employment records for all faculty and staff are maintained in Human Resources. The exception applies to faculty whose evaluations, tenure review and disciplinary actions are maintained in the office of the Provost 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 benefits file is maintained by Human Resources and contains medical, insurance, retirement and leave information.

Employment files are the property of the University. The employee may provide written information to be included in his/her file with the permission of the Director of Human Resources. However, the employee may not remove information from his/her file.

4.7 Ending the Employment Relationship

At-will employment

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 foregoing. Any employment agreement entered into by the President shall not be deemed enforceable unless in writing.

Involuntary termination

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 to be the

appropriate action, the supervisor or department head will document the reason for termination and consult with the Director of Human Resources before any staff termination action is taken. In some situations, employees may be terminated without notice depending on the circumstances.

In most instances, the supervisor will meet with the employee informing him or her of the action and reason for termination. Supervisors are advised to have a member of Human Resources with them during these meetings.

Staff members will be paid for accrued but unused vacation at termination of employment. Employees must return all university equipment, clothing, keys, ID card, and other university property upon leaving the University.

Voluntary termination or separation of employment

Employees who decide to resign are asked, but not required, to provide two week's notice of their intent to resign in order that an orderly transition can be made. Resignations should be made in writing and forwarded to Human Resources after informing the immediate supervisor.

It is the up to the supervisor or department head to determine if the resigning employee will be needed during the notice period. If not, the departing employee may be asked to leave but will be paid for the notice period given by the employee.

Section 5: Employee Benefits

5.1 Summary of Benefits and Eligibility

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 plan document, the plan document 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.

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

- Group insurance plans: medical, dental, life, accidental death and dismemberment (AD&D), and long-term disability (LTD)
- Flexible spending accounts (FSA)
- 403(b) retirement plan
- Worker's compensation insurance
- Tuition waiver for employees and eligible dependents
- Paid leave including: sick, vacation, holiday, jury duty, and bereavement

Eligibility

Eligibility for the above benefits is determined by employment status:

If your employment status is:	You are eligible for these benefits:
Full-time Staff, Regular or Affiliate Faculty	Group insurance plans, retirement plan, flexible spending accounts, tuition waiver for employee and eligible family members, worker's compensation and paid leave
Staff Member with FTE ¹ of .75 or more (30+ hours/week)	Group insurance plans, retirement plan, flexible spending accounts, tuition waiver for employee only, worker's compensation and prorated paid and unpaid leave
Staff Member with FTE of .49 - .74 (19 – 29 hours/week)	Retirement plan, worker's compensation and prorated paid and unpaid leave
Staff Member with FTE less than .49 (less than 19 hours/week) Temporary employee or Adjunct faculty	Worker's compensation
Retiree (minimum age 55 with 10 years of service, and AGE + YEARS OF SERVICE = at least 75)	Group health insurance program up to age 65. Medicare Advantage and supplemental insurance exchange for retirees age 65 and older.

Definition of Spouse

In compliance with recent United States Supreme Court precedent, the term "spouse" for federal tax purposes, and for other federally mandated benefits, including the Family Medical Leave Act, shall include a same sex spouse where the marriage is legally recognized in the State where the marriage was performed.

For most employer-provided benefits, however, federal law does not compel benefit plans to provide coverage for same sex spouses. In keeping with past practice of the University, Texas law (which does not recognize same sex marriage), and the teachings of the Catholic Church, the term "spouse" is defined

¹ "FTE" means Full Time Equivalency. To calculate your FTE, multiply weekly work hours by 52 (for yearly hours), then divide that number by 2080.

as a legally recognized union between a man and a woman, including properly executed and legally authorized common law marriages.

CARES Consortium

The University of Dallas participates in a healthcare consortium called CARES (Collegiate Association Resource of the Southwest). The sole purpose of CARES is to provide benefits for faculty and staff members of participating colleges and universities. CARES was formed in 2004 and provides benefits for University of Dallas employees (Rome employees are covered by an international medical plan) as well as the employees of two other private schools in Texas: Austin College and Texas Christian University. All decisions regarding CARES are made by the Board of Trustees. Each participating school designates one board representative (a member of the senior staff with experience in Finance, Administration or Human Resources) and has one vote in all matters decided by the board.

Each year, the University's Benefits Committee, which is comprised of representatives of the faculty, staff and administration at the University, participates in reviewing the performance of all benefit plans. During the annual renewal for benefit plans, the committee is provided information by outside consultants regarding plan performance and makes recommendations to administration regarding benefits offered to employees of the University.

5.2 Group Insurance Plans

All eligible employees may participate in the group medical, dental, life, and long term disability insurance plans. Employees may pay for premiums through payroll deduction. The medical and dental insurance premiums are paid by the employee on a pre-tax basis under IRS section 125 guidelines. Employees may decline participation in the medical and dental plans by signing a waiver. Enrollment by eligible employees in the University paid core long term disability and basic life and AD&D insurance programs is automatic. Coverage effective dates, premiums and procedures for adding and dropping dependents are regulated by the plans and are subject to change. The University pays a portion of the premium.

Medical & Dental Insurance:

The plan year for the University's domestic medical insurance is September 1 through August 31 although changes to the plan (deductibles, co-pays, etc are made on a calendar year basis). This medical plan also includes pharmacy benefits.

The medical and pharmacy benefits, each, are administered by third-party agents who handle claims processing and provide the network of participating health care providers and pharmacies. Other benefits available to employees through CARES are a wellness program, an employee assistance program (EAP) and an expert doctor referral service.

The plan year for the University's international medical plan is January 1 through December 31. This plan is fully administered by the insurance company.

The plan year for the University's dental insurance is January 1 through December 31. This is a stand-alone benefit and is fully administered by the insurance company. The university does not contribute to the cost of the dental program (employees pay the full premium).

Continuation of Insurance Coverage (COBRA)

In compliance with the Consolidated Omnibus Reconciliation Act (COBRA), passed by Congress in 1986, employees and their dependents meeting qualifying event criteria have the right to continue their group medical and dental benefits when coverage is lost due to the qualifying event.

Qualifying events for employees include termination of employment (for reasons other than gross misconduct) or reduction in the number of work hours. Qualifying events for spouses and dependents include: termination of the covered employee's employment for reasons other than gross 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, 29 or 36 months, depending on the qualifying event. Employees or their dependents will be required to pay the full premium plus a 2% administrative fee.

Human Resources will send COBRA notices to eligible employees upon notification of qualifying events. Employees with dependents reaching the "limiting age" are asked to contact Human Resources to request the notice.

Continuation for Retirees

Employees and spouses under the age of 65 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; be at least 55 years of age and have 10 years of continuous service; and the sum of the employee's age and years of service must equal at least 75. Coverage under this plan will cease on the date the employee attains age 65 and is eligible for Medicare. For the covered spouse, coverage under the plan will cease on the date they attain age 65 (regardless of when the Retired Participant attained age 65). The coverage of a Dependent Child of a Retired Participant who is no longer eligible for coverage under this plan (due to attainment of age 26 and/or eligibility for Medicare) will cease on the last day of the month in which the Dependent Child attains age 26 (regardless of whether the child is considered disabled under the definition of "Dependent"). However the employees and/or their Dependent may be eligible to enroll in the University of Dallas's Medicare supplemental coverage.

Life & AD&D Insurance Program & Long Term Disability (LTD) Insurance:

The plan year for the University's life and disability insurance is January 1 through December 31. The University provides term life insurance in an amount equal to the employee's annual salary. The employee may purchase additional amounts of coverage including coverage for their spouse at a group rate based on age and may also purchase coverage for their dependent children.

The University provides basic long-term disability (LTD) insurance with the benefit equal to a percentage of the employee's base salary within a set benefit dollar maximum. The employee has the option to "buy up" or increase the benefit by paying a premium based on the employee's age and base salary.

5.3 Flexible Spending Accounts (FSA)

The plan year for the University's flexible spending accounts plan is January 1 through December 31. Eligible employees may elect to have pre-tax earnings deposited into a medical flexible spending account or dependent care flexible spending account for medical expenses not covered by insurance and for dependent care expenses. Participants must submit an election via a salary reduction agreement on an annual basis. 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. The FSA is administered in accordance with IRC 125 and 129.

5.4 403(b) Retirement Plan

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 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/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:

Employee	University
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 or match 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, including any employer match, 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 Human Resources for more information.

5.5 Leave Programs

5.5.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. Vacation hours are accrued BEFORE any time taken is deducted. It is the responsibility of the employee to submit his/her leave request form on a timely basis and 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	21days	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

Officers and Executive Level Administrators: Officers and executive level administrators of the University begin their tenure accruing 7 hours of vacation on a semi-monthly basis. Once they reach their 15th year of employment they will begin accruing at the same rate as all employees, with the same maximums according to the schedule, above.

Associate Vice Presidents, Associate & Assistant Deans: Associate vice presidents, associate deans and assistant deans begin their tenure accruing 5 hours of vacation on a semi-monthly basis. Once they reach their 7th year of employment they will begin accruing at the same rate as all employees, with the same maximums according to the schedule, above.

Library Faculty: Each academic year in September, library faculty receive a bank of 160 hours (20 days) of vacation leave that they may use over one academic year through the following August. Newly hired library faculty beginning their tenure mid-year will have pro-rated leave based on their date of hire for the first academic year. This bank does not accrue leave time as it is a declining balance. Any unused leave does not roll over to the next year.

All other Faculty: Faculty members do not receive vacation leave.

Use of vacation is governed by the following policies:

1. Staff accrue leave from the first month of employment. Upon supervisor approval, employees may begin taking vacation leave as it accrues.
2. Staff must request vacation in advance using a leave request form available from Human Resources. 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 are paid their accrued vacation upon termination of employment.
4. Staff will not accrue vacation while off work on an unpaid leave of absence.
5. If a staff member is on vacation and becomes sick, the employee will be required to use scheduled vacation time.
6. One day of vacation shall be equal to 8 hours for a full-time employee, 6 hours for an employee who works 30-39 hours a week and 4 hours for an employee working 19-29 hours a week.

5.5.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.

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	48	12	4 hrs	480 hrs

Faculty: 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 (960 hours) accrued sick leave.

Staff & Library Faculty: Staff and library faculty 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. Faculty must specifically request long term illness sick leave.

Use of sick leave is governed by the following policies:

1. Time away from the office for the purpose of illness must be accurately recorded on an employee's time card. Supervisors may not tell an employee they can "make up hours" lost for time away for sick leave.
2. Sick leave may be used for personal illness or injury or to care for an ill or injured spouse, child, or other dependent living in the employee's home as well as care of employee's own parents.
3. Employees may not receive cash in lieu of accrued sick leave. Accrued but unused sick leave is not paid when an employee leaves the University.
4. Employees may not transfer sick leave to another employee.
5. 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.
6. 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.
7. Employees may be required to provide a doctor's verification of illness before sick leave will be approved.
8. Staff members must call their supervisor to report illness and request sick leave within one hour or as soon as practical 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.
9. 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). (See FMLA policy, below)
10. One day of sick leave shall be equal to 8 hours for a full-time employee, 6 hours for an employee who works 30-39 hours a week and 4 hours for an employee working 19-29 hours a week.

5.5.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 in writing from the Director of Human Resources. A faculty member who is unable to perform his/her duties for a period in excess of the FMLA leave and the accrued sick

leave may request an unpaid leave of absence from the Director of Human Resources. The Director of Human Resources will recommend the leave request to the President if, based on the medical report and the needs of the academic program, that leave of absence would be in the best interest of the University.

5.5.d. Family and Medical Leave

The FMLA is a labor law allowing an eligible employee to take job-protected unpaid leave due to a serious health condition (as defined by the FMLA) that makes the employee unable to perform his/her job; to care for a sick family member; or to care for a new child (including by birth, adoption or foster care). Additionally, the FMLA allows an employee to take job-protected unpaid leave to care for a covered service member or veteran with a serious injury or illness and allows for exigency leave for military families.

Eligible employees are defined as:

- having worked for that employer for at least 12 months; and
- having worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location

Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition

Spouse means a husband or wife as defined under federal law, including "common law." In compliance with recent United States Supreme Court precedent, the term "spouse" for federal tax purposes, and for other federally mandated benefits, including the Family Medical Leave Act, shall include a same sex spouse where the marriage is legally recognized in the State where the marriage was performed.

Parent means biological, adoptive, step or foster parent or any other individual who stood in loco parentis to the employee when the employee was a child. The term does not include "parents in law."

Child means biological, adopted, foster, stepchild, legal ward or child of person standing in loco parentis, who is under the age of 18 or age 18 or older and "incapable of self-care because of a mental or physical disability."

In loco parentis is defined as including those with day-to-day responsibilities to care for or financially support a child.

- a serious health condition that makes the employee unable to perform the essential functions of his/her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Twenty-six workweeks of military caregiver leave- leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

Intermittent Leave/ Reduced Schedules:

The FMLA allows employees to take FMLA on an intermittent basis or to work a reduced schedule under certain circumstances. Employees needing intermittent/ reduced schedule leave for foreseeable medical

treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations.

Intermittent leave can be recorded in as small of increments of time as a quarter hour (15 minutes). In cases of FMLA leave, exempt (salaried) employees should document all leave time taken including partial day leave time. The FMLA allows deduction of partial 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.

Medical Insurance and Pay during FMLA Leave:

During FMLA leave, group health insurance coverage continues under the same terms and conditions as if the employee had not taken leave. Additionally, the University requires employees to use their accrued sick and vacation leave time during the entirety of their FMLA leave. If the leave time is depleted during the FMLA leave, the employee will go into an unpaid status. Disability leave, including workers' compensation leave (to the extent it qualifies) will be designated as FMLA leave and will run concurrently with FMLA.

Employee Responsibilities

In general, employees must give Human Resources at least 30 days advance notice of the need to take FMLA leave when he/she knows about the need for the leave in advance and it is possible and practical to do so. In cases where it is not possible to give advance notice, the employee should give notice as soon as it is known that the leave is needed and as soon as it is practical to do so. The employee should contact Human Resources in order to request leave under the FMLA.

The employee will be required to provide support for their request for FMLA by a certification issued by a health care provider or written documentation of a military member's covered active duty or call to covered active duty status for requests for exigency leave. Certification forms should be obtained from Human Resources. Failure to provide certification may result in denial of the leave request.

Employees are required to report all time used under the FMLA in writing to Human Resources. If the leave is intermittent it should be reported on a per pay period basis. Additionally, the University may require an employee on FMLA leave to report periodically on their status and intent to return to work. In some instances, the employee may be required to prove a medical release to return to work.

For more information about the FMLA, employees are encouraged to visit the following website:

<http://www.dol.gov/whd/fmla/>

5.5.e. Bereavement Leave

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, child/ren, unborn child/ren, 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.

5.5.f. Military Leave of Absence

The Uniformed Services employment and Reemployment Rights Act of 1994 (USERRA) protects civilian job rights and benefits for veterans and members of Reserve components taking part in a variety of military duties. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years

of leave of absence. USERRA also provides protection for disabled veterans who are convalescing from injuries received during service or training and upon their return to work or application for reemployment.

Taking military leave and returning from military leave:

1. Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the University with notice of the need for leave as far in advance as is reasonable under the circumstances. Notice of the temporary or extended leave of absence should be submitted to the Human Resources Office. Written notice is preferred, but not required under the law or this policy.
2. Employees on military leaves of less than 31 days will continue to have health care coverage as usual. Employees performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months, however, they may be required to pay up to 102% of the full premium.
3. Employees on temporary or extended leave may, at their option, use any or all accrued paid vacation leave during their absence.
4. Employees who intend to return to work after the military leave of absence must apply for reemployment. The period an individual has to make application for reemployment or to report back after military service is based on the time spend on military duty. The employee will provide the University of Dallas with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service and the honorable discharge from the military service.

Employees should contact Human Resources for further details.

5.5.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 for one day of service or provide a service notice for the days jury duty leave actually served. If jury service extends past five days, the employee may use accrued vacation or leave without pay. Supervisors should submit the summons/service notice attached to a leave request form on the appropriate payroll date. The payroll office will forward the documentation to Human Resources for placement in the employee's file.

5.5.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 Eve
Christmas Day
New Year's Day
Good Friday
Memorial Day
Independence Day

When a department is required to remain open on a fixed holiday, payment terms are as follows: 1) exempt staff members will be given an alternate day off and 2) non-exempt employees will be paid overtime (1.5 x normal hourly 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. ***Non-exempt employees may not choose or request "compensatory time in lieu of pay".***

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 (or Christmas Day observed) 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 an alternate day off, with Fall Reading Day being the preferred day.

5.6 Worker's Compensation Insurance Coverage

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.

Reporting a Workplace Injury and Insurance Provider Network Requirement

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 should seek medical attention from a provider or facility in the insurance company's provider network. In most cases, except emergency cases or where otherwise approved, the employee may be responsible for the entire cost of the medical care if the employee receives treatment from a doctor outside of the network. For more information on the provider network and how to find a participating medical professional or facility, employees should contact Human Resources. In life threatening situations, the employee or co-worker should call 5911 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 contact Human Resources. Human Resources will file the injury report with the insurance company. The insurance company will notify the Texas Workers Compensation Commission (TWCC) 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:

- If eligible for FMLA leave, the FMLA will run concurrent with leave for a Worker's Compensation injury.
- 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 worker's 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. When 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 Worker's Compensation claims will be maintained for five years from the date of original injury, illness or death.

5.7 Employee Tuition Waiver

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 Human Resources by the appropriate deadline. One application per semester.
- 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.
- It is the responsibility of the employee to notify Human Resources if they or their dependent adds/drops or withdraws from classes immediately. Employees will be held responsible for taxable income for classes dropped after the official drop date and for not notifying Human Resources about classes dropped before the official drop date.

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 90 days 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. Employees eligible for this benefit cannot be considered a dependent of another employee for purposes of the tuition waiver.

Tuition Waiver Eligibility

Employment Status	Tuition Waiver Eligibility	Waiting Period
Full-time Staff, Regular or Affiliate Faculty	Waiver for employee, eligible spouse and eligible dependents.	Employee & Spouse – 90 days from employee’s date of hire or benefits eligibility. Child/ren – 6 months from employee’s date of hire or benefits eligibility.
Staff members working 30 – 39 hours a week	Waiver for the employee only.	Employee – 90 days from date of hire or benefits eligibility.
Staff members working fewer than 30 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 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. Employees who subsequently become employed on the U.S. campus in a position that is eligible for the tuition waiver will not receive any additional credit hours waived based on their past employment on the Rome campus as they will have on-going ability to use the tuition waiver benefit as long as they remain eligible.

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 the current semester.

Credit Limits, Benefit Limits and Limits on Class Times

All persons (employee, spouse or dependent child) receiving a tuition waiver will be limited to one degree under the benefit. Eligible employees who earned a degree because of their parent's or spouse's employment eligibility for the Tuition Waiver can earn one additional degree based on their own employment status with the University and vice versa. 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. Eligible spouses and dependents do not have a credit limit.

The tuition waiver covers 100% of the tuition for most courses offered by the University. The exception to this is the Doctor of Business Administration (DBA) program. The tuition waiver covers 15% of tuition for the DBA program.

The tuition waiver may not be used in conjunction with any other University scholarships or any University sponsored community education programs. 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 (employees working 30-39 hours a week) must attend classes outside the normal work hours of their position.

Adding or Dropping Classes

The employee must notify Human Resources when they or a dependent using the waiver adds or drops a course. Employees are responsible for all applicable income taxes on courses taken through this program and not dropped prior to the Official Drop Date. For classes dropped prior to the Official Drop Date, taxes will be withheld if the employee fails to notify Human Resources by the Official Drop Date that the class or classes have been dropped.

Appeals

A person whose tuition waiver application has been denied may appeal the decision. 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. Appeals will be reviewed by Human Resources in conjunction with the Office of Financial Aid.

Academic Eligibility and Financial Aid Requirements

The Office of Financial Aid 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. Cumulative GPA will be evaluated at the end of each term. Excessive withdrawals or failed classes can also affect eligibility for a Tuition Waiver. Graduate Students must maintain at least a 66% overall completion rate (earned hours/attempted hours.) Undergraduate students must maintain an overall 80% completion rate.

Academic status will be reviewed each time a student completes a term where they have received a Tuition Waiver benefit. One warning term may be issued to a student not meeting the minimum requirements. Students can receive the waiver during the warning term. A student who does not meet the GPA and completion rate requirements by the end of the warning term will be suspended from the Tuition Waiver Benefit Program until they are again in good academic standing. Appeals can be made to the Director of Human Resources. (See section on appeals.)

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 and for not notifying Human Resources about classes dropped before the official drop date.

Contact the Business Office for more information.

5.8 Transportation Benefits: Qualified Transportation Fringe Benefits Section 132(a)(5)

Rules of Implementation

The University has elected to provide Transportation Benefits to its eligible employees in accordance with Section 132(a)(5) of the Internal Revenue Code. As such, an employee may purchase a Dallas Area Rapid Transit (DART) transportation pass from the University and pay for the transportation pass using the payroll withholding system. Passes purchased in this manner will not be subject to withholding taxes, FICA or FUTA (Medicare) taxes up to the statutory limit allowed by the Internal Revenue Code. Please contact Human Resources for the current statutory limit amount (subject to further limits based on the Fair Market Value (FMV) of the pass as described below). The rules for this benefit include the following:

1. Eligible employees are defined as regular, full-time and part-time University employees. This does not include adjunct faculty, temporary employees, student workers, independent contractors or employees of Aramark or Follett Book Store. Regular employees, who are also students of the University, will be eligible for the employee pass, only. The University Campus Safety Office offers a student pass program to eligible students.
2. The employee must make a written election requesting the payroll reduction up to the statutory limit). (Also subject to the FMV limits described in paragraph 7 below.) The payroll deduction will relate solely to benefits provided after the date of the election.
3. Once the election is made, the election is binding on the employee for the remainder of the calendar year and up to the full amount of the fair market value of the DART pass purchased.
4. Employees who terminate their employment with the University while in the process of making payments towards this particular benefit will not be entitled to a refund for any payments made previous to the date of the termination.
5. Employees who terminate their employment with University and owe an amount associated with this benefit, will have the amount owed withheld from their final paycheck and to the extent that this benefit is not withheld from their final paycheck, the unpaid amount will be considered income and subject to income taxes, FICA taxes and FUTA taxes.
6. The employee is entitled to purchase only one pass, per year, using this program. If an employee loses his/her pass, they can purchase a replacement at the pro-rated amount.
7. The amount of the withholding must be a fixed amount and cannot be in excess of the fair market value of the Transportation Pass as of the date the pass is received. The fair market value of the pass is equal to the pro rata portion of the total fair market value of the Transportation Pass value. For example, a one-year pass valued at \$600 but received in May of the year has a pro rata fair market value of \$400 or two thirds times \$600.
8. For a pass received any time during a month, the calculation of the pass fair market value will include the month received as a portion of the fair market value. (Example: A \$600 annual Transportation Pass received May 15 will have a fair market value of \$400 (May through December) equals eight months; 8 months divided by 12 months equals two thirds times \$600 which equals \$400 market value.)
9. This program includes an Emergency Ride Home (ERH) benefit. This benefit allows plan participants to have access to an emergency ride home for personal and work-related emergencies. Emergencies are defined as but not limited to: a personal crisis at home, the employee or employee's family member becomes ill or injured or unexpected supervisor-approved overtime. The benefit is further limited to one way trips from the worksite only with a 50 mile maximum distance. Please contact Human Resources for the maximum number for emergency rides allowed. The University Campus Safety Office should be contacted at (972) 721-5305 if a program member needs to use this benefit.

For any questions concerning this program, please contact Human Resources at (972) 721-5382.

Section 6: Employee Services & Resources

6.1 University Services

Athletic Facilities

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 visit the University's website for schedules and game times.

Bookstore

The Bookstore is located on the main floor of the Haggar 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

The cafeteria, managed by Aramark, is located on the main floor of the Haggar University Center and 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.

Campus Ministry

The Campus Ministry offices are located on the second floor of the Haggar 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.

Campus Safety

The Office of Campus Safety is located on the first floor of the Haggar University Center. The University has safety officers on duty 24/7. These officers provide physical security, fire protection and prevention, emergency first aid, and investigate and enforce violations of the Code of Student Conduct and criminal offenses on University property. Upon request, the officers are also able to serve as an escort for students, staff and faculty.

Cashier Services

The University Business Office provides free check cashing service to all faculty, staff and students during normal business hours. The limit for a personal check is \$200.00. The Business Office will not cash any payroll checks.

Club Sports

Employees may participate in club sports, including rugby football, sailing, football, and paint ball. Sport organizations will set up an information booth during the first week of each semester. At other times during the year, employees may call Student Life for contact information.

Library

The University Library is available for use by all employees and their families. The University of Dallas employee identification card serves as a library card to check out books and other materials. The library staff is available to instruct employees in the use of the various computer catalog/resource search services and bibliographies for research projects or personal study.

Printing and Postal Services

Printing and postal services are available for University employees and students in the lower level of the Hagggar 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 as well as bulk mail services (Federal Express and UPS). Postage stamps and other postal supplies may be purchased there.

Theater

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.

6.2 Tuition Exchange Scholarship Program

Program Information

The University participates in two tuition exchange programs that allow eligible employees with at least one year of service at the time of application to send their eligible dependents 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.

The Tuition Exchange (TE) has over 600 participating colleges and universities in most of the states in the US, Washington D.C. and a few other countries. For a list of participating colleges and for more information on this program, you can visit the Tuition Exchange at www.tuitionexchange.net.

Program Eligibility

Eligible Employees: All regular, full-time employees with at least one year of service at the time of application are eligible to participate in this program.

Eligible Dependents: Dependent children up to age 25 are eligible to participate.

Ending Employment or Losing Benefits Eligibility While Enrolled: The dependent's ability to participate in the program is dependent on the employee remaining eligible for this program. If the employee terminates employment or loses eligibility to participate in the Tuition Exchange program during the year in which his/her eligible dependent is enrolled in classes, the student will be allowed to complete the semester in which he/she is enrolled at the time. The student, however, will lose the scholarship for any subsequent semesters. If the student has been approved for the scholarship or approved for renewal of the scholarship but the approved year has not yet begun when the employee terminates employment or loses eligibility, the student's scholarship will be cancelled.

Application, Acceptance & Responsibilities

Application Period: The annual open application period for the Tuition Exchange Scholarship Program happens every October. During that time period, University employees and their eligible dependents can apply to participate in the program for the following school year.

Program Acceptance: Acceptance into either program is based on space availability and selection criteria. When space is limited, scholarship program participants 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

the University, 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 participant 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 Human Resources for more information.

6.3 Credit Union

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 Human Resources.

6.4 Media Contact

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 the Director of Communications in the Office of Advancement.

6.5 University Publications and Communications

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 Advancement.

The Office of Advancement will assist all 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.

The Office of Advancement 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.

Employees cannot use University letterhead for personal correspondence.

6.6 Computer Support

The Information Technology (IT) group supports the campus-wide use of technology by faculty, staff, and students. IT 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. For help with any technology, please submit a “ticket” by emailing your request to support@udallas.edu. IT is located in Lower Gorman - rooms F & G.

The Purchasing Office will verify the approval of equipment and software acquisition by IT 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.

6.7 Facility/Equipment Reservations

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

The following departments may be contacted for different types of room reservations:

- Classrooms or auditoriums contact the Office of the Registrar
- Audio-visual equipment contact the Braniff Communications Center
- Reception areas, conference rooms and facilities for the use of Summer Conferences, or dining areas contact the Conference & Event Scheduling Coordinator.
- Indoor athletic facilities contact the Athletic Office

Set-up for special events or programs (tables, chair arrangements, podiums etc.) are handled through the Facilities Department and must be submitted 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.

6.8 Purchasing

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.

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 will order items or services over \$200.00, or items covered by a contract, and will coordinate terms of delivery and payment. For more information, please contact Purchasing at (972) 721-5163.