



Saint Xavier  
UNIVERSITY

# Employee Handbook

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2025-2026 EDITION

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## 1. WELCOME FROM PRESIDENT

Dear Colleagues:

Welcome to Saint Xavier University! As an employee of the Saint Xavier community, you are an integral part of sustaining the University's Catholic identity and nearly 180 years of Mercy heritage in Chicago. Our work each day is, and must be, a reflection of our ongoing commitment to our students as reflected through the continued implementation of the University's mission and core values.

This Employee Handbook is designed to provide current information regarding the roles and responsibilities you bear as an employee of the University, as well as the University's responsibilities to you. In addition, valuable information regarding the benefits, services and facilities available to you is clearly defined. The Office of Human Resources is prepared to address the questions you may have and will be providing updates and professional development programs to enhance your understanding of these materials. The digital copy is posted on the [mySXU portal](#).

Please take the time to carefully review and familiarize yourself with the information contained herein. Our ability to succeed as a university depends, in large part, on our commitment to be informed and responsible members of the Saint Xavier University community.

I am grateful for your servant leadership and commitment to providing a transformative educational experience for our students. Together, we will uphold the prestigious responsibility of perpetuating our Mercy mission and collaborate to ensure that generations of Cougars will go on to make a positive impact on the world.

Keith Elder, Ph.D.  
President



## 2. ABOUT THIS HANDBOOK

This handbook is intended to provide general information for employees regarding Saint Xavier University's policies, procedures, and employee benefits and replaces and supersedes all previous staff and employee handbooks.. It is not intended to be, nor should it be construed as, an employment contract; nor does it create any binding legal obligation. The descriptive materials regarding employee benefits contained in the handbook are summaries only. Any discrepancies between the summaries and the terms of the actual benefits plans or plan documents shall be governed by the terms and conditions of the benefit plan documents.

Every employee is expected to read and be familiar with the handbook's information and comply with its contents. Because information contained in this handbook may need to change or be updated from time to time, it is every employee's responsibility to consult with the Office of Human Resources to ensure that you have the most current information available before you take any action based on any information contained herein.

Some Saint Xavier University staff positions are covered by a labor agreement. In such cases, certain policies and procedures may be different and are determined by the specific labor agreement. Staff members holding such jobs should obtain a copy of the labor agreement from their union steward to determine those differences.

This handbook strives to comply with all federal, state and local laws, regulations, and ordinances that govern the workplace. To the extent there is a conflict between the terms of the handbook and requirements imposed by applicable law, the University shall fully comply with the applicable law, regulation or ordinance. In accordance with Illinois law, Saint Xavier University is an at-will employer, and this handbook in no way precludes, limits, alters or otherwise restricts the University's at-will employer status. Employees have the right at any time to terminate their employment with the University, with or without good cause. The University also reserves the same right to terminate an individual's employment, with or without good cause. No University official has the individual authority to make any agreement to the contrary.

Saint Xavier University reserves the right, at any time, to modify, revoke, suspend, terminate or change, either retroactively or prospectively, all terms of this handbook, University policies, plans or procedures, in whole or in part. The University shall, however, make every effort to notify all affected employees when such changes or modifications are made.

Saint Xavier University is an equal opportunity employer. The University makes all employment decisions, including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination and other personnel matters without regard to race, color, ancestry, religion, sex, national origin, age, disability, military status, marital status, sexual orientation, genetic information, citizenship, gender identity, parental status or other legally protected characteristics or conduct. The University's commitment to the creation and maintenance of a diverse workforce

reflects its mission, vision and core values. All employment opportunities are posted on the [Employment at Saint Xavier University](#) webpage. All searches are conducted in compliance with applicable state and federal laws and regulations.

### **3. ABOUT SAINT XAVIER UNIVERSITY**

#### **Saint Xavier University Overview and Identity**

Saint Xavier University, founded in 1846 by the Sisters of Mercy, is one of Chicago's oldest educational institutions, with a rich history spanning over 175 years. Initially the first Catholic academy for girls in the city, it later became the first Catholic women's college in Chicago. Throughout its history, Saint Xavier has adapted to societal needs and challenges, from the Chicago Fire to the advent of new educational programs in response to societal shifts.

The University has always embraced its mission of serving both church and society, with an emphasis on faith, opportunity, hospitality, citizenship, and service. It has expanded and evolved over the years, responding to the changing needs of students and communities. Saint Xavier remains committed to higher education, grounded in Catholic values and Mercy principles.

#### **Catholic and Mercy Identity**

Saint Xavier University's educational mission is rooted in its Catholic and Mercy heritage, guiding its academic, social, and spiritual life. As a Catholic institution, it is dedicated to the search for truth, especially religious truth, and encourages dialogue between faith and reason. Students and faculty engage in thoughtful reflection, ethical decision-making, and actions that support the common good. The University fosters an environment where academic freedom and respect for diverse beliefs and traditions are upheld.

The Mercy tradition of service is central to the University's mission. Inspired by Catherine McAuley, founder of the Sisters of Mercy, Saint Xavier emphasizes acts of compassion, justice, and human dignity, particularly for the poor, women, and children. This commitment to service is expressed through both direct action and the University's efforts to address systemic injustices.

Saint Xavier celebrates its Catholic and Mercy identity through liturgical events, religious symbols, and opportunities for worship and reflection, welcoming individuals from all faith backgrounds in a respectful, inclusive environment.

#### **University Mission**

Saint Xavier University's mission is to educate individuals to search for truth, think critically, communicate effectively, and serve with compassion in support of human dignity and the common good. The University's identity as a Catholic institution inspired by the Sisters of Mercy is reflected in every aspect of its operations, including

its commitment to intellectual rigor, compassionate service, and hospitality. Its mission statement serves as a call to students to pursue not just academic success, but a life committed to making a positive impact on the world.

## Core Values

The core values of Saint Xavier University guide its academic and co-curricular activities, grounded in the Catholic and Mercy traditions. These values are central to the University's operations and its commitment to fostering a compassionate, inclusive, and intellectually vibrant community:

1. **Respect** – Catholics and immigrants, girls and young women, women whose education had been interrupted by family responsibilities, those who were the first in their families to attend college – in different eras, these groups lacked opportunities to acquire an education. Respect for personal dignity and individual potential has consistently prompted Saint Xavier to welcome these students and help them succeed.
2. **Excellence** – Saint Xavier's commitment to excellence impels both individuals and the University itself to consistently strive for outcomes that are exemplary rather than simply satisfactory. Such striving for excellence touches all aspects of University life, from academic programs to sports, student services to campus environment, recruitment to publications, and special occasions to daily business. This value also inspires the University community to recognize its members' significant achievements and contributions to the welfare of others.
3. **Compassion** – This value reflects the reality that mercy demands commitment, courage and action, as well as sensitivity, understanding and care. Members of the Saint Xavier community stand with their colleagues through multiple endeavors that respond to the needs of others within and beyond the University.
4. **Service** – Service *to* students is a basic tenet of life at Saint Xavier University, as is service *by* students, staff and faculty – each lending personal skills and professional expertise to assist others through campus clinics, off-campus internships, service trips and numerous volunteer opportunities that extend the ethos and the value of service well beyond Saint Xavier's campuses.
5. **Hospitality** – At Saint Xavier, the value of hospitality means making space for an unexpected visitor, a surprising idea, a fresh insight, even a disturbing question or challenging opportunity. Welcoming the ideas of another may not result in agreement, but such hospitality does require attentive listening and a readiness to reconsider one's position.
6. **Integrity** – Integrity, whether personal or institutional, implies coherence between words and acts. It calls each member of the Saint Xavier community to live in accord with what the University professes to be as an educational institution with a Catholic and Mercy character. Integrity suggests both a certain wholeness in the University and the larger educational, religious and social worlds in which it functions.
7. **Diversity** – Saint Xavier's founding sisters were Irish, American, German and French. Its first students included Native Americans and "Yankees," as well as Midwesterners, Protestants, Jews and Catholics. Today's diverse student body has expanded such early diversity, and the University continues its efforts to

enrich the diversity of its faculty and staff. Such diversity strengthens Saint Xavier's academic program and educational environment, preparing students to live and work in an international society and global economy.

8. **Learning for Life** – Saint Xavier's commitment to the liberal arts and sciences, as well as to a variety of professional programs, is a commitment to education as a means of liberating people to live meaningful lives and earn a decent living. In accordance with the value of learning for life, the University enrolls students of all ages and supports programs and activities that expand the knowledge of members of the broader community, whatever their age or formal education.

## Service Excellence Philosophy and Standards

At Saint Xavier University, we inspire success by working together to provide meaningful, personalized service in a spirit of excellence. Whether serving prospective or current students, alumni, local residents or our fellow faculty and staff colleagues, these standards define the Saint Xavier service experience.

Our service standards define how staff and faculty will achieve this service goal. They provide consistent, non-negotiable standards of behavior that ensure employees are clear about what to do in any given situation.

For more information, please visit the [Mission Values and Service Excellence](#) webpage.

## 4. **BENEFITS**

Saint Xavier University offers a broad range of health, dental, vision and life insurance [benefits](#), deferred compensation options, tuition remission and other programs and services to staff and faculty. Enrollment eligibility for some plans is not automatic. Though the Office of Human Resources will provide benefits eligibility information at the time of hire, it is the employee's responsibility to enroll in a timely manner. If questions emerge regarding plan information, terms and conditions, or enrollment eligibility, please contact the Office of Human Resources.

Although it is the University's intent to continue the benefits described in this handbook, the University reserves the right to modify, amend or terminate any benefit plan. The summaries included below describe only the major features of the plans. In the event of any inconsistency between these summaries and the legal plan documents, the latter will govern and are in the Office of Human Resources for review.

### 4.1 **Credit Union Membership**

The Northwest Community Credit Union (NWCCU) at Saint Xavier University offers discounted consumer loan and term share certificate rates to University employees. Visit [NWCCU at SXU](#) for more information, and consider stopping by the credit union office in the Graham School of Management (GSM) to learn more about what the NWCCU at Saint Xavier University can offer.

### 4.2 **Critical Illness Insurance**

Employees may purchase Critical Illness Insurance that provides cash benefits when diagnosed with a critical illness. Benefits are paid in addition to what is covered under the employee's health insurance and features group rates for Saint Xavier University employees.

### 4.3 **Dental Insurance**

Dental insurance is offered to eligible employees. Dental coverage begins on the first day of the month following the hire date.

The University currently offers eligible employees the option of HMO and PPO dental plans through Delta Dental of Illinois.

Employees eligible for and participating in the dental insurance plans provided by the University shall be responsible for certain costs associated with those plans. Please consult with the Office of Human Resources for a complete description of the available dental insurance plans, underlying terms and conditions, and the current premium share information.

### 4.4 **Dining on Campus**

The Saint Xavier University Diner (WAC Room A-100) is open Monday through Friday from 7:30 a.m. to 7 p.m. and Saturday through Sunday from 10 a.m. to 6 p.m. for students, faculty and staff. Daily specials can be found on the [Dining on Campus](#) webpage. In addition to the main cafeteria, food and beverages are available at various times at Coffee Cats, located across from The Hub. Outside of the WAC, Starbucks offers a food and refreshment menu, and is open Monday through Thursday from 7 a.m. to 10 p.m., Friday from 7 a.m. to 4 p.m., and Sunday from 2 to 10 p.m.

Upon display of an employee's Cougar Card, the employee will receive 10% off all dining services offered at Saint Xavier University.

#### 4.5 Disability Benefits

The University provides both Short-Term and Long-Term Disability to eligible employees. These benefits are fully paid for by the University, meaning there is no cost to the employee. Disability benefits begin on the first day of the month following one's hire date.

##### **Short-Term Disability**

Short-term disability is available to eligible employees working 20 or more hours per week and provides a percentage of salary for temporary disabilities due to serious illness or injury. Employee paid medical, dental, and vision benefits will continue while on short-term disability.

- **For Staff:**
  - During the first 14-day elimination period, the University will apply accrued benefits (such as sick and vacation days) to cover the absence.
  - Starting on the 15<sup>th</sup> day of the leave of absence, short-term disability will apply.
  - The biweekly payments are based on years of service:
    - 60% of weekly salary with less than 10 years of service.
    - 66.67% of weekly salary with 10-19 years of service.
    - 70% of weekly salary with 20 or more years of service.
    - Vacation and sick time will not accrue during short-term disability.
    - To make up for the payment difference, staff may elect to use vacation hours.
- **For Faculty:**
  - During the first 30-day elimination period, the University continues the employee's full-time salary.
  - Starting on the 31<sup>st</sup> day of absence, short-term disability benefits will apply.
  - The biweekly payments for faculty follow the same percentage based on years of service as staff.

##### **Long-Term Disability**

Long-term disability is available to eligible employees working 20 hours or more per week and provides a percentage of salary for extended disabilities due to serious illness or injury.

##### **For Faculty and Staff**

- Long-term disability begins on the 91<sup>st</sup> day following the start of short-term disability. The benefit pays a minimum of 60% of the employee's monthly salary and is paid directly to the employee by the insurance carrier.
- Eligibility for long-term disability is a COBRA qualifying event.

#### 4.6 Eligibility

To be eligible for employee benefits, employees must be employed in an eligible position and meet the requirements of the specific programs. Employees must also complete all enrollment requirements in a timely manner.

#### 4.7 Employee Assistance Program

From time to time, employees (and their family members) may need support for the life challenges that affect them at home or in the workplace, including, for example, relationship issues, coping with aging parents, or emotional, financial, legal, or substance abuse concerns.

Mutual of Omaha [Employee Assistance Program \(EAP\)](#) is a free and confidential service provided to employees at any time to help them maintain a healthy balanced work and personal life. The Employee Assistance Program (EAP) can be reached 24 hours a day, seven days a week. Appointments can be scheduled at a location convenient for the employee.

#### 4.8 Flexible Spending Accounts

The University currently offers the option of participating in the dependent care and/or health care flexible spending account benefit program.

Employees may elect to set aside pre-tax dollars to pay for out-of-pocket medical, dental, vision or dependent care expenses not covered by other benefit plans. Enrollment in the plan(s) cannot be revoked during the calendar year and excess contributions cannot be refunded.

**Please Note:** If an employee is enrolled in an HSA, their Flexible Spending Account will be considered "Limited Purpose," meaning the employee may use these funds only for dental and/or vision. Employees eligible for Medicare will not be eligible for participation in the HSA.

Eligible employees may choose to enroll upon hire or during the University's Open Enrollment period. Additional information may be obtained from the Office of Human Resources.

#### 4.9 Group Accident Insurance

Accident insurance helps employees maintain financial wellness. The expenses that can result from unexpected injuries can often be overwhelming to employees and their families.



Group accident insurance offered through SXU pays an up-front, lump-sum benefit based on covered injuries received—regardless of other coverages or actual expenses. It is not dependent on services, tests or treatments, so employees can get paid right away with less paperwork. And there is no guesswork about the benefit amount.

The benefit can be used any way the employee chooses, such as medical deductibles and copayments, transportation, food and lodging, childcare, lost income from missing work, home health care needs, and more.

#### **4.10 Health Center**

The [Health Center](#) at Saint Xavier University offers professional primary health services to students, faculty, staff and the community. Services include minor illness and injury treatment, physical exams and screenings, immunizations, health education, and referrals to outside providers when appropriate.

#### **4.11 Health Insurance**

The University currently offers its benefit-eligible employees four health care options, each through BlueCross BlueShield of Illinois: a BlueEdge HCA PPO (larger network), a Blue Choice HCA (smaller network), a BlueEdge HSA (larger network), and a BlueAdvantage HMO. Health coverage begins on the first day of the month following one's hire date.

Upon hire, eligible staff and faculty members may choose to accept or deny insurance coverage. Eligible employees who are currently enrolled in one of the health insurance plans but would like to change coverage may elect to do so during the University's Open Enrollment period or because of a qualifying life event. A qualifying life event includes one of the following: marriage, civil union, divorce, birth of child, adoption of child, loss of coverage, change in status of dependent eligibility, and death of spouse or dependent.

Employees eligible for and participating in the health care plans provided by the University shall be responsible for certain costs associated with those plans. Please consult with the Office of Human Resources for a complete description of the available health care plans, underlying terms and conditions, and the current premium share information.

#### **4.12 Health Insurance Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides eligible employees and their qualified dependents with the opportunity to continue coverage under the University's health, dental and vision insurance plans when a qualifying event results in the loss of a benefit. Enrollment may be continued up to 18 or 36 months depending on the qualifying event under federal law. The employee is responsible for paying 100% of the premium rate, plus a 2% administrative charge. It is the employee's responsibility to notify the Office of Human Resources of a divorce, legal separation, a



child reaching the age limit for the plan, or other qualifying event within 60 days of the later of the date of the event or the date on which coverage would be lost because of the event.

#### **4.13 Legally Domiciled Adult**

For medical, dental and vision coverage only, an employee may enroll a Legally Domiciled Adult (LDA). An LDA is an individual over age 18 who shares a primary residence with the employee, remains a member of the employee's household throughout the coverage period, and either:

(A) Has shared basic living expenses and has been financially interdependent with the employee for at least six consecutive months with the intention of remaining in the relationship indefinitely; is neither legally married to anyone else nor legally related to the employee by blood in any way that would prohibit marriage; and is neither receiving benefits from Medicare nor eligible for Medicare; or

(B) Is the employee's blood relative who meets the definition of their tax dependent as defined by Section 152 of the Internal Revenue Code during the coverage period and is neither receiving benefits from Medicare nor eligible for Medicare.

In no event may an employee have medical, dental or vision coverage for more than one LDA. Option A is not available to employees who are legally married.

There may be tax and other legal implications for those who elect coverage for an LDA. Employees are encouraged to consult with an attorney or tax professional before electing LDA coverage.

#### **4.14 Liability Insurance**

Saint Xavier University is insured under a Commercial General Liability Policy that responds to bodily injury and property damage claims arising out of the operations of Saint Xavier University.

In addition to the named insured (Saint Xavier University) the policy is extended to cover all employees in the performance of their individual duties and responsibilities while acting on behalf of Saint Xavier University.

With respect to Saint Xavier University employees using their own automobiles on Saint Xavier University-sponsored trips or using their own automobiles for any other purpose on behalf of Saint Xavier University, the employee's insurance carrier is responsible for bodily injury and property damage as a result of their negligence.

#### **4.15 Library**

[The Robert and Mary Rita Murphy Stump Library](#) is open to SXU faculty, staff, students, alumni, and individuals from Consortium of Academic and Research Libraries in Illinois (CARLI) schools displaying a school ID.

The library is not open to the public.

Employees will need an SXU ID card to enter the library via swipe. The SXU Cougar Card allows access into the library's databases, which provide information on every subject in the curriculum, including full-text journal articles and e-books not available on the internet.

The Bishop Quarter Room is available for Zoom sessions and for student use when not reserved for meetings.

#### 4.16 Life Insurance

The University offers group-term and voluntary life insurance to all benefit eligible employees.

- **Group-Term Life Insurance:** Employees receive coverage at twice their annual salary (up to \$400,000) at no cost. Coverage reduces to 50% at age 75 and ends at retirement.
- **Voluntary Life Insurance:** Employees may purchase coverage not exceeding five times his or her annual salary.

**Spouse Coverage:** Employees may buy life insurance for their spouse. Spouse coverage cannot exceed 50% of the employee's coverage and ends at age 70. AD&D coverage for a spouse is available not exceeding the employee's AD&D coverage.

**Dependent Child(ren) Coverage:** Life insurance is available for eligible children (6 months to 23 years old, or 25 if a full-time student). Coverage begins at the moment of live birth if the child meets the definition of a dependent. .

#### 4.17 Mailroom

Interoffice mail, outside letters and regular parcel post packages can be mailed from the [Mailroom](#). The Mailroom sells stamps for personal mail and will weigh letters and packages to ensure adequate postage. UPS services are also available for personal use. As it is a University mailroom and not a U.S. Post Office, employees are not permitted to insure personal packages, but letters and packages may be certified. Various packaging supplies are available for purchase. Hours of operation are posted at the service window. Interoffice mail, outside University mail, and stamped personal letters may also be dropped in each department's outgoing mail bin.

#### 4.18 Notary Public

Multiple individuals on campus hold a certification as Notary Public from the State of Illinois. Please contact the Office of Human Resources for additional information about this service.

#### 4.19 Pet Insurance

Saint Xavier employees are eligible to receive a discount on plans through [Figo Pet Insurance](#). Premiums are not deducted from payroll.

#### 4.20 Professional Development

Seminars, workshops, and other means of professional development benefit the employee and the University through the enhancement of knowledge and practice. Each department manages opportunities for professional development. For professional development inquiries, please contact the department supervisor.

#### 4.21 Retirement Savings

Saint Xavier University has established a 403(b) (TIAA-CREF) plan to provide employees with the potential for future financial security on retirement.

To be eligible to join the 403(b) plan, the employee must be 21 years of age or older and a regular full-time, regular part-time, or adjunct employee. Both exempt and nonexempt employees in the above classifications are eligible. Eligible employees may participate in the 403(b)-plan subject to all terms and conditions of the plan.

Saint Xavier University may also contribute an additional matching amount to each employee's 403(b) contribution (adjunct faculty may contribute their own funds but are not eligible for the University match). Employees with an FTE of .5 and above are eligible for the University match account after one year of service, or immediately with proof of prior TIAA CREF 403(b) participation.

Visit [TIAA.org](https://www.tiaa.org) for more information.

**Please Note:** Currently, if a new employee has an existing TIAA account from one's prior employer or institution, he/she will be eligible for any match the University may provide on the first day of one's employment at Saint Xavier University.

#### 4.22 Room Rental

The room rental fee will be waived for faculty/staff family parties - birthday, bridal and baby showers, wedding receptions, anniversary parties etc. Use of [Campus Catering](#) is required.

#### 4.23 Shannon Center

The University offers a great deal of information and support to promote wellness for faculty, staff and students. Employees are welcome to use campus athletic facilities in the [Shannon Center](#). The Shannon Center features a fully equipped fitness center, running track, racquetball courts and shower/locker facilities.

Hours of operation are posted at the building's entrance and on the Shannon Center website. Membership in the Shannon Center is free for University employees, their spouses and/or partners.

#### 4.24 Spousal Waiver

In an effort to control costs, Saint Xavier University enforces a Spousal Waiver for employees covered under the health care plan.

The waiver ONLY applies to those spouses who are considered full-time employees AND are eligible for health care insurance through their employer. Both these criteria must be met for the spousal waiver to become effective. **If** both these criteria are met, the spouse **is not** eligible for coverage under the University's medical or prescription drug plan.

#### 4.25 Supplemental Retirement Plan

Employees may contribute to an individual retirement plan on a tax-deferred basis with no University matching funds, up to the maximum allowed by law.

#### 4.26 Tuition Benefits

Saint Xavier University is committed to promoting the intellectual development of staff and faculty members. To achieve this goal, the University offers a tuition waiver benefit and a Tuition Exchange Program. The University encourages employees and their eligible family members to grow towards excellence through these educational opportunities.

##### *Eligibility*

1. Employees who work at least half-time (.50 FTE) are eligible to participate in the tuition waiver benefit on the first day of the term following completion of 90 days of employment.
2. Spouses and dependent children of half- to full-time employees (.50-1.0 FTE) are eligible to receive a tuition waiver under the benefit program on the first day of the term following the employee's first year anniversary. (Dependent status is determined by the information provided on the Free Application for Federal Student Aid [FAFSA] form.)

##### *Tuition Exchange Program*

Dependents of Saint Xavier University employees may be eligible for three tuition exchange programs with other private colleges and universities. The three tuition exchange programs in which Saint Xavier University participates are:

- Catholic College Cooperative Tuition Exchange (CCCTE)
- Council of Independent Colleges Tuition Exchange Program (CIC-TEP)
- The Tuition Exchange, Inc.

The written guidelines for participation in each of these three programs are outlined in separate brochures published by each program. All three programs require completion of a form to initiate the process. Please contact the Office of Financial Aid for relevant brochures, forms, and additional information.

#### **4.27 Vision Insurance**

The University currently offers eligible employees vision care coverage through VSP Vision Care at the employee's own expense. For a complete description of the available vision care plans, terms and conditions, please contact the Office of Human Resources.

### **5. COMPENSATION**

Saint Xavier University's policy and practice is to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that each employee is paid properly for all time worked and that no improper deductions are made, each employee must record correctly all work time and review his or her earnings statement promptly to identify and to report all errors. No employee may engage in off- the-clock or unrecorded work.

It is a violation of Saint Xavier University policy for any employee to falsify a time sheet or timecard or to alter another employee's time sheet or timecard. It also is a violation of University policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time sheet or timecard to under- or over-report hours worked. If any supervisor or employee instructs an employee to (1) incorrectly or falsely under- or over-report hours worked; (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked; or (3) conceal any falsification of time records or to violate this policy, the employee must not do so. Instead, the employee should report it immediately to the director of Human Resources.

#### **5.1 Administrative Pay Corrections**

The University makes every effort to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes may happen. When mistakes do happen and are called to the Payroll Manager's attention, the University will make any correction that is necessary. Employees are required to carefully scrutinize their earnings statements each pay period to ensure that they have been properly compensated (which includes receipt of proper benefits). If any discrepancies are noted, or if an employee has questions or concerns, the employee must immediately notify the University's Payroll Manager.

#### **5.2 Community and Charitable Contributions**

Saint Xavier University is dedicated to participating in the life of the community in meaningful ways. The University makes financial and in-kind contributions to valuable nonprofit programs that benefit the community. The actual dollar amount of the

University's contributions in these cases is small, and the University seeks to use the limited funds available in its community contributions fund to the greatest possible benefit.

### **5.3 Death and Estate Payment**

It is never an easy situation when an employee passes away, especially sooner than expected, but Saint Xavier University has a plan in place that can make the process a bit easier for those left behind while ensuring that legal obligations are being met.

Coordination among various departments and government agencies is key to ensuring a smooth process for the University and the family/estate.

- The Office of Human Resources will connect with the family in order to get the information necessary to process final payment of wages and benefits owed, such as the estate contact person and the best ways to communicate.
- Payroll needs to suspend any direct deposit and determine if there are any uncashed checks.
- Payroll needs to obtain the W-9 from the employee's assigned representative or beneficiary before payment is made. Payroll must consult state laws applicable to the deceased employee based on where they lived. State law determines who gets paid, when they get paid, how they get paid, and income tax implications.

Additionally, vacation may need to be paid out according to state law requirements. When the state law is silent, an employer's policy would apply.

Finally, if the employee had an active garnishment, the creditor must be notified of the death of the employee.

### **5.4 Direct Deposit**

Payroll will utilize direct deposit, which can be made to an employee's bank, credit union, or a savings and loan institution.

### **5.5 Federal and State Withholding Taxes**

The University has a legal responsibility to collect and pay over to the Internal Revenue Service (IRS) taxes withheld from their employees' wages.

Typically, Illinois employers must withhold 4.95% of taxable wages from employee pay, which will be remitted to the state. Illinois has reciprocal agreements with Iowa, Kentucky, Michigan and Wisconsin.

For more information, please visit [IRS Tax Withholding](#).

### **5.6 FICA and Medicare**

Saint Xavier University is required to deduct a set amount of Social Security and Medicare taxes (FICA) from each paycheck received to the taxable limits of the law. The University is required to match each employee's contribution.

## **5.7 Holiday Pay**

Nonexempt (hourly) benefit eligible employees who are required to work on a regular observed holiday will be paid time-and-one-half for all hours worked on the observed holiday. They will also be paid for the observed holiday, for a combined total of 2.5 times their hourly rate of pay.

Such payment will be made within the same pay period.

## **5.8 Mandatory Deductions**

There are a number of different deductions that may be withheld from an employee's paycheck each pay period. Some of these payroll deductions are mandatory, meaning that an employer is legally obligated to withhold these amounts from an employee's compensation based on federal and state laws.

Mandatory payroll tax deductions that employers are required by law to withhold from an employee's paycheck include:

- Federal income tax withholding.
- Social Security and Medicare taxes – also known as FICA taxes.
- State income tax withholding.
- Local tax withholdings such as city or county taxes, state disability or unemployment insurance.

## **5.9 On-Call Pay**

Some University departments require that employees be available for emergencies and other unusual situations outside their normal work schedule. If an employee is notified that they need to be accessible, available and able to return to work if called, they are considered to be on-call status. On-call status is a designated shift within any 24 consecutive hours. These shifts may vary in their beginning and ending times, depending upon workload needs, as determined by their supervisor. On-call shift hours usually coincide with regular shift hours.

## **5.10 Other Income**

As an employer, Saint Xavier has the responsibility for reporting income, withholding some of University employees' compensation and paying the employer's contribution toward Medicare and Social Security taxes under the Federal Insurance Contributions Act, known simply as FICA.



The IRS requires that anyone earning non-W-2 income from a job be classified as an independent contractor, even if they also hold a job as a W-2 employee. These workers are subject to the 15.3% self-employment tax and federal income tax on their additional income, which they can pay through estimated quarterly taxes or by increasing their withholding at any W-2 job.

Saint Xavier University is not responsible for withholding and depositing taxes for other income.

### **5.11 Overtime**

From time to time, non-exempt employees may be asked to work additional hours beyond the schedule initially provided by his or her supervisor. Overtime assignment schedules are the responsibility of the supervisor and will be distributed as equitably as possible. Non-exempt employees may not schedule overtime work for themselves. Non-exempt employees will receive time and one-half of the regular rate of pay for hours worked over 40 hours in a work week.

Employees whose positions have been categorized as exempt and who receive a salary at or above the threshold established by the Fair Labor Standards Act (FLSA) are not entitled to additional compensation for working overtime. Rather, exempt employee compensation packages are intended to compensate individuals for all hours worked.

Supervisors who continually rely on the use of overtime hours to complete a week's work without it being deemed as extenuating circumstances by management will be subject to disciplinary action.

### **5.12 Paychecks and Paycheck Distribution**

Saint Xavier University is committed to maintaining appropriate internal controls regarding the security and distribution of faculty, staff and student worker paychecks. The Office of Human Resources will be responsible for distribution of all live paychecks to faculty, staff and student employees.

All employees are required to bring a photo ID and sign receipt of a live paycheck. Live paychecks will be available for pickup in the Office of Human Resources on each Friday payday between 8:30 a.m. and 12:30 p.m.

Saint Xavier guidelines prohibit the release of any paychecks before pay day.

### **5.13 Payroll Advances**

“Payroll advance” refers to employees receiving a portion of their pay before their next normal payday.

No payment in advance or in anticipation of services to be provided by any employee will be made by Saint Xavier University.



#### **5.14 Pay Schedule**

The University has established 26 pay periods, reflecting two (2) pay periods per month. 27 pay periods typically occur about every 11 years or when leap years align in a specific way. For those months in which three (3) pay periods will occur, the third payroll check will not typically include any health care deductions.

#### **5.15 Pay Transparency**

In accordance with Illinois law, Saint Xavier University publishes pay scale and benefit information in job postings. Additionally, the University will announce opportunities for promotion or advancement to all current employees.

#### **5.16 Payment When Attending On-Campus Workshops and Seminars**

Throughout the year, various departments will schedule workshops and seminars geared to enhance employee professional development, departmental goals, and/or strategic objectives. Supervisors are expected to actively support these events by means of their own attendance and by encouraging attendance by those they supervise. Attendance at sessions that occur during regular work hours will be considered paid time. On occasion, and with supervisory approval, employees may be compensated for attendance at workshops, service trips and seminars that are held off campus and outside of the employee's scheduled work time. In such cases, the supervisor must work with the employee to ensure that the weekly schedule does not exceed the regularly scheduled hours.

#### **5.17 Wage Assignments and Garnishments**

Saint Xavier University is required by law to honor all garnishments, often without the employee's consent. Wage garnishments may be ordered due to situations such as unpaid state or local taxes, child support orders or unpaid obligations to creditors.

- **Garnishment**  
A legal order received by Payroll requiring withholding monies from an employee's paycheck to satisfy a debt.
- **Wage Attachment**  
The process of deducting money from an employee's paycheck as the result of a court order or action by an authorized agency. Common examples of debt that result in attachments include child support, taxes, creditor garnishments and bankruptcy orders.

#### **5.18 Workers' Compensation Insurance**

Saint Xavier University provides a comprehensive workers' compensation insurance program. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported. If the injury is severe, employees will be transported to the nearest hospital emergency room. The supervisor and employee will complete the appropriate paperwork and send it to the Office of Human Resources. This will enable an eligible employee to qualify for coverage as quickly as possible.

## 6. CONDITIONS OF EMPLOYMENT

### 6.1 At-Will Employment

Employment with Saint Xavier University is on an “at-will” basis. “At-will” employment means that employees may terminate their employment with the University at any time, for any reason. It also means that the University may terminate an employee at any time, for any reason, with or without cause and with or without notice, if the termination is not restricted by a state or federal law or contrary to a clear expression of public policy.

### 6.2 Code of Conduct

Saint Xavier University promotes freedom of expression and open communication but expects all employees to follow its code of conduct. Employees should avoid offending, participating in serious disputes and disrupting the workplace. They are also expected to foster a well-organized, respectful and collaborative environment.

Examples of expected conduct include (but are not limited to):

1. **Ethical and professional conduct:** Employees must uphold high standards of fairness, accuracy, integrity, and respect, acting responsibly with University finances, products, partnerships, and public image. Compliance with all environmental, safety, and fair dealing laws is required.
2. **Non-discrimination and equal opportunity:** The University prohibits discrimination, harassment, or victimization. Employees must adhere to equal opportunity policies in recruitment, performance evaluation, and workplace interactions.
3. **Respect for University property:** Employees must treat all University property (material and intangible) with care, protecting it from damage, vandalism, and misuse. Intellectual property, including trademarks, copyrights, and confidential information, should only be used for work-related purposes.
4. **Professionalism and respect:** Employees must demonstrate professionalism and respect toward colleagues, customers, stakeholders, and the community, maintaining a collaborative and respectful work environment. Supervisors should delegate fairly, and team members must complete duties competently and on time.
5. **Punctuality and attendance:** Employees are expected to adhere to schedules, be punctual, and avoid personal, financial, or other conflicts of interest that could affect job performance.

6. **Adherence to policies:** Employees must follow University policies and direct questions to their supervisor or the Office of Human Resources.

Examples of prohibited conduct include (but are not limited to):

1. **Violation of handbook policies:** Includes possession, use, or sale of illegal drugs or controlled substances, being under the influence of alcohol during work hours or on University property, and failure to adhere to safety rules or procedures.
2. **Inaccurate or misleading information:** Includes inaccurate reporting of hours worked, providing false or misleading information in employment documents or when representing the University, and falsifying job records.
3. **Property and security violations:** Includes theft, vandalism, destruction of property, possession of unauthorized hazardous items (e.g., firearms, chemicals), and unauthorized use of University property or resources.
4. **Harassment and inappropriate conduct:** Includes physical altercations, harassment (per EEO policy), and use of offensive or harassing language.
5. **Confidentiality and integrity breaches:** Includes unauthorized disclosure of confidential or proprietary information, violation of privacy policies, and dishonesty in professional dealings.
6. **Failure to comply with work expectations:** Includes refusal or failure to follow directions, complete tasks, or comply with supervisor instructions, poor job performance, neglect of duties, and insubordination.
7. **Attendance and workplace behavior:** Includes excessive tardiness or absenteeism, smoking in non-designated areas, working unauthorized overtime, and unauthorized solicitation during work hours.
8. **Abuse of employment benefits:** Employees must not misuse employment benefits such as time off, insurance, or other perks.
9. **Dress code and outside employment:** Includes failure to follow the dress code and engaging in outside employment that interferes with job performance.
10. **Criminal conduct or reputation damage:** Includes commission of a crime or conduct damaging to the University's reputation and gambling on University premises.

Disciplinary action may be necessary toward employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Legal action may be taken in cases of corruption, theft, embezzlement or other unlawful behavior.

### 6.3 Discipline and Corrective Action

The University utilizes a progressive discipline plan for conduct that warrants some form of disciplinary action in relation to violations of University policies and procedures. Depending on the nature and impact of the conduct, immediate dismissal rather than corrective action may be warranted. Dismissal and termination of one's employment with the University will be based upon a review of the conduct in question, relevant documentation, consultation with the individual's immediate supervisor and

the vice president who oversees the division to which the employee was assigned, and, where issues of legal liability are involved, the Office of Human Resources.

Corrective action may include:

1. Verbal Warning: The employee's immediate supervisor may issue a verbal warning for substandard performance, poor attendance, violations of pertinent policies and procedures, and other types of offenses that directly affect the work one is assigned to do and/or activities in the workplace setting. Documentation (e.g., when the warning was issued and the date of the warning) regarding the verbal warning will be placed in the employee's personnel file.
2. Written Warning: An employee who fails to respond to verbal counseling regarding their attendance, performance, personal conduct or other issues of concern will receive a written warning. The written warning will document all efforts made by the employee's supervisor to provide the employee with the reasonable time and opportunity to make improvements in the areas of concern. The written warning and all relevant documents will be filed in the employees' personnel records.
3. Suspension: An employee who fails to respond to guidance and corrective action at the first two steps of this process may face suspension without pay for a defined period. All suspension actions will be presented to the employee, in person, by the employee's supervisor and the director of Human Resources. Documentation will be placed in the employee's personnel file. No employee benefits will be paid or accrued to any employee who is on suspension. Any suspension of an exempt employee will be done in accordance with the Fair Labor Standards Act to ensure that the exempt status of the position is not compromised.
4. Dismissal and Termination of Employment: Prior to any dismissal and the issuance of a termination of employment notice, the employee's supervisor, the vice president who oversees the division to which the employee is assigned, and the director of Human Resources will make a careful review of all relevant documentation. The decision to terminate employment with the University is a serious one and is made only after the University concludes that an employee cannot or will not adequately perform the duties assigned and/or the employee's conduct is not in accordance with the University's mission, vision and core values or places the University at legal risk.

#### 6.4 **Employment Categories**

**Exempt staff** positions are those that are exempt from certain provisions of the FLSA and are not entitled to overtime pay. Exempt staff include those who occupy positions that are categorized as Executive (e.g., the president), Professional (e.g., faculty), and Academic Administrative (e.g., academic administrators, unit and department supervisors), who meet FLSA weekly salary requirements and regularly exercise

independent judgment and discretion in the completion of the duties and responsibilities associated with the position they occupy. Exempt employees will be expected to work all the hours necessary to complete their assignments and responsibilities.

**Non-exempt staff** work on an hourly basis. The University is required to keep records and calculate pay on an hourly basis for those individuals who hold non-exempt positions. Such positions are entitled to overtime pay at 1.5 times an employee's regular pay rate for all hours worked beyond 40 in a workweek. Individuals classified as full-time, non-exempt will be expected to work 30 hours per week. Hours scheduled beyond regularly scheduled work time must be administratively approved.

Though weekly work schedules may vary, depending on the needs and functions of each department, the standard daily work schedule is 8:30 a.m. to 4:30 p.m., Monday through Friday, with an unpaid period for lunch (e.g., one who works 6 hours or more each day will receive a meal period of at least 30 minutes before the end of five hours of work). It is the responsibility of department supervisors to (a) establish staff weekly work schedules that will meet department responsibilities; (b) communicate these schedules in a timely manner; (c) ensure compliance with state and federal requirements regarding hours of work and overtime payments; and (d) carefully review and approve employee leave requests on the mySXU portal.

The University reserves the right to determine the hours of employment. Lunch or meal periods may vary by department. Bona fide meal periods are not considered to be paid time unless a non-exempt employee is required to remain at the work site. All full-time, nonexempt staff are entitled to two (2) 15-minute paid break periods each workday. Part-time staff are entitled to one (1) 15-minute paid break period for each 3-hour work session.

**Essential staff** have been identified by the University due to the nature of the work they are expected to perform on a daily basis. Essential staff include:

- Health Center medical professionals
- Specified Facilities employees (housekeeping, grounds, engineers)
- Public Safety
- Specified employees in Student Affairs

Essential employees are expected to follow their work schedule as closely as possible, unless the appropriate supervisor or vice president specifically instructs them otherwise.

**Full-time Employees:** This category includes exempt and non-exempt employees who work in positions that are approved for 30 hours of work per week or 1,560 hours annually, for at least .80 of a 1.0 FTE.

**Part-time Employees:** This category includes exempt and non-exempt employees who work in positions that are approved for less than 30 hours per week or 1,560 hours

annually, for less than .80 of a 1.0 FTE. Only certain benefits are provided on a prorated basis to employees in these positions.

**Temporary/Seasonal:** This category includes individuals who work on an on-call basis when needed by the University for a specific, limited period (no longer than three months) in order to meet a short-term staffing need. Only those benefits mandated by law are provided (e.g., FICA, workers' compensation, unemployment insurance).

**Non-employees/Independent Contractors:** The University ordinarily conducts its various business activities through the efforts of its employees. On occasion, however, it may be in the University's best interests to engage the services of an independent contractor to accomplish one or more tasks. Misclassification can result in legal and financial penalties, so proper classification is essential for compliance.

A worker is an **employee** if the employer controls how, when, and where they work, provides training, tools, or materials, and integrates their work into business operations. Employees have set hours, are paid regularly, reimbursed for expenses, and cannot suffer financial loss. An **independent contractor** works autonomously, sets their own schedule, uses their own tools, may serve multiple clients, and can profit or lose based on their business decisions. Employees can be terminated at will, while contractors operate under contract terms.

## 6.5 Fitness for Duty

Saint Xavier University is committed to maintaining a safe work environment for all employees and students. For the University to maintain a safe working environment, every employee must be able to perform the essential duties of their job in a safe, secure, and effective manner, with or without reasonable accommodations, to ensure that the health and safety of those around them is not jeopardized.

Employees who fail to perform their job functions and/or engage in misconduct may face disciplinary action up to and including termination notwithstanding a referral for a fitness for duty evaluation.

An employee may be required to undergo a fitness for duty evaluation (either medical or psychological) when an employer has objective evidence that an employee either:

- Is unable to perform the essential functions of their job due to a medical or psychological condition.
- Poses a direct threat to themselves or others.

Employees who refuse to undergo a fitness for duty evaluation may face disciplinary action, including suspension or termination. Additionally, the employee's participation in a recommended treatment or rehabilitation program does not guarantee continued employment and may not necessarily prevent disciplinary action for violation of University policies.

The grounds for seeking a fitness for duty evaluation may come from a supervisor's own observations and/or receipt of a reliable report of the employee's possible lack of



fitness for duty from a third party. Examples of the types of impairments that may warrant the University's request for a fitness for duty evaluation include (but are not limited to):

1. Use, possession, or influence of alcohol or illegal drugs.
2. Use of legal drugs that adversely affect the employee's ability to perform their job functions safely.
3. Slurred or incoherent speech.
4. Observed problems with vision, awareness, coordination or dexterity.
5. Aggressive or threatening behavior.
6. Unpredictable mood or behavioral changes.
7. Drowsiness, sleepiness or other signs of fatigue.
8. Any other physical or psychological condition or behavior that affects the employee's ability to practice their job functions successfully and safely.

The University may use the fitness for duty evaluation results to make decisions regarding the employee's employment status, including, without limitation, and as applicable, whether the employee maintains their job, termination or provision of reasonable accommodation.

## **6.6 Grievance Procedure**

It is the policy of Saint Xavier University to provide an effective procedure for solution of problems arising from the employment relationship or environment and to make every effort to resolve any grievance or complaint at the lowest possible step in the grievance/complaint procedure. To this end, a formal grievance procedure has been established for the ease and benefit of all employees. It is the responsibility of and supervisory personnel to inform and make available to all employees information concerning their right to file a grievance or complaint and their right to be protected from retaliation.

All employees are encouraged to discuss any problems with their supervisor prior to utilizing any grievance/complaint procedures. No employee shall retaliate or discriminate against another employee because of the latter employee's attempt to file a grievance or complaint. Supervisors are also responsible for ensuring that the employee is free from retaliation, coercion, and/or discrimination arising from the employee's filing of or intent to file a grievance or complaint.

The University provides employees with a process by which they can express their concern, dissatisfaction or disagreement with a work-related issue. For purposes of this procedure, "grievance" means a complaint or dispute brought by a non-faculty employee that alleges unfair treatment relating to their employment, including but not limited to disciplinary actions (up to and including termination).

### **Step 1: Discussion with One's Immediate Supervisor**

If problems arise at work, the individuals closest to or directly involved in the situation should have the first opportunity to try to resolve issues or disagreements in a candid yet professional and collegial manner. Therefore, as a first step in this grievance process, the employee should seek resolution of the problem through discussions with their immediate supervisor. Discussions between the employee and immediate

supervisor should occur within five working days of the event that has resulted in disagreement or conflict.

Supervisors and department heads are expected to try to resolve differences with and/or between their employees and should listen and respond in a productive manner to any concerns that employees may have with regard to working conditions and other issues.

### **Step 2: Discussion with the Department Head or Director**

If the employee has been unable to schedule a meeting or believes that discussion with one's immediate supervisor did not or cannot appropriately resolve the issue, the employee should discuss the issue, as well as the viable options proposed and discussed by the employee and immediate supervisor to resolve the matter, with the appropriate department head/director. Discussion between the employee and the department head/director should occur within five working days following the failure to resolve the matter.

### **Step 3: Submission of a Formal Written Grievance**

Should informal discussions at Steps 1 and 2 fail to resolve the current conflict, the employee may submit a formal written grievance to the director of Human Resources. The written submission must include a description of all efforts to resolve the conflict at Steps 1 and 2, including information regarding the options for resolution proposed and discussed by the employee and the employee's immediate supervisor. Submission of the written grievance should occur no later than 10 working days following the failure to achieve a resolution at Step 2. The director of Human Resources will review the formal grievance in an objective and confidential manner, investigate the situation as appropriate, and work with the parties in an attempt to resolve the situation considering all the relevant facts and their relation to applicable University policy. The director's written decision will be communicated to all involved parties within 10 working days of receipt of the written grievance, or upon completion of a required investigation.

### **Step 4: Review by the Appropriate Vice President**

Should Step 3 fail to appropriately resolve the conflict, an employee may initiate review of the Step 3 decision by filing a formal, written request with the vice president responsible for overseeing the area to which the employee is assigned. The request must state the basis for the review, include all supporting documentation, and identify all options for resolution that were proposed and discussed by the parties in conflict at each step of this process. The vice president will conduct a review of the grievance based on the record of the investigation and supporting documentation. The written decision of the vice president normally will be made within 10 working days of receipt of the request for review. Should the vice president, in consultation with the director of Human Resources, determine that they have a conflict that may affect their objectivity on the matter, another vice president or the provost will conduct the review. The administrative decision reached at Step 4 will be final, unless the parties in conflict include a director and a vice president. In such case, final review of the matter will be by the president.

### **Time Limits**

The time limits included in this procedure have been established to facilitate a speedy resolution while also providing sufficient time to prepare, present and consider relevant information. However, because scheduling constraints and/or holidays may



impact the time limits, the University at its discretion may extend time limits upon request in advance of the deadline. If the University has not approved an extension of a particular time limit ahead of the deadline and an employee does not observe the time limit for that step, the grievance will be considered to have been dropped, and the resolution identified prior to the deadline will be considered final.

This process may be used by all regular University staff members. It is not applicable to faculty members, students, or staff members covered by collective bargaining agreements.

## 6.7 Indemnification

The University will support its trustees, officers, faculty and staff when acting in the performance of their assigned duties on behalf of the University. These guidelines also apply to students while they are engaged in University-approved academic programs and volunteers who have been asked, in writing, to perform services for the University by an appropriate University official.

The University, under its applicable policies of insurance coverage, will defend, hold harmless and indemnify these employees or specifically identified individuals against any suit or proceeding, wherever brought, premised on the fact that the individual was a trustee, officer, employee, student or volunteer of the University. The indemnification extends to expenses associated with a defense, including attorney fees, judgments, fines, settlement amounts, actually or reasonable incurred, and with respect to any criminal action or proceeding where such person had no reasonable cause to believe that their conduct was unlawful. As a condition of University indemnification, trustees, officers, employees, students and volunteers are required to comply with all University policies and procedures and to fully cooperate on a continuous basis with University efforts to manage risk and ensure compliance with all applicable laws and regulations, many of which are described in this handbook.

## 6.8 Non-Faculty Employees Teaching SXU Courses

A staff member may accept a Saint Xavier University teaching assignment only to meet the needs of an academic department. Any staff teaching assignment must be held outside the individual's typical work schedule and requires advance notice to the staff member's supervisor, the academic department chair, dean, and provost. A staff member may not teach nor be compensated for more than **one credit-bearing course and one Transitions course in each academic term** unless extraordinary circumstances exist based on programmatic need and to preserve the continuity of education for our students. A staff member's teaching assignment does not carry academic benefits or faculty rank. This opportunity is available only for exempt employees and those who possess graduate degrees.

## 6.9 Performance Evaluations

A formal performance review of each employee of the University should be conducted on an annual basis; however, informal discussions regarding achievements and

areas for improvement can and should occur more frequently between an employee and his or her supervisor. Issues for review include but are not limited to:

- Compliance with expectations set forth in the applicable job description.
- Conduct and engagement with others in a manner that reflects civility and respect.
- Whether actual work or work expectations require a modification to the current job description.
- How the employee's work performance exceeds department expectations in terms of effectiveness, service, engagement, efficiency, and compliance with the mission, vision and core values of the University.
- Areas for improvement and what, if any, professional development would provide support in the achievement of performance goals.

The annual review and other supporting documentation will serve as a basis for subsequent performance and development objectives.

#### **6.10 Probationary Period**

All staff members are on a 90-day probationary period from the date of hire. Additionally, staff members who apply for and receive a transfer or promotion are on a review period for the initial 90 days in the new position.

This period of time provides Saint Xavier University with an opportunity to observe and evaluate the capacity of the staff member in areas that include but are not limited to: possessing the competencies necessary to satisfactorily perform the essential functions of the job; achieving demonstrable results; observations and evaluations of their behaviors, work habits, dependability, and conduct; and their relationships with individuals at all levels.

In rare instances, during the probationary period, Saint Xavier University may terminate employment immediately, with or without cause and with or without notice. Supervisors may extend the probationary period after consultation with the director of Human Resources.

Successful completion of the probationary period is not a guarantee of continued employment.

#### **6.11 Reduction in Force**

Conditions may arise at the University that necessitate a reduction in force. Such conditions include but are not limited to department or division reorganization, lack of work, lack of funding and/or other serious financial conditions at the University. The President and the Office of Human Resources will communicate the bases and timing of such actions directly with employees and supervisory staff.

Employees who experience reduction in force are welcome to seek other employment opportunities with the University.

Employees who are no longer employed by the University may be eligible for unemployment compensation. Information regarding the application for unemployment compensation can be found at the [IDES](#) website.

## **7. EMPLOYMENT**

### **7.1 Arrests and Convictions**

Employees have an ongoing obligation to inform their supervisor if they:

1. Are convicted of a crime.
2. Are added to any sexual offender registry.
3. Have a license or certification that is required for the position that expires, or that is suspended or revoked.
4. Are excluded, suspended, debarred, or otherwise ineligible to participate in federal programs.

Supervisors, in turn, should notify the Office of Human Resources in such instances.

### **7.2 Employment Eligibility**

Saint Xavier University ensures that all employees, as well as all other individuals paid through University payroll system, are legally eligible to be employed in the United States. Failure to meet eligibility requirements will make a candidate ineligible for hire, result in the withdrawal of an offer, or termination of employment.

Falsification or omission of information as part of the application process may result in denial or termination of employment. Fingerprinting may be required for certain positions. Failure to comply or a subsequent negative finding is grounds for denial or termination of employment.

### **7.3 Employment of Relatives (Nepotism)**

The University seeks to provide equitable employment opportunities for all individuals, including those related to one another. Such a relationship, however, affects the handling of certain personnel actions, including the placement of employees. The employment of relatives in the same area of the University may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Normally, placements in ongoing positions (regular full-time and part-time) shall not be made where one employee is in a position to supervise or to influence the related employee's rate of pay, or promotion of the employee, or where the handling of confidential information could create awkward work situations.

All employees are required to report to the director of Human Resources their relationship to any candidate for employment or transfer before hiring decisions are made. For the purposes of this policy, a relative is any person who is related by blood or

marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

#### **7.4 Immigration Law Compliance**

Saint Xavier University is committed to employing individuals who are authorized to work in the United States and does not unlawfully discriminate because of citizenship or national origin.

As a condition of employment, all new and rehired employees must fully complete, sign and date the first section of the U.S. Citizenship and Immigration Services Form I-9 when the employee begins work and must complete Section 2 within three business days of hire. An employee who does not properly complete the I-9 form within the legally required time frame will not be permitted to continue working until the form is completed.

To comply with the provisions of the Immigration Reform and Control Act (IRCA), Saint Xavier University will not employ individuals who are not authorized to work in the United States.

Department of Labor regulations prevent employers from allowing foreign nationals to volunteer in paid positions.

If an individual's immigration status changes and impacts one's employability, the individual bears the responsibility to notify the Office of Human Resources immediately.

#### **7.5 Outside/Secondary Employment**

Full-time employees will not be prohibited from pursuing outside the University; however, it is assumed that an employee's full-time status at the University will be primary. All employees will be expected to meet the attendance and performance expectations described in the official job description applicable to the position they currently hold.

#### **7.6 Reemployment**

Former employees who departed from the University in good standing or under other satisfactory circumstances may, at the sole discretion of the University, be reemployed in the same type of work or in another type of work for which they are qualified. The University is entitled to consider the employee's past job performance, the circumstances relating to the employee's departure from the University, and any other relevant factors in determining whether to reemploy a prior employee. However, when a period of employment with the University has been terminated, the University bears no obligation to offer new or additional employment. Former employees, if reemployed within 90 days of their last day worked, will accrue paid leave using their original employment start date and will not be subject to a retirement match waiting period.

#### **7.7 Recruitment**

Saint Xavier University embraces equal employment opportunity and will take proactive steps to hire qualified applicants for available employment opportunities based on the individual's knowledge, skills, abilities and talents.

These factors promote fairness, equal evaluation and treatment in our selection decisions and processes. This also supports our commitment to recruit, assess and select all applicants/employees using job-related criteria.

Success is demonstrated by the selection and appointment of the most highly qualified candidates.

## **8. EMPLOYMENT TRANSITIONS**

### **8.1 Ineligibility**

Saint Xavier University is committed to creating an effective, safe and welcoming environment for all. Toward that end, the college has created parameters for excluding certain individuals from future employment or affiliation.

Those ineligible for future employment or affiliation include those who:

- Were involuntarily terminated for a University policy violation.
- Resigned or retired in lieu of involuntary termination for a University policy violation.
- Resigned or retired while the University was considering their involuntary termination.
- Resigned or retired during a University investigation into their alleged University policy violation.
- Were determined by the University to have violated a University policy after separation.

### **8.2 Insurance on Separation**

Employees who are resigning from employment or are terminated by the University have coverage through midnight on the last day of the month of employment. Employees who are resigning or retiring may not extend their last day of employment with the University by using accrued benefit time.

Employees with health insurance, who experience a qualifying event such as termination of employment, are eligible for an insurance continuation program under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

### **8.3 Onboarding and Offboarding**

The onboarding process is a collection of necessary procedures that pertain to the orientation and integration of new employees into the operations of Saint Xavier University. This process seeks to educate new hires on the responsibilities of University employees, provide an opportunity for familiarization of one's benefit package, and

allows for acknowledgment and completion of relevant forms, including but not limited to:

- Federal and state tax forms
- Insurance enrollment
- Confidentiality
- Conflict of interest

The employee onboarding process is facilitated through the Office of Human Resources, and questions or concerns should be directed to that area. Employee onboarding is a necessary component of the initiation of employment with Saint Xavier University. In line with the time-bound nature of task completion, employees are expected to complete their tasks via NeoEd at their earliest convenience and to adhere to the deadlines set forth by the Office of Human Resources.

Offboarding is defined as the process of managing an employee's departure from an organization. When an employee resigns from their position, Saint Xavier University abides by a structured offboarding process to ensure a seamless transition. After resignation, employees are expected to promptly return all University property in their possession (e.g., University identification, University-borrowed laptop, University keys, University credit card). An employee separation form must be completed by both the employee and the employer. Separating employees are encouraged to participate in an exit interview, intended to help the University determine and document the reason(s) for departure, and to collect constructive feedback that can be used to enhance University operations.

#### **8.4 Promotions and Transfers**

One of the most successful ways for departments to obtain skilled and experienced employees is to encourage advancement opportunities through transfers and promotions. If they meet all qualifications prescribed for the new position, Saint Xavier University employees are encouraged to apply for job vacancies which would result in a promotion or transfer.

An employee must normally have completed at least six (6) consecutive months of employment in the current position before being eligible for transfer or promotion. The director of Human Resources shall have the authority to waive the six (6) months requirement where circumstances indicate that an exception would serve the best interests of the University.

It is important to conduct reference checks with current supervisors for internal applicants as well as external applicants. It is strongly recommended that communication between the current and desired department occurs to facilitate a smooth transition.

The employee must notify his or her current supervisor when applying for another job within the University.

A position created as a result of restructuring within a department may not require posting if a current staff member from the department is qualified to fulfill the responsibilities.

## 8.5 Resignation

An employee who decides to resign from their position must inform their supervisor in writing. To minimize disruption to University operations, exempt (salaried) employees are asked to provide a minimum 30-day calendar notice, while nonexempt (hourly) employees are asked to provide a minimum 14-day calendar notice. The University also expects that the employee will work through the duration of the notice period. The last actual day worked will be considered the termination date (i.e., the last day worked cannot be vacation, personal, sick or a University-recognized holiday).

Upon termination of employment with the University, a staff member's final paycheck will include a lump-sum payment for any accrued and unused vacation, provided the staff member gives the University appropriate notice of their departure, returns all University property and pays any amounts owed to the University.

## 8.6 Retirement Celebrations

Saint Xavier University supports the recognition of retiring employees who have invested a significant portion of their career with Saint Xavier University. University funds **may not** be used for food and beverage costs for retirement receptions, lunches and gifts.

## 8.7 Termination of Employment

Termination of one's employment with the University may occur in one of two ways:

1. **Resignation:** Although employment at the University is "at-will," an employee who decides to leave the University to pursue other opportunities is encouraged to give their immediate supervisor and the Office of Human Resources reasonable written notice (e.g., two weeks). Employees submitting resignations will be paid through the last day worked and will receive compensation on the first payday following the resignation date. Unused, accrued vacation days (staff only) will be included as part of the final payment.
2. **Dismissal and Termination of Employment:** At the discretion of the University, and depending upon the cause for dismissal, an employee may be directed to depart from the campus immediately following the notice of termination. The director of Human Resources will work with the employee regarding recovery of any personal property and the return of University-owned documents and other property. Any determination that an alternative timeframe for departure may occur will be made by the director of Human Resources in consultation with the employee's immediate supervisor. The University, at its discretion, may determine whether any additional time prior to departure is appropriate and/or viable.



Involuntary termination of employment with the University may be based on (but is not limited to) the following:

- Serious violations of University policy or state/federal law.
- Failure to meet employment eligibility requirements.
- Failure to uphold standards set forth by the Code of Conduct.

## 9. EQUITY

### 9.1 **Anti-Discrimination and Equal Opportunity**

Saint Xavier University provides equal employment opportunities to all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on each individual's qualifications as they relate to a particular employment action (e.g., hiring, training, promotions). No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source of income, credit history, housing status, order of protection status, actual or perceived association with such a person, or other classes protected by law. These guidelines include a commitment to maintaining a work environment free from unlawful harassment.

This directive relates to all phases of employment, including but not limited to recruitment, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all University-sponsored employee activities.

Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the University where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have:

- Filed a complaint.
- Assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity.
- Opposed any act or practice made unlawful by any federal, state or local law involving equal opportunity.
- Exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned guidelines shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each



supervisor of the University to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these

policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

## 9.2 Conflicts of Interest

All employees should attempt to avoid transactions or situations in which their personal interests will conflict with or appear to conflict with those of the University. An actual or potential conflict of interest can occur when the prospect of direct or indirect personal gain for an employee or a member of their family could influence the employee's judgment or action while acting as a representative of the University. Employees must inform their supervisors and the relevant vice president of any potential or actual conflict of interest. In certain cases, as noted below, an employee must receive written approval from the Chief Financial Officer before entering certain contracts or business arrangements that could present an actual or potential conflict of interest.

The types of conflicts of interests that should be reported or disclosed include but are not limited to the following:

- Use of University employees, facilities, equipment or services for personal gain or profit without full disclosure, reimbursement of cost, payment of a rental fee, etc.
- Acceptance of consulting fees, honoraria, or part-time employment in conflict with professional responsibilities to the University, particularly where University proprietary practices or information may be involved.
- Contracting with University employees to perform work for the University that is the same or like that performed by the employees during normal working hours.
- Contracting or doing business with a University employee or their spouse or close relative without prior written approval from the Chief Financial Officer. If such a contractual or business relationship is necessary, a written explanation must be provided regarding the need to contract for these services. Any business relationship with a close relative that pre-dates this revised handbook must be disclosed and submitted for review and approval.

The following activities are **strictly prohibited**:

- Using privileged information, revealing confidential data, or divulging proprietary information to outsiders for purposes of personal gain or for anything other than University purposes.
- Using the name of the University for monetary profit or acting as a private person in a way that could create the impression that an employee is speaking for the University, unless the employee's position requires them to speak for the University.

The following activities are **prohibited, absent the prior approval** of the Chief Financial Officer:

- Accepting, directly or indirectly, payments, loans, services, entertainment and travel, or gifts of any more than a nominal value from any individual or from any business concern doing or seeking to do business with the University.

If an employee receives payments, loans, services, entertainment, travel, or gifts of more than nominal value (directly or indirectly) from one who does business with the University or seeks to do business with the University, he or she must disclose that fact to the Chief Financial Officer as soon as possible to ensure no actual or perceived conflict of interest has occurred. In such instances, the goods or services received may need to be returned/rescinded.

### **9.3 Consensual Relationships/Fraternization**

Saint Xavier University strives to foster an environment that is respectful, fair, and free of harassment and discrimination. In keeping with this commitment and to avoid potential conflicts of interest, favoritism, coercion, abuse or breach of professional standards, the University prohibits romantic or sexual relationships between members of the community who are associated through supervisory, teaching, advisory or evaluative roles.

Specifically, the University prohibits any faculty member, employee, graduate assistant or undergraduate teaching assistant from engaging in a romantic or sexual relationship, or in any romantic or sexual conduct, with any individual who they supervise, teach, advise, evaluate, counsel or coach.

Furthermore, the University prohibits any faculty member or other employee from engaging in a romantic or sexual relationship, or in any romantic or sexual conduct, with any student currently enrolled at Saint Xavier University.

Employees should always avoid consumption of alcohol with students, even after working hours or off campus. There may, however, be instances in which employees attend off-campus functions where students are in attendance and alcohol is being served. Employees are expected to exercise good judgment and avoid any instance or appearance of inappropriate behavior.

If a student initiates inappropriate behavior toward an employee, that employee shall document the incident and report it to a supervisor.

### **9.4 Demonstration**

Saint Xavier University welcomes the expression of ideas, including viewpoints that may be considered unorthodox or unpopular. Saint Xavier University encourages freedom of speech, freedom of inquiry, freedom of dissent, and freedom to demonstrate in a peaceful fashion.

Regardless of their own views, community members share a corresponding responsibility to welcome and promote this freedom for all. They also share a responsibility to maintain an atmosphere conducive to scholarly, creative, and educational pursuits and to respect the safety and rights of all individuals.

## 9.5 Disability Accommodation (ADA)

Saint Xavier University is committed to complying fully with all applicable federal, state, and local laws and regulations that are designed to promote equal opportunity in employment for qualified persons with disabilities. The University will provide reasonable accommodation for qualified individuals when required by law, unless doing so would result in undue hardship as defined by applicable law. Such accommodations may include but are not limited to time away from work, modifications to an employee's work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

The University also seeks to ensure that the policy and procedures identified herein will facilitate an interactive process of dialogue and the timely exchange of information between the employee, the director of Human Resources and other appropriate staff. This policy applies to all employees.

It is the responsibility of an employee with a physical or mental disability who may require any type of accommodation to make the accommodation request. Employees requesting accommodation must provide appropriate and accurate documentation of: (1) a disability, which is a physical or mental impairment that substantially limits one or more major life activities; and (2) a need for a reasonable accommodation, by virtue of the specific functional limitations of the disability, to perform the essential functions of their position.

The employee seeking accommodation should contact the Office of Human Resources as soon as possible. Thereafter, the director of Human Resources will inform the employee about any further specific documentation that may be required for the disability and accommodation requested.

Upon receipt of all required information and documentation from the employee and their diagnosing/evaluating professional, the director of Human Resources will make the eligibility and accommodation determination(s). The director of Human Resources, on a case-by-case basis, may consult with other educational, medical or psychological professionals, including but not limited to the employee's supervisor/department head, as deemed necessary for appropriate evaluation of disability/accommodation. The director of Human Resources will issue a written response, which either describes the reasonable accommodation(s) being offered or explains why the employee was found ineligible for the requested accommodation(s).

## 9.6 Political Activities

Saint Xavier University is committed to freedom of expression by its community, including the expression of individual political views. At the same time, as a tax-exempt organization, Saint Xavier University may not participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office. Care must be taken to separate individual expression from any actual or perceived participation or intervention by Saint Xavier University in political campaigns. Saint Xavier University does not and cannot endorse or oppose any political candidate.

No member of the community should speak or act in the name of the institution in a political campaign” (American Council on Education, 1970).

## 9.7 Pregnancy and Pregnancy-Related Conditions

The University is committed to providing all students and employees with the opportunity to pursue and attain their individual goals as it relates to the University’s admissions, employment, and educational programs or activities. This commitment includes the University’s students and employees who are pregnant, parenting, or experiencing pregnancy-related conditions. The University prohibits differential treatment or discrimination against students and employees based on the student’s or employee’s current, potential, or past parental, family, marital status, or pregnancy or related medical condition.

If a University employee is informed of a student’s pregnancy or related condition by a student or a person who has a legal right to act on behalf of the student, the employee must provide the student or the student’s representative with the Title IX Coordinator’s contact information for further assistance, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Employees with questions about this policy or concerns about its implementation should contact the Office of Human Resources.

## 9.8 Religious and Spiritual Accommodation

The law requires the University to reasonably accommodate employees’ religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of the employing department. This also applies to such things as dress or grooming practices that an employee has for religious reasons. It also includes an employee's observance of a religious prohibition against wearing certain garments.

Examples of some common religious accommodations include:

- Flexible scheduling.
- Voluntary shift substitutions or swaps.
- Job reassignments.
- Modifications to workplace policies or practices.

- Leave for religious observances.
- Wearing head coverings or other religious dress.
- Wearing certain hairstyles or facial hair.

The University respects the freedom of religion and will grant employees reasonable accommodation when needed to avoid conflicts between work duties and one's religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off

as possible, since it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances.

Requests for additional leave or other accommodation will be evaluated on a case-by-case basis.

## 9.9 Sex and Gender Harassment

As required by Title IX of the Education Amendments of 1972, Saint Xavier University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from University programs or activities.

It is the policy of the University to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the University's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

Violations of this policy may result in the imposition of sanctions up to and including termination, dismissal, or expulsion, as determined by the appropriate officials at the school or unit.

## 9.10 Title IX

*Title IX of the Education Amendments of 1972* prohibits sex discrimination in education programs and activities at all colleges and universities that receive federal funding. Sex discrimination includes sexual harassment and sexual assault and violence. Sex discrimination, including sex and gender-based violence, is never acceptable and is a violation of Saint Xavier University policy as well as state and federal law.

Saint Xavier University is committed to maintaining a respectful and professional academic and work environment for students, faculty, staff and visitors. This includes having an environment free from unlawful sexual misconduct and interpersonal violence. This applies to all settings and activities of the University, whether on campus property or off, if the misconduct adversely affects the health, safety or security of any member of the college community or the interests of the college. This covers all students, employees and other individuals who have a relationship with Saint Xavier University that enables the University to exercise some control over the individual's conduct in places and activities that relate to the University's work. For current information regarding Title IX, please visit SXU's [Title IX webpage](#).



## **10. RECORDS AND INFORMATION MANAGEMENT**

### **10.1 Acceptable Use**

Access to Saint Xavier University information technologies and communications facilities is provided for the University-related activities of learning, instruction, enrichment, dissemination of scholarly information and administration. An individual's right of access to information technologies and facilities should not be denied or in any way limited because of race, creed, color, age, national origin, gender, sexual orientation or disability. Acceptable use is an application of the core values of the University: respect, excellence, compassion, service, hospitality, integrity, diversity and learning for life.

The University community is encouraged to make innovative and creative use of information technologies and communications facilities in support of multiple learning experiences. These technologies and facilities are limited and should be used wisely and carefully, with consideration for the needs of others. The University reserves its right to eliminate the access to and the services of its information and communications systems when an individual separates from the community.

It is inappropriate to interfere with or compromise access to information technologies and communications facilities. It is University policy to educate users about how they could inadvertently interfere with this access, to warn users when they interfere with access, and to remove access from those who continue to interfere with the access of others. While the University expects to remove individual access only after due process and careful consideration, in those situations in which interference is general or continuous, Information Technology will react immediately to provide and guarantee general access. In all cases, Information Technology will collect evidence indicating interference, will present it to the area vice president or to the appropriate supervisor, and will notify the suspected offender. In situations in which an individual may inadvertently interfere with the access of others, that individual is expected to identify, learn to avoid, and stop the interfering behavior when it is brought to their attention by an affected user or by Information Technology staff.

### **10.2 Clean Desk Policy**

A clean desk policy is primarily used to ensure important papers are not left out and to conform to data security regulations. It also enables the University to present a clean, professional image to students, clients and other visitors. A clean desk policy helps limit the exposure of sensitive data to unauthorized individuals and avoid security breaches.

Typically, workers are responsible for clearing their desks, securing their electronic devices, and locking up drawers and cabinets before they leave the office. Management is responsible for providing access to the tools that workers need to secure their work environment, such as paper shredders and storage spaces.

### 10.3 Confidentiality

Saint Xavier University owns the confidential information it collects and reserves the right to restrict access to those who fail to comply with this policy. Users must adhere to all applicable laws, including HIPAA and FERPA, as well as University policies. Confidential information should only be used for legally permitted purposes and must not infringe upon the rights of the SXU community.

Requests for confidential information will be reviewed by the appropriate system administrator and honored only with proper authorization or legal requirements.

Violations may result in loss of access, disciplinary action, or legal consequences. Reports of policy violations should be directed to the Chief Information Officer, an appropriate vice president, a supervisor, or the director of Human Resources.

### 10.4 Copyright

A copyright grants its owner the right to control an intellectual or artistic creation, to prohibit others from using the work in specific ways without permission, and to profit from the sale and performance of the work. Copyright protection extends not only to copies of the written word and recordings of sound, but also to visual images such as photographs, motion pictures or videotapes. This protection also extends to live performances that are taped/recorded as they are broadcast.

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes, including instruction, research, and criticism and performance/display by educational, charitable, religious or government groups. Severe penalties may be imposed for unauthorized copying or use of audiovisual or printed materials and computer software. It is the responsibility of all University employees to abide by the copyright policy and the requirements of the law. Any employee who is uncertain as to whether reproducing or using copyrighted material complies with the University's procedures or is permissible under the law should contact their supervisor.

### 10.5 Cybersecurity Awareness Training

Empowering employees to recognize common cyber threats can be beneficial to the University's computer security. Security awareness training teaches employees to understand vulnerabilities and threats to business operations. All Saint Xavier University employees need to be aware of their responsibilities and accountabilities when using a computer on the University network.

New hire training and regularly scheduled refresher training courses should be established in order to instill the data security culture of the organization. Employee training includes but is not be limited to:

- Responsibility for University data.
- Document management and notification procedures.
- Passwords.
- Unauthorized software.

- Internet use.
- Email.
- Social engineering and phishing.
- Social media policy.
- Mobile devices.
- Protecting computer resources.

## 10.6 Directory Information

Employee Directory Information shall include name, department or office, campus address, email address and office telephone number.

To seek another arrangement, please contact the Office of Human Resources.

## 10.7 Document Retention and Disposal

The State of Illinois State Records Act (5 ILCS 160) sets forth guidelines and responsibilities for the retention and disposition of records. This policy is designed to provide guidance to the University for the proper management of records (both paper and digital) to meet the requirements of the State Records Act and State Records Commission Rules.

This policy applies to all employees and volunteers, including but not limited to faculty, supportive professional staff, graduate assistants, student employees, and extra help. The retention requirements approved by the State Records Commission supersede any guidelines provided in University policies.

## 10.8 ID – Cougar Cards

The Cougar Card remains the property of the University and must be returned to the University upon request or termination of employment. If an ID is lost, employees must notify The Hub immediately. A fee will be charged to replace lost ID cards. Misuse of an ID card may result in deactivation and/or corrective action up to and including termination of employment. The University will deactivate ID cards upon termination of employment or other circumstances as deemed appropriate.

## 10.9 Information Management

### **Access**

Personnel files are the property of Saint Xavier University, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Saint Xavier University who have a legitimate reason to review information in a file are allowed to do so.

In accordance with the Illinois Personnel Records Review Act, P.A. 86-1324, each employee may review the contents of their personnel file. Each personnel file represents the employment record of the employee and may include but is not limited to:

- Employment applications, letters of appointment and/or contracts.
- Position assignments, transfers, promotions and wage changes.
- Payroll data and tax withholding information.
- Employment applications and/or resumes.
- Performance review documents.
- Letters of commendation or discipline.
- Benefits enrollment information.

**Please Note:** I-9 and medical records are maintained separately from personnel files in accordance with state and federal laws.

A written request to review one's file should be sent to the director of Human Resources, who will schedule a time for the review during normal working hours. Employee personnel records are confidential and are accessed only on a need-to-know basis by authorized individuals within the University. Access to this information from others is dependent upon the express authorization of the employee.

Certain documents are not subject to employee access. These may include documents which contain confidential information about other people, documents which are being developed or prepared for use in civil, criminal or grievance procedures, documents relating to the investigation of a possible criminal offense, and medical and hospital records.

Former Saint Xavier University employees have access to their personnel records for one year after termination of employment, according to Illinois state law.

To correct or remove information from the personnel record, the employee must consult with the Office of Human Resources. An employee may attach an explanatory statement to any disputed document in their personnel record.

### **Employee Responsibility**

There are a number of records that every employee should remember to keep current. Please notify the Office of Human Resources if a change in any of the following occurs:

- Address or telephone number.
- One's legal name.
- Marital status.
- Number of tax exemptions.
- Identity and/or number of insurance beneficiaries.
- Identity and/or number of dependents on health insurance (e.g., because of age, graduation from college, marital status or employment).

Employees are also expected to abide by the referenced Acceptable Use and Confidentiality policies in all instances while handling personal, medical, educational, and University records. Additionally, federal safeguards exist to ensure the protection of sensitive information for all staff, faculty, and students.

### **Family Educational Rights and Privacy Act (FERPA)**

[FERPA](#) is a federal statute aimed at ensuring student privacy by defining what constitutes a student “educational record” and identifies who can access student records. Any school receiving federal funding is obligated to abide by FERPA for all of its students.

Saint Xavier University is committed to ensuring the privacy of student educational records and adhering to FERPA guidelines. Saint Xavier University is legally and ethically obligated to protect the confidentiality of student records. Because during their employment they may have access to student records, all University employees -- full-time, part-time and temporary-- are required to complete Saint Xavier University’s Family Educational Rights and Privacy Act (FERPA) training.

#### *Health Insurance Portability and Accountability (HIPAA)*

The University maintains the confidentiality of certain medical and Flexible Spending Plan information records relating to an employee or members of the employee's family, consistent with the requirements of applicable federal privacy regulations.

As a plan sponsor, the University often needs access to health information in order to perform plan administrator functions. The University assures plan participants who are covered under its group health plan that the University complies with federal privacy laws and respects employees’ rights to privacy. The University requires all employees and third parties who are provided access to health information to comply with the privacy practices that are outlined in the “Notice of Privacy Practices” document. A copy of this notice is available on the [SXU Website](#).

If an employee is concerned that their HIPAA rights have been violated, they may contact the director of Human Resources. A written complaint also may be sent to the U.S. Department of Health and Human Services, Office of Civil Rights. The director of Human Resources will provide the appropriate address upon request, or it may be accessed at [www.hhs.gov/ocr](http://www.hhs.gov/ocr).

### **10.10 Internal Communication**

Saint Xavier University will use email as the primary vehicle for official communication to employees and students..

Information Technology (IT) assigns an official SXU email address to each active faculty and staff member. The University will send internal communication by email to faculty and staff members.

Saint Xavier University expects each faculty and staff member to receive and read Saint Xavier University emails in a timely manner. Failure to receive and read University communications in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

[The Den](#) is SXU’s online platform for campus organizations and events. Though primarily designed for student use, each member of the Saint Xavier community can access The Den to view and RSVP to events, submit nomination or special interest forms, and sign up for service opportunities.

There are various platforms used to communicate to faculty, staff and students at SXU. Be sure to consistently check email, the [mySXU Portal](#), and the [SXU calendar](#) to stay up to date on important announcements, information about initiatives, programs and opportunities, upcoming events, and University updates.

Please visit the [University Relations webpage](#) to learn more about communication services offered and to view important guidelines and instructions.

### **10.11 University Logos and Other Intellectual Property Marks**

Faculty, staff and students may use the University's names, logos and/or other intellectual property marks (e.g., the Saint Xavier University Cougar, the University shield) where necessary, and in accordance with campus policy and University Relations' style guides, to identify themselves on matters of official University business. Use of the University name for private purposes is limited for identification by a current or former member of the faculty, staff and/or student body (e.g., "John Doe, professor of physics, Saint Xavier University," or "John Doe, class of '09, Saint Xavier University").

University names, logos and other marks shall not otherwise be used by individuals or entities in a manner that implies University endorsement or responsibility for activities, products or publications, or by any individual or group promoting itself, without the express written permission of the provost and the Office of University Relations.

## **11. SAFETY**

The University is committed to taking all appropriate and reasonable steps to ensure the health and safety of its students, employees and visitors. It is essential, therefore, that the entire campus community accepts responsibility for developing and practicing safety awareness. For example, every employee is responsible for complying with University and governmental safety and health standards in the work area by using appropriate and/or assigned protective equipment and promptly reporting hazardous conditions and/or job-related injuries.

### **11.1 Access to Residence Halls**

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

Anyone in the building, staff member or visitor, who is a guest of a resident, needs to be escorted through the building by the resident and officially check in to the residence halls.

## 11.2 Accidents and Emergencies

To prepare employees and students for emergencies, Public Safety has created and posted an emergency guide covering a variety of scenarios.

In the event of a serious illness, accident or other life-threatening emergency, dial 9-911 to access City of Chicago emergency dispatcher.

Following this, dial 3911 to contact the Saint Xavier University Public Safety dispatcher.

## 11.3 Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

If the sound of shots can be heard on campus, or if an armed person is shooting or threatening people (active shooter):

Individuals should immediately choose the best way to protect themselves. Very quickly, individuals should make the best determination of what is occurring and decide which of the options will provide the greatest degree of security when employing the “RUN, HIDE, or FIGHT” protocol.

For more information on active shooter protocol, please visit the [Active Shooter Response](#) page.

## 11.4 Alternative Transportation

Saint Xavier University recognizes the importance of sustainable modes of transportation on city streets that bound the University campus. In outdoor areas on University premises, employees may use recreation and transportation devices but are responsible for doing so in a controlled manner (riding at appropriate speeds, being able to stop or avoid pedestrians and structures, etc.) Riding etiquette, like announcing one’s approach to pedestrians that may not see them, is strongly encouraged. Additionally, employees should avoid performing tricks and other unsafe maneuvers on transportation devices, to maintain the highest level of safety.



### 11.5 Automated External Defibrillator (AED)

An AED, or automated external defibrillator, is used to help those experiencing sudden cardiac arrest. It is a sophisticated yet easy-to-use medical device that can analyze the heart's rhythm and if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

Illinois law allows for the use of an AED during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac arrest. Accordingly, Illinois law also expressly provides immunity from civil liability for those who obtain and maintain AEDs and those who use such devices to attempt to save a life. The Good Samaritan Act provides that a person who in good faith renders emergency care and assistance, without compensation, shall not be responsible for civil damages for any acts of omissions during the provision of emergency care. This Good Samaritan Act provides protection to a rescuer, even an untrained rescuer, who uses an AED on a cardiac arrest victim.

AEDs are located across campus and can be identified on the [Campus Map](#).

### 11.6 Bloodborne Pathogens

Saint Xavier is dedicated to the prevention of bloodborne infections by eliminating or minimizing occupational exposure to human blood, human blood products, and other potentially infectious materials (OPIM) through strict adherence to the [OSHA Bloodborne Pathogen Standard \(29 CFR 1910.1030\)](#).

### 11.7 Campus-Wide Emergency Text Alert System (RAVE)

Enrollment in this important mass notification system is mandatory for all students, faculty and staff. The Campus Alert System, known as RAVE, allows the University to send important alerts to all campus constituents regarding campus emergencies. Please register a text-capable cell phone number to receive these messages. Employees may also register an additional text-capable cell phone number and email addresses so that family members may receive text alerts. In addition, employees may sign up to receive notifications sent to smaller groups determined by campus population or residence. Sign up through [Campus Alert System](#).

### 11.8 Concealed Carry

Guns are prohibited on campus. The state of Illinois passed the Illinois Firearm Concealed Carry Act, which allows qualified people to carry a concealed firearm in Illinois. However, the state's concealed carry legislation prohibits the carrying of firearms on college campuses, including Saint Xavier University.

Concealed carry permit holders are not allowed to possess or carry a weapon or firearm while visiting, attending class, working, or residing on Saint Xavier University's campus.

The only individuals who are allowed to possess a gun on campus are sworn law enforcement personnel.

The Public Safety Department offers voluntary weapon storage while a concealed carry permit holder is on Saint Xavier University's campus.

If an employee is found in possession of a gun while on campus, they are subject to arrest and criminal prosecution, as well as possible expulsion from the University and/or termination from employment.

If an employee believes a person is in violation of this prohibition, Public Safety should be notified. Employees should **not** intervene.

Employees must call 911 immediately if they feel they are in imminent danger, or they should call Public Safety if a gun is seen on campus (in a non-threatening situation).

### 11.9 Driver Safety

Saint Xavier University's Driver Safety policy ensures that employees who drive for work operate vehicles safely to prevent accidents, injuries, and property damage. The policy applies to employees using University-owned, leased, rental, or personal vehicles for work. It emphasizes safe driving behavior, regular vehicle maintenance, and adherence to traffic laws.

Key components include driver selection based on evaluations, license checks, and Motor Vehicle Record (MVR) reviews. High-risk drivers, identified by serious violations (e.g., DUI, reckless driving), may face corrective actions such as training or suspension. Employees must follow strict responsibilities, including pre-use vehicle checks, reporting defects, avoiding distractions, and complying with seatbelt and impairment laws.

Accident reporting is mandatory, with investigations aimed at preventing future incidents. Personal vehicles used for work must meet University safety standards. The University reserves the right to update the policy, and employees should direct questions to the Office of Human Resources.

### 11.10 Emergency Management and Preparedness

The University's Emergency Operations Plan (EOP) supports Saint Xavier University's ongoing risk and threat assessment operations, emergency preparedness provisions, business continuity, and recovery plans to provide prompt and effective responses in emergency situations for the reasonable protection of students, faculty, staff and campus visitors.

The plan establishes organized and structured procedures to guide the University in responding to significant foreseeable emergencies on campus or on other properties owned or operated by the University. While no policy/procedure can absolutely prevent all damage during an emergency, this plan has been developed to coordinate University resources, facilities, and personnel, as well as other external agencies as

appropriate for an effective and reasonable response to any foreseeable emergency. All personnel assigned specific emergency responsibilities under this plan (including departmental plans) should have a working knowledge of assigned roles, responsibilities and applicable procedures.

**Please Note:** Public Safety will place emergency procedures in classrooms and common areas throughout campus.

### 11.11 Hazing

Hazing is illegal in the state of Illinois. Hazing is defined by the [Illinois General Assembly](#) as requiring the performance of any act by a person in a school, college, university, or other educational institution, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution. It is the responsibility of all employees, students and student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and constructive development for members and aspiring members.

Employees, students and student organizations are expected to use good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. If an employee becomes aware of a violation of the hazing policy involving a student, the violation should be reported to the Office of the Dean of Students.

If the violation involves or affects an employee, it should be reported to the Office of Human Resources. Failure to address and/or report an act of hazing committed against another individual may also be considered a violation of this policy. Silent participation in the presence of hazing is not a neutral act and violates Saint Xavier University policy.

### 11.12 Inclement Weather

Saint Xavier University prioritizes the safety of students, faculty, and staff during inclement weather. In the event of severe conditions such as snowstorms, hurricanes, or extreme temperatures, the University will issue official notifications through email and text alerts. Campus operations, including class schedules and transportation services, may be adjusted to ensure safety. Individuals are encouraged to use caution when traveling to and from campus and to use their best personal judgement with regard to local road conditions and other safety concerns.

Saint Xavier University strives to remain open in whichever fashion is deemed appropriate. Therefore, remote operations may be initiated as a default response to inclement weather.

### 11.13 Inspections

Routine safety inspections are essential for identifying unsafe conditions that could result in serious personal injury, illness, death or property damage. Department heads/supervisors are responsible for performing regular workplace inspections.

When an unsafe/non-compliant condition is identified, it must be promptly corrected.

Supervisors must perform routine evaluations of their operations for safety hazards and/or non-conformance with regulatory requirements. Inspections must be conducted at a frequency that ensures expedient identification of potential hazards.

#### **11.14 Lost and Found**

Lost and Found procedures are intended to ensure that items reported lost or found on Saint Xavier University's campus are properly accounted for and in the case of items found, returned to their rightful owner or disposed of by the University.

"Lost property" means any unattended, abandoned, misplaced, or forgotten items, including but not limited to equipment, cash, jewelry, phones, books, keys, documents, or personal identification papers (driver's license, credit cards, etc.) which are found within the boundaries of the University, pending the identification of the rightful owner or appropriate disposal thereof.

The University assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on University property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belongings.

Public Safety has been designated as the central repository and controlling agency responsible for lost and found property for the University. All found items should be turned over to the University police for identification of the rightful owner if possible.

#### **11.15 Minors in the Workplace**

Saint Xavier University values an atmosphere that fosters a healthy balance between workplace obligations and family responsibilities. When possible, department supervisors should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the University encourages supervisors to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, telework, adjusted hours, or vacation leave.

Due to health and safety concerns, employees are discouraged from bringing children to the workplace. Frequent, regular, or extended visits by children during work hours are not allowed. Brief, infrequent visits by children may occur in the workplace; however, children are not allowed inside classrooms, labs or controlled access areas.

When brief, infrequent visits by children are permitted, parents/guardians are responsible for ensuring that the visits comply with all designated safety protocols and University guidelines, including but not limited to the following:

- At all times, children remain the sole responsibility of the parents/guardians.
- At all times, parents/guardians must accompany their children.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of employees and/or students.

- At any time, if the supervisor determines that health or safety risks are too great, or that the children's presence is disruptive, a supervisor may ask the employee to remove their children from the workplace.
- Bringing children to the workplace on a recurrent basis during their school breaks, closures, or before/after school care, or lack of childcare is not appropriate.
- Children who have an illness that prevents acceptance by a regular day care provider or prevents attendance at school, particularly any children with an infectious disease, should not be brought to the workplace under any circumstances.

Children cannot be brought to campus during periods of emergency (e.g., natural and/or man-made disasters, disaster recovery, health pandemics) either on an intermittent or reoccurring basis. Employees should contact their supervisor in such cases to determine alternate solutions to balance work activities and childcare needs.

### **11.16 No Trespassing**

The University has substantial and meaningful ties to the surrounding communities. For this reason, even though the entire campus is private property, most outdoor areas and some buildings on campus are, in a general sense and during normal business hours, "open to the public."

At the same time, the University is committed to safeguarding the people who learn, research, live, work and visit here, ensuring the safe operation of University activities and protecting University assets. The University thus can, and does, restrict access to buildings and some outdoor areas during non-business hours. Additionally, from time to time, the University exercises its right to deny access to some or all University property after a reasoned determination has been made that a person has engaged, or is reasonably likely to engage, in criminal activity, a violation of University policy, or conduct that is or may reasonably be deemed to be threatening, disruptive, or violent.

A no-trespass warning, also called a ban notice, constitutes an official prohibition against entering University property. Any person who violates a no-trespass warning will be arrested and charged with criminal trespass under the Illinois Criminal Code.

A no-trespass warning remains in effect until modified or withdrawn in writing by an authorized University official. Regardless of whether a no-trespass notice has been issued, any person who is deemed to have committed a crime may be arrested by law enforcement and referred for prosecution.

### **11.17 Occupational Injuries**

Saint Xavier University is committed to a safe workplace and the prevention of work-related injuries or illness. SXU complies with all state workers' compensation laws that govern work-related injuries and illnesses. Additionally, SXU has a Return-to-Work Program to assist eligible employees who are temporarily unable to return to regular duties because of an employment-related injury or illness (the term 'injury' will be used to reference 'injury and illness').

An occupational injury for the purposes of University guidelines is an injury which is compensable under the workers' compensation laws. Payment of workers' compensation benefits will be administered by the Office of Human Resources. All employees of Saint Xavier University are protected by workers' compensation insurance.

#### **11.18 Orders of Protection and Civil No-Contact Orders**

Saint Xavier University community members who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to Public Safety for enforcement on campus, and may provide a copy of the order to the Office of Human Resources.

#### **11.19 Parking and Traffic Regulations**

Students, faculty and staff will be expected to comply with all applicable policies and procedures regarding parking on University property, including the use of permits, hours of availability, restricted parking, and more. Any/all questions regarding parking for the current academic year should be directed to Public Safety.

#### **11.20 Public Demonstrations**

Demonstrations have long been recognized as an important means of expression and are protected by the First Amendment. Saint Xavier University has a strong commitment to free speech in terms of both the expression of an idea and the responses to that idea.

Continuity of operations is critical in fulfilling our educational mission, which is why we strive to set consistent expectations for all expressive activities.

The University will strive to ensure there is no confusion about the rights of individuals to express themselves and to assemble lawfully for that purpose. However, expression must not violate laws or University policies. The University will respond to the violation of such laws or policies and may also employ a range of measures up to and including employee and student discipline and/or arrest.

#### **11.21 Reporting Incidents**

The University is committed to taking all steps it reasonably can to protect the safety of employees, students and guests. Those efforts, in many ways, also rely on the commitment of employees to report accidents as well as suspicious or violent behavior to those offices and individuals who are best positioned to respond and provide immediate support. Any employee who believes that they, or that someone else, has been treated in an inappropriate or violent manner should contact their supervisor, the Office of Human Resources or Public Safety immediately.

- In an emergency situation that poses imminent danger, please dial 911.

In a non-emergency situation, please dial Public Safety at 773-298-4400 or the Office of

Human Resources at 773-298-3460



## 11.22 Responsibility of Personal Belongings

Saint Xavier University is committed to assisting employees in safeguarding their personal property while at work. However, **the University does not assume responsibility for the loss, theft or damage of personal belongings brought on to campus.** Employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work. In the event personal property is necessary on campus and is estimated at a value of over \$1,000, it should be reported to the Office of Public Safety.

Employees are responsible for the care and safekeeping of their personal property during the workday. Saint Xavier University does not insure the personal effects of workers against loss or damage while at work. Employees should take due care of their personal belongings while at work. Employees are expected to make their own insurance arrangements for their personal property. Where facilities are provided, personal property should be locked away.

Saint Xavier University accepts no responsibility for loss or damage to cars, motorcycles, scooters or bicycles (including their contents) brought to campus, whether they are left in parking lots, cycle racks or otherwise. It is expected that employees have adequate insurance to cover damage which may arise in the above cases.

## 11.23 Security Escort

Saint Xavier University is committed to ensuring the safety and comfort of its employees while on campus. In addition to blue light phones placed around campus, security escort services are an alternative protective measure geared at making it safer to arrive at one's destination. If an employee is in need of an escort, a member of the security team can be dispatched to their location. Escorts should be requested 10 to 15 minutes before their departure to allow for proper availability of security personnel.

To schedule a security escort for the SXU main campus, please contact Public Safety, 24 hours a day, seven days a week.

## 11.24 Sudden Serious Illness

- Take any action required to address the immediate risk.
- Contact Public Safety.
- Contact emergency services (911) if necessary.
- Contact the supervisor and make them aware of the situation.
- Ensure the incident is properly recorded.

## 11.25 Theft

University employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud and theft. The Public Safety Department is responsible for establishing the controls to prevent and detect fraud and theft.

Supervisors are responsible for knowing the types of improprieties that might occur within their areas of responsibility and for identifying and assessing any irregularities. University employees are responsible for the prevention and detection of fraud and theft that might occur within the scope of their work assignments and for reporting any known or suspected incidents of fraud, theft or the misappropriation of University assets to the Public Safety Department.

Any employee who has knowledge of fraud or theft of University assets by any person or organization, including another employee, and does not report it to University officials may be subject to disciplinary action, up to and including termination of employment.

Campus Public Safety will investigate allegations of fraud and theft in accordance with University-established policies and procedures.

#### **11.26 Threat Assessment and Care Team**

Saint Xavier University is committed to the safety of its students, faculty, staff, and visitors. The Threat Assessment Team (TAT) strives to prevent targeted violence through a proactive, evidence-based approach to the assessment and management of perceived threats posed, or potentially posed, to or by members of the University community. The TAT will also work to identify and offer supportive resources for involved and impacted individuals.

The Saint Xavier University Care Team is a cross-divisional team that meets to review student cases related to social, mental health, physical, financial, behavioral and/or a combination of these issues. Once a referral is received, the Care Team works to identify interventions that are in the best interest of the University and the individual. Through collaboration and coordination of resources, the Care Team fosters academic and personal success for students. This service can apply to:

- (1) Those who may simply be struggling and in need of assistance and resources from other parts of the University or beyond.
- (2) Those whose behavior may be unusual but not threatening or distressed. The mission of the multi-disciplinary Care Team is to assess concerns that an individual may reasonably pose a threat of violence to self, others, or the University community and to initiate an intervention designed to avert the threat if it exists.

The purpose of the Care Team is to respond appropriately to concerns expressed about behaviors exhibited by anyone—students and employees—before a critical incident so that the campus remains a safe and secure working and learning environment.

#### **11.27 University Keys**

It is the policy of Saint Xavier University to promote the security of employees and to provide appropriate access to facilities while ensuring the safety of its facilities.

A key holder is the individual to whom a key is issued and is, therefore, the individual ultimately responsible for the key's security. If the key is lost, the individual to whom the key is issued is considered the responsible individual regardless of employment status (faculty, staff, graduate assistant, student).

Unauthorized fabrication, duplication, possession, or use of keys to premises owned by Saint Xavier University is a violation of University policy.

University keys are the property of Saint Xavier University and may be rescinded at any time.

### **11.28 University Violence Prevention**

The University is committed to providing a safe work environment for all its employees and students. To foster this environment, the University has a zero-tolerance policy for any acts of intimidation or threats of violence committed by any employee, student, customer or vendor at any University workplace or while conducting University business. Conduct that interferes with the University's commitment to maintaining a violence-free workplace will not be tolerated.

An employee who commits acts of intimidation or threats of violence, whether intentional or unintentional, will be subject to immediate disciplinary action up to and including termination of employment, arrest, criminal prosecution, and/or civil action.

Any employee who feels they have been the subject of workplace violence or have identified a situation where workplace violence has or could occur must immediately bring it to the attention of their supervisor.

### **11.29 Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at Saint Xavier University, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Saint Xavier University at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

For employees ordering food, deliverers will be considered visitors under the Visitors in the Workplace policy. Employees are permitted to order food delivery service under certain conditions:

1. It is the responsibility of the employee to obtain food at employee-designated area of pickup.

2. In the case of issues or inadequacies with delivery (i.e., delivered to the wrong address, undelivered food), Saint Xavier University assumes no responsibility and will not exhaust University resources to address issues that fall within this category.
3. In accordance with Visitors in the Workplace policy, deliverers are not to be permitted access into University buildings or residence halls. Pickups are to occur outside in an area agreed upon by the employee and the deliverer. Exceptions can be considered for employees with documented disabilities, in compliance with the Americans with Disabilities Act (ADA).

If an unauthorized individual is observed on Saint Xavier University premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the security gate. Any suspicious behavior should be reported immediately to Public Safety.

### **11.30 Workplace Search and Surveillance**

Saint Xavier University strives to provide a safe, pleasant and secure environment for all members of the University community. To provide such an environment, it occasionally may be necessary to search University-owned property such as lockers, desks, offices, computers, data storage devices and file cabinets. The University reserves the right to conduct such searches as appropriate. In most cases, the affected person will be present during the search.

Video surveillance refers to surveillance by means of a camera that monitors or records visual images of activities on University-owned property. Video surveillance does not include the capture of audio.

Computer monitoring refers to the practice of collecting user activity data on University-owned computers, networks, and other IT infrastructures. This data includes but is not limited to web browsing history, files downloaded, data input, network traffic, logins to corporate systems, interactions with data, peripheral device usage, and information about the employee's computer.

Employees should not assume a right to privacy in the workplace, especially when using University equipment and networks.

## **12. SCHEDULE AND BREAKS**

### **12.1 Attendance, Punctuality and Dependability**

The success of Saint Xavier University depends upon a collective commitment to the development of quality relationships between staff, faculty, and students and with the broader University community. All University employees must remember, regardless of the position one currently holds, that they serve as ambassadors of the University, reflecting the mission, vision and core values of the institution.

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**The University strives to provide a productive, responsible and professional work**

environment to meet the ongoing needs of students and the entire Saint Xavier University community. As such, all employees will be expected to be punctual and reliable in reporting for work and remain accessible for work purposes throughout the

scheduled workday. When an employee is aware of an expected absence, they must notify their supervisor as early as possible prior to the absence. When an employee is unable to report for work due to an illness or injury, they must notify their supervisor as soon as possible for each day of their absence. Excessive tardiness, absenteeism or unauthorized absences may result in disciplinary action, up to and including termination of employment with the University.

Commitment to regular attendance, punctuality and dependability will be reflected in an employee's daily work and their willingness to:

- Act competently and work with students and other constituencies in a courteous and respectful manner.
- Communicate pleasantly and respectfully within their own department and with other campus constituencies and visitors.
- Follow up on queries in a timely manner, provide professional replies to requests, and perform all work duties in a responsible manner.
- Take pride in the work performed and conduct their duties in a responsible manner.

## **12.2 Lactation Breaks (Nursing Parents)**

Saint Xavier University provides a lactation station on campus for breastfeeding employees, located at WAC Room E-308. This space provides a private, clean room where employees are shielded from view and free from intrusion. For access to this space, employees should visit Room E-203.

In accordance with (820 ILCS 260/1 - Nursing Mothers in the Workplace Act), Saint Xavier University provides reasonable break time and a non-bathroom space for expressing breast milk for one year after a child's birth.

Employees with questions regarding this space should contact the Office of Human Resources.

## **12.3 Remote Operations**

A shift to remote operations is defined as the managing, monitoring, and controlling of workplace tasks by employees from a location outside of the University during regularly scheduled work hours. Employees are expected to adhere to their regular workplace expectations as closely as possible. Essential employees are expected to follow their regular schedule unless instructed otherwise.

The decision to shift to remote operations due to inclement weather (or any other reason) is the responsibility of the president of the University or, in their absence, the highest-ranking available member of the Senior Leadership Team.

The decision to alter standard University operations will be made for a period of one business day unless there is physical destruction of a building. Each day, a new decision will be made regarding the need to remain in remote operations.

**Please Note:** Shifts to remote operations will not affect the pay rate of employees, regardless of essential status, adhering to the University designation. Some departments may have limited availability for remote work. In these cases, employees should discuss options with their supervisor.

## 12.4 University Closure

Emergency closing conditions are determined by University management in consultation with Public Safety. Notification of emergency conditions may vary based on the nature of the emergency (i.e., fire, bomb threat, natural disaster, prolonged loss of power or water, etc.). The University has an emergency response plan, which identifies specific processes and procedures for responding to and communicating various emergency situations. Contact your supervisor or the Office of Human Resources to learn the notification process developed.

**Please Note:** When the University initiates an emergency closure, employees with an essential designation will be eligible for compensation **at a rate of double time**. Non-exempt, non-essential employees will be eligible for compensation **at their regular rate**.

### **Employee Designations**

**Essential Employee:** Essential employees will be expected to follow their work schedule as closely as possible, unless the appropriate supervisor or vice president specifically instructs them otherwise.

### **Partial Alterations**

The University reserves the right to abbreviate the workday when deemed necessary. These abbreviated workdays are recognized as Delayed Opening and Early Release days.

*Delayed Opening:* A day on which the University deems necessary a delay to the start of normal business operations.

*Early Release:* A day on which the University deems necessary a conclusion of business hours prior to typical conclusion of business hours.

### **Pay Policies During a Delay or Early Release**

In the event of a **delayed opening** or **early release** of the University due to inclement weather, emergency situations, or other authorized closures, employees who are required to work during the affected period will be compensated at a rate of **double their regular hourly rate** for all hours worked during the delay or early release period.

- **Delayed Opening:** Double-time pay applies to hours worked **prior to the official opening time**.
- **Early Release:** Double-time pay applies to hours worked **after the official closure time**.

This policy applies only to hours worked during the officially designated closure period and does not



extend to hours worked outside of that window.

**Please Note:** Partial alterations to University operations will not affect the pay rate of non-exempt, non-essential employees adhering to the University designation.

## **12.5 Work Week and Breaks**

Full-time employees are entitled to two paid break periods of fifteen minutes in each day's work schedule and a one-half (1/2) hour unpaid lunch period in each work day. Employees may not "work through lunch" in order to arrive late or to leave early or to work extra time.

Part-time employees are entitled to one fifteen-minute paid break period for each three-hour work session.

Supervisors may stagger the break periods for employees within the same office in order to maintain uninterrupted service.

At the discretion of the supervisor, employees may be allowed to combine the breaks and lunch period in each day's work schedule in lieu of the two fifteen-minute paid breaks and a one-half (1/2) hour unpaid lunch break.

## **13. TIME OFF AND LEAVES**

### **13.1 Administrative Leave**

An employee may be placed on administrative leave, with or without notice or pay, to permit Saint Xavier University to review or investigate circumstances involving a potential breach of University policy.

Administrative leave is not a type of corrective action. Supervisors are required to consult with the Office of Human Resources prior to placing an employee on administrative leave to ensure compliance with the applicable policy.

While on administrative leave, the employee must be available to cooperate with the University's investigation.

### **13.2 Attending Classes at Saint Xavier University**

Saint Xavier University recognizes that many employees take advantage of tuition remission to attend classes at the University. Studying and other class preparation must not interfere with or detract from normal work responsibilities. Employees should register for classes that are scheduled outside of their regular work hours. Exceptions

to this policy require the approval of the immediate supervisor and the vice president of the department. The approval must be submitted in writing to Human Resources along with the corresponding tuition remission paperwork. Employees attending classes are subject to all rules and regulations as outlined in the University Tuition Remission Policy.

**Please Note:** Tuition remission requires upholding one's personal tax obligations and completion of the Free Application for Federal Student Aid (FAFSA).

### 13.3 Bereavement Leave

Employees will receive three days of paid leave upon the death of an immediate family member. Use of this leave should be arranged with the employee's supervisor, in consultation with the Office of Human Resources. Leave does not need to be taken immediately following the death; it may be used later to accommodate memorial services, estate matters, or other events related to the loss. For purposes of this leave, "immediate family" includes one's spouse, domestic partner, child, father, mother, sibling, mother-in-law, father-in-law, grandparents and stepparents, grandchildren, brothers and sisters-in-law, and sons and daughters-in-law.

Employees will receive one day of paid leave upon the death of a collateral family member. Use of this leave should be arranged with the employee's supervisor, in consultation with the Office of Human Resources. Leave does not need to be taken immediately following the death; it may be used later to accommodate memorial services, estate matters, or other events related to the loss. For purposes of this leave, "collateral family member" includes cousins, nieces, nephews, aunts and uncles. Requests for leave at the time of death of a person outside of the immediate family are reviewed on an individual basis by the Office of Human Resources.

The Illinois Family Bereavement Leave Act (FBLA), which went into effect on January 1, 2023, provides employees of both public and private employers with more than 50 employees a maximum of two weeks, or 10 workdays, of unpaid bereavement leave. This leave may be used to grieve the death of a covered family member and to be absent from work due to a variety of family-related events, including miscarriage, unsuccessful intrauterine insemination, failed adoption or surrogacy, diagnosis that negatively impacts pregnancy or fertility, and stillbirth. Under the FBLA, employers may, but are not required to, request reasonable documentation certifying a qualifying event.

### 13.4 Blood Donation Leave

Full-time employees who have been employed by the University for at least six months may take up to one hour of paid leave every 56 days to donate (or attempt to donate) blood.

To request leave under this policy, employees must notify their immediate supervisor. Employees must also provide documentation of their blood donation appointment at the time of their request for leave. After one's appointment, they will be expected to provide a written statement from the blood bank confirming that they kept their appointment.

### 13.5 Bone Marrow and Organ Donation

Organ or bone marrow donor leave is provided under the State of Illinois Compiled Statutes 5 ILCS 327 - Organ Donor Leave Act.

Up to 30 days paid leave may be granted once in a 12-month period for the donation of an organ or blood marrow. Employees are NOT required to use accumulated sick or vacation leave time before requesting Organ Donor Leave. Leave time is for 30 days; holidays do not extend the allowable leave maximum.

### 13.6 Civil Air Patrol Leave

According to Illinois State law, up to 30 days of unpaid leave of absence must be granted to eligible employees who are members of the civilian auxiliary of the United States Air Force performing a civil air patrol mission.

To be considered eligible, the employee must have been employed for at least 12 months and worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of this leave. An employee requesting this leave is *not* required to have exhausted all accrued vacation leave, compensatory leave, sick leave, disability leave, or any other leave granted to the employee. Employees may, if desired, use vacation leave accrued during the time of their civil air patrol leave. During the time of leave, employee benefits shall be continued by the University as mandated by state and federal legislation.

Upon return from leave, an employee will be restored to the position held when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

### 13.7 Election Judge Leave

In accordance with Illinois State law, eligible employees must be granted an unpaid leave of absence for the purpose of serving as an election judge within the State of Illinois. All appointed election judges employed by the University shall be considered eligible for election judge leave. The length of this leave will depend on the election judge appointment.

While this leave is unpaid, employees may, if desired, use accrued vacation or personal leave for the duration of the leave.

### 13.8 Family Medical Leave (FMLA)

The University offers family and medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA), representing the minimum leave to which each eligible employee is entitled for qualifying circumstances. The FMLA allows eligible employees to take up to 12 weeks of job-protected, unpaid leave in a twelve-month period preceding the date of application for certain specified reasons, and up to a total of 26 work weeks of leave to care for a family member who is a covered service member recovering from injury or illness incurred during active-duty military service.

This policy applies to all faculty and staff employees of Saint Xavier University, subject to eligibility requirements. Questions regarding any aspect of the University's policy or the application of FMLA should be directed to the Office of Human Resources.

### 13.9 Floating Holidays

Current full-time staff receive three Floating Holidays at the beginning of each fiscal year (July 1).

New full-time hires will be awarded a prorated portion of three Floating Holidays, in accordance with the following schedule:

New Employee Date of Hire	Days Awarded
July 1 - September 30	3 Days
October 1 - December 31	2.25 Days
January 1 - March 31	1.5 Days
April 1 - May 31	.75 Days
June 1 - June 30	0 Days

Unused Floating Holidays will not carry over into the next fiscal year. Accrued, unused Floating Holiday time will not pay out at the time of separation from the University.

**Please Note:** The University offers "Winter Floating Holidays" to all eligible employees to provide additional time to spend with their families for holiday celebrations. These floating holidays span from Christmas Eve (December 24) through New Year's Day (January 1), minus observed holidays, weekends, and staff appreciation days.

### 13.10 Holidays and Holiday Pay

The University celebrates and awards paid time off during 11 public holidays each year. If the holiday falls on a Saturday or Sunday, the holiday is normally celebrated the day before or the day after at the discretion of the University.

#### Observed Holiday Schedule

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve

- Christmas Day

Nonexempt, (hourly), full-time employees who are required to work on a University-observed holiday will be paid 2.5 times their regular rate.

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

### **13.11 IL Victims Economic Security and Safety Act (VESSA)**

The Illinois Victims' Economic Security and Safety Act (VESSA) provides that Illinois employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence are entitled to certain reasonable accommodations and may, under certain circumstances, take up to 12 weeks of unpaid leave basis during any 12-month period in order to address these issues. Please contact the Office of Human Resources for further information about leave or accommodation available under VESSA.

VESSA provides unpaid leave and certain other benefits to eligible employees who are, or whose family or household members are, victims of domestic or sexual violence. .

### **13.12 Jury Duty and Court Testimony**

Saint Xavier University encourages employees to fulfill their civic responsibilities by serving as a juror when required. The University recognizes employees' civic responsibility to serve on juries and continues an employee's compensation while they are performing this duty. There is no deduction for jury duty compensation received.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may arrange to accommodate their absence.

Additionally, employees called to serve as a University witness in a court proceeding shall be offered the same compensation as they would having been called to perform jury duty.

Time off to testify in non-University court proceedings will be charged to one's accrued vacation time unless the employee requests unpaid leave or can be scheduled to make up the time during the same work week. .

### **13.13 Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services or reserves, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off except for sick days for their absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work on the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for the purpose of determining benefits based on length of service.

Contact the Office of Human Resources for more information or questions about military leave.

### **13.14 One Day Rest in Seven**

One Day Rest in Seven Act (ODRISA) requires employers to provide employees a minimum of 24 hours of rest within every consecutive 7-day period. The law assumes employees get Sundays off and requires employers to notify employees ahead of time if they don't.

The law allows employers to secure permits from the Department of Labor for employees to work on the seventh day provided that the employees have voluntarily agreed to work and are paid at the applicable overtime rate if employees work over forty hours in a work week.

### **13.15 Paid Parental Leave**

It is the policy of Saint Xavier University to provide 6 weeks of paid parental leave to full-time employees following the birth or adoption of (a) child/children. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable, and will be in effect for births and adoptions on or after May 1, 2023.



The purpose of paid parental leave is to enable full-time employees to care for and bond with a newborn or a newly adopted child. Family-friendly policies are essential to cultivating a community where employees can thrive professionally without sacrificing essential family obligations.

### **13.16 Participation on Committees, Task Forces and Elected Bodies**

Saint Xavier University recognizes the need and desire of employees to participate in University-wide councils and committees, search committees, grievance committees, task forces, teams, workgroups, and the like.

The time involved in performing these activities will be considered as "time worked" as long as it does not interfere with the accomplishment of the work, objectives or mission of the work unit.

### **13.17 Personal, Unpaid Leave of Absence**

In very special circumstances, the University may grant a leave of absence **without pay** for a personal reason, or, if the University determines that such a leave would serve the best interest of the SXU.

Staff will be eligible to request a personal leave of absence on completion of at least one year of full-time service.

A request for an unpaid leave of absence must be submitted, in writing, to one's immediate supervisor at least two months prior to the start of the leave. The written request must identify the nature and timeframe of the leave. The supervisor will consult with the appropriate vice president and director of Human Resources to assess the viability of the requested leave and its impact on the employee's department before determining whether to grant the leave.

The director of Human Resources will provide a timely written response to the employee's request, identifying whether or not leave has been granted.

Employees who are granted personal, unpaid leave may continue health care coverage during a leave of absence at their own expense.

Sick time and other benefits will not accrue during an unpaid leave of absence.

Employee and University contributions to the retirement plan will be discontinued during an unpaid leave of absence.

Accrued benefits are not forfeited nor can they be withdrawn during an unpaid leave of absence.

Tuition Waiver benefits will not be available during the period of unpaid leave of

absence.

An unpaid leave of absence must not interfere with the operations of the employee's department or Saint Xavier University.

An unpaid leave of absence is granted only on the assumption that the employee will be available to return to regular employment when the leave expires.. Failure to return from a leave at the time agreed upon may result in termination of one's employment with the University.

To the extent possible, the University will allow an employee to return to their job upon return from an unpaid leave of absence.

**Please Note:** Members of the faculty who seek personal, unpaid leave should consult the Faculty Handbook regarding the application process.

### 13.18 Religious Holy Days

The University, within reason, accommodates the religious observances, practices, and beliefs of employees with regard to attendance and scheduling of work.

Employees wishing to observe a holy day of their religious faith on a date they are scheduled to work should request leave according to department policy and/or University procedure. Supervisors shall not unreasonably deny employees leave to observe a religious holy day as long as the leave is requested and approved according to department policy and/or University procedure. Employees may request the use of accrued vacation, personal leave, or leave without pay, as appropriate and applicable.

Supervisors shall not arbitrarily penalize employees who are on approved absence from work because of religious observance. An employee who believes that University policy or practice does not accommodate their religious observance should contact the Office of Human Resources.

### 13.19 School Visitation Leave

Employees who have been employed for at least six months and who have exhausted all accrued paid leave (e.g., vacation, floating holidays and the like) may take up to eight hours of unpaid leave during the academic or calendar year to attend school conferences or classroom activities related to the employee's child that cannot be scheduled during non-working hours. An employee may not take more than four hours in one workday under this provision.

To avail of school visitation leave, an employee must, if possible, give their immediate supervisor at least seven days' notice of the need for school visitation leave.

### 13.20 Sick Leave

One sick day is accrued each month by benefit-eligible staff for a total of 12 in each calendar year. Accruals begin on the first day of one's employment with the University. Full-time staff may accrue a maximum of 30 sick days.

Employees who already have accrued more than 30 sick days under the prior sick leave policy will be allowed to keep those hours, but they will not be able to accrue any additional sick time until the balance drops below 30 days. Accrued but unused sick time is not paid out at the time of separation from the University.

**Please Note:** Accrued sick days are provided by the University to assist an employee in time of illness or injury. Sick leave will not be provided if an employee has not accrued sick days. An employee will be expected to notify their immediate supervisor verbally of the nature of one's illness or injury as early as possible before the scheduled work or shift time, as well as the time when they expect to return to work.

In accordance with the Illinois Employee Sick Leave Act, personal sick leave benefits provided to employees by the University due to an employee's illness, injury, or medical appointment are extended to the employee's family members. Effective January 1, 2017, employees who use sick leave to address their own medical needs will be permitted to use that same sick leave to address the medical needs of their family members for a reasonable period and based on the necessary attendance of the employee. The use of sick leave for this purpose is limited to the amount of sick time that would be accrued during six months of employment at the University (66 days per year). This Act does **not** include the application of short-term disability coverage to family members, nor does it extend the maximum amount of leave an employee may take under the Family Medical Leave Act.

Saint Xavier University's sick leave policy is in compliance with the city of Chicago's ordinance on Paid Sick Leave.

### **13.21 Staff Appreciation Days**

The University recognizes the need to show gratitude to employees for hard work.

To acknowledge their immense contribution, Saint Xavier University observes two staff appreciation days: one in July and one in December of each year. The exact dates are determined by that year's calendar.

University offices are closed on those days. Employees are excused from work and are compensated for their absence.

### **13.22 Unauthorized Absence**

An employee is expected to be present for work as scheduled and satisfactorily functioning during their work hours. At times, it may be necessary for an employee to be off work unexpectedly.

However, the employee is required to obtain leave approval from the supervisor or the supervisor's designee. If an employee needs to stop work for any reason before the end

of their schedule, the employee must notify their supervisor or the designee of his or her inability to continue work and obtain approval of the absence.

Failure to obtain the supervisor's or designee's approval to use any leave shall result in the employee being recorded as having an unauthorized or unscheduled absence. Employees have a responsibility to report absences in line with their departmental reporting procedures and if procedures are not followed, the absence may be deemed to be unauthorized.

If the employee fails to follow notification and reporting procedures and the reason for the unauthorized absence was not deemed to be reasonable by the supervisor, the University may not be obliged to compensate for any unauthorized absences. This issue may be discussed with the Office of Human Resources. It is important to investigate each case of unauthorized absence before considering any action regarding an employee's compensation.

Employees who are absent from work for **three consecutive working days** without proper notification to an immediate supervisor regarding the absence will be considered as having abandoned their job and resigned their employment at Saint Xavier University "not in good standing."

Prior to determining job abandonment, the employee's immediate supervisor or designee shall make a good faith effort to contact the employee to ensure there are no extenuating circumstances concerning the absences. If the supervisor or designee is unable to contact that employee and/or no extenuating circumstances are identified, the job abandonment designation is then made.

### 13.23 Vacation

Full-time, benefit-eligible employees accrue vacation time at a rate dependent on their years of employment at the University. Part-time employees with an FTE greater than .50 but less than .80 will accrue vacation time on a pro-rated basis dependent upon their FTE.

Employees begin earning vacation time immediately. It's recommended that an employee does not use vacation time prior to the completion of their probationary period (90 days) or following their two-week notice of resignation. Exceptions and the carrying of a negative balance must be approved by the Office of Human Resources. It is the responsibility of the employee to make all requests for vacation to the supervisor in a timely manner, as set by department procedure.

**Please Note:** Members of the faculty do not accrue paid vacation.

**Please Note:** Members of the staff who are asked or volunteer to participate in service trips sponsored by the University will not be charged vacation days while they are engaged in that service.

### 13.24 Volunteer Emergency Worker Job Protection

The Illinois Volunteer Emergency Worker Job Protection Act provides protection to employees who serve as volunteer emergency workers and are absent from or late to work due to their response to an emergency or respond to an emergency phone call or text message that requests the employee's volunteer emergency services.

An employee is eligible for this protection if: a) they serve as a volunteer emergency worker and are absent from or late to employment due to a response to an emergency prior to the time the employee was to report to their place of employment or b) respond to an emergency phone call or text message during work hours that requests the employee's volunteer emergency services.

According to the Act, a "volunteer emergency worker" is an individual who serves in one of the following volunteer roles:

- Member of a fire department of a fire protection district, municipality, or other unit of government
- Emergency Medical Technician (EMT, EMT-I, A-EMT, EMT-P)
- Ambulance driver or attendant
- First responder
- Member of county or municipal emergency services and disaster agency
- Auxiliary policeman or deputy

Saint Xavier University has the right, following the employee's absence, to request that the employee provide a written statement from the supervisor or acting supervisor of the volunteer fire department or governmental entity that the volunteer emergency worker serves. This document should state that the employee responded to an emergency and indicate the time and date of the emergency.

### 13.25 Voting Leave – General or Special Election

The state of Illinois, under certain circumstances, grants two hours of paid time to vote. The state of Illinois (10 ILCS 5/1-3) defines a general election as the "biennial election at which members of the General Assembly are elected" and a special election as "an election not regularly recurring at fixed intervals, irrespective of whether it is held at the same time and place and by the same election officers as a regular election."

To be eligible for paid time to vote on the day of an election, an employee must be:

- Entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote in the State of Illinois.
- Scheduled to work on the day of such election, with working hours beginning less than two hours after the opening of the polls and ending less than two hours before the closing of the polls. For example, if the polls are open from 6 a.m. to 7 p.m. and the employee's scheduled work hours are from 7 a.m. to 7 p.m., the employee may be granted two hours of paid time to vote during the day of the election.

## **14. WORKPLACE EXPECTATIONS**

### **14.1 Anti-Bribery**

Saint Xavier University is committed to operating in an ethical manner and in compliance with applicable anti-bribery laws and regulations in the United States. It is the policy of Saint Xavier University to prohibit the direct or indirect giving or receiving of improper payments or other benefits for purposes of obtaining any advantage.

More specifically, members of the University community may not directly or indirectly:

1. Make, promise, approve, authorize, or offer to give to anyone anything of value (including but not limited to cash payments) for the purpose of improperly inducing the recipient to take (or to refrain from taking) action that would bestow a benefit on Saint Xavier University or any other party.
2. Receive or accept anything of value (including but not limited to cash payments) if such an item of value is intended to induce or reward improper performance of one's responsibilities or duties or to gain an improper advantage.

### **14.2 Bullying**

Saint Xavier University does not condone bullying in the workplace. Bullying often comes in subtle ways and affects the overall workplace climate, so it should be addressed immediately when detected.

Workplace bullying can be defined as the repeated less favorable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behavior that intimidates, offends, degrades or humiliates a worker, possibly but not always in front of co-workers, students or other members of the University community.

Such behavior violates Saint Xavier University's Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

Individuals who feel they have experienced bullying should report this to their supervisor or to the Office of Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible.

While employees are encouraged to raise issues regarding workplace bullying, employees may not knowingly or recklessly make a false complaint of workplace bullying. Any such action may lead to disciplinary action, up to and including termination of employment.

### **14.3 Cell Phone Policy**

Cell phones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of Saint Xavier University's policy.

The University will not be liable for the loss of personal cell phones brought into the workplace.

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving; use of a cell phone while driving is not required by the University. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic or inclement weather, or if the employee is driving in an unfamiliar area.

**Reading or sending text messages while driving is strictly prohibited.**

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

#### **14.4 Corrective Action**

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the department. Corrective action is intended to encourage individuals to improve their performance or change unacceptable conduct. The progressive corrective action process should be followed consistently across campus.

Corrective actions may include:

1. An apology.
2. Additional training requirements.
3. A verbal warning.
4. A written warning.
5. Performance Improvement Plan.
6. Suspension.
7. Demotion.
8. Salary reduction or delay in salary increase.
9. Termination of employment.

The type of corrective action the University takes will depend upon the circumstances of each case. While the University attempts to provide opportunities for employees to correct or improve their performance, infractions of University policies may result in



immediate discharge depending upon the circumstances.

With regard to corrective action, the University considers the following circumstances:

1. Truthfulness and willingness to cooperate in investigating the circumstances of an incident or performance issue.
2. Perceived ability and willingness to improve and rectify the problem.
3. Past performance record.
4. Working relationships with supervisors and co-workers.
5. Severity of conduct and the harm caused, plus the business needs of the University.

All corrective actions will usually be discussed with the director of Human Resources before any actions are taken.

If there's a situation where immediate dismissal may be required and the director of Human Resources or designee can't be reached, the employee may be placed on administrative leave, pending an investigation.

Any disciplinary action an employee receives may prohibit them from participating in a supervisory or leadership role with students. These situations will be evaluated on a case-by-case basis.

#### **14.5 Credit Card Policy**

Personnel who have been issued a University credit card are responsible for submitting all receipts and other information necessary to document the purchase and issue timely payment.

All expenses must be for a valid business purpose that is necessary and reasonable in order to conduct University business.

The business purpose of an expense must be obvious not only to the employee but also to a third-party reviewer. Credit card charges incurred, which are personal or non-reimbursable in nature, are expected to be reimbursed to the University by the employee.

#### **14.6 Drugs and Alcohol**

As noted in this handbook, the University is committed to maintaining a drug-free workplace in compliance with all applicable laws and regulations. The unlawful possession, use, distribution, sale or manufacture of alcohol and/or illegal substances is prohibited on University property, in University-owned vehicles, or at any University work-related location. The violation of this policy will result in corrective action, up to and including the termination of employment with the University.

As a recipient of federal aid and federal grants, the University must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of

1989 that it will take certain steps to provide a drug-free workplace. The possession, use, consumption, sale, dispensation, distribution or manufacture of alcohol or controlled substances is prohibited on University property, while conducting University business, or as a part of University activities, except on occasions when the consumption of alcoholic beverages in a social setting is authorized and sponsored by the University. Employees who violate this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, unpaid suspension from employment, loss of the privilege of operating a University vehicle, and/or termination of employment and referral for prosecution.

Illegal drugs are those drugs or controlled substances the possession of which is unlawful under federal, state or local law and includes prescription drugs obtained without a lawful prescription or that are used in a manner inconsistent with prescription directions. Any employee who has been convicted of a criminal drug violation in the workplace must notify the University within five calendar days of the conviction. The University will take appropriate action within 30 days of notification.

Employees are prohibited from working and/or from operating any University vehicle or equipment while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating University vehicles or equipment at any time when their ability to do so might be impaired by the medication or compromises an employee's ability to safely and effectively perform the essential functions of the job. In addition, no passenger in a University vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle.

The University, from time to time, will sponsor events or receptions at which alcohol may be served. Responsible, moderate consumption of alcohol at these events will not be regarded as a violation of this policy.

The University, in furtherance of its commitment to a safe workplace and a safe learning environment, with a workforce free of alcohol or drugs that may impair judgment and job performance and result in injury to self or others, reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances on the basis of reasonable suspicion.

Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation occurring in the workplace. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Office of Human Resources.

In accordance with the Drug-Free Schools and Communities Act of 1989, the University will distribute annually to employees information on applicable legal sanctions and health risks associated with the unlawful possession or distribution of alcohol or illegal drugs and a description of drug and alcohol treatment programs available to members of the University community.

## **14.7 Expense and Travel Reimbursement**

Employees of Saint Xavier University may charge against appropriate University accounts normal and reasonable travel, business, and entertainment-related expenses incurred for University business purposes. These expenses should be incurred to further the educational, research and public service mission of the University.

Saint Xavier University's reimbursement arrangement is considered an accountable plan under IRS guidelines. As such, it includes the following rules, all three of which must be met: 1. Expenses must have a business connection — that is, one must have paid or incurred deductible expenses while performing services as an employee of their employer. 2. Expenses must be submitted to one's employer within a reasonable period (i.e., 30 - 60 days). 3. Any excess reimbursement or allowance must be returned to the University within a reasonable period (i.e., 30 - 60 days). An excess reimbursement or allowance is any amount paid that is more than the business-related expenses submitted. If these three rules are not met, reimbursements will be treated as income and will be included in the employee's W-2. Failure to abide by the IRS's accountable plan rules may result in Saint Xavier University's plan being deemed non-accountable. If that were to happen, any and all reimbursements must be treated as income.

#### **14.8 Gifts and Gratuities**

The University discourages employees from accepting gifts from students, parents, vendors or clients. Bribes for the benefit of any external or internal party is strictly prohibited.

This includes any business courtesy such as a product discount unless the benefit extends to all University employees.

If an employee receives payments, loans, services, entertainment, travel, or gifts valued at more than \$50 (directly or indirectly) from any person or business who does business (or seeks to do business) with the University), they must disclose this information to the Chief Financial Officer and the President immediately. The VPFA/CFO and President will collaborate in each instance to ensure that no actual or perceived conflict of interest has occurred.

If it is determined that such a conflict exists, the goods or services received must be returned/rescinded immediately. Employees must inform vendors, potential vendors, and others about this University policy to ensure full compliance. Failure to comply with this policy may result in disciplinary action up to and including termination.

#### **14.9 Media Relations**

Saint Xavier University recognizes the important role of news media as a channel of communication with the public and will provide qualified representatives of news reporting organizations with timely and accurate information regarding the University's programs and activities.

University Relations serves as Saint Xavier University's designated contact point for the news media and is the source of official information about the University. Faculty and staff members who wish to initiate contact with the news media or who receive news media inquiries should first coordinate with University Relations.

#### **14.10 Personal Appearance**

Saint Xavier University is committed to fostering a professional, inclusive, and respectful work environment where employees can express their authentic selves. All staff are expected to maintain a clean and appropriate appearance that aligns with their roles, whether that involves business, business casual, or functional attire suited to specific work environments. Personal expression through clothing, accessories, hairstyles, tattoos, and grooming is welcomed, provided it maintains a professional standard and complies with safety guidelines. The University recognizes and supports religious and cultural dress as part of this expression. The University also acknowledges that certain roles may require specific attire, such as uniforms, protective gear, or formal wear. Attire that includes offensive content, poses safety risks, or is excessively revealing is not permitted. Expectations may be adapted for remote or hybrid work, and any questions or accommodation needs should be directed to the Office of Human Resources.

#### **14.11 Pets/Domestic Animals on Campus (Service Animals)**

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

- Certified service animals, including trained guide dogs, will generally be allowed on campus as necessary to assist their owners.
- Faculty or staff requiring the presence of a comfort animal must show proper documentation from their health care provider to the Office of Human Resources.
- Staff living on campus will be permitted to own, and have live in their apartment, fish in an aquarium, one (1) dog, or a limit of two (2) cats. No hamsters, rodents, ferrets, exotics, or any other type of animal are allowed. The pet must be approved by the Office of Student Life prior to being allowed in the apartment. A \$750 refundable deposit is required seven (7) days prior to the pet being brought to campus. For complete details, contact the Office of Student Life.

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

#### **14.12 Purchasing Policy**

Saint Xavier University's Accounting Department is charged with providing faculty, staff and students with necessary supplies, equipment and services. The primary mission of the Accounting Department is to acquire needed materials and services as

economically as possible and to set high standards of quality and service within acceptable delivery time frames.

Policies and procedures have been developed to allow for purchases to be made in a timely and organized manner that provides for essential accountability of institutional expenditures. The Accounting Department is provided with this responsibility and authority as delegated by the Chief Financial Officer.

#### **14.13 Retaliation**

The Equal Employment Opportunity (EEO) laws prohibit punishing job applicants or employees for asserting their rights to be free from employment discrimination, including harassment. Asserting these EEO rights is called "protected activity," and it can take many forms. For example, it is unlawful to retaliate against applicants or employees for:

- Filing or being a witness in an EEO charge, complaint, investigation, or lawsuit.
- Communicating with a supervisor or manager about employment discrimination, including harassment.
- Answering questions during an employer investigation of alleged harassment.
- Refusing to follow orders that would result in discrimination.
- Resisting sexual advances or intervening to protect others.
- Requesting accommodation of a disability or for a religious practice.
- Asking managers or co-workers about salary information to uncover potentially discriminatory wages.

Participating in a complaint process is protected from retaliation under all circumstances. Other acts to oppose discrimination are protected as long as the employee was acting on a reasonable belief that something in the workplace may violate EEO laws, even if they did not use legal terminology to describe it.

#### **14.14 Smoke-Free Campus**

Smoking will not be permitted in any enclosed place, including but not limited to all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within University housing.

Additionally, smoking will be prohibited outdoors on all University campus property, including but not limited to loading docks, University-owned streets and sidewalks, parking lots, parking garages, shuttle bus stops, paths, fields, sports/recreational areas, and stadiums.

In further recognition of the incompatibility of the University's educational mission and the promotion of smoking products, no smoking or vaping-related advertising or sponsorship will be permitted on University property, at University-sponsored events,

or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by the University and which is lawfully sold, bought, or distributed on University property.

Cigarettes, vape devices, electronic cigarettes, cigars, and pipes (including hookah pipes) shall not be sold or distributed as samples on University grounds, vending machines or any area on campus.

Littering of remains of smoking products or any other related waste product on campus property is further prohibited.

### **Exceptions:**

Ceremonial Smoking: Individuals or groups interested in smoking as part of a ceremony in or on University property must seek advance approval from the provost by submitting a request for approval through the Tobacco-Free Campus webpage, which is located on the [Exemption Request](#) webpage.

Tobacco Use in Research: Tobacco use may be allowed in an enclosed area on campus property for a medical, scientific, or research program, provided that tobacco use is an integral part of such program and received prior approval from the Provost for the inclusion of tobacco use in the program pursuant to the applicable procedures for such medical, scientific, or research program.

## **14.15 Social Media**

The University recognizes blogs, networking sites, and other social media (collectively referred to as “social media”) as possible tools to support the University’s educational and operational goals.

This policy applies to employees when they participate in social media as part of their job duties. It also applies to employees’ participation in social media at any time that they give the appearance of speaking on behalf of the University or its affiliates; identify themselves as University employees or as affiliated with the University; or discuss the University or its affiliates.

Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publicly available and searchable and may be forever accessible. Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable law and University policies.

## **14.16 Solicitation**

Employees may not distribute literature or printed matter, engage in commercial promotion, sell tickets or merchandise, or solicit for any purpose in any area of Saint Xavier University during their own working time or the working time of the person

being solicited. Working time does not include specified times when employees are not required to perform tasks, such as during meal and break periods.

Individual faculty and staff are prohibited from displaying posters and banners. In addition, distribution of literature is prohibited in work areas at all times. Saint Xavier defines a "**poster**" or "**flyer**" as any form of print publicity — with no regard to size, shape or content — that is displayed in a work area.

No soliciting, canvassing, distribution of literature, or trespassing by non-employees is allowed in or on premises.

Should an employee become aware of any form of inappropriate or prohibited solicitation, they are asked to contact one's immediate supervisor and the Office of Human Resources.

#### **14.17 Whistleblower Policy: Fraudulent or Dishonest Conduct**

The University maintains a number of internal controls and operating policies for the purpose of detecting, preventing and/or deterring fraudulent or dishonest conduct and other violations of laws and regulations. Fraudulent or dishonest conduct involves a deliberate act, or failure to act, with the intention of obtaining an unauthorized benefit from the University (e.g., forgery of documents, unauthorized manipulation of computer files, misappropriation of University resources, etc.).

All members of the campus community are encouraged to report such improper conduct to their supervisor. Supervisors are required to report suspected improper conduct to the appropriate vice president. Any whistleblower may use alternate reporting avenues, such as speaking directly to a vice president or submitting a written report in a sealed envelope to the Office of Human Resources.

The vice president or director of Human Resources will conduct a follow-up investigation and will determine the nature and level of discipline required for any individuals found to have engaged in misconduct under the policy, up to and including dismissal from the University and referral for prosecution. An individual who submits a knowingly baseless or reckless allegation will be disciplined separately.

**Please Note:** Retaliation against whistleblowers is prohibited and may be the subject of a separate sealed complaint.



15. **ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

I acknowledge receipt of Saint Xavier University's Employee Handbook and understand that it is my responsibility to read it and comply with the policies and procedures contained herein, including any revisions made to it by the University and/or interim policies and procedures adopted by the University.

I further acknowledge and understand that this handbook supersedes all previous versions of the handbook that have been issued by the University. Because the University may add, modify, delete or otherwise change provisions of the handbook, I understand and acknowledge that I must contact the Office of Human Resources to obtain current information regarding the status of any policy, procedure or practice.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date